

BCS1501 ELGIN POINTE STRATA COUNCIL MEETING MINUTES

April 25, 2022

Minutes of the BCS1501 Elgin Pointe strata council meeting held **Monday, April 25, 2022**

Location: Elgin Pointe Clubhouse, 14655 32 Avenue, Surrey, BC

COUNCILLORS PRESENT: **Linda Hensman**, President
Glenn Roy, Vice-President and Webmaster / Communications Coordinator
(Note: Councillor Roy attended remotely via Zoom until 4:55pm)
Gordon Buttolph, Treasurer
Ken Gillies, Secretary
Helen Maclean, Councillor at Large and Landscaping Liaison
Peter Alpen, Councillor at Large
Pat Hagan, Councillor at Large

ALSO PRESENT: **Cristin Corneille**, Property Management Agent
Trudi Heard, Recording Secretary

REGRETS: None

1 CALL TO ORDER

The meeting was called to order at 2:58 pm.

Welcome to your new Strata Council for 2022-23

Pat Douglas, Vice-President and Sylvia Palmer, Secretary both retired from council as of the 2022 Annual General Meeting (March 22, 2022).

***A very special thank-you to both Pat and Sylvia
for their many hours of volunteered time and service!***

Two owners, **Ken Gillies** and **Pat Hagan**, allowed their names to be put forward for nomination for council positions for 2022-23. The remaining five (5) councillors as well as Ken and Pat were re-elected/elected to council at the AGM. Amongst themselves they have agreed to hold the positions noted above.

2. ADOPTION OF PREVIOUS MINUTES

It was **MOVED (Buttolph), SECONDED (Alpen) and CARRIED** that the Elgin Pointe Council approves the minutes for the meeting of February 22, 2022.

3. ADDITIONS TO THE AGENDA

Business Arising: None

New Business: None

4. FINANCIAL

4.1 **Financial Statements:** as per attached reports including:

- Treasurer's Monthly Report }
- CRF Reconciliation } All as of March 31, 2022
- Income & Expense Reconciliation } (Fiscal Month FM2022.02)
- Petty Cash Balance Sheet }

➔ NOTE: Due to a delay in receiving the financial statements from Peninsula Strata Management, approval has been deferred until the next Council meeting.

4.2 **Accounts Receivable as of March 31, 2022: \$48.51CR** (cheque to be issued)

4.3 **Petty Cash Reconciliation as of March 31, 2022:** \$18.04 balance on hand

4.4 **Investment of CRF funds**

It was **MOVED (Buttolph), SECONDED (Roy), and CARRIED** that Elgin Pointe Council approves the investment of \$400,000.00 from the CRF (Contingency Reserve Fund) to a term deposit.

Agent Corneille will provide details of the best 180 and 365 term rates available to Peninsula Strata Management. It was agreed by Council that the deposit must be redeemable at any time.

5. BUSINESS ARISING

5.1 **Amended Bylaws**

The amended bylaws as approved by owners at the Annual General Meeting of March 22, 2022 were signed by: Linda Hensman, President and
Gordon Buttolph, Treasurer

The current bylaws, including these amendments, will be posted to the Elgin Pointe website after they have been officially filed. They will then be accessible to all owners.

6. COMMITTEE AND COUNCILLOR REPORTS

6.1 **Landscaping**

6.1.1 Removal of Patches of Dead Grass

It was **MOVED (Maclean), SECONDED (Gillies), and CARRIED** that Elgin Pointe Council approves spending up to \$2,000.00 (including tax) for the removal and disposal of various patches of dead grass and to fill in the spaces with ¾-inch clear crushed gravel on 40-year filter cloth.

6.1.2 Shrub Replacement

It was **MOVED (Maclean), SECONDED (Buttolph), and CARRIED** that Elgin Pointe Council approves spending up to \$200.00 (including tax) for delivery and planting of small shrubs (such as boxwood) in specific empty areas that need to be filled in.

6.1.2 Winter Damage

A row of Heavenly Bamboo bushes has been severely damaged over the past winter. It was agreed by Council that the bushes be removed but not immediately replaced. Instead, for this year at least, annuals will be planted in the space.

6.2 **Maintenance**

The Maintenance Team has created a list of repair and maintenance projects including:

1. Painting
 - a. Large fascia boards
 - b. Garage entrances (south facing)
 - c. Shiplap (few units)
2. Replace garage door seals (most need replacing)
3. Trim fascia boards at roof /tile lines where required
4. Flush storm drains (including catch basins) and sewer drains (Agent Corneille to obtain quotes.)
5. Repair broken parking curbs – review options:
 - a. Replace with rubber end pieces OR
 - b. Repair concrete
6. Re-paint letters and numbers on parking stalls
7. Snow removal
 - a. Identify visitors' stalls with raised vertical signage visible above snow fall
 - b. Identify designated snow storage areas
8. Power wash front gate
9. Moss removal from roof tiles (refer item 8.5 of these minutes)
10. Gutter cleaning (refer item 8.3 of these minutes)
11. Window cleaning (refer to item 8.4 of these minutes)
12. Have roof inspected for damaged tiles
13. Inspect and replace gutter flashings and downspout connectors as required
14. Correct drainage between two units as the current slope of the land is directing water towards one of the units.

Council will prioritize these projects based on urgency and cost. As noted, a few of these items are dealt with elsewhere in these minutes and for some of the others, where possible, crews of volunteers will do the work.

6.3 **Webmaster / Communications**

Website Statistics for March/April:

Web Page Visited	Page Hits per Period / per Reporting Day					
	22-Apr-22	Hits/Day	21-Feb-22	Hits/Day	20-Dec-21	Hits/Day
Bulletin Board	300	5	294	5	38	1
Clubhouse Bookings	70	1	37	1	52	2
Community	56	1	38	1	27	1
Documents	284	5	65	1	39	1
Emergencies	26	1	35	1	19	1
FAQ	36	1	32	1	27	1
Home	1590	27	1457	23	715	22
Login	413	7	388	6	139	4
Notices and Bulletins	30	1	30	0	14	0
Parking Passes	16	1	15	0	6	0
Visitors	73	1	75	1	35	1
	Total Days	60	Total Days	63	Total Days	32

Other Activities:

- Programmed 4 vehicles into the gate.
- Created email accounts for new Councillors Pat Hagan and Ken Gillies.
- Restored clubhouse booking functionality (disabled during COVID)
- New website content: AC docs, AGM minutes, refreshed owner contact info.

7. CORRESPONDENCE

As per attached Correspondence Tracking List dated April 25, 2022.

IMPORTANT REMINDER TO OWNERS

All issues and concerns are to be reported directly to agent Cristin Corneille and NOT to council members.

**Agent Corneille may be reached by:
email: cristin@peninsulastrata.com
phone: (604) 385-2242 Ext. 101**

***** Always include your unit no. on any correspondence. *****

8. NEW BUSINESS

8.1 Agency Agreement Schedules

The 2022-23 contract with Peninsula Strata Management was signed by Linda Hensman, President.

8.2 Sweeping of Complex Roadways

A quote of \$605.00 (\$560.00 sweeping + \$45.00 disposal fee) + tax has been secured for power sweeping of the complex roadways.

It was **MOVED (Alpen), SECONDED (Hagan), and CARRIED** that Elgin Pointe Council approves the expense of \$605.00 + tax to power sweep the complex roadways.

8.3 **Gutter Cleaning**

A quote of \$6,850.00 + tax has been secured to clean all gutters in the complex.

It was **MOVED (Buttolph), SECONDED (Maclean), and CARRIED** that Elgin Pointe Council approves the expense of \$6,850.00 + tax to clean all gutters.

This work will be scheduled for late fall.

8.4 **Window Cleaning**

A quote of \$4,000.00 + tax has been secured to clean the exteriors of all unscreened windows in the complex.

It was **MOVED (Buttolph), SECONDED (Hagan), and CARRIED** that Elgin Pointe Council approves the expense of \$4,000.00 + tax to clean all window exteriors.

This work will be scheduled for spring. **Owners are reminded that only UNSCREENED windows will be cleaned and the contractor will not remove screens.**

Owners will be advised of the scheduled dates once determined.

8.5 **Moss Treatment/Removal on Roofs**

Moss growth on roofs is inevitable and can cause severe damage. It is noted that it is present on all roofs and is extensive on some.

This work is labour intensive and must be done in the summer as the roof surface must be dry.

Councillor Buttolph will obtain quotes.

8.6 **Mail Kiosk Security Upgrades**

Council has obtained a quote of approximately \$10,000 + tax to upgrade the mail kiosk with a custom built 2-door security panel.

Council agreed this will be deferred to the 2023 AGM when owners may vote on this matter.

9. **MEETING ADJOURNED**

The meeting adjourned at 4:58 pm.

The next meeting is scheduled for **TUESDAY, MAY 24, 2022 at 3:00 pm** in the clubhouse.

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Attachments:

- Financial Reports as identified in Item 4.2.
- Correspondence Tracking List as identified in Item 7.

BCS1501 – ELGIN POINTE: **CORRESPONDENCE TRACKING LIST** as of **APRIL 25, 2022**

Correspondence type: L = letter E = email P = phone call IP = in person PSM = Peninsula Strata Management

Unit A: Unit owner originating the correspondence

Unit B: Unit subject to the comment/complaint (if not the same)

ITEM NO.	DATE (mm/dd)	TYPE	ISSUE	STATUS
1.	09/29/20	E	Paint on the bottom of the garage door jam (east side) is starting to blister and peel.	Deferred until spring 2022.
2.	04/27	E	Parking stall needs repairs to concrete side guides.	Deferred until spring 2022.
3.	05/08	E	Request to remove tree from back yard	Deferred to spring 2022
4.	08/03	E	Flower bed under front window is not getting watered by sprinklers.	Ongoing
5.	09/22	E	Proposed planting of groundcover in front garden space.	Ongoing
6.	09/22	E	Request to have large shrubs in front yard removed and replaced with smaller plants currently in the back garden.	Deferred to spring 2022.
7.	09/29	E	Paint on the bottom of the east side garage door jam is starting to blister and peel.	Deferred to spring 2022.
8.	10/05	E	a. Rotten wood in window well (first well on right side of house). b. Mould growing in backyard window well.	a. Deferred to spring 2022. b. Deferred to spring 2022.
9.	10/07	E	Request for pruning of Japanese maples in front and back yards.	Ongoing
10.	10/12	E	Japanese Maple requires pruning.	Ongoing
11.	10/21	E	Dead cedars.	Ongoing
12.	10/27	E	Peeling paint on front of both units – above garages and front doors.	Deferred to spring 2022.
13.	10/27	E	Request to install permanent exhaust vent at rear on upper level.	RESOLVED
14.	11/2	E	a. Request to top and trim two cedar hedges (north and south sides of garden).	RESOLVED
15.	11/14	E	Requesting trees be trimmed – front yard and possibly back yard.	RESOLVED
16.	11/26	E	Request to have bylaw regarding allowed dates for Christmas decorations to be displayed to be revised/revisited.	RESOLVED

17.	12/03	E	Moss on roof tiles.	Deferred until spring 2022. 04/25/22: Ongoing - Refer item 8.5 of these minutes.
18.	12/29	E	Request to install 220V AC circuit in garage. The work would be done by a licensed electrician with all the required permits and inspection.	Ongoing.
19.	12/30	E	Suspected roof leak (damp mark on bathroom ceiling).	RESOLVED
20.	01/04	E	Wooden frame around garage door was damaged during snow clearing.	Ongoing
21.	01/10	E	Water shut-off in roadway where pavement has sunk makes a clunking noise when driven over.	Ongoing
22.	1/15	E	Front door has been damaged by the detached eaves.	Deferred to spring.
23.	01/28	E	c. The ground on the east side of the building has sunk creating a slope towards the unit causing concern for potential pooling and possible water damage to the structure. d. Also on east side of bldg., requesting two sprinkler heads be moved away from the window well so as not to fill the window well. e. Shrubs by the same window well on the east side are overgrown. Requesting they be cut back enough to create a path should the window have to be used for emergency exit from basement.	c. Ongoing d. Ongoing e. Ongoing
24.	02/17	E	a. Garage door weather stripping is perishing. b. One cedar in the back yard requires attention.	a. Ongoing b. Ongoing.
25.	02/21	E	Request to have overgrown shrubs replaced with smaller plants, perhaps with 3 small azalea bushes currently in backyard which could be relocated.	RESOLVED
26.	03/02	E	A downspout at the front of the unit is disconnected.	RESOLVED
27.	03/06	E	Owner heard prowler in yard at 2:15am. Nothing was damaged or taken.	RESOLVED – no action required. Information only.
28.	03/08	E	Owner's dryer is broken and replacement parts are on order. In the interim will be drying clothes in back yard.	Ongoing
29.	03/14	E	a. Continued inappropriate use of visitor's parking by owner. b. Use of garages as workshops and the resulting noise.	a. Ongoing b. Ongoing

30.	03/15	E	Request to install Safe Step Walk-In bathtub.	RESOLVED
31.	03/17	E	Request to replace current stone slab extension to backyard patio with poured concrete.	RESOLVED
32.	03/17 04/22 04/23	E	Complaint regarding a clothesline in neighbour's backyard.	RESOLVED
33.	03/18	E	Overflowing gutter – top floor at back of unit.	RESOLVED
34.	03/20	E	Eavestrough on the side of garage is in need of repair.	RESOLVED.
35.	03/22	E	Break-in and theft – thief broke into car on driveway and accessed garage. Stole contents of garage.	RESOLVED – information only.
36.	03/22	P	Mail Kiosk attempted break-in.	RESOLVED
37.	03/22	E	When will mail delivery resume following the break-in?	RESOLVED
38.	03/23	E	Question regarding Assumption of Liability (AOL) form required for Air Conditioner installations.	RESOLVED
39.	03/29	E	Landscaping/gardening issues: <ul style="list-style-type: none"> • shrubs require pruning, • grass requires aeration, lime, weed killer, mowing. • front hedge requires trimming. 	RESOLVED
40.	03/30	E	Two shrubs, planted last April, have turned brown and may be dying. (Should still be under Vista's one year warranty.)	RESOLVED
41.	04/02	E	Request for AC installation application.	Ongoing – the application is tentatively approved by Council subject to a visual on site inspection and approval of installation and location of exterior AC condenser unit by Blake Stewart.
42.	04/07	E	I just noticed a water stain on my master ensuite next to the ceiling fan. Looks like there might be a leak from the vent on the roof. Could we have it checked please?	
43.	04/20	E	Overflowing eave - west side of the unit, mid way along the house near the two small windows on that side.	RESOLVED
44.	04/08	E	Request to have backyard cedars trimmed.	RESOLVED
45.	04/20	E	a. Two shrubs under front window have died. b. Ongoing problem with mold in front window well.	a. RESOLVED b. Ongoing.

46.	04/22	E	Request to install high efficiency furnace and central AC.	Ongoing – the application is tentatively approved by Council subject to a visual on-site inspection and approval of installation and location of exterior AC condenser unit by Blake Stewart.
47.	04/22	E	Request to have the sunken water shut off in the roadway in front of the house repaired due to the loud noise caused when a vehicle drives over it.	Ongoing
48.	04/22	E	AC installation application.	Ongoing – the application is tentatively approved by Council subject to a visual on-site inspection and approval of installation and location of exterior AC condenser unit by Blake Stewart.
49.	04/25	E	AC installation application.	Ongoing – the application is tentatively approved by Council subject to a visual on-site inspection and approval of installation and location of exterior AC condenser unit by Blake Stewart.

Elgin Pointe Strata Corporation – BCS1501.

Treasurer's Monthly Report as of March 31st, 2022

Fiscal Year 2022, Fiscal Month FM-02.

For Council Meeting of April 25th, 2022.

- 1) CRF fund total stands at \$ 440,627.55.
\$401,066.36 + \$39,561.19 (transfer of unspent funds from 2021 Operating Budget to be posted in April)
 - a. A loan of \$169,661 was made from the CRF to pay the Strata Insurance premium. This loan will be repaid over 12 months and be cleared by the end of the current fiscal year.
 - b. The repayments for the Insurance load for Feb/March will be caught up in April.
- 2) AR total outstanding = -\$48.51 (this is an over payment made by one unit).
- 3) Operating Budget: Current Year Profit (income) & Loss (expenses) = \$14,133.53.
- 4) Petty Cash balance on hand (as of March 31st) = \$18.04.
- 5) Detailed reports sent as separate PDF files:
 - 1) Income & Expense Reconciliation
 - 2) CRF Reconciliation
 - 3) Petty Cash Reconciliation

CRF FUNDS.

Due to recent Policy changes introduced by the Canadian Treasury, interest rates are increasing.

Council will review use of fixed income deposits to improve the yield on the Strata's CRF holdings.

Regards,

Gordon Buttolph (Treasurer for BCS1501)

Unit #45

BCS1501 CRF - 2022 FISCAL MONTH FM-02

BCS1501 CRF Reconciliation to (March 31st, 2022) and Forecast to (January 31st, 2023).

GREEN = ACTUAL (Balanced to the Financial Statements)

RED = FORECAST (Based on 2021 Budget)

FISCAL MONTH	ACTUAL	Closing CRF Balance (from statements)	Closing Balance (CRF Term Deposit)	Closing CRF Value (from statements)	Closing Balance (calculated)	CRF Monthly Contribution (from Strata fees)	CRF Payments (to O/A)	CRF Payments (from O/A)	CRF Loans (to O/A)	CRF Loan Repayments (from O/A)	CRF Interest Gain	CRF Payments (to Term Deposit)	CRF Term Deposit Interest Paid
1	January 31 2022	\$536,499.39	\$0.00	\$536,499.39									
2	February 28 2022	\$545,912.49	\$0.00	\$545,912.49	\$545,912.49	\$9,150.00	\$0.00	\$0.00	\$0.00	\$0.00	\$263.10	\$0.00	\$0.00
	March 31 2022	\$401,066.36	\$0.00	\$401,066.36	\$401,066.36	\$9,150.00	\$15,423.73	\$0.00	-\$169,661.00	\$0.00	\$241.14	\$0.00	\$0.00
	FORECAST												
3	April 30 2022												
4	May 31 2022												
5	June 30 2022												
6	July 31 2022												
7	August 31 2022												
8	September 30 2022												
9	October 31 2022												
10	November 30 2022												
11	December 31 2022												
12	January 31 2023												
	Year-End Totals												
	Average/Unit												

CRF Contribution	\$71,400.00
Insurance	\$169,661.00
Operating Costs	\$250,448.60
2022 Budget	\$491,509.60

BCS1501 OPERATING BUDGET - 2022 FISCAL MONTH FM-02

BCS1501 Income & Expense Reconciliation (to March 31st, 2022) and Forecast to (January 31st, 2023).

GREEN = ACTUAL (Balanced to the Financial Statements)

RED = FORECAST (Based on AGM approved 2022 Budget)

FISCAL MONTH	ACTUAL	M/E BALANCE P & L Account (from Statements)	M/E BALANCE P & L Account (calculated)	INCOME (MONTHLY) (from Strata Fees)	INCOME (MONTHLY) (Miscellaneous)	TOTAL INCOME (MONTHLY)	TOTAL EXPENSES (MONTHLY)	DELTA +/- (MONTHLY)
1	February 28 2022	\$7,834.46	\$7,834.46	\$40,027.39	\$38.04	\$40,065.43	-\$32,230.97	7,834.46
2	March 31 2022	\$14,133.53	\$14,133.53	\$40,027.39	\$93.33	\$40,120.72	-\$33,821.65	6,299.07
	FORECAST							
3	April 30 2022							
4	May 31 2022							
5	June 30 2022							
6	July 31 2022							
7	August 31 2022							
8	September 30 2022							
9	October 31 2022							
10	November 30 2022							
11	December 31 2022							
12	January 31 2023							
	TOTALS			\$80,054.78	\$131.37	\$80,186.15		
	Monthly Avg/Unit							
	Annual Avg/Unit							

Fiscal 2022: Operating Budget: \$250,448.60

BCS1501 - FISCAL 2022
Petty Cash: BALANCE SHEET as of March 31st, 2022. Fiscal Month FM-02.
Provided for Council Meeting of April 25th, 2022.

STATUS	INVOICE DATE	OPENING	DEBIT/CREDIT	ROUNDING	CASH PAID OUT	CLOSING	PAID TO	UNIT	ITEM DESCRIPTION	ACCOUNT
	mm/dd/yyyy	BALANCE				BALANCE		#		CODE

[illegible]

Social Committee Funds: OFF BALANCE SHEET

06/15/2018	\$14.00	From Golf Tournament Fees
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BCS 1501 - ELGIN POINTE

ANNUAL GENERAL MEETING MINUTES – March 22, 2022

Minutes of the BCS1501 Elgin Pointe Annual General Meeting held Tuesday, March 22, 2022 via Zoom video conferencing.

Strata Council PRESENT:

Linda Hensman, **Chair**
Pat Douglas
Gordon Buttolph
Sylvia Palmer
Glenn Roy
Helen Maclean

PROPERTY MANAGEMENT AGENT

Cristin Corneille

1. Call to Order

The meeting was called to order at 7:35 p.m. The meeting Chair asked owners if there were any objections to the strata agent (Cristin Corneille) facilitating the meeting and after receiving no objections, the meeting proceeded.

2. Calling of the Roll and Certification of Proxies

The calling of the roll and the certification of proxies was undertaken for the purpose of establishing a quorum. Pursuant to the Strata Property Act of British Columbia a quorum is one-third (1/3) of the eligible owners entitled to vote to be in attendance or by proxy for a General Meeting to proceed. The Property Agent informed the owners that a total of 76 units were eligible to vote and the quorum requirement under the Act would be 26 owners. The assembly was informed that there were 43 owners present and 14 owners represented by proxy. Therefore, the Chair declared that a quorum was present and that the general meeting should proceed.

3. Proof of Notice of Meeting

The Owners were advised that the Notice of Meeting was circulated to members via email and posted to the website on March 1, 2022. The Chair declared the 2022 Annual General Meeting to be properly constituted.

3.1 It was MOVED (50) and SECONDED (23)

THAT the Owners of Strata Plan BCS1501 - Elgin Pointe accept Proof of Notice of the Annual General Meeting of March 22, 2022 as presented.

CARRIED
57 Owners in FAVOUR
0 Owners OPPOSED
0 Owners ABSTAINED

4. Approval of the Agenda

The agenda for the Annual General Meeting held March 22, 2022 was previously circulated.

4.1 It was MOVED (04) and SECONDED (68)

THAT the Owners of Strata Plan BCS1501 - Elgin Pointe approve the agenda of the Annual General Meeting of March 22, 2022 as presented.

CARRIED
56 Owners in FAVOUR
0 Owners OPPOSED
1 Owner ABSTAINED

5. Adoption of Previous General Meeting Minutes, September 28, 2021

The minutes from the Special General Meeting held September 28, 2021 were previously circulated.

5.1 It was MOVED (23) and SECONDED (04)

THAT the Owners of Strata Plan BCS1501 - Elgin Pointe approve the minutes from the Special General Meeting of September 28, 2021 as presented.

CARRIED
56 Owners in FAVOUR
0 Owners OPPOSED
1 Owner ABSTAINED

6. President's Report

The President presented her report, a copy of which is attached to these Minutes.

7. Annual Report on Insurance

The Owners considered and received the annual report on insurance which was previously circulated with the notice of meeting material. The Strata Agent reviewed the insurance coverage. The Strata Agent noted the water damage deductible is \$75,000.00, earthquake deductible is 15% of the appraised value of the building (which is currently \$49,000,000.00), the flood damage deductible is \$75,000.00, and owners need to inform their personal insurance agent of any betterments (upgrades) made to their units.

8. Special Resolutions – $\frac{3}{4}$ Vote Approval Required

8.1 Special Resolution "A" – Change to the Appearance of Common Property – Air Conditioning Units

It was MOVED (50) and SECONDED (05)

BE IT RESOLVED by a 3/4 vote of the Owners, Strata Plan BCS 1501 (the Strata Corporation), that the owners approve a change to the appearance of common property, by allowing the installation of air conditioning units on the side and/or rear of the strata lot.

CARRIED
47 Owners in FAVOUR
8 Owners OPPOSED
2 Owners ABSTAINED

8.2 Special Resolution “B” – Bylaw Amendment – Christmas Decorations
It was MOVED (05) and SECONDED (03)

BE IT RESOLVED by a 3/4 Vote of the Owners, Strata Plan BCS 1501 – Elgin Pointe that:

The bylaws of the Strata Corporation are amended as follows:

By amending **bylaw 3(9)** by deleting the words “December 1” and replacing them with the words “November 15”

CARRIED
53 Owners in FAVOUR
4 Owners OPPOSED
0 Owners ABSTAINED

8.3 Special Resolution “C” – Bylaw Addition – Electronic General Meetings
It was MOVED (04) and SECONDED (23)

BE IT RESOLVED by a 3/4 Vote of the Owners, Strata Plan BCS 1501 – Elgin Pointe that:

The existing bylaws of the Strata Corporation be amended by:

- (1) Repealing Bylaws 30, 31, 32, 33, and 34, and replacing them with Bylaws 30, 31, 32, 33, and 34 as set out in Schedule A; and
- (2) Adding the following as Bylaw 35:

35. Notice

- (1) *An owner will:*
 - (a) *provide to the strata corporation an email address for the purpose of receiving a notice, record, or document under Section 61(1)(b)(vii) of the Strata Property Act; or*

- (b) *reimburse the strata corporation for all printing and mailing costs incurred by the strata corporation if the owner does not comply with Bylaw 35(1)(a).*

Schedule A

30. Quorum and electronic attendance

- (1) General meetings may be held by electronic means at the election of the council, if such method permits all persons participating in the meeting to communicate with each other during the meeting.
- (2) Proxy holders who attend electronically will be encouraged to submit the signed proxy to the strata corporation for certification by fax or PDF, 48 hours prior to the time appointed for the general meeting.
- (3) If at the time appointed for a general meeting, a quorum is not present, the meeting shall stand adjourned for a period of thirty minutes whereupon the adjourned meeting shall be reconvened at the same place and the persons present in person or by proxy and entitled to vote, shall constitute a quorum.

31. Person to chair meeting

- (1) Annual and special general meetings must be chaired by the president of the council.
- (2) If the president of the council is unwilling or unable to act, the meeting must be chaired by the vice president of the council.
- (3) If neither the president nor the vice president of the council chairs the meeting, a chair must be elected by the eligible voters present in person or by proxy from among those persons who are present at the meeting.

32. Participation by other than eligible voters

- (1) Tenants and occupants may attend annual and special general meetings, whether or not they are eligible to vote.
- (2) Persons who are not eligible to vote, including tenants and occupants, may participate in the discussion at the meeting, but only if permitted to do so by the chair of the meeting.
- (3) Persons who are not eligible to vote, including tenants and occupants, must leave the meeting if requested to do so by a resolution passed by a majority vote at the meeting.

33. Voting

- (1) At an annual or special general meeting, voting cards must be issued to eligible voters.
- (2) At an annual or special general meeting, a vote is decided in respect of:
 - (a) an in-person meeting, by:
 - i. show of voting card;
 - ii. ballot; or
 - iii. roll call, or some other method as directed by the chair.
 - (b) an electronic meeting, by:
 - i. electronic polling;
 - ii. verbal communication; or
 - iii. email or text if permitted by the chair.
- (3) If a precise count is requested, the chair must decide how the vote will be counted.
- (4) The outcome of each vote, including the number of votes for and against the resolution if a precise count is requested must be announced by the chair and recorded in the minutes of the meeting.
- (5) If there is a tie vote at an annual or special general meeting, the president, or, if the president is absent or unable or unwilling to vote, the vice president, may break the tie by casting a second, deciding vote.
- (6) Despite anything in this section, an election of council or any other vote must be held by secret ballot, if the secret ballot is requested by an eligible voter, except that those attending electronically may be required to verbally communicate their vote or email or text their vote to a person identified by the chair if the chair permits a vote by email or text.
- (7) An owner will not be entitled to vote at a general meeting except on matters requiring a unanimous vote or an 80% vote if the Strata Corporation is entitled to register a lien against the strata lot under section 116 of the Act.
- (8) Notwithstanding any other bylaw, at a general meeting held by electronic means:

- (a) Voting cards will not be issued, and the chair must decide how the vote will be counted;
- (b) If a precise count is requested, the chair must decide how the vote will be counted; and
- (c) Votes will not be held by secret ballot.

34. Order of business

(1) The order of business at annual and special general meetings is as follows:

- (a) certify proxies and corporate representatives and issue voting cards;
- (b) determine that there is a quorum;
- (c) elect a person to chair the meeting, if necessary;
- (d) present to the meeting proof of notice of meeting or waiver of notice;
- (e) approve the agenda;
- (f) approve minutes from the last annual or special general meeting;
- (g) deal with unfinished business;
- (h) receive reports of council activities and decisions since the previous annual general meeting, including reports of committees, if the meeting is an annual general meeting;
- (i) ratify any new rules made by the strata corporation under section 125 of the Act;
- (j) report on insurance coverage in accordance with section 154 of the Act, if the meeting is an annual general meeting;
- (k) approve the budget for the coming year in accordance with section 103 of the Act, if the meeting is an annual general meeting;
- (l) deal with new business, including any matters about which notice has been given under section 45 of the Act;
- (m) elect a council, if the meeting is an annual general meeting; and
- (n) terminate the meeting.

- (2) Despite subsection 34(1), the order of business at an annual or special general meeting may be amended by a majority vote resolution passed at the same meeting.

CARRIED
56 Owners in FAVOUR
1 Owner OPPOSED
0 Owners ABSTAINED

9. Adoption of 2022 – 2023 Operating Budget – Majority Vote

The Owners considered the 2022 – 2023 operating budget. It was MOVED (16) and SECONDED (23) to put the proposed budget on the floor for discussion.

An Owner thanked the Treasurer for all of his work managing the financial aspects of the strata corporation.

9.1 It was MOVED (45) and SECONDED (68)

BE IT BE RESOLVED that the owners, Strata Plan BCS 1501, approve the 2022 – 2023 operating budget.

CARRIED
55 Owners in FAVOUR
0 Owners OPPOSED
2 Owners ABSTAINED

Please note the approved budget is retroactive to the fiscal year beginning February 1, 2022 and the April 1, 2021 strata fee payment will be larger than the strata fee payments for the rest of the fiscal year.

10. Election of Strata Council Members

10.1 Council Nominations

Linda Hensman, Gordon Buttolph, Peter Alpen, Glenn Roy and Helen Maclean, all volunteered to be on council for another term. The strata agent called three times for any further volunteers or nominees to be on the strata council for this fiscal year. Owners Pat Hagan and Kenneth Gilles put their names forward to serve on strata Council for the 2022-2023 fiscal year. After receiving no further nominations, the strata agent asked Owners to vote via polling on Zoom for each potential Council member with each person needing a majority vote to be on Council for this fiscal year. Owners voted individually for each Council member and each received a majority vote. The strata agent then announced the strata council members for the 2022-2023 fiscal year: Linda Hensman, Gordon Buttolph, Peter Alpen, Glenn Roy, Helen Maclean, Pat Hagan and Kenneth Gilles.

CARRIED

11. General Discussion

As there was no General Discussion, the strata agent asked for a motion to terminate the meeting.

12. Termination

It was MOVED (23) and SECONDED (68) to terminate the Annual General Meeting at 8:42 p.m.

Elgin Pointe 2022 Annual General Meeting President's Report

I am pleased to present my report to the owners of Elgin Pointe.

The work of the EP Council continued much as it had in the previous year because of restrictions brought on by the COVID pandemic. Initially Council meetings were conducted via Zoom but eventually we were able to return to in-person meetings. While it would have been possible to have an in-person AGM, given the requirements for holding such meetings and the desire to provide an opportunity for all owners to participate Council felt it prudent to once again hold the AGM via Zoom.

The Clubhouse continued to remain closed during the year but re-opened on March 15th. All private gatherings still require verification of vaccination status but there is no need for mask wearing.

It was wonderful that we were able to hold our annual golf and bocce ball tournaments along with a social during the summer, but Omicron prevented us from having our Christmas social.

Operational demands within our complex did not change significantly but a few major projects were undertaken which included:

- Continuation of tree and shrub pruning, removal and re-planting when appropriate
- Front door painting on selected units
- LED outdoor lighting installation on all units

Details of these have been reported in the monthly meeting minutes and Treasurer's reports.

At last year's AGM, three special resolutions pertaining to maintenance issues were approved – replacement of common property lighting, major pruning and fence repairs. I am pleased to say the first two were completed on budget. Fence repairs have been done as required and came in well under the budgeted allocation.

We are all aware of the inflationary pressures which have come into play this past year which have affected the proposed budget to some extent. Insurance premiums have increased but nothing to that which occurred two years ago. Water loss deductibles were reduced which was good news. Additionally, there has been a considerable increase in the landscaping budget. However, some of this increase has been due to the inclusion of major tree and shrub pruning work in the base budget.

Regardless, Council has proposed only a modest increase of 2.33% in the operating budget. This has been possible in part because we ended the year with an operating surplus of approximately \$39,500. This surplus was transferred to the CRF. Since the CRF is robust it has been proposed to reduce this year's allocation to the CRF by the amount which was transferred. The operating and insurance

Elgin Pointe 2022 Annual General Meeting President's Report

components of the budget have increased from last year. Council is confident that the proposed operating budget for the 2022-23 fiscal year reflects the community's needs.

After the hot summer, the matter of installation of air conditioners (AC) was again raised. Owners requested an SGM to revisit the matter of approving the installation of AC units. Following this meeting, Council struck a committee to investigate options for AC installations at Elgin Pointe and to make recommendations to Council. All owners were sent detailed information on options to consider, recommendations and an FAQs document. Two drop-in sessions were hosted by the AC committee for owners to see types of units and ask questions. This evening, owners will be asked to once again consider a resolution regarding whether the installation of AC units is viewed to be a significant change in the appearance of common property. Council is confident that the detailed investigation and recommendations put forward by the Committee will provide the necessary framework and guidelines to ensure that, if approved, AC installations will be done in a manner to ensure a consistent appearance throughout the complex.

Council greatly appreciates the work that the committee undertook and in particular the leadership and expertise of Blake Stewart who chaired the committee. Thank you to the other committee members who are recognized at the end of this report.

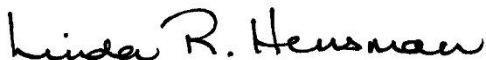
Volunteers continue to contribute to various projects around the complex and we thank them for the countless hours they have spent on improving our community. They too are recognized at the end of this report. Without volunteers in our community we would not be as strong and we would certainly spend considerably more money on contracting out work.

At this time, I'd like to thank our strata manager Cristin Corneille for the support she has provided.

As at all AGMs, owners will elect next year's Council. This year, five Council members have offered to stand for re-election. Unfortunately, two Councillors, Pat Douglas and Sylvia Palmer will not be seeking re-election. Both have contributed significantly to the operation of Council over many years and we will miss them greatly. We thank them for their service and wish them all the best in the future.

Once again it has been a pleasure to serve as President and I thank you for the opportunity.

Respectfully submitted.



Linda R. Hensman, President

Elgin Pointe 2022 Annual General Meeting President's Report

Thank you to our Volunteers!

Elgin Pointe benefits through the generous contribution of many owners' time and talents. Thank you for taking time to give back to our community!

Air Conditioning Committee: Gordon Buttolph, Gail Krestanovich, Donald Marcellus, Victoria Prime, Charles Schneider, Blake Stewart, George Stroppa

Clubhouse Library: Willa Alpen, Irene David, Lorna Patterson

Landscaping: Willa Alpen, Carole Coakwell, Mary Cunningham, Faye Gougeon, Claudia Jantzi, Becky Kronstad, Helen Maclean, Hilary Matthews, Liz Milliken, Lorraine Peck, Lynne Perih, Lynda Prystie, Jean Sims

LED Lighting Installation and Disposal: Gordon Buttolph, Pat Hagen, Joe Nagy, Ed Perih, Rick Post, Glenn Roy, Charles Schneider, Blake Stewart, Steve Thackray

Recording Secretary: Trudi Heard

Summer Social/Bocce and Golf Tournaments: Lorraine Peck, Bob Smith, Alec Peck

Recycling: Maria Lange



ELGIN POINTE - BCS1501
Adopted Budget Feb 1, 2022 - Jan 31, 2023

		YTD ACTUAL	BUDGET	ADOPTED BUDGET
NAME		UP TO YE Jan 31/22	2021/2022	2022/2023
4001 · OWNER ASSESSMENTS		480,326.68	480,327.70	\$491,509.60
4002 · BANK INTEREST		395.32	300.00	\$300.00
4013 · KEY DEPOSIT INCOME		-	150.00	\$0.00
4020 · REC-CENTRE INCOME		-	250.00	\$250.00
4030 · FINES/PENALTIES				
4099 · PREV YEAR (+/-)		(1,188.70)	(1,188.70)	\$0.00
Total Income		\$479,533.30	\$479,839.00	\$492,059.60
EXPENSES				
6100 · FORTIS BC		733.62	550.00	\$650.00
6101 · BC HYDRO - ELECTRICITY		1,369.16	2,000.00	\$1,500.00
6102 · WATER BILLS		34,399.23	40,000.00	\$40,000.00
6200 · INSURANCE DEDUCTIBLE		0.00	0.00	\$0.00
6201 · INSURANCE		149,440.00	149,440.00	\$169,660.00
6202 · INSURANCE APPRAISAL		997.50	1,000.00	\$1,000.00
6203 · BANK CHARGES		540.00	540.00	\$540.00
6204 · ENTERPHONE - TELUS		427.19	364.00	\$450.00
6207 · LEGAL/ACCOUNTING		2,241.57	1,200.00	\$1,200.00
6301 · MAINT - CLEAR ROADS/WALKS		9,026.85	6,000.00	\$9,000.00
MAINT - LANDSCAPE		0.00	0.00	
	6303 · MAINT - LANDSCAPE MAINTENANCE	60,795.00	60,795.00	\$82,200.00
	6304 · MAINT - LANDSCAPE MISCELLANEOUS	11,921.96	8,000.00	\$2,000.00
	6305 · MAINT - LANDSCAPE STRATA TEAM	942.09	500.00	\$1,000.00
Total MAINT - LANDSCAPE		73,659.05	69,295.00	\$85,200.00
6307 · MAINT - REPAIRS & MAINTENANCE		8,949.75	31,500.00	\$35,000.00
6308 · MAINT - FIRE SYSTEMS		518.70	1,400.00	\$1,000.00
6309 · MAINT - LIGHTING		(495.04)	0.00	\$0.00
6310 · MAINT - WINDOW REPLACEMENT		0.00	2,000.00	\$2,000.00
6312 · MAINT - ROOFING		0.00	9,000.00	\$10,000.00
6313 · MAINT - PEST CONTROL		1,257.25	2,000.00	\$2,000.00
6315 · MAINT - CLEAN EAVES/REPAIR		8,379.00	12,000.00	\$12,000.00
6316 · MAINT - POWER WASHING				\$0.00
6317 · MAINT - IRRIGATION SYSTEM		2,220.23	1,500.00	\$2,500.00
6319 · MAINT - GATE & CONTROLS		733.59	500.00	\$500.00
6320 · MAINT - DRYER DUCT CLEANING		2,229.22	1,750.00	\$2,500.00
6322 · MAINT - WINDOW CLEANING		4,200.00	5,000.00	\$5,500.00
6404 · WCB EXPENSE		15.65	0.00	\$0.00
6410 · REC-CENTRE	CLUB HOUSE CLEANING	267.76	1,200.00	\$1,400.00
6411 · REC CENTRE	CLUB HOUSE HYDRO	1,365.84	2,000.00	\$2,000.00
6412 · REC CENTRE	CLUB HOUSE SUPPLIES	0.00	225.00	\$225.00
PROPERTY MANAGEMENT		0.00	0.00	
	6501 · PROPERTY MANAGEMENT FEES	24,905.04	24,905.00	\$25,652.00
	6503 · GST -PROP MGMT	1,245.24	1,270.00	\$1,282.60
	6504 · PROPERTY MANAGEMENT ADMIN	0.00	400.00	\$400.00
Total PROPERTY MANAGEMENT		26,150.28	26,575.00	\$27,334.60
6601 · BCS 1501 ADMIN & SUNDRY		1,545.71	2,000.00	\$2,000.00
6701 · CONTINGENCY RESERVE		109,800.00	109,800.00	\$71,400.00
6702 · DEPRECIATION REPORT		0.00	1,000.00	\$5,500.00
Total Expense		\$439,972.11	479,839.00	\$492,059.60
TOTAL +/-		\$39,561.19	\$0.00	\$0.00

ELGIN POINTE - BCS1501
Adopted Fee Schedule 2022-2023

Total to Contingency Fund	\$71,400.00
Total to Operating Fund	<u>\$420,109.60</u>
Total Fund	<u><u>\$491,509.60</u></u>

UNIT #	STRATA	UNIT	OPR	CRF	TOTAL
	LOT	ENTLMNT	FEES	FEES	2022-2023
1	1	300	\$514.06	\$87.37	\$601.43
2	2	298	\$510.63	\$86.78	\$597.42
3	3	298	\$510.63	\$86.78	\$597.42
4	4	300	\$514.06	\$87.37	\$601.43
5	23	300	\$514.06	\$87.37	\$601.43
6	24	298	\$510.63	\$86.78	\$597.42
7	57	300	\$514.06	\$87.37	\$601.43
8	58	300	\$514.06	\$87.37	\$601.43
9	59	301	\$515.77	\$87.66	\$603.43
10	60	287	\$491.78	\$83.58	\$575.36
11	61	300	\$514.06	\$87.37	\$601.43
12	62	300	\$514.06	\$87.37	\$601.43
13	63	249	\$426.67	\$72.51	\$499.18
14	64	249	\$426.67	\$72.51	\$499.18
15	65	300	\$514.06	\$87.37	\$601.43
16	66	300	\$514.06	\$87.37	\$601.43
17	67	300	\$514.06	\$87.37	\$601.43
18	68	249	\$426.67	\$72.51	\$499.18
19	69	300	\$514.06	\$87.37	\$601.43
20	70	300	\$514.06	\$87.37	\$601.43
21	71	300	\$514.06	\$87.37	\$601.43
22	72	300	\$514.06	\$87.37	\$601.43
23	73	300	\$514.06	\$87.37	\$601.43
24	74	300	\$514.06	\$87.37	\$601.43
25	75	300	\$514.06	\$87.37	\$601.43
26	76	249	\$426.67	\$72.51	\$499.18
27	25	251	\$430.10	\$73.10	\$503.19
28	26	251	\$430.10	\$73.10	\$503.19
29	27	251	\$430.10	\$73.10	\$503.19
30	28	251	\$430.10	\$73.10	\$503.19
31	29	286	\$490.07	\$83.29	\$573.36
32	30	302	\$517.49	\$87.95	\$605.44
33	31	302	\$517.49	\$87.95	\$605.44
34	32	286	\$490.07	\$83.29	\$573.36
35	10	300	\$514.06	\$87.37	\$601.43
36	11	300	\$514.06	\$87.37	\$601.43

UNIT #	STRATA	UNIT	OPR	CRF	TOTAL
	LOT	ENTLMNT	FEES	FEES	2022-2023
37	12	287	\$491.78	\$83.58	\$575.36
38	13	300	\$514.06	\$87.37	\$601.43
39	5	288	\$493.50	\$83.87	\$577.37
40	6	251	\$430.10	\$73.10	\$503.19
41	7	251	\$430.10	\$73.10	\$503.19
42	8	251	\$430.10	\$73.10	\$503.19
43	9	251	\$430.10	\$73.10	\$503.19
44	33	251	\$430.10	\$73.10	\$503.19
45	34	251	\$430.10	\$73.10	\$503.19
46	35	250	\$428.38	\$72.81	\$501.19
47	36	228	\$390.68	\$66.40	\$457.08
48	37	228	\$390.68	\$66.40	\$457.08
49	38	250	\$428.38	\$72.81	\$501.19
50	39	250	\$428.38	\$72.81	\$501.19
51	40	250	\$428.38	\$72.81	\$501.19
52	41	250	\$428.38	\$72.81	\$501.19
53	42	250	\$428.38	\$72.81	\$501.19
54	14	250	\$428.38	\$72.81	\$501.19
55	15	250	\$428.38	\$72.81	\$501.19
56	16	250	\$428.38	\$72.81	\$501.19
57	17	250	\$428.38	\$72.81	\$501.19
58	18	228	\$390.68	\$66.40	\$457.08
59	19	250	\$428.38	\$72.81	\$501.19
60	20	250	\$428.38	\$72.81	\$501.19
61	21	250	\$428.38	\$72.81	\$501.19
62	43	250	\$428.38	\$72.81	\$501.19
63	44	250	\$428.38	\$72.81	\$501.19
64	45	250	\$428.38	\$72.81	\$501.19
65	46	250	\$428.38	\$72.81	\$501.19
66	47	228	\$390.68	\$66.40	\$457.08
67	48	250	\$428.38	\$72.81	\$501.19
68	49	249	\$426.67	\$72.51	\$499.18
69	50	249	\$426.67	\$72.51	\$499.18
70	51	249	\$426.67	\$72.51	\$499.18
71	52	249	\$426.67	\$72.51	\$499.18
72	53	249	\$426.67	\$72.51	\$499.18
73	54	249	\$426.67	\$72.51	\$499.18
74	55	249	\$426.67	\$72.51	\$499.18
75	56	249	\$426.67	\$72.51	\$499.18
76	22	288	\$493.50	\$83.87	\$577.37
		20431	\$35,009.13	\$5,950.00	\$40,959.15
			x 12	x 12	x 12
			\$420,109.60	\$71,400.00	\$491,509.80

BCS1501 ELGIN POINTE STRATA COUNCIL MEETING MINUTES
February 22, 2022

Minutes of the BCS1501 Elgin Pointe strata council meeting held **Tuesday, February 22, 2022**

Location: the meeting was held electronically via Zoom.

COUNCILLORS PRESENT:

- Linda Hensman**, President
- Pat Douglas**, Vice-President
- Gordon Buttolph**, Treasurer
- Sylvia Palmer**, Secretary
- Peter Alpen**, Councillor at Large
- Helen Maclean**, Councillor at Large (Landscaping Liaison)
- Glenn Roy**, Councillor at Large (Webmaster / Communications Coordinator)

ALSO PRESENT: **Cristin Corneille**, Property Management Agent
Trudi Heard, Recording Secretary

REGRETS: None

1. CALL TO ORDER

A quorum being present, the meeting was called to order at 3:07 pm.

2. ADOPTION OF PREVIOUS MINUTES

It was **MOVED (Alpen), SECONDED (Roy) and CARRIED** that the Elgin Pointe Council approves the minutes for the meeting of December 20, 2021.

As a quorum of councillors was not available on January 31, 2022 the meeting scheduled for that day was cancelled.

3. ADDITIONS TO THE AGENDA

Business Arising: None

New Business: 8.4 Air Conditioning Info Session(s) for Owners

4. FINANCIAL

4.1 **Financial Statements:** as per attached reports including:

- Treasurer's Monthly Report }
 - CRF Reconciliation } All as of January 31, 2022
 - Income & Expense Reconciliation } (Fiscal Month FM2021.12)
 - Petty Cash Balance Sheet }
 - Treasurer's Quarterly Report (2021.Q4) }

It was **MOVED (Buttolph), SECONDED (Palmer), and CARRIED** that Elgin Pointe Council approves the financial statements as above.

4.2 **Accounts Receivable as of January 31, 2022:** Nil

4.3 **Petty Cash Reconciliation as of January 31, 2022:** \$233.14 balance on hand.

5. BUSINESS ARISING

5.1 Electronic Meeting Bylaw

Wording for the proposed new bylaw has not yet been received from the lawyer.

Agent Corneille to follow up as this document will be included in the information package for the AGM to be sent to owners.

5.2 Authorization to Use Email Accounts for Notification

Agent Corneille confirmed that seven (7) owners have requested paper copies. Twelve (12) owners did not respond to the request. Those who did not respond will receive notices via email.

5.3 Gate Repair

Work completed. The Astragal plate is the piece in the centre of the gate that allows the two gate halves to mesh when closing. This plate has now been replaced with a wider one and should prevent further malfunctioning.

5.4 Insurance Renewal

It was **MOVED (Buttolph), SECONDED (Douglas), and CARRIED** that Elgin Pointe Council approves payment of the renewal premium in one lump sum of \$169,661.00. The money will be taken as a loan from the CRF and will be repaid in 12 equal monthly instalments from the operating account.

5.5 Proposed Budget Draft

5.5.1 Proposed 2022-23 Budget

Council discussed the proposed 2022-23 budget for presentation to owners at the upcoming AGM.

It was **MOVED (Buttolph), SECONDED (Alpen), and CARRIED** that Elgin Pointe Council approves the proposed budget draft in principle.

5.5.2 2021-22 Operating Budget Surplus

The year ended with an operating budget surplus of \$39,561.00, most of which will be transferred to the Contingency Reserve Fund (CRF).

It was **MOVED (Buttolph), SECONDED (Maclean), and CARRIED** that Elgin Pointe Council approves the transfer of \$39,561.00 from the operating account to the Contingency Reserve Fund (CRF).

6. COMMITTEE AND COUNCILLOR REPORTS

6.1 Landscaping

This is a quiet time for gardening/landscaping. In preparation for spring, the landscaping crew has been trimming hedges and shrubs and applying lime to lawned areas.

6.2 Maintenance

- As noted in the correspondence, some concrete curbing around parking stalls and driveways was damaged during snow clearing this winter. Council is developing a plan to replace and/or repair as required in the spring.
- As signage denoting reserved/visitor parking stalls was not visible to the snowplow operator, snow was inadvertently deposited in a few reserved stalls which were manually shoveled clear by the maintenance volunteers. A plan to prevent a repeat of this problem next year is being developed.

⇒ **A special thank you to those owners who generously volunteered the use of their reserved parking stalls for snow deposit.**

- The tall exterior lights have now all been switched to LED.
- As ever, various gutters have been cleaned and repaired.

6.3 Webmaster / Communications

Other than the website activity report below, there is nothing to report which has not been mentioned elsewhere in these minutes.

Note that the first column below (21-Feb-22) covers two months.

Web Page Visited	Page Hits per Period / per Reporting Day					
	21-Feb-22	Hits/Day	20-Dec-21	Hits/Day	18-Nov-21	Hits/Day
Bulletin Board	294	5	38	1	35	1
Clubhouse Bookings	37	1	52	2	37	1
Community	38	1	27	1	30	1
Documents	65	1	39	1	47	2
Emergencies	35	1	19	1	17	1
FAQ	32	1	27	1	18	1
Home	1457	23	715	22	645	26
Login	388	6	139	4	136	5
Notices and Bulletins	30	0	14	0	20	1
Parking Passes	15	0	6	0	5	0
Visitors	75	1	35	1	32	1
	Total Days	63	Total Days	32	Total Days	25

7. CORRESPONDENCE

As per attached Correspondence Tracking List dated February 22, 2022.

IMPORTANT REMINDER TO OWNERS

All issues and concerns are to be reported directly to agent Cristin Corneille and NOT to council members.

Agent Corneille may be reached by:

email: cristin@peninsulastrata.com

phone: (604) 385-2242 Ext. 101

***** Always include your unit no. on any correspondence. *****

8. NEW BUSINESS

8.1 **Snow Clearing and Reserved Parking Stalls**

Council to develop a plan to prevent dumping of snow in reserved parking stalls next year. Refer also item 6.2 of these minutes.

8.2 **AGM Special Resolutions**

The following resolutions will be put to owners for a vote at the upcoming AGM. Specific wordings and details will be included in the AGM package to be sent to all owners prior to the AGM.

- Bylaw Amendments/Additions:
 1. Dates for Christmas lights/decorations
 2. Electronic meetings
 3. Appearance/use of common property to allow for air conditioning units
- Proposed 2022-23 budget

8.3 **Provincial Health Officer Restrictions Regarding Clubhouse Use**

The strata corporation is required to follow the same mandates, guidelines and restrictions as any commercial or business entity. As such, and to allow full attendance by all owners so choosing, the upcoming AGM will be held electronically via Zoom.

8.4 **Air Conditioning Info Session(s) for Owners**

Council will arrange for an information session to owners to present the recommendations of the Air Conditioning Committee. Details to be provided. The session(s) will be held prior to the AGM and will follow all current pandemic protocols and restrictions.

9. MEETING ADJOURNED

The meeting adjourned at 4:40 pm.

The next scheduled meeting is the **ANNUAL GENERAL MEETING**

Date: **TUESDAY, MARCH 22, 2022**

Time: Registration and log-in to begin at **7:15 pm.** Meeting to begin at **7:30 pm**

Due to current COVID-19 pandemic guidelines, the meeting will be held virtually via Zoom.

Details and the Zoom link to be provided.

* * * * *

Linda Hensman, President

Trudi Heard, Recording Secretary

Attachments:

- Financial Reports as identified in Item 4.1
- Correspondence Tracking List as identified in Item 7.

BCS1501 – ELGIN POINTE: **CORRESPONDENCE TRACKING LIST** as of **FEBRUARY 22, 2022**

(COUNCIL COPY - FINAL)

Correspondence type: L = letter E = email P = phone call IP = in person PSM = Peninsula Strata Management

Unit A: Unit owner originating the correspondence

Unit B: Unit subject to the comment/complaint (if not the same)

ITEM NO.	DATE (mm/dd)	TYPE	ISSUE	STATUS
1.	09/29/20	E	Paint on the bottom of the garage door jam (east side) is starting to blister and peel.	Deferred until spring 2022.
2.	04/27	E	Parking stall needs repairs to concrete side guides.	Deferred until spring 2022.
3.	05/08	E	Request to remove tree from back yard	Deferred to spring 2022
4.	08/03	E	Flower bed under front window is not getting watered by sprinklers.	Ongoing
5.	09/22	E	Proposed planting of groundcover in front garden space.	Ongoing
6.	09/22	E	Request to have large shrubs in front yard removed and replaced with smaller plants currently in the back garden.	Deferred to spring 2022.
7.	09/29	E	Paint on the bottom of the east side garage door jam is starting to blister and peel.	Deferred to spring 2022.
8.	09/30	E	Gate hinges and screws no longer holding, wood is rotten.	RESOLVED
9.	10/05	E	a. Rotten wood in window well (first well on right side of house). b. Mould growing in backyard window well.	a. Deferred to spring 2022. b. Deferred to spring 2022.
10.	10/07	E	Request for pruning of Japanese maples in front and back yards.	Ongoing
11.	10/12	E	Japanese Maple requires pruning.	Ongoing
12.	10/21	E	Dead cedars.	Ongoing
13.	10/25	IP	Soot marks on siding near fireplace vent.	RESOLVED
14.	10/27	E	Peeling paint on front of both units – above garages and front doors.	Deferred to spring 2022.
15.	10/27	E	Request to install permanent exhaust vent at rear on upper level.	Deferred. Awaiting report from Air Conditioning committee.
16.	11/2	E	1. Request to top and trim two cedar hedges (north and south sides of garden).	Ongoing

			2. Backyard is full of leaves.	
17.	11/14	E	Blocked gutters by front door.	RESOLVED
18.	11/14	E	Requesting trees be trimmed – front yard and possibly back yard.	Ongoing
19.	11/14	E	Blocked gutters.	RESOLVED
20.	11/17	E	Front and side gutters are blocked and overflowing.	RESOLVED
21.	11/26	E	Request to have bylaw regarding allowed dates for Christmas decorations to be displayed to be revised/revisited.	Ongoing
22.	12/03	E	Moss on roof tiles.	Deferred until spring 2022.
23.	12/09	E	Blocked and overflowing gutters.	RESOLVED
24.	12/20	E	Mess left by contractors.	RESOLVED
25.	12/22	E	Snow was piled in reserved parking stall.	RESOLVED
26.	12/23	P	a. Headlights shining inside unit from visitor's parking stall. b. Noise from carpentry work.	a. RESOLVED b. RESOLVED
27.	12/29	E	Request to install 220V AC circuit in garage. The work would be done by a licensed electrician with all the required permits and inspection.	Ongoing.
28.	12/29	E	Request to have bylaw amended to allow Xmas lights to be up Nov/15 to Jan/31 (from current Dec/1 to Jan/31).	RESOLVED Motion will be put to owners for vote at upcoming AGM.
29.	12/30	E	Suspected roof leak (damp mark on bathroom ceiling).	Ongoing
30.	12/31	E	Snow was piled in reserved parking stall.	RESOLVED
31.	12/31	E	Snow was piled in reserved parking stall.	RESOLVED
32.	01/04	E	Wooden frame around garage door was damaged during snow clearing.	Repair work deferred to Spring.
33.	01/04	E	Concrete curb around parking stall was damaged.	RESOLVED
34.	01/06	E	Main entrance gate not opening fully.	RESOLVED
35.	01/08	E	Repeated complaints about inappropriate use of visitor parking by owners.	RESOLVED
36.	01/10	E	a. Large stump in back yard.	a. RESOLVED

			b. Water shut-off in roadway where pavement has sunk makes a clunking noise when driven over.	b. Ongoing.
37.	01/11	E	Snow mound was left along edge of driveway by snow plow.	RESOLVED
38.	1/12	E	2 nd floor eaves overflowing.	RESOLVED
39.	1/15	E	a. The front/side eaves are coming off the building. b. Front door has been damaged by the detached eaves.	a. RESOLVED b. Door will be repainted. Deferred to spring.
40.	1/18	E	Curbing was displaced by snow plow.	RESOLVED
41.	1/18	E	Curbing was damaged and displaced by snow plow.	RESOLVED
42.	1/18	E	Requesting permission to install polyurea coating on garage floor.	RESOLVED
43.	01/26	E	a. Stump shaved down b. Water feature noise.	a. RESOLVED b. RESOLVED
44.	01/28	E	a. Requesting permission to replace electric awning over back patio. b. Original concrete pad in back yard has sunk while a newer portion has not. Requesting permission to hire a contractor to raise the sunken portion and make it level with the rest of the patio. c. The ground on the east side of the building has sunk creating a slope towards the unit causing concern for potential pooling and possible water damage to the structure. d. Also on east side of bldg., requesting two sprinkler heads be moved away from the window well so as not to fill the window well. e. Shrubs by the same window well on the east side are overgrown. Requesting they be cut back enough to create a path should the window have to be used for emergency exit from basement.	a. RESOLVED b. RESOLVED c. Ongoing d. Ongoing e. Ongoing
45.	02/07	E	Guest parking pass required.	RESOLVED
46.	02/10	E	Main gate Enterphone not connecting to units.	RESOLVED This was due to a change in function format made by Telus. The directory has been updated accordingly and calls are now connecting.
47.	02/14	P	Request for a copy of the strata corporation's updated insurance summary.	RESOLVED
48.	02/17	E	a. Garage door weather stripping is perishing.	a. Ongoing

			b. One cedar in the back yard requires attention.	b. Ongoing.
49.	02/21	E	The shrubs, originally planted by the contractor, are overgrown and blocking light into windows, overshadowing the lawn and looking ungainly. Requesting that these be replaced with smaller plants. Perhaps 3 small azalea bushes in the back yard could be relocated here?	Ongoing

Elgin Pointe Strata Corporation – BCS1501.

Treasurer's Monthly Report as of January 31st, 2022

Fiscal Year 2021, Fiscal Month FM-12.

For Council Meeting to be held February 22nd, 2022.

- 1) CRF fund stands at \$536,499
- 2) Operating Budget: Current Year Profit (income) & Loss (expenses) = \$39,561
- 3) Net AR outstanding: \$0.00.
- 4) Petty Cash balance on hand (as of December 31st) = \$233.
- 5) Detailed reports sent as separate PDF files:
 - 1) Quarterly/Year-end Treasurers' Report
 - 2) Income & Expense Reconciliation
 - 3) CRF Reconciliation
 - 4) Petty Cash Reconciliation

NOTES:

Accruals were taken for Services rendered but not invoiced in Fiscal 2021 to the amount of \$11,726.

Regards,

Gordon Buttolph (Treasurer for BCS1501)

Unit #45

BCS1501 CRF - 2021 FISCAL MONTH FM-12.

BCS1501 CRF Reconciliation to Year-End (January 31st, 2022).

GREEN = ACTUAL (Balanced to the Financial Statements)

RED = FORECAST (Based on AGM approved 2021 Budget)

FISCAL MONTH	ACTUAL	Closing CRF Balance (from statements)	Closing Balance (CRF Term Deposit)	Closing CRF Value (from statements)	Closing Balance (calculated)	CRF Payments (to Vendors)	CRF Contribution (from Strata fees)	CRF Payments (to O/A)	CRF Payments (from O/A)	CRF Loans (to O/A)	CRF Repayments (from O/A)	CRF Interest Gain
	January 31 2021	\$441,250.18	\$0.00	\$441,250.18								
1	February 28 2021	\$450,562.28	\$0.00	\$450,562.28	\$450,562.31	\$0.00	\$9,099.53	\$0.00	\$0.00	\$0.00	\$0.00	\$212.60
2	March 31 2021	\$461,149.79	\$0.00	\$461,149.79	\$461,149.79	\$0.00	\$9,099.50	\$0.00	\$101.00	\$0.00	\$1,188.70	\$198.31
3	April 30 2021	\$455,766.07	\$0.00	\$455,766.07	\$455,766.07	-\$2,160.38	\$9,150.00	-\$12,597.49	\$0.00	\$0.00	\$0.00	\$224.15
4	May 31 2021	\$465,135.41	\$0.00	\$465,135.41	\$465,135.41	\$0.00	\$9,150.00	\$0.00	\$0.00	\$0.00	\$0.00	\$219.34
5	June 30 2021	\$474,511.94	\$0.00	\$474,511.94	\$474,511.94	\$0.00	\$9,150.00	\$0.00	\$0.00	\$0.00	\$0.00	\$226.53
6	July 31 2021	\$483,885.76	\$0.00	\$483,885.76	\$483,885.76	\$0.00	\$9,150.00	\$0.00	\$0.00	\$0.00	\$0.00	\$223.82
7	August 31 2021	\$493,271.34	\$0.00	\$493,271.34	\$493,271.34	\$0.00	\$9,150.00	\$0.00	\$0.00	\$0.00	\$0.00	\$235.58
8	September 30 2021	\$502,661.50	\$0.00	\$502,661.50	\$502,661.50	\$0.00	\$9,150.00	\$0.00	\$0.00	\$0.00	\$0.00	\$240.16
9	October 31 2021	\$512,048.19	\$0.00	\$512,048.19	\$512,048.19	\$0.00	\$9,150.00	\$0.00	\$0.00	\$0.00	\$0.00	\$236.69
10	November 30 2021	\$521,447.68	\$0.00	\$521,447.68	\$521,447.68	\$0.00	\$9,150.00	\$0.00	\$0.00	\$0.00	\$0.00	\$249.49
11	December 31 2021	\$530,843.69	\$0.00	\$530,843.69	\$530,843.69	\$0.00	\$9,150.00	\$0.00	\$0.00	\$0.00	\$0.00	\$246.01
12	January 31 2022	\$536,499.39	\$0.00	\$536,499.39	\$536,499.39	\$0.00	\$9,150.00	-\$3,752.82	\$0.00	\$0.00	\$0.00	\$258.52
	FORECAST											
	Year-End Totals						\$109,699.03					
	Average/Unit/Month						\$120.28					
				2021 Budget	\$479,839.00							
				CRF Contribution	\$109,800.00							
				Insurance	\$149,440.00							
				Operating Costs	\$220,599.00							

BCS1501 OPERATING BUDGET - 2021 FISCAL MONTH FM-12

BCS1501 Income & Expense Reconciliation to Year-End (January 31st, 2022).

GREEN = ACTUAL (Balanced to the Financial Statements)

RED = FORECAST (Based on AGM approved 2021 Budget)

FISCAL MONTH	ACTUAL	M/E BALANCE P & L Account (from Statements)	M/E BALANCE P & L Account (calculated)	INCOME (MONTHLY) (from Strata Fees)	INCOME (MONTHLY) (Miscellaneous)	TOTAL INCOME (MONTHLY)	TOTAL EXPENSES (MONTHLY)	DELTA +/- (MONTHLY)
	January 31 2021	-\$4,314.97	-\$4,314.97					
1	February 29 2021	\$17,779.87	\$17,779.87	\$48,225.27	\$23.02	\$48,248.29	-\$30,468.42	17,779.87
2	March 31 2021	\$12,100.95	\$12,100.95	\$31,827.51	-\$171.24	\$31,656.27	-\$37,335.19	-5,678.92
3	April 30 2021	\$29,032.17	\$29,032.17	\$40,027.39	-\$70.42	\$39,956.97	-\$23,025.75	16,931.22
4	May 31 2021	\$38,281.40	\$38,281.40	\$40,027.39	-\$73.82	\$39,953.57	-\$30,704.34	9,249.23
5	June 30 2021	\$43,198.73	\$43,198.73	\$40,027.39	-\$68.14	\$39,959.25	-\$35,041.92	4,917.33
6	July 31 2021	\$37,896.03	\$37,896.03	\$40,027.39	-\$63.78	\$39,963.61	-\$45,266.31	-5,302.70
7	August 31 2021	\$43,172.00	\$43,172.00	\$40,027.39	-\$62.74	\$39,964.65	-\$34,688.68	5,275.97
8	September 30 2021	\$49,792.53	\$49,792.53	\$40,027.39	-\$63.68	\$39,963.71	-\$33,343.18	6,620.53
9	October 31 2021	\$56,012.49	\$56,012.49	\$40,027.39	-\$61.11	\$39,966.28	-\$33,746.32	6,219.96
10	November 30 2021	\$39,287.84	\$39,287.84	\$40,027.39	-\$56.08	\$39,971.31	-\$56,695.96	-16,724.65
11	December 31 2021	\$44,381.62	\$44,381.62	\$40,027.39	-\$64.14	\$39,963.25	-\$34,869.47	5,093.78
12	January 31 2022	\$39,561.19	\$39,561.23	\$40,027.39	-\$61.25	\$39,966.14	-\$44,786.53	-4,820.39
	FORECAST							
	TOTALS			\$480,326.68	-\$793.38	\$479,533.30		
	Monthly Avg/Unit			\$526.67				
	Annual Avg/Unit			\$6,320.09				

Fiscal 2021: Operating Budget: \$220,559.00

BCS1501 - FISCAL 2021
Petty Cash: BALANCE SHEET as of January 31st, 2022. Fiscal Month FM-12.

STATUS	INVOICE DATE	OPENING	DEBIT/CREDIT	ROUNDING	CASH PAID OUT	CLOSING	PAID TO	UNIT	ITEM DESCRIPTION	ACCOUNT
	mm/dd/yyyy	BALANCE				BALANCE		#		CODE
O/B	02/01/2021	\$242.32				\$242.32	Opening Balance (Transferred from Fiscal 2020)			
PAID	02/26/2021	\$242.32	-\$26.38	-\$0.02	-\$26.40	215.92	Gordon Buttolph	45	Steel wool and epoxy filler for electrical room	6307
C/B	02/28/2021	\$215.92				215.92			Closing Balance (February 28th, 2021)	
PAID	03/01/2021	\$215.92	-\$22.40	\$0.00	-\$22.40	193.52	Gordon Buttolph	45	ZOOM subscription for AGM Information meeting	6601
PAID	03/03/2021	\$193.52	-\$19.13	-\$0.02	-\$19.15	174.37	Gordon Buttolph	45	More epoxy filler for electrical room	6307
C/B	03/31/2021	\$174.37				174.37			Closing Balance (March 31st, 2021)	
PAID	04/25/2021	\$174.37	-\$33.00	\$0.00	-\$33.00	141.37	Gordon Buttolph	45	Dumping Fee for metal & glass	6307
PAID	04/17/2021	\$141.37	-\$28.31	\$0.01	-\$28.30	113.07	Blake Stewart	4	Electrical supplies	6307
PAID	04/20/2021	\$113.07	-\$38.95	\$0.00	-\$38.95	74.12	Blake Stewart	4	Electrical supplies	6307
PAID	04/01/2021	\$74.12	-\$45.87	\$0.02	-\$45.85	28.27	Blake Stewart	4	Electrical supplies	6307
PAID	04/30/2021	\$28.27	-\$17.61	\$0.01	-\$17.60	10.67	Gordon Buttolph	45	Gate spring and pipe cap	6307
PAID	03/31/2021	\$10.67	-\$18.35	\$0.00	-\$18.35	-7.68	Blake Stewart	4	Electrical supplies	6307
PAID	04/29/2021	-\$7.68	-\$19.58	-\$0.02	-\$19.60	-27.28	Gordon Buttolph	45	Gate repair and Concrete adhesive	6307
PAID	04/30/2021	-\$27.28	-\$15.48	-\$0.02	-\$15.50	-42.78	Peter Alpen	47	Fence stain samples/disposable brushed	6307
C/B	04/30/2021	-\$42.78				-42.78			Closing Balance (April 30th, 2021)	
PAID	05/05/2021	-\$42.78	-\$22.04	-\$0.01	-\$22.05	-64.83	Gordon Buttolph	45	Black Spray Paint for unit numbers	6307
PAID	05/04/2021	-\$64.83	-\$11.96	\$0.01	-\$11.95	-76.78	Peter Alpen	47	Additional Fence stain samples	6307
C/B	05/31/2021	-\$76.78				-76.78			Closing Balance (May 31st, 2021)	
CREDIT	06/30/2021	-\$76.78	\$22.40	\$0.00	\$22.40	-54.38	Gordon Buttolph	45	Credit for duplicate claim on Sept 28th 2020	6301
C/B	06/30/2021	-\$54.38				-54.38			Closing Balance (June 30th, 2021)	
C/B	07/31/2021	-\$54.38				-54.38			Closing Balance (July 31st, 2021)	
PAID	07/12/2021	-\$54.38	-\$32.03	-\$0.02	-\$32.05	-86.43	Blake Stewart	4	Fence repairs	6307
PAID	07/12/2021	-\$86.43	-\$48.42	\$0.02	-\$48.40	-134.83	Blake Stewart	4	Fence repairs	6307
PAID	07/13/2021	-\$134.83	-\$24.93	-\$0.02	-\$24.95	-159.78	Blake Stewart	4	Fence repairs	6307
PAID	07/14/2021	-\$159.78	-\$39.37	\$0.02	-\$39.35	-199.13	Blake Stewart	4	Fence repairs	6307
PAID	07/15/2021	-\$199.13	-\$39.06	\$0.01	-\$39.05	-238.18	Blake Stewart	4	Fence repairs	6307
DEPOSIT	08/06/2021	-\$238.18	\$362.69	\$0.00	\$362.69	124.51	Petty Cash		Petty Cash Advance	
PAID	08/27/2021	\$124.51	-\$25.00	\$0.00	-\$25.00	99.51	Pat Douglas	54	Rotten wood removal (Gift card to James)	6307
C/B	08/31/2021	\$99.51				99.51			Closing Balance (August 31st, 2021)	
C/B	09/30/2021	\$99.51				99.51			Closing Balance (September 30th, 2021)	
PAID	04/16/2021	\$99.51	-\$18.11	\$0.01	-\$18.10	81.41	Helen Maclean	50	Top Soil	6305
PAID	07/15/2021	\$81.41	-\$10.08	-\$0.02	-\$10.10	71.31	Helen Maclean	50	Top Soil	6305
PAID	07/21/2021	\$71.31	-\$20.16	\$0.01	-\$20.15	51.16	Helen Maclean	50	Top Soil	6305
PAID	08/10/2021	\$51.16	-\$10.08	-\$0.02	-\$10.10	41.06	Helen Maclean	50	Top Soil	6305
PAID	08/15/2021	\$41.06	-\$10.08	-\$0.02	-\$10.10	30.96	Helen Maclean	50	Top Soil	6305
PAID	09/16/2021	\$30.96	-\$14.54	-\$0.01	-\$14.55	16.41	Helen Maclean	50	Top Soil	6305
PAID	04/22/2021	\$16.41	-\$69.26	\$0.01	-\$69.25	-\$52.84	Helen Maclean	50	Hose Caddy for Clubhouse	6305
PAID	07/27/2021	-\$52.84	-\$44.79	-\$0.01	-\$44.80	-\$97.64	Glenn Roy	68	Ethernet adapter for gate control system	6319
PAID	10/29/2021	-\$97.64	-\$253.94	-\$0.01	-\$253.95	-\$351.59	Helen Maclean	50	Plants & Bulbs for common areas.	6305

BCS1501 - FISCAL 2021
Petty Cash: BALANCE SHEET as of January 31st, 2022. Fiscal Month FM-12.

STATUS	INVOICE DATE	OPENING	DEBIT/CREDIT	ROUNDING	CASH PAID OUT	CLOSING	PAID TO	UNIT	ITEM DESCRIPTION	ACCOUNT
	mm/dd/yyyy	BALANCE				BALANCE		#		CODE

PAID	11/01/2021	-\$351.59	-\$100.71	\$0.01	-\$100.70	-\$452.29	Helen Maclean	50	Plants & Bulbs for common areas	6305
DEPOSIT	11/23/2021	-\$452.29	\$760.58	\$0.00	\$760.58	\$308.29	Petty Cash		Petty Cash Advance	
PAID	11/22/2021	\$308.29	-\$75.16	\$0.01	-\$75.15	\$233.14	Blake Stewart	4	External lighting repairs & bulbs	6307
C/B	11/30/2021	\$233.14				\$233.14			Closing Balance (November 30th, 2021)	
C/B	12/30/2021	\$233.14				\$233.14			Closing Balance (December 31st, 2021)	
C/B	01/31/2022	\$233.14				\$233.14			Closing Balance (January 31st, 2022)	

Social Committee Funds: OFF BALANCE SHEET

06/15/2018 \$14.00 From Golf Tournament Fees

BCS1501 **FOUTH QUARTER/FISCAL YEAR END:** Financial Summary for Fiscal Year 2021.

(February 1st, 2021 – January 31st, 2022)

TREASURER'S QUARTERLY REPORT

OPERATING BUDGET

INCOME: Total **Income** to the end of the Fourth quarter (Q4) was \$479,533.

This is a combination of Strata Fees (\$480,327) plus miscellaneous income (-\$794).

NOTE: Negative miscellaneous income reflects the monthly payback of the loan from the CRF that was taken out to cover the unplanned overage of \$1,188 at the end of Fiscal 2020 (as reviewed at the AGM Meeting in March). This loan is now fully repaid.

EXPENSE: Total **Expenses** to the end of the Fourth quarter (Q4) year were \$439,972.

Therefore, the current account had a positive balance of \$39,561 at Year-end 2021.

The surplus reflects that a number of none critical maintenance tasks were deferred due to scheduling and availability issues related to COVID and related constraints.

CRF: The **Contingency Reserve Fund (**CRF**) stood at \$536,499 at Year-end 2021.**

OUTLOOK:

The majority of the Operating surplus (\$38,400) will be moved to the CRF in February 2022. As a consequence, the CRF contribution component of the 2022 Budget will be reduced by \$38,400.

A major concern in 2022 will be the impact of inflation on both labour costs and material costs.

Labour costs are rising fast as there is a shortage of labour in all the building and maintenance trades, the biggest impact is that contractors are reluctant to take on the smaller jobs unless it is very profitable for them. Material costs have been impacted by supply chain issues and these are expected to continue into 2023. While the 2021 CPI index rose by 3.4%, January was above 5% and the upward trend is expected to continue. The proposed budget for 2022 will take these factors into account.

Regards,

Gordon (Treasurer for BCS1501) Unit #45

BCS1501 ELGIN POINTE STRATA COUNCIL MEETING MINUTES

December 20, 2021

Minutes of the BCS1501 Elgin Pointe strata council meeting held **Monday, December 20, 2021**

Location: Elgin Pointe Clubhouse, 14655 32 Ave., Surrey, BC

COUNCILLORS PRESENT: **Linda Hensman**, President
Gordon Buttolph, Treasurer
Sylvia Palmer, Secretary
Peter Alpen, Councillor at Large
Helen Maclean, Councillor at Large (Landscaping Liaison)
Glenn Roy, Councillor at Large (Webmaster / Communications Coordinator)

ALSO PRESENT: **Cristin Corneille**, Property Management Agent
Trudi Heard, Recording Secretary
Blake Stewart, Air conditioning Committee Chair (as per item 2 of these minutes)

REGRETS: **Pat Douglas**, Vice-President

1. CALL TO ORDER

The meeting was called to order at 3:01pm.

2. Update From Air Conditioning Committee

Blake Stewart, Air Conditioning Committee Chair, updated Council on progress and findings of the air conditioning committee to date. There have been four meetings thus far and each committee member has been assigned different topics for research. The formal report will be presented to Council prior to the March AGM and information sessions for owners will be arranged.

Blake left the meeting at 3:50pm.

3. ADOPTION OF PREVIOUS MINUTES

It was **MOVED (Alpen), SECONDED (Maclean) and CARRIED** that the Elgin Pointe Council approves the minutes for the meeting of November 23, 2021 with the following correction: Date of meeting was Tuesday, November 23 NOT Monday November 23.

4. ADDITIONS TO THE AGENDA

Business Arising: None

New Business: 9.3 2022 Annual General Meeting Date

It was **MOVED (Palmer), SECONDED (Alpen) and CARRIED** that the Elgin Pointe Council approves the Agenda for the meeting of December 20, 2021 with the above addition.

5. FINANCIAL

5.1 **Financial Statements:** as per attached reports including:

- Treasurer's Monthly Report }
 - CRF Reconciliation } All as of November 30, 2021
 - Income & Expense Reconciliation } (Fiscal Month FM2021.10)
 - Petty Cash Balance Sheet }

It was **MOVED (Buttolph), SECONDED (Glenn), and CARRIED** that Elgin Pointe Council approves the financial statements as above.

5.2 **Accounts Receivable as of November 30, 2021:** Nil

5.3 **Petty Cash Reconciliation as of November 30, 2021:** \$233.14 balance on hand.

6. BUSINESS ARISING

6.1 Void Under Sidewalk

Repairs have been completed.

6.2 Electronic Meeting Bylaw

Council agreed that a bylaw wording should be drafted by legal counsel.
Agent Corneille to arrange.

6.3 Authorization to Use Email Accounts for Notifications

The results of the poll to owners have not yet been tallied although the vast majority of respondents have opted for email notifications.

Council discussed the option of charging owners who wish to receive hard copies of notifications. No decision has yet been made.

6.4 Gate Repair Quote

The concrete post of the east side of the main entrance vehicle gate was determined to be leaning, resulting in gate malfunctioning. The gate maintenance contractor suggested that replacing the hinge screw with a much longer one may well suffice as a secure and cheaper repair rather than replacing the entire post.

The contractor quoted \$722.40 (being \$645.00 + tax) for the repair.

It was **MOVED (Roy), SECONDED (Buttolph), and CARRIED** that Elgin Pointe Council authorizes spending \$722.40 for repairs as above.

Councillor Roy to arrange the repair.

7. COMMITTEE AND COUNCILLOR REPORTS

7.1 Landscaping

Winter pruning is in progress and should be completed by the end of the month.

7.2 Maintenance

With the reopening of the US-Canada border, Council is now in possession of the LED light bulbs which have been in storage in the US since before the border closed. These bulbs will be installed in all the tall exterior light stanchions by the end of January.

7.3 Webmaster / Communications

Other than website activity as below, there is nothing to report.

Web Page Visited	Page Hits per Period / per Reporting Day					
	20-Dec-21	Hits/Day	18-Nov-21	Hits/Day	24-Oct-21	Hits/Day
Bulletin Board	38	1	35	1	46	2
Clubhouse Bookings	52	2	37	1	11	0
Community	27	1	30	1	11	0
Documents	39	1	47	2	28	1
Emergencies	19	1	17	1	8	0
FAQ	27	1	18	1	12	0
Home	715	22	645	26	755	28
Login	139	4	136	5	76	3
Notices and Bulletins	14	0	20	1	8	0
Parking Passes	6	0	5	0	5	0
Visitors	35	1	32	1	25	1
	Total Days 32		Total Days 25		Total Days 27	

8. CORRESPONDENCE

As per attached Correspondence Tracking List dated December 20, 2021.

IMPORTANT REMINDER TO OWNERS

All issues and concerns are to be reported directly to agent Cristin Corneille and NOT to council members.

**Agent Corneille may be reached by:
email: cristin@peninsulastrata.com
phone: (604) 385-2242 Ext. 101**

***** Always include your unit no. on any correspondence. *****

9. NEW BUSINESS

9.1 Insurance Renewal Update

Councillor Buttolph has had a preliminary general discussion with the broker regarding the upcoming insurance renewal, emphasizing that open communication and options are priorities for Elgin Pointe.

9.2 **2022 Budget**

Treasurer Buttolph has begun preparing options for the 2022 budget for review by Council and presentation to owners at the 2022 Annual General Meeting.

9.3 **2022 Annual General Meeting Date**

The AGM has been scheduled for **TUESDAY, MARCH 22, 2022**.
Registration to begin at 7:00pm and the meeting at 7:30pm.

10. MEETING ADJOURNED

The meeting adjourned at 4:40pm.

The next meeting is scheduled for **Monday, January 31, 2022 at 3:00 pm**.

It has yet to be determined whether this will be an in-person meeting or if it will be held via Zoom.

* * * * *

Linda Hensman, President

Trudi Heard, Recording Secretary

Attachments:

- Financial Reports as identified in Item 5.2.
- Correspondence Tracking List as identified in Item 8.

BCS1501 – ELGIN POINTE: CORRESPONDENCE TRACKING LIST as of DECEMBER 20, 2021

Correspondence type: L = letter E = email P = phone call IP = in person PSM = Peninsula Strata Management

Unit A: Unit owner originating the correspondence

Unit B: Unit subject to the comment/complaint (if not the same)

ITEM NO.	DATE (mm/dd)	TYPE	ISSUE	STATUS
1.	09/29/20	E	Paint on the bottom of the garage door jam (east side) is starting to blister and peel.	Deferred until spring 2022.
2.	04/27	E	Parking stall needs repairs to concrete side guides.	Deferred until spring 2022.
3.	05/08	E	Request to remove tree from back yard	Deferred to spring 2022
4.	07/21	E	Tree in back yard (silver birch?) appears to be dying.	RESOLVED
5.	08/03	E	Flower bed under front window is not getting watered by sprinklers.	Ongoing
6.	09/17	E	A large branch broke off dead tree.	RESOLVED
7.	09/22	E	Proposed planting of groundcover in front garden space.	Ongoing
8.	09/21	E	Hedge height.	RESOLVED
9.	09/22	E	Request to have large shrubs in front yard removed and replaced with smaller plants currently in the back garden.	Deferred to spring 2022.
10.	09/29	E	Paint on the bottom of the east side garage door jam is starting to blister and peel.	Deferred to spring 2022.
11.	09/30	E	Gate hinges and screws no longer holding, wood is rotten.	Ongoing
12.	10/05	E	1. Rotten wood in window well (first well on right side of house). 2. Mould growing in backyard window well.	1. Deferred to spring 2022. 2. Deferred to spring 2022.
13.	10/07	E	Request for pruning of Japanese maples in front and back yards.	Ongoing
14.	10/12	E	Japanese Maple requires pruning.	Ongoing
15.	10/21	E	Dead cedars.	Ongoing
16.	10/25	IP	Soot marks on siding near fireplace vent.	Ongoing

17.	10/27	E	Peeling paint on front of both units – above garages and front doors.	Deferred to spring 2022.
18.	10/27	E	Request to install permanent exhaust vent for AC at rear on upper level.	Deferred. Awaiting report from Air Conditioning committee.
19.	11/2	E	1. Request to top and trim two cedar hedges (north and south sides of garden). 2. Backyard is full of leaves.	Ongoing
20.	11/12	E	A heavy duty bracket found under main entrance vehicle gate.	RESOLVED
21.	11/14	E	Blocked gutters by front door.	Ongoing
22.	11/14	E	Requesting trees be trimmed – front yard and possibly back yard.	Ongoing
23.	11/14	E	Blocked gutters.	Ongoing
24.	11/15	E	Drainage device (French drain) in back yard is plugged with leaves.	RESOLVED
25.	11/17	E	Front and side gutters are blocked and overflowing.	Ongoing
26.	11/25	E	Overflowing gutter. Eavestrough is pulling away from fascia.	RESOLVED
27.	11/25	E	Blocked downspout has been cleared of debris and is now flowing well.	RESOLVED
28.	11/25	E	Blocked gutters.	RESOLVED
29.	11/25	E	Blocked gutters.	RESOLVED
30.	11/25	E	Christmas lights were put up too early.	RESOLVED
31.	11/25	E	Christmas lights were put up too early.	RESOLVED
32.	11/26	E	Request to have bylaw regarding allowed dates for Christmas decorations to be displayed to be revised/revisited.	Ongoing
33.	12/03	E	Moss on roof tiles.	Deferred until spring 2022.
34.	12/09	E	Blocked and overflowing gutters.	Ongoing
35.	12/13	E	Main entrance vehicle gate malfunctioned.	RESOLVED
36.	12/13	E	A special thank you to BLAKE STEWART for dealing with the broken entrance gate.	RESOLVED

Elgin Pointe Strata Corporation – BCS1501.

Treasurer's Monthly Report as of November 30th, 2021

Fiscal Year 2021, Fiscal Month FM-10.

For Council Meeting to be held December 20th, 2021.

- 1) CRF fund stands at \$521,448.
- 2) Operating Budget: Current Year Profit (income) & Loss (expenses) = \$39,288.
- 3) Net AR outstanding: \$0.00.
- 4) Petty Cash balance on hand (as of November 30th) = \$233.
- 5) Detailed reports sent as separate PDF files:
 - 1) Income & Expense Reconciliation
 - 2) CRF Reconciliation
 - 3) Petty Cash Reconciliation

NOTES:

- 1) The water and sewage utility bill increased by 24% over the same period last year, (\$17,000 vs \$21,000) this reflects both the higher cost of services and the impact of the heat wave.
- 2) Discussions have started with BFL on the renewal terms for the 2022 Strata Insurance policy

Regards,

Gordon Buttolph (Treasurer for BCS1501)

Unit #45

RED = FORECAST (Based on AGM approved 2021 Budget)

FISCAL MONTH		Closing CRF Balance (from statements)	Closing Balance (CRF Term Deposit)	Closing CRF Value (from statements)	Closing Balance (calculated)	CRF Payments (to Vendors)	CRF Contribution (from Strata fees)	CRF Payments (to O/A)	CRF Payments (from O/A)	CRF Loans (to O/A)	CRF Repayments (from O/A)	CRF Interest Gain
1-10	January 31 2021	\$441,250.18	\$0.00	\$441,250.18								
	February 28 2021	\$450,562.28	\$0.00	\$450,562.28	\$450,562.31	\$0.00	\$9,099.53	\$0.00	\$0.00	\$0.00	\$0.00	\$212.60
	March 31 2021	\$461,149.79	\$0.00	\$461,149.79	\$461,149.79	\$0.00	\$9,099.50	\$0.00	\$101.00	\$0.00	\$1,188.70	\$198.31
	April 30 2021	\$455,766.07	\$0.00	\$455,766.07	\$455,766.07	-\$2,160.38	\$9,150.00	-\$12,597.49	\$0.00	\$0.00	\$0.00	\$224.15
	May 31 2021	\$465,135.41	\$0.00	\$465,135.41	\$465,135.41	\$0.00	\$9,150.00	\$0.00	\$0.00	\$0.00	\$0.00	\$219.34
	June 30 2021	\$474,511.94	\$0.00	\$474,511.94	\$474,511.94	\$0.00	\$9,150.00	\$0.00	\$0.00	\$0.00	\$0.00	\$226.53
	July 31 2021	\$483,885.76	\$0.00	\$483,885.76	\$483,885.76	\$0.00	\$9,150.00	\$0.00	\$0.00	\$0.00	\$0.00	\$223.82
	August 31 2021	\$493,271.34	\$0.00	\$493,271.34	\$493,271.34	\$0.00	\$9,150.00	\$0.00	\$0.00	\$0.00	\$0.00	\$235.58
	September 30 2021	\$502,661.50	\$0.00	\$502,661.50	\$502,661.50	\$0.00	\$9,150.00	\$0.00	\$0.00	\$0.00	\$0.00	\$240.16
	October 31 2021	\$512,048.19	\$0.00	\$512,048.19	\$512,048.19	\$0.00	\$9,150.00	\$0.00	\$0.00	\$0.00	\$0.00	\$236.69
11	November 30 2021	\$521,447.68	\$0.00	\$521,447.68	\$521,447.68	\$0.00	\$9,150.00	\$0.00	\$0.00	\$0.00	\$0.00	\$249.49
FORECAST												
12	December 31 2021						\$9,150.00					
	January 31 2022						\$9,150.00					
	Year-End Totals						\$109,699.03					
	Average/Unit/Month						\$120.28					
				2021 Budget		\$479,839.00						
				CRF Contribution		\$109,800.00						
				Insurance		\$149,440.00						
				Operating Costs		\$220,599.00						

BCS1501 OPERATING BUDGET - 2021 FISCAL MONTH FM-10

BCS1501 Income & Expense Reconciliation (to November 30th, 2021) and Forecast to Year-End (January 31st, 2022).

GREEN = ACTUAL (Balanced to the Financial Statements)

RED = FORECAST (Based on AGM approved 2021 Budget)

FISCAL MONTH	ACTUAL	M/E BALANCE P & L Account (from Statements)	M/E BALANCE P & L Account (calculated)	INCOME (MONTHLY) (from Strata Fees)	INCOME (MONTHLY) (Miscellaneous)	TOTAL INCOME (MONTHLY)	TOTAL EXPENSES (MONTHLY)	DELTA +/- (MONTHLY)
	January 31 2021	-\$4,314.97	-\$4,314.97					
1	February 29 2021	\$17,779.87	\$17,779.87	\$48,225.27	\$23.02	\$48,248.29	-\$30,468.42	17,779.87
2	March 31 2021	\$12,100.95	\$12,100.95	\$31,827.51	-\$171.24	\$31,656.27	-\$37,335.19	-5,678.92
3	April 30 2021	\$29,032.17	\$29,032.17	\$40,027.39	-\$70.42	\$39,956.97	-\$23,025.75	16,931.22
4	May 31 2021	\$38,281.40	\$38,281.40	\$40,027.39	-\$73.82	\$39,953.57	-\$30,704.34	9,249.23
5	June 30 2021	\$43,198.73	\$43,198.73	\$40,027.39	-\$68.14	\$39,959.25	-\$35,041.92	4,917.33
	July 31 2021	\$37,896.03	\$37,896.03	\$40,027.39	-\$63.78	\$39,963.61	-\$45,266.31	-5,302.70
	August 31 2021	\$43,172.00	\$43,172.00	\$40,027.39	-\$62.74	\$39,964.65	-\$34,688.68	5,275.97
	September 30 2021	\$49,792.53	\$49,792.53	\$40,027.39	-\$63.68	\$39,963.71	-\$33,343.18	6,620.53
	October 31 2021	\$56,012.49	\$56,012.49	\$40,027.39	-\$61.11	\$39,966.28	-\$33,746.32	6,219.96
	November 30 2021	\$39,287.84	\$39,287.84	\$40,027.39	-\$56.08	\$39,971.31	-\$56,695.96	-16,724.65
	FORECAST							
11	December 31 2021			\$40,027.39				
12	January 31 2022			\$40,027.39				
	TOTALS			\$480,326.68	-\$667.99	\$399,603.91		
	Monthly Avg/Unit			\$526.67				
	Annual Avg/Unit			\$6,320.09				

Fiscal 2021: Operating Budget: \$220,559.00

BCS1501 - FISCAL 2021
Petty Cash: BALANCE SHEET as of November 30th, 2021. Fiscal Month FM-10.

STATUS	INVOICE DATE	OPENING	DEBIT/CREDIT	ROUNDING	CASH PAID OUT	CLOSING	PAID TO	UNIT	ITEM DESCRIPTION	ACCOUNT
	mm/dd/yyyy	BALANCE				BALANCE		#		CODE
O/B	02/01/2021	\$242.32				\$242.32	Opening Balance (Transferred from Fiscal 2020)			
PAID	02/26/2021	\$242.32	-\$26.38	-\$0.02	-\$26.40	215.92	Gordon Buttolph	45	Steel wool and epoxy filler for electrical room	6307
C/B	02/28/2021	\$215.92				215.92			Closing Balance (February 28th, 2021)	
PAID	03/01/2021	\$215.92	-\$22.40	\$0.00	-\$22.40	193.52	Gordon Buttolph	45	ZOOM subscription for AGM Information meeting	6601
PAID	03/03/2021	\$193.52	-\$19.13	-\$0.02	-\$19.15	174.37	Gordon Buttolph	45	More epoxy filler for electrical room	6307
C/B	03/31/2021	\$174.37				174.37			Closing Balance (March 31st, 2021)	
PAID	04/25/2021	\$174.37	-\$33.00	\$0.00	-\$33.00	141.37	Gordon Buttolph	45	Dumping Fee for metal & glass	6307
PAID	04/17/2021	\$141.37	-\$28.31	\$0.01	-\$28.30	113.07	Blake Stewart	4	Electrical supplies	6307
PAID	04/20/2021	\$113.07	-\$38.95	\$0.00	-\$38.95	74.12	Blake Stewart	4	Electrical supplies	6307
PAID	04/01/2021	\$74.12	-\$45.87	\$0.02	-\$45.85	28.27	Blake Stewart	4	Electrical supplies	6307
PAID	04/30/2021	\$28.27	-\$17.61	\$0.01	-\$17.60	10.67	Gordon Buttolph	45	Gate spring and pipe cap	6307
PAID	03/31/2021	\$10.67	-\$18.35	\$0.00	-\$18.35	-7.68	Blake Stewart	4	Electrical supplies	6307
PAID	04/29/2021	-\$7.68	-\$19.58	-\$0.02	-\$19.60	-27.28	Gordon Buttolph	45	Gate repair and Concrete adhesive	6307
PAID	04/30/2021	-\$27.28	-\$15.48	-\$0.02	-\$15.50	-42.78	Peter Alpen	47	Fence stain samples/disposable brushed	6307
C/B	04/30/2021	-\$42.78				-42.78			Closing Balance (April 30th, 2021)	
PAID	05/05/2021	-\$42.78	-\$22.04	-\$0.01	-\$22.05	-64.83	Gordon Buttolph	45	Black Spray Paint for unit numbers	6307
PAID	05/04/2021	-\$64.83	-\$11.96	\$0.01	-\$11.95	-76.78	Peter Alpen	47	Additional Fence stain samples	6307
C/B	05/31/2021	-\$76.78				-76.78			Closing Balance (May 31st, 2021)	
CREDIT	06/30/2021	-\$76.78	\$22.40	\$0.00	\$22.40	-\$54.38	Gordon Buttolph	45	Credit for duplicate claim on Sept 28th 2020	6301
C/B	06/30/2021	-\$54.38				-\$54.38			Closing Balance (June 30th, 2021)	
C/B	07/31/2021	-\$54.38				-\$54.38			Closing Balance (July 31st, 2021)	
PAID	07/12/2021	-\$54.38	-\$32.03	-\$0.02	-\$32.05	-86.43	Blake Stewart	4	Fence repairs	6307
PAID	07/12/2021	-\$86.43	-\$48.42	\$0.02	-\$48.40	-134.83	Blake Stewart	4	Fence repairs	6307
PAID	07/13/2021	-\$134.83	-\$24.93	-\$0.02	-\$24.95	-159.78	Blake Stewart	4	Fence repairs	6307
PAID	07/14/2021	-\$159.78	-\$39.37	\$0.02	-\$39.35	-199.13	Blake Stewart	4	Fence repairs	6307
PAID	07/15/2021	-\$199.13	-\$39.06	\$0.01	-\$39.05	-238.18	Blake Stewart	4	Fence repairs	6307
DEPOSIT	08/06/2021	-\$238.18	\$362.69	\$0.00	\$362.69	124.51	Petty Cash		Petty Cash Advance	
PAID	08/27/2021	\$124.51	-\$25.00	\$0.00	-\$25.00	99.51	Pat Douglas	54	Rotten wood removal (Gift card to James)	6307
C/B	08/31/2021	\$99.51				99.51			Closing Balance (August 31st, 2021)	
C/B	09/30/2021	\$99.51				99.51			Closing Balance (September 30th, 2021)	
PAID	04/16/2021	\$99.51	-\$18.11	\$0.01	-\$18.10	81.41	Helen Maclean	50	Top Soil	6305
PAID	07/15/2021	\$81.41	-\$10.08	-\$0.02	-\$10.10	71.31	Helen Maclean	50	Top Soil	6305
PAID	07/21/2021	\$71.31	-\$20.16	\$0.01	-\$20.15	51.16	Helen Maclean	50	Top Soil	6305
PAID	08/10/2021	\$51.16	-\$10.08	-\$0.02	-\$10.10	41.06	Helen Maclean	50	Top Soil	6305
PAID	08/15/2021	\$41.06	-\$10.08	-\$0.02	-\$10.10	30.96	Helen Maclean	50	Top Soil	6305
PAID	09/16/2021	\$30.96	-\$14.54	-\$0.01	-\$14.55	16.41	Helen Maclean	50	Top Soil	6305
PAID	04/22/2021	\$16.41	-\$69.26	\$0.01	-\$69.25	-\$52.84	Helen Maclean	50	Hose Caddy for Clubhouse	6305
PAID	07/27/2021	-\$52.84	-\$44.79	-\$0.01	-\$44.80	-\$97.64	Glenn Roy	68	Ethernet adapter for gate control system	6319
PAID	10/29/2021	-\$97.64	-\$253.94	-\$0.01	-\$253.95	-\$351.59	Helen Maclean	50	Plants & Bulbs for common areas.	6305

STATUS	INVOICE DATE	OPENING	DEBIT/CREDIT	ROUNDING	CASH PAID OUT	CLOSING	PAID TO	UNIT	ITEM DESCRIPTION	ACCOUNT
	mm/dd/yyyy	BALANCE				BALANCE		#		CODE

PAID	11/01/2021	-\$351.59	-\$100.71	\$0.01	-\$100.70	-\$452.29	Helen Maclean	50	Plants & Bulbs for common areas	6305
DEPOSIT	11/23/2021	-\$452.29	\$760.58	\$0.00	\$760.58	\$308.29	Petty Cash		Petty Cash Advance	
PAID	11/22/2021	\$308.29	-\$75.16	\$0.01	-\$75.15	\$233.14	Blake Stewart	4	External lighting repairs & bulbs	6307
C/B	11/30/2021	\$233.14				\$233.14			Closing Balance (November 30th, 2021)	

Social Committee Funds: OFF BALANCE SHEET

06/15/2018	\$14.00	From Golf Tournament Fees
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BCS1501 ELGIN POINTE STRATA COUNCIL MEETING MINUTES

November 23, 2021

Minutes of the BCS1501 Elgin Pointe strata council meeting held **Tuesday, November 23, 2021**

Location: Elgin Pointe Clubhouse, 14655 32 Ave., Surrey, BC

COUNCILLORS PRESENT: **Linda Hensman**, President
Pat Douglas, Vice-President
Gordon Buttolph, Treasurer
Sylvia Palmer, Secretary
Peter Alpen, Councillor at Large
Helen Maclean, Councillor at Large (Landscaping Liaison)
Glenn Roy, Councillor at Large (Webmaster / Communications Coordinator)

ALSO PRESENT: **Cristin Corneille**, Property Management Agent
Trudi Heard, Recording Secretary

REGRETS: None

1. CALL TO ORDER

The meeting was called to order at 3:01 pm.

2. ADOPTION OF PREVIOUS MINUTES

It was **MOVED (Palmer), SECONDED (Maclean) and CARRIED** that the Elgin Pointe Council approves the minutes for the meeting of October 25, 2021.

3. ADDITIONS TO THE AGENDA

Business Arising: None

New Business: 8.1 Exterior Christmas Decorations and Lights
8.2 Cleaning Contract for Clubhouse
8.3 Elgin Pointe Online Bulletin Board

It was **MOVED (Douglas), SECONDED (Roy) and CARRIED** that the Elgin Pointe Council approves the Agenda for the meeting of November 23, 2021 with the above noted additions.

4. FINANCIAL

4.1 **Financial Statements:** as per attached reports including:

- Treasurer's Monthly Report }
- CRF Reconciliation } All as of October 31, 2021
- Income & Expense Reconciliation } Fiscal Month FM2021.9
- Petty Cash Balance Sheet } Fiscal Quarter FQ2021.3
- Treasurer's Quarterly Report 2021.Q3 }

It was **MOVED (Buttolph), SECONDED (Roy), and CARRIED** that Elgin Pointe Council approves the financial statements as above.

4.2 **Accounts Receivable as of October 31, 2021:** Nil

4.3 **Petty Cash Reconciliation as of October 31, 2021:** --\$452.29 (overdrawn)

5. BUSINESS ARISING

5.1 Dryer Vent Cleaning

Project completed.

5.2 Void Under Sidewalk

Repairs are scheduled for December 7 beginning at 8:00am.
Councillor Buttolph will be the onsite contact.

5.3 Snow Clearing Contract

The contract for winter 2021-22 has been signed with the incumbent contractor.

5.4 Air Conditioning Committee

The committee has been struck and is comprised of:

- 6 owner volunteers plus
- Councillor Buttolph (Strata Council representative).

The terms of reference have been developed.

The first meeting is scheduled for November 23, 2021 at 7:00pm.

5.5 Electronic Meeting Bylaw (sample)

Agent Corneille is to provide Council with a sample bylaw wording once she has verified that the wording has been fully vetted by legal counsel.

5.6 Authorization to Use Owners' Email Accounts for Notification

To comply with current privacy laws and to protect the property management company, a form is being developed whereby owners will grant formal authorization to the property management company to use their email accounts for notifications and related correspondence relative to their strata unit.

6. COMMITTEE AND COUNCILLOR REPORTS

6.1 Landscaping

6.1.1 Tree Pruning

The arborist will be on site on or about December 2nd to complete all outstanding tree pruning as approved by Council at the October 25 meeting.

6.1.2 Gardening/Landscaping Contract Renewal

The incumbent landscaping company has provided a quote for 2022-23 for review and discussion by Council. Landscaping Liaison Mclean will inquire about a 3-year term as per the expiring contract.

Details of cost and treatment for chafer beetle will be clarified with the contractor as this is now a problem in various areas throughout the complex.

It was agreed by Council that arborist expenses and chafer beetle treatment costs will be included in the 2022-23 landscaping budget.

6.2 Maintenance

There are no maintenance issues to report not declared elsewhere in these minutes.

6.3 Webmaster / Communications

Below are the latest statistics showing website activity over the past month.

There is nothing else to report regarding the website or communications.

Web Page Visited	Page Hits per Period / per Reporting Day					
	18-Nov-21	Hits/Day	24-Oct-21	Hits/Day	27-Sep-21	Hits/Day
Bulletin Board	35	1	46	2	290	10
Clubhouse Bookings	37	1	11	0	37	1
Community	30	1	11	0	23	1
Documents	47	2	28	1	63	2
Emergencies	17	1	8	0	17	1
FAQ	18	1	12	0	21	1
Home	645	26	755	28	894	32
Login	136	5	76	3	221	8
Notices and Bulletins	20	1	8	0	12	0
Parking Passes	5	0	5	0	3	0
Visitors	32	1	25	1	25	1
Total Days		25	Total Days	27	Total Days	28

7. CORRESPONDENCE

As per attached Correspondence Tracking List dated November 23, 2021.

IMPORTANT REMINDER TO OWNERS

All issues and concerns are to be reported directly to agent Cristin Corneille and NOT to council members.

**Agent Corneille may be reached by:
email: cristin@peninsulastrata.com
phone: (604) 385-2242 Ext. 101**

***** Always include your unit no. on any correspondence. *****

8. NEW BUSINESS

8.1 Exterior Christmas Decorations and Lights

A friendly reminder to owners that the bylaws specifically state that outside Christmas lights and decorations may not be installed before December 1st and must be taken down no later than January 31st.

8.2 Cleaning Contract for Clubhouse

As the clubhouse will be re-opening for general use, the biweekly cleaning contract is to be reinstated at the earliest convenience.

8.3 Elgin Pointe Online Bulletin Board

Council discussed and approved allowing the Elgin Pointe electronic bulletin board for community announcements and not-for-profit group events.

It was noted by Webmaster Roy that the Bulletin Board has its own mailing list and that owners have the option of unsubscribing from it without affecting notifications and other important electronic communications related to the Strata.

9. MEETING ADJOURNED

The meeting adjourned at 4:35 pm.

The next meeting is scheduled for **December 20, 2021** at **3:00 pm** in the clubhouse.

* * * * *

Linda Hensman, President

Trudi Heard, Recording Secretary

Attachments:

- Financial Reports as identified in Item 4.2.
- Correspondence Tracking List as identified in Item 7.

BCS1501 – ELGIN POINTE: CORRESPONDENCE TRACKING LIST as of NOVEMBER 23, 2021

Correspondence type: L = letter E = email P = phone call IP = in person PSM = Peninsula Strata Management

Unit A: Unit owner originating the correspondence

Unit B: Unit subject to the comment/complaint (if not the same)

ITEM NO.	DATE (mm/dd)	TYPE	ISSUE	STATUS
1.	09/29/20	E	Paint on the bottom of the garage door jam (east side) is starting to blister and peel.	Deferred until spring 2022.
2.	04/27	E	Parking stall needs repairs to concrete side guides.	Deferred until spring 2022.
3.	05/08	E	Request to remove tree from back yard	Ongoing
4.	07/21	E	Tree in back yard (silver birch?) appears to be dying.	Ongoing – awaiting permit from City of Surrey.
5.	07/24	E	Request to install 220V AC circuit in garage. The work would be done by a licensed electrician with all the required permits and inspection.	Ongoing
6.	08/03	E	Flower bed under front window is not getting watered by sprinklers.	Ongoing
7.	09/11 09/23	E	Follow-ups regarding backyard installation.	RESOLVED
8.	09/17	E	A large branch broke off dead tree.	Ongoing – owner has been advised we are applying for a tree removal permit.
9.	09/22	E	Proposed planting of groundcover in front garden space.	Ongoing
10.	09/21	E	1. Exposed irrigation control cover in centre of back lawn. 2. Hedge height.	1. RESOLVED 2. Ongoing
11.	09/22	E	Request to have large shrubs in front yard removed and replaced with smaller plants currently in the back garden.	Ongoing
12.	09/23	E	Surveillance camera installation.	RESOLVED
13.	09/29	E	Paint on the bottom of the east side garage door jam is starting to blister and peel.	Deferred to spring 2022.
14.	09/30	E	Gate hinges and screws no longer holding, wood is rotten.	Ongoing
15.	10/01	E	Requesting pruning and shaping of tree near driveway.	RESOLVED

16.	10/05	E	1. Rotten wood in window well (first well on right side of house). 2. Mould growing in backyard window well.	1. Ongoing 2. Ongoing
17.	10/06	E	Owner volunteering to serve on AC committee.	RESOLVED
18.	10/07	E	Request for pruning of Japanese maples in front and back yards.	Ongoing
19.	10/10	E	Trail of liquid waste left throughout complex by garbage truck.	Ongoing
20.	10/12	E	Japanese Maple requires pruning.	Ongoing
21.	10/21	E	Dead cedars.	Ongoing
22.	10/25	IP	Soot marks on siding near fireplace vent.	Ongoing
23.	10/25	IP	Soffit needs replacing.	RESOLVED
24.	10/25	E	Request for two guest parking passes.	RESOLVED
25.	10/26	E	Lawn damaged by racoons.	RESOLVED
26.	10/26	E	Lawn damaged by racoons.	RESOLVED
27.	10/27	E	Peeling paint on front of both units – above garages and front doors.	Deferred to spring 2022.
28.	10/27	E	Request to install permanent exhaust vent at rear on upper level.	Deferred. Awaiting report from Air Conditioning committee.
29.	10/31	E	Backyard water feature.	RESOLVED
30.	10/31	E	Surveillance camera.	RESOLVED
31.	11/2	E	Moisture on sidewalk by front door presents possible hazard.	RESOLVED
32.	11/2	E	Parking violation – vehicle extending into street.	RESOLVED
33.	11/2	E	Gutter leak.	RESOLVED
34.	11/2	E	1. Request to top and trim two cedar hedges (north and south sides of garden). 2. Backyard is full of leaves.	Ongoing
35.	11/5	E	Water feature noise.	RESOLVED
36.	11/12	E	A heavy duty bracket found under main entrance pedestrian gate.	Ongoing.
37.	11/13	E	Garage remote not working, replacement requested.	RESOLVED
38.	11/14	E	Blocked gutters by front door.	Ongoing

39.	11/14	E	Requesting trees be trimmed – front yard and possibly back yard.	Ongoing
40.	11/14	E	Blocked gutters.	Ongoing
41.	11/15	E	Drainage device (sump drain) in back yard is plugged with leaves.	Ongoing
42.	11/17	E	Front and side gutters are blocked and overflowing.	Ongoing

Elgin Pointe Strata Corporation – BCS1501.

Treasurer's Monthly Report as of October 31st, 2021

Fiscal Year 2021, Fiscal Month FM-09.

For Council Meeting to be held November 23rd, 2021.

- 1) CRF fund stands at \$512,048.19
- 2) Operating Budget: Current Year Profit (income) & Loss (expenses) = \$56,012.49.
- 3) Net AR outstanding: \$0.00.
- 4) Petty Cash balance on hand (as of October 31st) = -\$452.29.
- 5) Detailed reports sent as separate PDF files:
 - 1) Monthly Treasurers Report
 - 2) Income & Expense Reconciliation
 - 3) CRF Reconciliation
 - 4) Petty Cash Reconciliation

Regards,

Gordon Buttolph (Treasurer for BCS1501)

Unit #45

BCS1501 CRF - 2021 FISCAL MONTH FM-09

BCS1501 CRF Reconciliation to (October 31st, 2021) and Forecast to Year-End (January 31st, 2022).

GREEN = ACTUAL (Balanced to the Financial Statements)

RED = FORECAST (Based on AGM approved 2021 Budget)

FISCAL MONTH	ACTUAL	Closing CRF Balance (from statements)	Closing Balance (CRF Term Deposit)	Closing CRF Value (from statements)	Closing Balance (calculated)	CRF Payments (to Vendors)	CRF Contribution (from Strata fees)	CRF Payments (to O/A)	CRF Payments (from O/A)	CRF Loans (to O/A)	CRF Repayments (from O/A)	CRF Interest Gain
	January 31 2021	\$441,250.18	\$0.00	\$441,250.18								
1	February 28 2021	\$450,562.28	\$0.00	\$450,562.28	\$450,562.31	\$0.00	\$9,099.53	\$0.00	\$0.00	\$0.00	\$0.00	\$212.60
2	March 31 2021	\$461,149.79	\$0.00	\$461,149.79	\$461,149.79	\$0.00	\$9,099.50	\$0.00	\$101.00	\$0.00	\$1,188.70	\$198.31
3	April 30 2021	\$455,766.07	\$0.00	\$455,766.07	\$455,766.07	-\$2,160.38	\$9,150.00	-\$12,597.49	\$0.00	\$0.00	\$0.00	\$224.15
4	May 31 2021	\$465,135.41	\$0.00	\$465,135.41	\$465,135.41	\$0.00	\$9,150.00	\$0.00	\$0.00	\$0.00	\$0.00	\$219.34
5	June 30 2021	\$474,511.94	\$0.00	\$474,511.94	\$474,511.94	\$0.00	\$9,150.00	\$0.00	\$0.00	\$0.00	\$0.00	\$226.53
6	July 31 2021	\$483,885.76	\$0.00	\$483,885.76	\$483,885.76	\$0.00	\$9,150.00	\$0.00	\$0.00	\$0.00	\$0.00	\$223.82
7	August 31 2021	\$493,271.34	\$0.00	\$493,271.34	\$493,271.34	\$0.00	\$9,150.00	\$0.00	\$0.00	\$0.00	\$0.00	\$235.58
8	September 30 2021	\$502,661.50	\$0.00	\$502,661.50	\$502,661.50	\$0.00	\$9,150.00	\$0.00	\$0.00	\$0.00	\$0.00	\$240.16
9	October 31 2021	\$512,048.19	\$0.00	\$512,048.19	\$512,048.19	\$0.00	\$9,150.00	\$0.00	\$0.00	\$0.00	\$0.00	\$236.69
	FORECAST											
10	November 30 2021						\$9,150.00					
11	December 31 2021						\$9,150.00					
12	January 31 2022						\$9,150.00					
	Year-End Totals						\$109,699.03					
	Average/Unit/Month						\$120.28					

2021 Budget	\$479,839.00
CRF Contribution	\$109,800.00
Insurance	\$149,440.00
Operating Costs	\$220,599.00

BCS1501 OPERATING BUDGET - 2021 FISCAL MONTH FM-09

BCS1501 Income & Expense Reconciliation (to October 31st, 2021) and Forecast to Year-End (January 31st, 2022).

GREEN = ACTUAL (Balanced to the Financial Statements)

RED = FORECAST (Based on AGM approved 2021 Budget)

FISCAL MONTH	ACTUAL	M/E BALANCE P & L Account (from Statements)	M/E BALANCE P & L Account (calculated)	INCOME (MONTHLY) (from Strata Fees)	INCOME (MONTHLY) (Miscellaneous)	TOTAL INCOME (MONTHLY)	TOTAL EXPENSES (MONTHLY)	DELTA +/- (MONTHLY)
	January 31 2021	- \$4,314.97	- \$4,314.97					
1	February 29 2021	\$17,779.87	\$17,779.87	\$48,225.27	\$23.02	\$48,248.29	- \$30,468.42	17,779.87
2	March 31 2021	\$12,100.95	\$12,100.95	\$31,827.51	- \$171.24	\$31,656.27	- \$37,335.19	- 5,678.92
3	April 30 2021	\$29,032.17	\$29,032.17	\$40,027.39	- \$70.42	\$39,956.97	- \$23,025.75	16,931.22
4	May 31 2021	\$38,281.40	\$38,281.40	\$40,027.39	- \$73.82	\$39,953.57	- \$30,704.34	9,249.23
5	June 30 2021	\$43,198.73	\$43,198.73	\$40,027.39	- \$68.14	\$39,959.25	- \$35,041.92	4,917.33
	July 31 2021	\$37,896.03	\$37,896.03	\$40,027.39	- \$63.78	\$39,963.61	- \$45,266.31	- 5,302.70
	August 31 2021	\$43,172.00	\$43,172.00	\$40,027.39	- \$62.74	\$39,964.65	- \$34,688.68	5,275.97
	September 30 2021	\$49,792.53	\$49,792.53	\$40,027.39	- \$63.68	\$39,963.71	- \$33,343.18	6,620.53
	October 31 2021	\$56,012.49	\$56,012.49	\$40,027.39	- \$61.11	\$39,966.28	- \$33,746.32	6,219.96
	FORECAST							
10	November 30 2021			\$40,027.39				
11	December 31 2021			\$40,027.39				
12	January 31 2022			\$40,027.39				
	TOTALS			\$480,326.68	- \$611.91	\$359,632.60		
	Monthly Avg/Unit			\$526.67				
	Annual Avg/Unit			\$6,320.09				

Fiscal 2021: Operating Budget: \$220,559.00

BCS1501 - FISCAL 2021
Petty Cash: BALANCE SHEET as of November 1st, 2021. Fiscal Month FM-09.

STATUS	INVOICE DATE	OPENING	DEBIT/CREDIT	ROUNDING	CASH PAID OUT	CLOSING	PAID TO	UNIT	ITEM DESCRIPTION	ACCOUNT
	mm/dd/yyyy	BALANCE				BALANCE		#		CODE
O/B	02/01/2021	\$242.32				\$242.32	Opening Balance (Transferred from Fiscal 2020)			
PAID	02/26/2021	\$242.32	-\$26.38	-\$0.02	-\$26.40	215.92	Gordon Buttolph	45	Steel wool and epoxy filler for electrical room	6307
C/B	02/28/2021	\$215.92				215.92			Closing Balance (February 28th, 2021)	
PAID	03/01/2021	\$215.92	-\$22.40	\$0.00	-\$22.40	193.52	Gordon Buttolph	45	ZOOM subscription for AGM Information meeting	6601
PAID	03/03/2021	\$193.52	-\$19.13	-\$0.02	-\$19.15	174.37	Gordon Buttolph	45	More epoxy filler for electrical room	6307
C/B	03/31/2021	\$174.37				174.37			Closing Balance (March 31st, 2021)	
PAID	04/25/2021	\$174.37	-\$33.00	\$0.00	-\$33.00	141.37	Gordon Buttolph	45	Dumping Fee for metal & glass	6307
PAID	04/17/2021	\$141.37	-\$28.31	\$0.01	-\$28.30	113.07	Blake Stewart	4	Electrical supplies	6307
PAID	04/20/2021	\$113.07	-\$38.95	\$0.00	-\$38.95	74.12	Blake Stewart	4	Electrical supplies	6307
PAID	04/01/2021	\$74.12	-\$45.87	\$0.02	-\$45.85	28.27	Blake Stewart	4	Electrical supplies	6307
PAID	04/30/2021	\$28.27	-\$17.61	\$0.01	-\$17.60	10.67	Gordon Buttolph	45	Gate spring and pipe cap	6307
PAID	03/31/2021	\$10.67	-\$18.35	\$0.00	-\$18.35	-7.68	Blake Stewart	4	Electrical supplies	6307
PAID	04/29/2021	-\$7.68	-\$19.58	-\$0.02	-\$19.60	-27.28	Gordon Buttolph	45	Gate repair and Concrete adhesive	6307
PAID	04/30/2021	-\$27.28	-\$15.48	-\$0.02	-\$15.50	-42.78	Peter Alpen	47	Fence stain samples/disposable brushed	6307
C/B	04/30/2021	-\$42.78				-42.78			Closing Balance (April 30th, 2021)	
PAID	05/05/2021	-\$42.78	-\$22.04	-\$0.01	-\$22.05	-64.83	Gordon Buttolph	45	Black Spray Paint for unit numbers	6307
PAID	05/04/2021	-\$64.83	-\$11.96	\$0.01	-\$11.95	-76.78	Peter Alpen	47	Additional Fence stain samples	6307
C/B	05/31/2021	-\$76.78				-76.78			Closing Balance (May 31st, 2021)	
CREDIT	06/30/2021	-\$76.78	\$22.40	\$0.00	\$22.40	-54.38	Gordon Buttolph	45	Credit for duplicate claim on Sept 28th 2020	6301
C/B	06/30/2021	-\$54.38				-54.38			Closing Balance (June 30th, 2021)	
C/B	07/31/2021	-\$54.38				-54.38			Closing Balance (July 31st, 2021)	
PAID	07/12/2021	-\$54.38	-\$32.03	-\$0.02	-\$32.05	-86.43	Blake Stewart	4	Fence repairs	6307
PAID	07/12/2021	-\$86.43	-\$48.42	\$0.02	-\$48.40	-134.83	Blake Stewart	4	Fence repairs	6307
PAID	07/13/2021	-\$134.83	-\$24.93	-\$0.02	-\$24.95	-159.78	Blake Stewart	4	Fence repairs	6307
PAID	07/14/2021	-\$159.78	-\$39.37	\$0.02	-\$39.35	-199.13	Blake Stewart	4	Fence repairs	6307
PAID	07/15/2021	-\$199.13	-\$39.06	\$0.01	-\$39.05	-238.18	Blake Stewart	4	Fence repairs	6307
DEPOSIT	08/06/2021	-\$238.18	\$362.69	\$0.00	\$362.69	124.51	Petty Cash		Petty Cash Advance	
PAID	08/27/2021	\$124.51	-\$25.00	\$0.00	-\$25.00	99.51	Pat Douglas	54	Rotten wood removal (Gift card to James)	6307
C/B	08/31/2021	\$99.51				99.51			Closing Balance (August 31st, 2021)	
C/B	09/30/2021	\$99.51				99.51			Closing Balance (September 30th, 2021)	
PAID	04/16/2021	\$99.51	-\$18.11	\$0.01	-\$18.10	81.41	Helen Maclean	50	Top Soil	6305
PAID	07/15/2021	\$81.41	-\$10.08	-\$0.02	-\$10.10	71.31	Helen Maclean	50	Top Soil	6305
PAID	07/21/2021	\$71.31	-\$20.16	\$0.01	-\$20.15	51.16	Helen Maclean	50	Top Soil	6305
PAID	08/10/2021	\$51.16	-\$10.08	-\$0.02	-\$10.10	41.06	Helen Maclean	50	Top Soil	6305
PAID	08/15/2021	\$41.06	-\$10.08	-\$0.02	-\$10.10	30.96	Helen Maclean	50	Top Soil	6305
PAID	09/16/2021	\$30.96	-\$14.54	-\$0.01	-\$14.55	16.41	Helen Maclean	50	Top Soil	6305
PAID	04/22/2021	\$16.41	-\$69.26	\$0.01	-\$69.25	-\$52.84	Helen Maclean	50	Hose Caddy for Clubhouse	6305
PAID	07/27/2021	-\$52.84	-\$44.79	-\$0.01	-\$44.80	-\$97.64	Glenn Roy	68	Ethernet adapter for gate control system	6319
PAID	10/29/2021	-\$97.64	-\$253.94	-\$0.01	-\$253.95	-\$351.59	Helen Maclean	50	Plants & Bulbs for common areas.	6305

BCS1501 - FISCAL 2021
 Petty Cash: BALANCE SHEET as of November 1st, 2021. Fiscal Month FM-09.

STATUS	INVOICE DATE	OPENING	DEBIT/CREDIT	ROUNDING	CASH PAID OUT	CLOSING	PAID TO	UNIT	ITEM DESCRIPTION	ACCOUNT
	mm/dd/yyyy	BALANCE				BALANCE		#		CODE

PAID	11/01/2021	-\$351.59	-\$100.71	\$0.01	-\$100.70	-\$452.29	Helen Maclean	50	Plants & Bulbs for common areas	6305
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Social Committee Funds: OFF BALANCE SHEET

06/15/2018 \$14.00 From Golf Tournament Fees

BCS1501 **THIRD QUARTER** Financial Summary for Fiscal Year 2021.

(February 1st, 2021 – October 31st, 2021)

TREASURER'S QUARTERLY REPORT

OPERATING BUDGET

INCOME: Total **Income** to the end of the second quarter (Q3) was \$359,633.

This is a combination of Strata Fees (\$360,245) plus miscellaneous income (-\$612).

NOTE: Negative miscellaneous income reflects the monthly payback of the loan from the CRF that was taken out to cover the unplanned overage of \$1,188 at the end of Fiscal 2020 (as reviewed at the AGM Meeting in March).

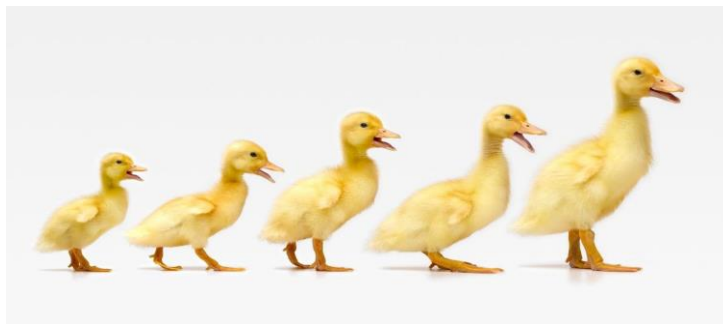
EXPENSE: Total **Expenses** to the end of the third quarter (Q3) year were \$303,620.

Therefore, the current account has a positive balance of \$56,012 heading into the fourth quarter.

CRF: The **C**ontingency **R**eserve **F**und (**CRF**) stands at \$512,048 at the end of Q3.

OUTLOOK:

VERY WET!!



Regards,

Gordon (Treasurer for BCS1501) Unit #45

BCS1501 ELGIN POINTE STRATA COUNCIL MEETING MINUTES

October 25, 2021

Minutes of the BCS1501 Elgin Pointe strata council meeting held **Monday, October 25, 2021**

Location: Elgin Pointe clubhouse, 14655 32 Avenue, Surrey, BC

COUNCILLORS PRESENT: **Linda Hensman**, President
Gordon Buttolph, Treasurer
Sylvia Palmer, Secretary
Peter Alpen, Councillor at Large
Helen Maclean, Councillor at Large (Landscaping Liaison)
Glenn Roy, Councillor at Large (Webmaster / Communications Coordinator)

ALSO PRESENT: **Cristin Corneille**, Property Management Agent
Trudi Heard, Recording Secretary

REGRETS: **Pat Douglas**, Vice-President

1. CALL TO ORDER

The meeting was called to order at 3:03pm.

2. ADOPTION OF PREVIOUS MINUTES

It was **MOVED (Maclean), SECONDED (Alpen) and CARRIED** that the Elgin Pointe Council approves the minutes for the meeting of September 27, 2021.

3. ADDITIONS TO THE AGENDA

Business Arising: None

New Business: 8.5 Early Gate Closure on Hallowe'en

4. FINANCIAL

4.1 **Financial Statements:** as per attached reports including:

- Treasurer's Monthly Report }
- CRF Reconciliation } All as of September 30, 2021
- Income & Expense Reconciliation } (Fiscal Month FM2021.08)
- Petty Cash Balance Sheet }

It was **MOVED (Buttolph), SECONDED (Palmer), and CARRIED** that Elgin Pointe Council approves the financial statements as above.

4.2 **Accounts Receivable as of September 30, 2021:** Nil

4.3 **Petty Cash Reconciliation as of September 30, 2021:** \$99.51 balance on hand.

5. BUSINESS ARISING

5.1 Dryer Vent Cleaning

As previously advised, external cleaning is scheduled for Tuesday, November 2, 2021.

Internal cleaning, for those owners who have made appropriate arrangements with the contractor, is scheduled for Monday, November 1, 2021.

5.2 Ground Settled (creating a void under sidewalk)

Repairs are scheduled for Tuesday, December 7, 2021 beginning at 8:00am.
(Councillor Buttolph will be the on-site contact.)

5.3 Snow Clearing

The contractor engaged by Elgin Pointe last year has confirmed that brine is not available through them due to lack of demand. Council agreed that salt would be acceptable and for Agent Corneille to proceed with arranging the contract for the 2021-22 season.

5.4 Irrigation System Winterization

This was completed on September 29, 2021.

6. COMMITTEE AND COUNCILLOR REPORTS

6.1 Landscaping

6.1.1 Replacement Plantings

Planting of replacement shrubs as agreed at the September council meeting has been completed.

6.1.2 Tree Removal and Pruning

Following a walkabout with the arborist, various trees have been identified as requiring pruning or removal. Application for a permit to remove one tagged tree has been submitted to the City of Surrey.

It was **MOVED (Maclean), SECONDED (Buttolph), and CARRIED** that Elgin Pointe Council approves an expense of up to \$3,000.00 (including tax) for necessary tree removal and pruning.

6.1.3 Landscape Contract Renewal

The current landscape contract expires in January 2022. A meeting with the contractor will be set up to discuss details and options. Councillors Maclean and Hensman to attend.

6.2 Maintenance

6.2.1 Gutter Cleaning

Gutter cleaning project has been completed.

6.2.2 Leaf Catchers Require Cleaning/Emptying

Owners with leaf catchers on the downspouts are reminded that these require manual cleaning to remove debris in order to maintain flow of drain water.

⇒ **Note that this is an owner responsibility.**

6.2.3 Inspection of Wooden Steps into Backyards

Councillors Alpen and Buttolph will do a walkabout to identify units which have wooden steps into backyards, check for structural integrity of the wood and mold/slime build up.

6.3 Webmaster / Communications

There is nothing of note to report regarding communications
Below is the website report for October 2021.

Web Page Visited	Page Hits per Period / per Reporting Day					
	24-Oct-21	Hits/Day	27-Sep-21	Hits/Day	30-Aug-21	Hits/Day
Bulletin Board	46	2	290	10	406	4
Clubhouse Bookings	11	0	37	1	72	1
Community	11	0	23	1	99	1
Documents	28	1	63	2	165	2
Emergencies	8	0	17	1	67	1
FAQ	12	0	21	1	65	1
Home	755	28	894	32	2800	30
Login	76	3	221	8	491	5
Notices and Bulletins	8	0	12	0	54	1
Parking Passes	5	0	3	0	31	0
Visitors	25	1	25	1	111	1
Total Days		27 Total Days		28 Total Days		93

7. CORRESPONDENCE

As per attached Correspondence Tracking List dated October 25, 2021.

IMPORTANT REMINDER TO OWNERS

All issues and concerns are to be reported directly to agent Cristin Corneille and NOT to council members.

**Agent Corneille may be reached by:
email: cristin@peninsulastrata.com
phone: (604) 385-2242 Ext. 101**

***** Always include your unit no. on any correspondence. *****

8. NEW BUSINESS

8.1 Bylaws

Under the Strata Property Act of BC, annual and special general meetings (AGMs and SGMs) may not be conducted electronically unless a specific bylaw is in place for the strata. This condition has been temporarily waived due to the Covid-19 pandemic but the waiver expires December 31, 2021.

Council agrees it would be prudent to have such a bylaw in place and will request one be prepared by legal counsel for presentation to owners at the 2022 AGM.

8.2 Authorization to Use Email Accounts for Notifications

To comply with the current wording of the Strata Property Act of BC and allow all notifications to Elgin Pointe owners to be distributed electronically, a form letter will be issued to each owner requesting formal permission for email delivery of strata notifications and documents including those relating to annual and special general meetings (AGMs and SGMs).

8.3 Air Conditioning Committee

As a follow up to the Special General Meeting of September 28, 2021 regarding air conditioning it was agreed that a committee will be formed to further investigate possible options.

There are a total of 13 different floor plans and designs within Elgin Pointe thus posing considerable challenges to this undertaking.

Terms of Reference will be developed for a committee to look into this matter further. Once completed a call will go out to owners who may wish to volunteer on this committee.

8.4 Elgin Pointe Architectural Drawings

It is noted that the property management company, Peninsula Strata Management, retains on file the architectural drawings for Elgin Pointe, including waterworks, storm and sanitary sewers, site plan, building type elevations, detail plans, structural, electrical and mechanical systems and floor plans. However, they do not have any as-built drawings.

8.5 Early Gate Closure on Hallowe'en

The main entrance gate will be closed at 5:00pm on Hallowe'en, October 31, 2021.

9. MEETING ADJOURNED

The meeting adjourned at 4:58 pm.

The next two meetings are scheduled for: Tuesday, November 23, 2021 at 3:00pm.
Monday, December 20, 2021 at 3:00pm.

* * * * *

Attachments:

- Financial Reports as identified in Item 4.2.
- Correspondence Tracking List as identified in Item 7.

BCS1501 – ELGIN POINTE: CORRESPONDENCE TRACKING LIST as of OCTOBER 25, 2021

Correspondence type: L = letter E = email P = phone call IP = in person PSM = Peninsula Strata Management

Unit A: Unit owner originating the correspondence

Unit B: Unit subject to the comment/complaint (if not the same)

ITEM NO.	DATE (mm/dd)	TYPE	ISSUE	STATUS
1.	09/29/20	E	Paint on the bottom of the garage door jam (the one on the east) is starting to blister and peel.	Deferred until spring 2022.
2.	04/27	E	Parking stall needs repairs to concrete side guides.	Deferred until spring 2022.
3.	05/08	E	Request to remove tree from back yard	Ongoing
4.	05/20 09/27	E	1. Rotting wood on the inside of the gate to the backyard. 2. Worn railway tie (gate sill) at the entrance to the back yard.	1. RESOLVED 2. RESOLVED
5.	07/21	E	Tree in back yard (silver birch) appears to be dying.	Ongoing – awaiting permit from City of Surrey.
6.	07/24	E	Request to install 220V AC circuit in garage. The work would be done by a licensed electrician with all the required permits and inspection.	Ongoing
7.	08/03	E	Flower bed under front window is not getting watered by sprinklers.	Ongoing
8.	08/15	E	Landscaping request	RESOLVED
9.	08/25	E	Plans to change back garden including required changes to irrigation lines.	RESOLVED
10.	08/25	E	Request to replace approx. 300 sq/ft of lawn in backyard with artificial turf.	RESOLVED
11.	09/11 09/23	E	Follow-ups regarding backyard installation.	Ongoing
12.	09/15	E	Sprinkler is not working per programmed schedule.	RESOLVED
13.	09/17	E	A large branch broke off dead tree.	Ongoing – owner has been advised we are applying for a tree removal permit.
14.	09/20	E	Request to install artificial boxwood privacy panels along chain-link fence.	RESOLVED
15.	09/21	E	Rotting wood and broken hinge on gate to back yard.	RESOLVED

16.	09/22	E	Proposed planting of groundcover in front garden space.	Ongoing
17.	09/21	E	1. Exposed irrigation control cover in centre of back lawn. 2. Hedge height.	1. Ongoing 2. Ongoing
18.	09/22	E	Request to have large shrubs in front yard removed and replaced with smaller plants currently in the back garden.	Ongoing
19.	09/23	E	Proposed changes to bathrooms.	RESOLVED
20.	09/23	E	Surveillance camera installation.	Ongoing
21.	09/27	E	Request to install screen door.	RESOLVED
22.	09/29	E	1. Paint on the bottom of the east side garage door jam is starting to blister and peel. 2. Front door is binding – is this owner's or strata's responsibility?	1. Deferred to spring 2022. 2. RESOLVED
23.	09/30	E	Screws on gate no longer holding.	RESOLVED
24.	09/30	E	Gate hinges and screws no longer holding, wood is rotten.	Ongoing
25.	10/01	E	Requesting pruning and shaping of tree near driveway.	Ongoing
26.	10/05	E	1. Rotten wood in window well (first well on right side of house). 2. Mould growing in backyard window well.	1. Ongoing 2. Ongoing
27.	10/06	E	Owner volunteering to serve on AC committee.	Ongoing
28.	10/07	E	Request for pruning of Japanese maples in front and back yards.	Ongoing
29.	10/10	E	1. Trail of liquid waste left throughout complex by garbage truck. 2. Old chairs abandoned on NW side of clubhouse.	1. Ongoing 2. RESOLVED
30.	10/12	E	Inappropriate use of visitors' parking by owner.	RESOLVED
31.	10/12	E	Japanese Maple requires pruning.	Ongoing
32.	10/13	E	Concerns regarding A/C units and SGM. Requesting committee be formed ASAP.	RESOLVED (Refer item 8.3 of 10/25/21 minutes)

33.	10/20	E	Request for copy of original building plan for unit.	RESOLVED
34.	10/20	E	Installing crown moldings – is council approval required?	RESOLVED
35.	10/21	E	Dead cedars.	Ongoing
36.	10/25	IP	Soot marks on siding near fireplace vent.	Ongoing
37.	10/25	IP	Soffit needs replacing.	Ongoing

Elgin Pointe Strata Corporation – BCS1501.

Treasurer's Monthly Report as of September 30th, 2021

Fiscal Year 2021, Fiscal Month FM-08.

For Council Meeting to be held October 25th, 2021.

- 1) CRF fund stands at \$502,661.50.
- 2) Operating Budget: Current Year Profit (income) & Loss (expenses) = \$49,792.53.
- 3) Net AR outstanding: \$0.00.
- 4) Petty Cash balance on hand (as of September 30th) = \$99.51.
- 5) Detailed reports sent as separate PDF files:
 - 1) Income & Expense Reconciliation
 - 2) CRF Reconciliation
 - 3) Petty Cash Reconciliation

Regards,

Gordon Buttolph (Treasurer for BCS1501)

Unit #45

RED = FORECAST (Based on AGM approved 2021 Budget)

FISCAL MONTH		Actual	Closing CRF Balance (from statements)	Closing Balance (CRF Term Deposit)	Closing CRF Value (from statements)	Closing Balance (calculated)	CRF Payments (to Vendors)	CRF Contribution (from Strata fees)	CRF Payments (to O/A)	CRF Payments (from O/A)	CRF Loans (to O/A)	CRF Repayments (from O/A)	CRF Interest Gain								
1 2 3 4 5 6 7 8 9 10 11 12	January 31 2021		\$441,250.18	\$0.00	\$441,250.18																
	February 28 2021		\$450,562.28	\$0.00	\$450,562.28	\$450,562.31	\$0.00	\$9,099.53	\$0.00	\$0.00	\$0.00	\$0.00	\$212.60								
	March 31 2021		\$461,149.79	\$0.00	\$461,149.79	\$461,149.79	\$0.00	\$9,099.50	\$0.00	\$101.00	\$0.00	\$1,188.70	\$198.31								
	April 30 2021		\$455,766.07	\$0.00	\$455,766.07	\$455,766.07	-\$2,160.38	\$9,150.00	-\$12,597.49	\$0.00	\$0.00	\$0.00	\$224.15								
	May 31 2021		\$465,135.41	\$0.00	\$465,135.41	\$465,135.41	\$0.00	\$9,150.00	\$0.00	\$0.00	\$0.00	\$0.00	\$219.34								
	June 30 2021		\$474,511.94	\$0.00	\$474,511.94	\$474,511.94	\$0.00	\$9,150.00	\$0.00	\$0.00	\$0.00	\$0.00	\$226.53								
	July 31 2021		\$483,885.76	\$0.00	\$483,885.76	\$483,885.76	\$0.00	\$9,150.00	\$0.00	\$0.00	\$0.00	\$0.00	\$223.82								
	August 31 2021		\$493,271.34	\$0.00	\$493,271.34	\$493,271.34	\$0.00	\$9,150.00	\$0.00	\$0.00	\$0.00	\$0.00	\$235.58								
	September 30 2021		\$502,661.50	\$0.00	\$502,661.50	\$502,661.50	\$0.00	\$9,150.00	\$0.00	\$0.00	\$0.00	\$0.00	\$240.16								
		FORECAST																			
	October 31 2021							\$9,150.00													
	November 30 2021							\$9,150.00													
	December 31 2021							\$9,150.00													
	January 31 2022							\$9,150.00													
	Year-End Totals							\$109,699.03													
	Average/Unit/Month							\$120.28													
		<table><tr><td>2021 Budget</td><td>\$479,839.00</td></tr><tr><td>CRF Contribution</td><td>\$109,800.00</td></tr><tr><td>Insurance</td><td>\$149,440.00</td></tr><tr><td>Operating Costs</td><td>\$220,599.00</td></tr></table>												2021 Budget	\$479,839.00	CRF Contribution	\$109,800.00	Insurance	\$149,440.00	Operating Costs	\$220,599.00
2021 Budget	\$479,839.00																				
CRF Contribution	\$109,800.00																				
Insurance	\$149,440.00																				
Operating Costs	\$220,599.00																				

BCS1501 OPERATING BUDGET - 2021 FISCAL MONTH FM-08

BCS1501 Income & Expense Reconciliation (to September 30th, 2021) and Forecast to Year-End (January 31st, 2022).

GREEN = ACTUAL (Balanced to the Financial Statements)

RED = FORECAST (Based on AGM approved 2021 Budget)

FISCAL MONTH	ACTUAL	M/E BALANCE P & L Account (from Statements)	M/E BALANCE P & L Account (calculated)	INCOME (MONTHLY) (from Strata Fees)	INCOME (MONTHLY) (Miscellaneous)	TOTAL INCOME (MONTHLY)	TOTAL EXPENSES (MONTHLY)	DELTA +/- (MONTHLY)
	January 31 2021	-\$4,314.97	-\$4,314.97					
1	February 29 2021	\$17,779.87	\$17,779.87	\$48,225.27	\$23.02	\$48,248.29	-\$30,468.42	17,779.87
2	March 31 2021	\$12,100.95	\$12,100.95	\$31,827.51	-\$171.24	\$31,656.27	-\$37,335.19	-5,678.92
3	April 30 2021	\$29,032.17	\$29,032.17	\$40,027.39	-\$70.42	\$39,956.97	-\$23,025.75	16,931.22
4	May 31 2021	\$38,281.40	\$38,281.40	\$40,027.39	-\$73.82	\$39,953.57	-\$30,704.34	9,249.23
5	June 30 2021	\$43,198.73	\$43,198.73	\$40,027.39	-\$68.14	\$39,959.25	-\$35,041.92	4,917.33
	July 31 2021	\$37,896.03	\$37,896.03	\$40,027.39	-\$63.78	\$39,963.61	-\$45,266.31	-5,302.70
	August 31 2021	\$43,172.00	\$43,172.00	\$40,027.39	-\$62.74	\$39,964.65	-\$34,688.68	5,275.97
	September 30 2021	\$49,792.53	\$49,792.53	\$40,027.39	-\$63.68	\$39,963.71	-\$33,343.18	6,620.53
	FORECAST							
9	October 31 2021			\$40,027.39				
10	November 30 2021			\$40,027.39				
11	December 31 2021			\$40,027.39				
12	January 31 2022			\$40,027.39				
	TOTALS			\$480,326.68	-\$550.80	\$319,666.32		
	Monthly Avg/Unit			\$526.67				
	Annual Avg/Unit			\$6,320.09				

Fiscal 2021: Operating Budget: \$220,559.00

[illegible]

STATUS	INVOICE DATE	OPENING	DEBIT/CREDIT	ROUNDING	CASH PAID OUT	CLOSING	PAID TO	UNIT	ITEM DESCRIPTION	ACCOUNT
	mm/dd/yyyy	BALANCE				BALANCE		#		CODE

Social Committee Funds: OFF BALANCE SHEET

06/15/2018	\$14.00	From Golf Tournament Fees
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BCS 1501 - ELGIN POINTE

SPECIAL GENERAL MEETING MINUTES – September 28, 2021

Minutes of the BCS 1501 - Elgin Pointe Special General Meeting held Tuesday, September 28, 2021 via Zoom Video Conferencing.

COUNCIL PRESENT:

Linda Hensman, **Chair**

Pat Douglas

Gordon Buttolph

Peter Alpen

Sylvia Palmer

Glenn Roy

Helen Maclean

STRATA MANAGEMENT AGENT

Cristin Corneille

1. Call to Order

The Council President called the meeting to order at 7:31 p.m. The President asked if any Owners objected to the Strata Agent helping to facilitate the meeting and after receiving no objections, the meeting proceeded.

2. Calling of the Roll and Certification of Proxies

The calling of the roll and the certification of proxies was undertaken for the purpose of establishing a quorum. Pursuant to the Strata Property Act of British Columbia a quorum is one-third (1/3) of the eligible owners entitled to vote to be in attendance or by proxy for a General Meeting to proceed. The Property Agent informed the owners that a total of 76 units were eligible to vote and the quorum requirement under the Act would be 26 owners. The assembly was informed that there were 41 owners present and 17 owners represented by proxy. Therefore, the Chair declared that a quorum was present and that the general meeting should proceed.

One owner registered late for a new total of 42 owners present in person and 17 owners represented by proxy.

3. Approval of the Agenda

It was MOVED (28) and SECONDED (63)

THAT the Owners of BCS 1501 - Elgin Pointe approve the agenda as presented.

CARRIED
All in Favour

4. Proof of Notice of Meeting

The Owners were advised that the Notice of Meeting was circulated to owners on September 8, 2021.

4.1 It was MOVED (47) and SECONDED (23)

THAT the Owners of BCS 1501 - Elgin Pointe approve receiving proper notice of tonight's Special General Meeting.

CARRIED
All in Favour

5. Adoption of Previous General Meeting Minutes, March 23, 2021

The minutes from the Annual General Meeting held March 23, 2021 were previously circulated.

5.1 It was MOVED (75) and SECONDED (28)

THAT the Owners of BCS 1501 - Elgin Pointe approve the minutes from the Annual General Meeting of March 23, 2021 as presented.

CARRIED
56 in Favour
3 abstentions

6. Special Resolution

A Power Point presentation was given to owners by owner Blake Stewart, whose area of expertise is heating and air conditioning. Blake presented possible different options for air conditioning units and answered questions owners had regarding air conditioning.

The President then put forth Special Resolution "A" on the table for discussion.

SPECIAL RESOLUTION "A" – ¾ Vote Required – Change to the Appearance of Common Property – Air Conditioning Units

BE IT RESOLVED by a 3/4 vote of the Owners, Strata Plan BCS 1501 (the Strata Corporation), that the owners approve a change to the appearance of common property, by allowing the installation of air conditioning units on the side and/or rear of the strata lot.

6.1 Special Resolution "A"

It was MOVED (41) and SECONDED (18) to put Special Resolution "A" on the floor for discussion.

The owner who had submitted the petition to call for this Special General Meeting to give owners an opportunity to discuss and vote on whether or not they would allow air conditioning units to be installed on common property, brought up five reasons why he was in favour of allowing these installations: it was a very hot summer in 2021, the installation of air conditioning units would be optional, this could add to

the resale value of units, air conditioning installers are not as busy in the wintertime and if a group of owners chose to install an air conditioning unit there may be a group discount available.

Another owner commented that central air is now part of the strata lot in many new development complexes and 818 people perished as a result of the heat dome in 2021.

An owner asked about venting for portable air conditioners and the President replied that she believed Council would be open to discussing venting options for portable air conditioning units.

An owner noted that if you are one of the centre units in the complex there would be the potential for six air conditioning units to be installed and this could result in a lot of noise.

An owner noted that while he appreciates the right for others to have an opportunity to choose whether or not they'd like to allow the installation of air conditioning units in the complex, he is concerned about the change to the appearance of the complex this would create and how the units will be installed.

An owner commented that the existing electrical grid may not be able to handle the power needed if every strata lot installed an air conditioning unit and there would be a cost to owners to upgrade the electrical grid.

An owner asked for clarity regarding whether or not mini split air conditioning units would be allowed? The President responded that if this Special Resolution passed by a $\frac{3}{4}$ vote tonight, then mini splits could be permitted with guidelines being established.

The same owner asked about whether or not ducting could be installed to the upper floors. Installing of ducting would be a challenge and would require considerable interior renovation work.

The same owner noted that establishing a committee would be a good idea and wanted to know if such a committee could come up with three allowed models of air conditioning units and if the committee would vet installers? The President responded that the strata corporation does not have the authority to require owners to choose specific installers.

The same owner noted some potential concerns she has about air conditioning units being installed: appearance and consistency in the complex is important, concerns about penetration of the building envelope and concerns about potential noise from air conditioning units.

Another owner commented that ducting to the third floor would need to be run internally and he didn't believe the existing furnaces would be able to do this.

Another owner noted that if owners also wanted to install electric vehicle (EV) chargers in their units, the existing electrical grid would not be able to support the installation of an air conditioning unit and an EV charger at all strata lots.

An owner commented that the proxy voters did not know that a committee will be established and this may have affected their voting decision. The President responded that yes, a committee will be established whether this vote passes or is defeated as more information is needed.

An owner suggested that load management systems could be installed in existing electrical panels in strata lots to assist with managing the electrical load.

The Zoom poll was then launched and Owners were asked to vote on Special Resolution "A".

DEFEATED
36 in FAVOUR
20 Owners OPPOSED

7. Termination

The Special General Meeting was declared terminated at 9:13 p.m. MOVED (28) and SECONDED (54).

BCS1501 ELGIN POINTE STRATA COUNCIL MEETING MINUTES

September 27, 2021

Minutes of the BCS1501 Elgin Pointe strata council meeting held **September 27, 2021**

Location: Due to ongoing COVID-19 pandemic guidelines the meeting was held virtually via Zoom.

COUNCILLORS PRESENT: **Linda Hensman**, President
Gordon Buttolph, Treasurer
Sylvia Palmer, Secretary
Peter Alpen, Councillor at Large
Helen Maclean, Councillor at Large (Landscaping Liaison)
Glenn Roy, Councillor at Large (Webmaster / Communications Coordinator)

ALSO PRESENT: **Cristin Corneille**, Property Management Agent
Trudi Heard, Recording Secretary

REGRETS: **Pat Douglas**, Vice-President

1. CALL TO ORDER

The meeting was called to order at 2:58 pm.

2. ADOPTION OF PREVIOUS MINUTES

It was **MOVED (Maclean)**, **SECONDED (Palmer)** and **CARRIED** that the Elgin Pointe Council approves the minutes for the meeting of August 30, 2021.

3. ADDITIONS TO THE AGENDA

Business Arising: None

New Business: None

It was **MOVED (Alpen)**, **SECONDED (Roy)** and **CARRIED** that the Elgin Pointe Council approves the Agenda for the meeting of September 27, 2021 as presented.

4. FINANCIAL

4.1 **Financial Statements:** as per attached reports including:

- Treasurer's Monthly Report }
- CRF Reconciliation } All as of August 30, 2021
- Income & Expense Reconciliation } (Fiscal Month FM2021.07)
- Petty Cash Balance Sheet }

It was **MOVED (Buttolph)**, **SECONDED (Maclean)**, and **CARRIED** that Elgin Pointe Council approves the financial statements as above.

4.2 **Accounts Receivable as of August 30, 2021:** \$491.75

- 4.3 **Petty Cash Reconciliation as of August 31, 2021:** \$99.51 balance on hand.

5. BUSINESS ARISING

5.1 Gutter Cleaning

Project completed.

The contractor identified a couple of cracked roof tiles and areas where there was excess debris accumulated and, on Council's instruction, these repairs were carried out at the time.

5.2 Dryer Vent Cleaning

External cleaning is scheduled for **Tuesday, November 2nd**.

Owners who wish to arrange to have their dryer's interior vents cleaned will have to arrange this directly with the contractor. Contact details will be sent to all owners by email. The work is scheduled for **Monday, November 1st**.

5.3 Ground Settled (creating void under sidewalk)

The contract for the repair work has been signed pending confirmation of scheduling.

6. COMMITTEE AND COUNCILLOR REPORTS

6.1 Landscaping

- The gardening group has completed the end-of-season clean-up of the front beds and other areas. A note of sincere thanks goes to each of these green thumbed volunteers who give so much of their time and energy to making Elgin Pointe such an attractive community:

**WILLA ALPEN
CAROLE COAKWELL
MARY CUNNINGHAM
FAYE GOUGEON
CLAUDIA JANZI
BECKY KRONSTAD (group coordinator)**

**HELEN MACLEAN
HILARY MATTHEWS
LIZ MILLIKEN
LORRAINE PECK
LYNNE PERIH
LYNDA PRYSTIE
JEAN SIMS**

- Various areas of the complex have been identified as needing additional or replacement shrubs and trees. Landscaping Liaison Maclean has worked with the landscape contractor to develop a list of suitable plants for these areas.

It was **MOVED (Maclean), SECONDED (Buttolph), and CARRIED** that Elgin Pointe Council approves the expenditure of up to \$1,600.00 (including tax) for various bushes, shrubs and trees to be supplied, delivered and planted by Vista Landscape Services, including supply, delivery and application of required topsoil. (Funds payable from Landscaping Miscellaneous Budget).

Planting to be scheduled for October.

- To complete the enhancement of common garden areas at the main entrance and other key locations throughout the complex, the volunteer Gardening Group has suggested an assortment of ornamental grasses, spring bulbs and other perennials.

It was **MOVED (Maclean), SECONDED (Palmer), and CARRIED** that Elgin Pointe Council approves an expense of up to \$500.00 (including tax) for a variety of plants as outlined above. (Funds payable from Landscape Strata Team Budget.)

6.2 Maintenance

There are no maintenance issues not covered elsewhere in these minutes.

6.3 Webmaster / Communications

Web Page Visited	Page Hits per Period / per Reporting Day					
	27-Sep-21	Hits/Day	30-Aug-21	Hits/Day	29-May-21	36
Bulletin Board	290	10	406	4	240	7
Clubhouse Bookings	37	1	72	1	28	1
Community	23	1	99	1	34	1
Documents	63	2	165	2	54	2
Emergencies	17	1	67	1	29	1
FAQ	21	1	65	1	27	1
Home	894	32	2800	30	1163	32
Login	221	8	491	5	200	6
Notices and Bulletins	12	0	54	1	26	1
Parking Passes	3	0	31	0	15	0
Visitors	25	1	111	1	58	2

7. CORRESPONDENCE

As per attached Correspondence Tracking List dated September 27, 2021.

IMPORTANT REMINDER TO OWNERS

All issues and concerns are to be reported directly to agent Cristin Corneille and NOT to council members.

**Agent Corneille may be reached by:
email: cristin@peninsulastrata.com
phone: (604) 385-2242 Ext. 101**

***** Always include your unit no. on any correspondence. *****

8. NEW BUSINESS

8.1 Snow Clearing

Alternative options for the 2021-22 season are being explored by Property Agent Corneille (brine vs salt vs environmentally friendlier compounds – availability, effectiveness and cost).

8.2 **Irrigation System Winterization**

Scheduled for September 29.

8.3 **Special General Meeting**

As there was no monthly council meeting in June, Peninsula Strata Management will waive the cost for the Special General Meeting scheduled for Wednesday, September 29 (re Air Conditioners). This has saved owners an estimated \$400.00.

8.4 **Site Security**

- The question of the main entrance gate being open or closed during the day will again be included on the agenda for the next Annual General Meeting (March 2022).
- Options for video surveillance will be researched by Council.

8.5 **Water Pressure Valves**

It has been reported by a few owners that they have been advised by plumbing contractors that the water pressure in their units is higher than recommended. As a reminder to owners, excessive water pressure is dangerous and can result in serious property damage. Maintaining proper water pressure and replacing the pressure reducing valve is the **responsibility of owners** (not the strata). A simple water pressure gauge, readily available (such as at Home Depot), is inexpensive and easy to use to determine if the pressure is excessive

9. **MEETING ADJOURNED**

The meeting adjourned at 4:40 pm.

The next scheduled meeting is the Special General Meeting on Wednesday, September 28, 2021.

The next regular Council meeting is scheduled for **Monday, October 25, 2021 at 3:00 pm**. Due to current COVID-19 pandemic guidelines, the meeting will be held virtually via Zoom.

* * * * *

Linda Hensman, President

Trudi Heard, Recording Secretary

Attachments:

- Financial Reports as identified in Item 4.2.
- Correspondence Tracking List as identified in Item 7.

BCS1501 – ELGIN POINTE: CORRESPONDENCE TRACKING LIST as of SEPTEMBER 27, 2021

Correspondence type: L = letter E = email P = phone call IP = in person PSM = Peninsula Strata Management

Unit A: Unit owner originating the correspondence

Unit B: Unit subject to the comment/complaint (if not the same)

ITEM NO.	DATE (mm/dd)	TYPE	ISSUE	STATUS
1.	08/27/20	E	Request to remove the small section of grass in the front of the unit and replace it with perennial bushes or plants.	RESOLVED
2.	09/02/20	E	Rotting fence.	RESOLVED
3.	09/29/20	E	Paint on the bottom of the garage door jam (the one on the east) is starting to blister and peel.	Ongoing
4.	02/19	E	General inquiry about extending concrete patio in back yard.	RESOLVED
5.	04/27	E	Parking stall needs repairs to concrete side guides.	Ongoing
6.	04/28	E	Gutter leak – rear of unit, 2 nd floor, NE corner.	RESOLVED
7.	05/03	E	Considering having garage floor covered with a Polyurea coating.	RESOLVED
8.	05/08	E	Request to remove tree from back yard	Ongoing
9.	05/31	E	Inappropriate storage of Items along side of house.	RESOLVED
10.	05/20 09/27	E	1.Rotting wood on the inside of the gate to the backyard. 2.Worn railway tie (gate sill) at the entrance to the back yard.	Ongoing
11.	05/20	E	Owner was told that a hedge or bush would be planted in the area in front of the garage doors.	RESOLVED
12.	06/26	E	Requesting earliest possible replacement of tree which was recently removed.	RESOLVED
13.	06/29	E	Requesting permission to install a white retractable screen on the front door.	RESOLVED
14.	06/29	E	Requesting permission to install an energy efficient furnace and before proceeding is requesting council approval for the venting.	RESOLVED
15.	07/19	E	Large wasp nest in back yard.	RESOLVED
16.	07/21	E	Tree in back yard (silver birch?) appears to be dying.	Ongoing
17.	07/24	E	Request to install 220V AC circuit in garage. The work would be done by a licensed electrician with all the required permits and inspection.	Ongoing

18.	08/03	E	Flower bed under front window is not getting watered by sprinklers.	Ongoing
19.	08/14	E	1. Noise complaint. 2. Parking violation complaint.	RESOLVED
20.	08/15	E	Landscaping request	Ongoing
21.	08/25	E	Hedge height	RESOLVED
22.	08/25	E	Plans to change back garden including required changes to irrigation lines.	Ongoing
23.	08/25	E	Request to replace approx.. 300 sq/ft of lawn in backyard with artificial turf.	Ongoing
24.	08/30	E	Illegal parking.	RESOLVED
25.	09/08 09/09	E	A follow up regarding fence repair.	RESOLVED
26.	09/11 09/23	E	Follow-ups regarding backyard installation.	Ongoing
27.	09/13	E	Hello, we want to say big thanks to all the Elgin Pointe Council Members and many Volunteers in our Community!	NO ACTION REQUIRED <i>(Council thanks you for the positive feedback!)</i>
28.	09/15	E	Sprinkler is not working per programmed schedule.	RESOLVED
29.	09/17	E	A large branch broke off dead tree.	Ongoing
30.	09/20	E	Request to install artificial boxwood privacy panels along chain-link fence.	Ongoing
31.	09/21	E	Rotting wood and broken hinge on gate to back yard.	Ongoing
32.	09/22	E	Proposed planting of groundcover in front garden space.	Ongoing
33.	09/21	E	1. Exposed irrigation control cover in centre of back lawn. 2. Hedge height.	1. Ongoing 2. Ongoing
34.	09/22	E	Changes to back yard common property.	RESOLVED
35.	09/22	E	Request to have large shrubs in front yard removed and replaced with smaller plants currently in the back garden.	Ongoing
36.	09/23	E	Advising Council of hot water tank replacement following a leak. During the tank replacement process, the incoming water pressure was measured and found to be too high. Requesting permission to replace the water pressure valve.	RESOLVED
37.	09/23	E	Proposed changes to bathrooms.	Ongoing

38.	09/23	E	Surveillance camera installation.	Ongoing.
39.	09/27	E	Request to install screen door.	Ongoing

Elgin Pointe Strata Corporation – BCS1501.

Treasurer's Monthly Report as of August 31st, 2021

Fiscal Year 2021, Fiscal Month FM-07.

For Council Meeting to be held September 27th, 2021.

- 1) CRF fund stands at \$493,271.34.
- 2) Operating Budget: Current Year Profit (income) & Loss (expenses) = \$43,172.00.
- 3) Net AR outstanding: \$491.75.
- 4) Petty Cash balance on hand (as of August 31st) = \$99.51.
- 5) Detailed reports sent as separate PDF files:
 - 1) Income & Expense Reconciliation
 - 2) CRF Reconciliation
 - 3) Petty Cash Reconciliation

Regards,

Gordon Buttolph (Treasurer for BCS1501)

Unit #45

BCS1501 OPERATING BUDGET - 2021 FISCAL MONTH FM-07

BCS1501 Income & Expense Reconciliation (to August 31st, 2021) and Forecast to Year-End (January 31st, 2022).

GREEN = ACTUAL (Balanced to the Financial Statements)

RED = FORECAST (Based on AGM approved 2021 Budget)

FISCAL MONTH	ACTUAL	M/E BALANCE P & L Account (from Statements)	M/E BALANCE P & L Account (calculated)	INCOME (MONTHLY) (from Strata Fees)	INCOME (MONTHLY) (Miscellaneous)	TOTAL INCOME (MONTHLY)	TOTAL EXPENSES (MONTHLY)	DELTA +/- (MONTHLY)
	January 31 2021	-\$4,314.97	-\$4,314.97					
1	February 29 2021	\$17,779.87	\$17,779.87	\$48,225.27	\$23.02	\$48,248.29	-\$30,468.42	17,779.87
2	March 31 2021	\$12,100.95	\$12,100.95	\$31,827.51	-\$171.24	\$31,656.27	-\$37,335.19	-5,678.92
3	April 30 2021	\$29,032.17	\$29,032.17	\$40,027.39	-\$70.42	\$39,956.97	-\$23,025.75	16,931.22
4	May 31 2021	\$38,281.40	\$38,281.40	\$40,027.39	-\$73.82	\$39,953.57	-\$30,704.34	9,249.23
5	June 30 2021	\$43,198.73	\$43,198.73	\$40,027.39	-\$68.14	\$39,959.25	-\$35,041.92	4,917.33
	July 31 2021	\$37,896.03	\$37,896.03	\$40,027.39	-\$63.78	\$39,963.61	-\$45,266.31	-5,302.70
	August 31 2021	\$43,172.00	\$43,172.00	\$40,027.39	-\$62.74	\$39,964.65	-\$34,688.68	5,275.97
	FORECAST							
8	September 30 2021			\$40,027.39				
9	October 31 2021			\$40,027.39				
10	November 30 2021			\$40,027.39				
11	December 31 2021			\$40,027.39				
12	January 31 2022			\$40,027.39				
	TOTALS			\$480,326.68	-\$487.12	\$279,702.61		
	Monthly Avg/Unit			\$526.67				
	Annual Avg/Unit			\$6,320.09				

Fiscal 2021: Operating Budget: \$220,559.00

BCS1501 CRF - 2021 FISCAL MONTH FM-07

BCS1501 CRF Reconciliation to (August 31st, 2021) and Forecast to Year-End (January 31st, 2022).

GREEN = ACTUAL (Balanced to the Financial Statements)

RED = FORECAST (Based on AGM approved 2021 Budget)

FISCAL MONTH	ACTUAL	Closing CRF Balance (from statements)	Closing Balance (CRF Term Deposit)	Closing CRF Value (from statements)	Closing Balance (calculated)	CRF Payments (to Vendors)	CRF Contribution (from Strata fees)	CRF Payments (to O/A)	CRF Payments (from O/A)	CRF Loans (to O/A)	CRF Repayments (from O/A)	CRF Interest Gain
	January 31 2021	\$441,250.18	\$0.00	\$441,250.18								
1	February 28 2021	\$450,562.28	\$0.00	\$450,562.28	\$450,562.31	\$0.00	\$9,099.53	\$0.00	\$0.00	\$0.00	\$0.00	\$212.60
2	March 31 2021	\$461,149.79	\$0.00	\$461,149.79	\$461,149.79	\$0.00	\$9,099.50	\$0.00	\$101.00	\$0.00	\$1,188.70	\$198.31
3	April 30 2021	\$455,766.07	\$0.00	\$455,766.07	\$455,766.07	-\$2,160.38	\$9,150.00	-\$12,597.49	\$0.00	\$0.00	\$0.00	\$224.15
4	May 31 2021	\$465,135.41	\$0.00	\$465,135.41	\$465,135.41	\$0.00	\$9,150.00	\$0.00	\$0.00	\$0.00	\$0.00	\$219.34
5	June 30 2021	\$474,511.94	\$0.00	\$474,511.94	\$474,511.94	\$0.00	\$9,150.00	\$0.00	\$0.00	\$0.00	\$0.00	\$226.53
6	July 31 2021	\$483,885.76	\$0.00	\$483,885.76	\$483,885.76	\$0.00	\$9,150.00	\$0.00	\$0.00	\$0.00	\$0.00	\$223.82
7	August 31 2021	\$493,271.34	\$0.00	\$493,271.34	\$493,271.34	\$0.00	\$9,150.00	\$0.00	\$0.00	\$0.00	\$0.00	\$235.58
	FORECAST											
8	September 30 2021						\$9,150.00					
9	October 31 2021						\$9,150.00					
10	November 30 2021						\$9,150.00					
11	December 31 2021						\$9,150.00					
12	January 31 2022						\$9,150.00					
	Year-End Totals						\$109,699.03					
	Average/Unit/Month						\$120.28					

2021 Budget	\$479,839.00
CRF Contribution	\$109,800.00
Insurance	\$149,440.00
Operating Costs	\$220,599.00

BCS1501 - FISCAL 2021
Petty Cash: BALANCE SHEET as of August 31st, 2021. Fiscal Month FM-07.

[illegible]

BCS1501 - FISCAL 2021
Petty Cash: BALANCE SHEET as of August 31st, 2021. Fiscal Month FM-07.

STATUS	INVOICE DATE	OPENING	DEBIT/CREDIT	ROUNDING	CASH PAID OUT	CLOSING	PAID TO	UNIT	ITEM DESCRIPTION	ACCOUNT
	mm/dd/yyyy	BALANCE				BALANCE		#		CODE

Social Committee Funds: OFF BALANCE SHEET

06/15/2018 \$14.00 From Golf Tournament Fees

BCS1501 ELGIN POINTE STRATA COUNCIL MEETING MINUTES

August 30, 2021

Minutes of the BCS1501 Elgin Pointe strata council meeting held **August 30, 2021**

Location: Due to ongoing COVID-19 pandemic guidelines the meeting was held virtually via Zoom.

COUNCILLORS PRESENT: **Linda Hensman**, President
Pat Douglas, Vice-President
Gordon Buttolph, Treasurer
Sylvia Palmer, Secretary
Peter Alpen, Councillor at Large (*arrived late at 3:35pm*)
Helen Maclean, Councillor at Large (Landscaping Liaison)
Glenn Roy, Councillor at Large (Webmaster / Communications Coordinator)

ALSO PRESENT: **Cristin Corneille**, Property Management Agent
Trudi Heard, Recording Secretary

REGRETS: None

1. CALL TO ORDER

The meeting was called to order at 3:01pm.

2. ADOPTION OF PREVIOUS MINUTES

It was **MOVED (Douglas)**, **SECONDED (Palmer)** and **CARRIED** that the Elgin Pointe Council approves the minutes for the meeting of July 12, 2021.

3. ADDITIONS TO THE AGENDA

Business Arising: None

New Business: None

4. FINANCIAL

4.1 **Financial Statements:** as per attached two sets of monthly reports comprised of:

- Treasurer's Monthly Report }
- CRF Reconciliation } All as of June 30, 2021
- Income & Expense Reconciliation } (Fiscal Month FM.2021.05)
- Petty Cash Balance Sheet }

- Treasurer's Monthly Report }
- CRF Reconciliation } All as of July 31, 2021
- Income & Expense Reconciliation } (Fiscal Month FM.2021.06)
- Petty Cash Balance Sheet }
- Treasurer's Quarterly Report 2021.FQ02 }

It was **MOVED (Buttolph), SECONDED (Maclean), and CARRIED** that Elgin Pointe Council approves the financial statements as above.

4.2 **Accounts Receivable as of July 31, 2021:** \$107.10

4.3 **Petty Cash Reconciliation as of July 31, 2021:** **-\$54.38** (overdrawn).

5. BUSINESS ARISING

5.1 Gutter Cleaning

Scheduled to begin Thursday, September 2.

Councillor Buttolph will liaise with the contractor while on site.

5.2 Dryer Vent Cleaning

Quotes have been received from two contractors.

It was **MOVED (Buttolph), SECONDED (Roy), and CARRIED** that Elgin Pointe Council approves the quote of \$2,043.00 + tax from National Air Technologies for the "external" cleaning of dryer vents.

Owners will be advised of dates for the work once established.

Councillor Buttolph will liaise with the contractor while on site.

5.3 Door Painting

Project completed.

It was **MOVED (Buttolph), SECONDED (Maclean), and CARRIED** that Elgin Pointe Council approves payment of \$4,368.81 (including tax) for this work.

5.4 Clubhouse and Library Re-opening

The clubhouse has received a much needed cleaning.

At this time, council has agreed to re-open the clubhouse **for library use only**.

The clubhouse will not be available for functions or meetings other than library use until the province moves into phase 4 of its COVID re-start plan.

5.5 Golf Tournament, Bocce Ball Tournament and Social

Eleven owners participated in the golf tournament on August 23.

Two days later, on August 25, 12 people participated in the bocce ball tournament and about 18 attended in total.

Given the constraints of COVID protocols, a good time was had by all.

A special thank you to **LORRAINE PECK, ALEC PECK and BOB SMITH** for organizing these events!

5.6 Repairs to One Unit (re Void Under Doorstep and Resulting Sunken Concrete)

It was **MOVED (Buttolph)**, **SECONDED (Douglas)**, and **CARRIED** that Elgin Pointe Council agrees to proceed with repair work on this unit by True Level Concrete at a cost of \$2,087.58 (including tax).

6. COMMITTEE AND COUNCILLOR REPORTS

6.1 Landscaping

The focus now, between the summer heat waves and the onset of fall, is on replacement plantings.

A couple of "tagged" trees have been removed but replacing them in a way that meets the requirements of the City of Surrey is proving to be challenging. Options are being considered.

6.2 Maintenance

Thanks to **KEN DOUGLAS** the park benches have been given a new lease on life and look fantastic! Thank you Ken!

All other maintenance issues have been dealt with elsewhere in these minutes.

6.3 Webmaster / Communications

Below is the website page-hit report for June/July/August. The per-day/per page statistics are reasonably flat.

- Two new owners were added to the website email/phone list and six vehicles were programmed for the gate entry system.

Web Page Visited	Page Hits per Period / per Reporting Day					
	30-Aug-21	93	29-May-21	36	23-Apr-21	60
Bulletin Board	406	4	240	7	438	7
Clubhouse Bookings	72	1	28	1	45	1
Community	99	1	34	1	39	1
Documents	165	2	54	2	106	2
Emergencies	67	1	29	1	28	0
FAQ	65	1	27	1	35	1
Home	2800	30	1163	32	1769	29
Login	491	5	200	6	326	5
Notices and Bulletins	54	1	26	1	32	1
Parking Passes	31	0	15	0	11	0
Visitors	111	1	58	2	55	1

7. CORRESPONDENCE

As per attached Correspondence Tracking List dated August 30, 2021.

IMPORTANT REMINDER TO OWNERS

All issues and concerns are to be reported directly to agent Cristin Corneille and NOT to council members.

**Agent Corneille may be reached by:
email: cristin@peninsulastrata.com
phone: (604) 385-2242 Ext. 101**

***** Always include your unit no. on any correspondence. *****

8. NEW BUSINESS

8.1 Front Gate

Based on the majority of owners at the AGM expressing a desire to have the front gate remain open as well as the fact that there have been no service calls, Council agreed to continue to leave the front gate open for now.

9. MEETING ADJOURNED

The meeting adjourned at 5:23pm.

The next meeting is scheduled for **September 27, 2021** at **3:00 pm**.

Due to current COVID-19 pandemic guidelines, the meeting will be held virtually via Zoom.

* * * * *

Linda Hensman, President

Trudi Heard, Recording Secretary

Attachments:

- Financial Reports as identified in Item 4.2.
- Correspondence Tracking List as identified in Item 7.

BCS1501 – ELGIN POINTE: CORRESPONDENCE TRACKING LIST as of AUGUST 30, 2021

Correspondence type: L = letter E = email P = phone call IP = in person PSM = Peninsula Strata Management

Unit A: Unit owner originating the correspondence

Unit B: Unit subject to the comment/complaint (if not the same)

ITEM NO.	DATE (mm/dd)	TYPE	ISSUE	STATUS
1.	05/05/20	E	Peeling paint on door	RESOLVED
2.	05/28/20	E	Paint peeling on front door.	RESOLVED
3.	08/27/20	E	Request to remove the small section of grass in the front of the unit and replace it with perennial bushes or plants.	Ongoing
4.	09/02/20	E	Rotting fence.	Ongoing
5.	09/29/20	E	Paint on the bottom of the garage door jam (the one on the east) is starting to blister and peel.	Ongoing
6.	02/19	E	General inquiry about extending concrete patio in back yard.	Ongoing
7.	03/30	E	Owners are using visitor parking.	RESOLVED
8.	04/27	E	Unit 5: piece of soffit missing on ground floor overhang on side facing unit 4	RESOLVED
9.	04/27	E	The patio was extended sometime in the past and has sunk taking the gate with it.	RESOLVED
10.	04/27	E	Access cover to roof drain is missing. Needs to be replaced.	RESOLVED
11.	04/27	E	Gate to garden is rotten and needs to be repaired or replaced.	RESOLVED
12.	04/27	E	Gate to garden has sunk.	RESOLVED
13.	04/27	E	Parking stall needs repairs to concrete side guides.	Ongoing
14.	04/27	E	Staining on fascia board alongside garage, check gutter	RESOLVED
15.	04/27	E	Clean and stain community park benches	RESOLVED
16.	04/28	E	Gutter leak – rear of unit, 2 nd floor, NE corner.	Ongoing
17.	04/28	E	Bushes growing in front of living room window need to be trimmed back.	RESOLVED
18.	04/29	E	Rats have been seen at the back of the unit.	RESOLVED

19.	05/03	E	Considering having garage floor covered with a Polyurea coating.	Ongoing
20.	05/04	E	Laurel bushes in backyard need trimming.	RESOLVED
21.	05/05	E	Broken board on gate to back yard.	RESOLVED
22.	05/08	E	Request to remove tree from back yard	Ongoing
23.	05/11	E	Interior alterations	RESOLVED
24.	05/17	E	Two sprinkler heads at the back are spraying onto the patio.	RESOLVED
25.	05/19	E	One sprinkler head in backyard is directing the water towards the house and is spraying the windows.	RESOLVED
26.	05/26	E	Requesting additional lighting be installed in soffit above sidewalk to front door.	RESOLVED
27.	05/31	E	Inappropriate storage of Items along side of house.	Ongoing
28.	05/20	E	1.Rotting wood on the inside of the gate to the backyard. 2.Worn railway tie (gate sill) at the entrance to the back yard.	Ongoing
29.	05/20	E	Owner was told that a hedge or bush would be planted in the area in front of the garage doors.	Ongoing
30.	06/08	E	Requesting front boxwood hedge be trimmed as well as the mountain pieris in front of the window.	RESOLVED
31.	06/21	E	Front sprinklers are still not working. (Contractor inspected them a couple of weeks ago.)	RESOLVED
32.	06/21	P	Request to get vehicle programmed for the front gate.	RESOLVED
33.	06/26	E	Requesting earliest possible replacement of tree which was recently removed.	Ongoing
34.	06/29	E	Requesting permission to install a white retractable screen on the front door.	Ongoing
35.	06/29	E	Requesting permission to install an energy efficient furnace and before proceeding is requesting council approval for the venting.	Ongoing
36.	06/29	E	Requesting the issue of installing air conditioning units be revisited.	RESOLVED
37.	07/02	E	Noise complaint.	RESOLVED
38.	07/12	E	One of the 12 7-ft shrubs planted in April is not doing well.	RESOLVED
39.	06/30	E	Request to revisit issue of central air conditioners.	RESOLVED
40.	07/02	E	Request to revisit issue of central air conditioners.	RESOLVED

41.	07/15	E	Questioning why front entry gate is still being left open during the day.	RESOLVED
42.	07/15	E	Renovations underway. Require approval for additional exterior vent to accommodate the new direct vent fireplace. Further details were provided 07/23 and 08/17.	RESOLVED
43.	07/16	E	Request to revisit issue of central air conditioning units.	RESOLVED
44.	07/16	E	Requesting clarification of process and timing for a Special General Meeting regarding central air conditioners.	RESOLVED
45.	07/16	P	Doesn't want his front door repainted.	RESOLVED
46.	07/19	E	Large wasp nest in back yard.	Ongoing
47.	07/19	E	My front door was painted on Saturday. Just wanted to let you know he did an excellent job! It looks very nice.	RESOLVED <i>(Council thanks you for the positive feedback!)</i>
48.	07/20	E	Stolen/missing green (recycle) garbage bin.	RESOLVED
49.	07/21	E	Tree in back yard (silver birch?) appears to be dying.	Ongoing
50.	07/21	E	Handle on front door isn't working.	RESOLVED
51.	07/21	E	Broken sprinkler head by fire hydrant.	RESOLVED
52.	07/24	E	Request to install 220V AC circuit in garage. The work would be done by a licensed electrician with all the required permits and inspection.	Ongoing.
53.	07/27	E	Tree on common area next to unit appears to be in distress and the grass next to it is brown.	RESOLVED
54.	07/27 07/30 07/31	E	Excessive noise.	RESOLVED
55.	07/31	E	Overgrown shrubs by parking stall.	RESOLVED
56.	08/01	E	Noise complaint follow up.	RESOLVED
57.	08/03	E	Replacing carpet with vinyl plank flooring in basement and stairs to basement.	RESOLVED
58.	08/03	E	Flower bed under front window is not getting watered by sprinklers.	Ongoing
59.	08/04	E	Mailbox was vandalized. Toothpick and broken key discovered in lock.	RESOLVED

60.	08/14	E	1. Noise complaint. 2. Parking violation complaint.	Ongoing
61.	08/15	E	Landscaping request.	Ongoing
62.	08/16	E	Vehicle (inadvertently left unlocked) was opened and items pilfered from it while in reserved stall. Fortunately, the garage door opener was not in the vehicle.	RESOLVED
63.	08/16	E	Camping items were stolen from a van. Latch was opened on parked truck but nothing was stolen as everything was secured by straps.	RESOLVED
64.	08/17	E	Suggestions to increase/implement onsite security within complex.	RESOLVED
65.	08/17	E	Concern about main entry gate remaining open during the day.	RESOLVED
66.	08/17	E	Concern about main entry gate remaining open during the day.	RESOLVED
67.	08/23	E	Ferns are causing cough.	RESOLVED
68.	08/23	P	Inquiry regarding parking stalls for sale.	RESOLVED
69.	08/25	E	Hedge height.	Ongoing
70.	08/25	E	Plans to change back garden including required changes to irrigation lines.	Ongoing.
71.	08/29	E	Excessive noise.	RESOLVED
72.	08/30	E	Excessive noise.	RESOLVED
73.	08/30	E	Illegal parking.	Ongoing

Elgin Pointe Strata Corporation – BCS1501.

Treasurer's Monthly Report as of June 30th, 2021

Fiscal Year 2021, Fiscal Month FM-05.

For Council Meeting to be held July 30th, 2021.

- 1) CRF fund stands at \$474,511.94.
- 2) Operating Budget: Current Year Profit (income) & Loss (expenses) = \$43,198.73.
- 3) Net AR outstanding: -\$966.52 (due to overpayment of strata fees.
- 4) Petty Cash balance on hand (as of June 30th) = ~~-\$54.38~~.
- 5) Detailed reports sent as separate PDF files:
 - 1) Income & Expense Reconciliation
 - 2) CRF Reconciliation
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Regards,

Gordon Buttolph (Treasurer for BCS1501)

Unit #45

RED = FORECAST (Based on AGM approved 2021 Budget)

FISCAL MONTH		ACTUAL	Closing CRF Balance (from statements)	Closing Balance (CRF Term Deposit)	Closing CRF Value (from statements)	Closing Balance (calculated)	CRF Payments (to Vendors)	CRF Contribution (from Strata fees)	CRF Payments (to O/A)	CRF Payments (from O/A)	CRF Loans (to O/A)	CRF Repayments (from O/A)	CRF Interest Gain
1 2 3 4 5 6 7 8 9 10 11 12	January 31 2021		\$441,250.18	\$0.00	\$441,250.18								
	February 28 2021		\$450,562.28	\$0.00	\$450,562.28	\$450,562.31	\$0.00	\$9,099.53	\$0.00	\$0.00	\$0.00	\$0.00	\$212.60
	March 31 2021		\$461,149.79	\$0.00	\$461,149.79	\$461,149.79	\$0.00	\$9,099.50	\$0.00	\$101.00	\$0.00	\$1,188.70	\$198.31
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	May 31 2021		\$465,135.41	\$0.00	\$465,135.41	\$465,135.41	\$0.00	\$9,150.00	\$0.00	\$0.00	\$0.00	\$0.00	\$219.34
	June 30 2021		\$474,511.94	\$0.00	\$474,511.94	\$474,511.94	\$0.00	\$9,150.00	\$0.00	\$0.00	\$0.00	\$0.00	\$226.53
	FORECAST												
	July 31 2021							\$9,150.00					
	August 31 2021							\$9,150.00					
	September 30 2021							\$9,150.00					
	October 31 2021							\$9,150.00					
	November 30 2021							\$9,150.00					
December 31 2021							\$9,150.00						
January 31 2022							\$9,150.00						
Year-End Totals								\$109,699.03					
Average/Unit/Month								\$120.28					
				2021 Budget		\$479,839.00							
				CRF Contribution		\$109,800.00							
				Insurance		\$149,440.00							
				Operating Costs		\$220,599.00							

BCS1501 OPERATING BUDGET - 2021 FISCAL MONTH FM-05

BCS1501 Income & Expense Reconciliation (to June 30th, 2021) and Forecast to Year-End (January 31st, 2022).

GREEN = ACTUAL (Balanced to the Financial Statements)

RED = FORECAST (Based on AGM approved 2021 Budget)

FISCAL MONTH	ACTUAL	M/E BALANCE P & L Account (from Statements)	M/E BALANCE P & L Account (calculated)	INCOME (MONTHLY) (from Strata Fees)	INCOME (MONTHLY) (Miscellaneous)	TOTAL INCOME (MONTHLY)	TOTAL EXPENSES (MONTHLY)	DELTA +/- (MONTHLY)
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2	March 31 2021	\$12,100.95	\$12,100.95	\$31,827.51	- \$171.24	\$31,656.27	- \$37,335.19	- 5,678.92
3	April 30 2021	\$29,032.17	\$29,032.17	\$40,027.39	- \$70.42	\$39,956.97	- \$23,025.75	16,931.22
4	May 31 2021	\$38,281.40	\$38,281.40	\$40,027.39	- \$73.82	\$39,953.57	- \$30,704.34	9,249.23
5	June 30 2021	\$43,198.73	\$43,198.73	\$40,027.39	- \$68.14	\$39,959.25	- \$35,041.92	4,917.33
	FORECAST							
6	July 31 2021			\$40,027.39				
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8	September 30 2021			\$40,027.39				
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10	November 30 2021			\$40,027.39				
11	December 31 2021			\$40,027.39				
12	January 31 2022			\$40,027.39				
	TOTALS			\$480,326.68	- \$360.60	\$199,774.35		
	Monthly Avg/Unit			\$526.67				
	Annual Avg/Unit			\$6,320.09				

Fiscal 2021: Operating Budget: \$220,559.00

Elgin Pointe Strata Corporation – BCS1501.

Treasurer's Monthly Report as of July 31st, 2021

Fiscal Year 2021, Fiscal Month FM-06.

For Council Meeting to be held August 30th, 2021.

- 1) CRF fund stands at \$483,885.76.
- 2) Operating Budget: Current Year Profit (income) & Loss (expenses) = \$37,896.03.
- 3) Net AR outstanding: \$107.10.
- 4) Petty Cash balance on hand (as of July 31st) = ~~-\$54.38~~.
- 5) Detailed reports sent as separate PDF files:
 - 1) Quarterly report
 - 2) Income & Expense Reconciliation
 - 3) CRF Reconciliation
 - 4) Petty Cash Reconciliation

Please read the information below, it's a good news story.

As you are aware, over the past five years Council, with the assistance of several owners, has taken many steps to control electricity consumption and associated costs within the complex. These steps included replacing all interior club house lighting with LED bulbs, replacing the exterior club house lighting with LED panels, using the gas furnace more to reduce electric heating demand in the club house, and most recently the upgrading of all exterior lighting to LED fixtures which has had a huge positive impact. All external lighting is now connected to the internet to synchronize with the true time of sunset and sunrise.

While overall consumption during the last 18 months has been reduced due to COVID restrictions (club house usage and front gate remaining open in daylight hours) this is a minor component compared to lighting in the complex.

Electricity consumption has dropped from **4,903kWhrs (\$594.83) in 2017 to 2,142KWhrs (\$237.72) in 2021**. Even allowing for COVID that is at least a 50% reduction in consumption. The financial benefits are even greater as the complex did not consume any electrical power at the Tier 2 level which is 50% more expensive than Tier 1, during the period of this analysis. This data is all related to the billing period of April 28th thru June 25th for each of the five years analysed. The dollar figure for 2017 is the actual billed amount and has not been adjusted for inflation. FYI. Electricity rates for Tier 1 have risen approximately 9%, and rates for Tier 2 have risen approximately 10%, between 2017 and 2021.

The bottom line is that the investments you as owners have made in reducing energy consumption of the Strata are paying for themselves and will continue to do so for many years to come.

As opportunities arise Council will continue to implement changes to reduce electrical power consumption.

Regards,

Gordon Buttolph (Treasurer for BCS1501)

Unit #45

BCS1501 CRF - 2021 FISCAL MONTH FM-06

BCS1501 CRF Reconciliation to (July 31st, 2021) and Forecast to Year-End (January 31st, 2022).

GREEN = ACTUAL (Balanced to the Financial Statements)

RED = FORECAST (Based on AGM approved 2021 Budget)

FISCAL MONTH	ACTUAL	Closing CRF Balance (from statements)	Closing Balance (CRF Term Deposit)	Closing CRF Value (from statements)	Closing Balance (calculated)	CRF Payments (to Vendors)	CRF Contribution (from Strata fees)	CRF Payments (to O/A)	CRF Payments (from O/A)	CRF Loans (to O/A)	CRF Repayments (from O/A)	CRF Interest Gain
	January 31 2021	\$441,250.18	\$0.00	\$441,250.18								
1	February 28 2021	\$450,562.28	\$0.00	\$450,562.28	\$450,562.31	\$0.00	\$9,099.53	\$0.00	\$0.00	\$0.00	\$0.00	\$212.60
2	March 31 2021	\$461,149.79	\$0.00	\$461,149.79	\$461,149.79	\$0.00	\$9,099.50	\$0.00	\$101.00	\$0.00	\$1,188.70	\$198.31
3	April 30 2021	\$455,766.07	\$0.00	\$455,766.07	\$455,766.07	-\$2,160.38	\$9,150.00	-\$12,597.49	\$0.00	\$0.00	\$0.00	\$224.15
4	May 31 2021	\$465,135.41	\$0.00	\$465,135.41	\$465,135.41	\$0.00	\$9,150.00	\$0.00	\$0.00	\$0.00	\$0.00	\$219.34
5	June 30 2021	\$474,511.94	\$0.00	\$474,511.94	\$474,511.94	\$0.00	\$9,150.00	\$0.00	\$0.00	\$0.00	\$0.00	\$226.53
6	July 31 2021	\$483,885.76	\$0.00	\$483,885.76	\$483,885.76	\$0.00	\$9,150.00	\$0.00	\$0.00	\$0.00	\$0.00	\$223.82
	FORECAST											
7	August 31 2021						\$9,150.00					
8	September 30 2021						\$9,150.00					
9	October 31 2021						\$9,150.00					
10	November 30 2021						\$9,150.00					
11	December 31 2021						\$9,150.00					
12	January 31 2022						\$9,150.00					
	Year-End Totals						\$109,699.03					
	Average/Unit/Month						\$120.28					

2021 Budget	\$479,839.00
CRF Contribution	\$109,800.00
Insurance	\$149,440.00
Operating Costs	\$220,599.00

BCS1501 OPERATING BUDGET - 2021 FISCAL MONTH FM-06

BCS1501 Income & Expense Reconciliation (to July 31st, 2021) and Forecast to Year-End (January 31st, 2022).

GREEN = ACTUAL (Balanced to the Financial Statements)

RED = FORECAST (Based on AGM approved 2021 Budget)

FISCAL MONTH	ACTUAL	M/E BALANCE P & L Account (from Statements)	M/E BALANCE P & L Account (calculated)	INCOME (MONTHLY) (from Strata Fees)	INCOME (MONTHLY) (Miscellaneous)	TOTAL INCOME (MONTHLY)	TOTAL EXPENSES (MONTHLY)	DELTA +/- (MONTHLY)
	January 31 2021	- \$4,314.97	- \$4,314.97					
1	February 29 2021	\$17,779.87	\$17,779.87	\$48,225.27	\$23.02	\$48,248.29	- \$30,468.42	17,779.87
2	March 31 2021	\$12,100.95	\$12,100.95	\$31,827.51	- \$171.24	\$31,656.27	- \$37,335.19	- 5,678.92
3	April 30 2021	\$29,032.17	\$29,032.17	\$40,027.39	- \$70.42	\$39,956.97	- \$23,025.75	16,931.22
4	May 31 2021	\$38,281.40	\$38,281.40	\$40,027.39	- \$73.82	\$39,953.57	- \$30,704.34	9,249.23
5	June 30 2021	\$43,198.73	\$43,198.73	\$40,027.39	- \$68.14	\$39,959.25	- \$35,041.92	4,917.33
	July 31 2021	\$37,896.03	\$37,896.03	\$40,027.39	- \$63.78	\$39,963.61	- \$45,266.31	- 5,302.70
	FORECAST							
7	August 31 2021			\$40,027.39				
8	September 30 2021			\$40,027.39				
9	October 31 2021			\$40,027.39				
10	November 30 2021			\$40,027.39				
11	December 31 2021			\$40,027.39				
12	January 31 2022			\$40,027.39				
	TOTALS			\$480,326.68	- \$424.38	\$239,737.96		
	Monthly Avg/Unit			\$526.67				
	Annual Avg/Unit			\$6,320.09				

Fiscal 2021: Operating Budget: \$220,559.00

BCS1501 - FISCAL 2021
Petty Cash: BALANCE SHEET as of July 31st, 2021. Fiscal Month FM-06.

[illegible]

BCS1501 - FISCAL 2021
Petty Cash: BALANCE SHEET as of July 31st, 2021. Fiscal Month FM-06.

STATUS	INVOICE DATE	OPENING	DEBIT/CREDIT	ROUNDING	CASH PAID OUT	CLOSING	PAID TO	UNIT	ITEM DESCRIPTION	ACCOUNT
	mm/dd/yyyy	BALANCE				BALANCE		#		CODE

Social Committee Funds: OFF BALANCE SHEET

06/15/2018 \$14.00 From Golf Tournament Fees

BCS1501 **SECOND QUARTER** Financial Summary for Fiscal Year 2021.

(February 1st, 2021 – July 31st, 2021)

TREASURER'S QUARTERLY REPORT

OPERATING BUDGET

INCOME: Total **Income** to the end of the second quarter (Q2) was \$239,738.

This is a combination of Strata Fees (\$240,162) plus miscellaneous income (-\$424).

NOTE: Negative miscellaneous income reflects the monthly payback of the loan from the CRF that was taken out to cover the unplanned overage of \$1,188 at the end of Fiscal 2020 (as reviewed at the AGM Meeting in March).

EXPENSE: Total **Expenses** to the end of the second quarter (Q2) year were \$201,842.

Therefore, the current account has a positive balance of \$37,896 heading into the third quarter.

CRF: The **C**ontingency **R**eserve **F**und (**CRF**) stands at \$483,886 at the end of Q2.

OUTLOOK:

Given the extended period of hot weather and COVID forcing more people to stay at home, we are seeing a significant increase in water consumption within the Strata. As mentioned previously water rates have been significantly increasing year on year and these increases will continue into the future as the water and sewage infrastructure undergoes significant upgrading across the GVRD. You can help reduce costs by using water as efficiently as possible.

Regards,

Gordon Buttolph (Treasurer for BCS1501)

Unit #45

BCS1501 ELGIN POINTE STRATA COUNCIL MEETING MINUTES

July 12, 2021

Minutes of the BCS1501 Elgin Pointe strata council meeting held July 12, 2021

Location: Due to ongoing COVID-19 pandemic guidelines the meeting was held virtually via Zoom.

COUNCILLORS PRESENT: **Linda Hensman**, President
Pat Douglas, Vice-President
Gordon Buttolph, Treasurer
Sylvia Palmer, Secretary
Peter Alpen, Councillor at Large
Helen Maclean, Councillor at Large (Landscaping Liaison)

ALSO PRESENT: **Cristin Corneille**, Property Management Agent
Trudi Heard, Recording Secretary

REGRETS: **Glenn Roy**, Councillor at Large (Webmaster / Communications Coordinator)

1. CALL TO ORDER

The meeting was called to order at 3:00 pm.

2. ADOPTION OF PREVIOUS MINUTES

It was **MOVED (Palmer), SECONDED (Alpen) and CARRIED** that the Elgin Pointe Council approves the minutes for the meeting of May 31, 2021.

3. ADDITIONS TO THE AGENDA

Business Arising: None

New Business: None

4. FINANCIAL

4.1 **Financial Statements:** as per attached reports including:

- Treasurer's Monthly Report }
- CRF Reconciliation } All as of May 31, 2021
- Income & Expense Reconciliation } (Fiscal Month FM2021.04)
- Petty Cash Balance Sheet }

It was **MOVED (Buttolph), SECONDED (Maclean), and CARRIED** that Elgin Pointe Council approves the financial statements as above.

4.2 **Accounts Receivable as of May 31, 2021:** \$108.55

4.3 **Petty Cash Reconciliation as of May 31, 2021:** \$76.78CR (overdrawn)

5. BUSINESS ARISING

5.1 Window Cleaning:

Project completed.

5.2 Gutter Cleaning:

To be scheduled later this summer, depending on availability of the contractor.

5.3 Dryer Vent Cleaning:

Quotes from contractors are being obtained.

5.4 Door Painting:

The maintenance committee identified 22 doors in need of repainting. This work is scheduled to begin July 15.

5.5 Clubhouse Reopening:

With the easing of COVID protocols, the clubhouse is tentatively scheduled for reopening on August 15. A thorough cleaning will be done beforehand.

For the health and safety of the Elgin Pointe community, the clubhouse and library remain closed until reopening is announced.

5.6 Golf, Bocce Ball and Social:

Council is happy to announce that the annual golf tournament, bocce ball tournament and social are on schedule again this year, having been missed in 2020. Save these dates:

Monday, August 23: Golf at Peace Portal (par 3) golf course beginning at 11:00am.

Wednesday, August 25: Bocce ball tournament and social beginning at 2:00pm by the clubhouse. Everyone is invited to bring a chair and enjoy the tournament and chat with your neighbours. Unfortunately, there will be no food or drink provided as in previous years.

Further details will be provided closer to the time.

6. COMMITTEE AND COUNCILLOR REPORTS

6.1 Landscaping

No major projects are ongoing at this time although it is peak growing season and the landscaping crew is kept busy.

Special attention is being given to the watering cycle of the cedar hedge at the main entrance due to dry patches, an ongoing problem in this area.

6.2 Maintenance

There is nothing to report which has not been noted elsewhere in these minutes.

6.3 Webmaster / Communications

There is nothing of note to report this month.

The website activity numbers will be included in the next report.

7. CORRESPONDENCE

As per attached Correspondence Tracking List dated July 12, 2021.

IMPORTANT REMINDER TO OWNERS

All issues and concerns are to be reported directly to agent Cristin Corneille and NOT to council members.

**Agent Corneille may be reached by:
email: cristin@peninsulastrata.com
phone: (604) 385-2242 Ext. 101**

***** Always include your unit no. on any correspondence. *****

8. NEW BUSINESS

8.1 Ground Settlement:

Council is seeking technical advice on how to address a settlement issue which has been identified where the paving abuts to the concrete porch by the front door of one unit.

9. MEETING ADJOURNED

The meeting adjourned at 4:55 pm.

The next meeting is scheduled for **Monday, August 30, 2021** at **3:00 pm** in the clubhouse (tentatively).

* * * * *

Linda Hensman, President

Trudi Heard, Recording Secretary

Attachments:

- Financial Reports as identified in Item 4.2.
- Correspondence Tracking List as identified in Item 7.

BCS1501 – ELGIN POINTE: CORRESPONDENCE TRACKING LIST as of JULY 12, 2021

Correspondence type: L = letter E = email P = phone call IP = in person PSM = Peninsula Strata Management

Unit A: Unit owner originating the correspondence

Unit B: Unit subject to the comment/complaint (if not the same)

ITEM NO.	DATE (mm/dd)	TYPE	ISSUE	STATUS
1.	05/05/20	E	Peeling paint on door	Ongoing Painting to commence 07/15/21. Refer to Item 5.4 of these minutes.
2.	05/28/20	E	Paint peeling on front door.	Ongoing Painting to commence 07/15/21. Refer to Item 5.4 of these minutes.
3.	08/27/20	E	Request to remove the small section of grass in the front of the unit and replace it with perennial bushes or plants.	Ongoing
4.	09/01/20	E	Pink dogwood in backyard appears to be dying.	RESOLVED
5.	09/01/20	E	Requesting birch tree in corner back yard be inspected.	Ongoing Arborist inspected tree. To be monitored.
6.	09/02/20	E	Rotting fence.	Ongoing Rotted fence post will be replaced in the spring.
7.	09/21/20	E	Mold has been removed repeatedly from the window well but has returned again.	RESOLVED Fungus has been removed. The wood is sound and replacing window well is not warranted at this time.
8.	09/29/20	E	Paint on the bottom of the garage door jam (the one on the east) is starting to blister and peel.	Ongoing
9.	02/19	E	General inquiry about extending concrete patio in back yard.	Ongoing
10.	03/30	E	Owners are using visitor parking.	Ongoing
11.	04/06	E	Inquiring about installing insulation in ceiling of garage and also in the walls if there is none there either. No insulation in ceiling of garage.	RESOLVED

12.	04/15	E	Cedar hedge in backyard is getting thinner and the resulting gaps are reducing privacy.	RESOLVED
13.	04/26	E	Tree root in backyard requires cutting as it is causing damage.	RESOLVED
14.	04/27	E	Unit 5: piece of soffit missing on ground floor overhang on side facing unit 4	Ongoing
15.	04/27	E	The patio was extended sometime in the past and has sunk taking the gate with it.	Ongoing
16.	04/27	E	Access cover to roof drain is missing. Needs to be replaced.	Ongoing
17.	04/27	E	Gate to garden is rotten and needs to be repaired or replaced.	Ongoing
18.	04/27	E	Gate to garden has sunk.	Ongoing
19.	04/27	E	Parking stall needs repairs to concrete side guides.	Ongoing
20.	04/27	E	Staining on fascia board alongside garage, check gutter	Ongoing
21.	04/27	E	Clean and stain community park benches	Ongoing
22.	04/27	E	Clean front gate (to remove algae)	Ongoing
23.	04/28	E	Gutter leak – rear of unit, 2 nd floor, NE corner.	Ongoing
24.	04/28	E	Bushes growing in front of living room window need to be trimmed back.	Ongoing
25.	04/29	E	Rats have been seen at the back of the unit.	Ongoing
26.	05/03	E	Considering having garage floor covered with a Polyurea coating.	Ongoing
27.	05/04	E	Laurel bushes in backyard need trimming.	Ongoing
28.	05/05	E	Broken board on gate to back yard. We have a broken board on our back gate, am I allowed to replace?	Ongoing
29.	05/08	E	Request to remove tree from back yard	Ongoing
30.	05/10	E	Concerned that the 15MPH speed limit is often ignored and that drivers do not always stay on the right side of the roadway. Someone is going to be hurt.	RESOLVED
31.	05/11	E	Interior alterations	Ongoing

32.	05/12	E	A sprinkler head in the backyard isn't working. It doesn't pop out when the water is turned on.	RESOLVED
33.	05/17	E	Two sprinkler heads at the back are spraying onto the patio.	Ongoing
34.	05/19	E	One sprinkler head in backyard is directing the water towards the house and is spraying the windows.	Ongoing
35.	05/26	E	Requesting additional lighting be installed in soffit above sidewalk to front door.	Ongoing
36.	05/31	E	Inappropriate storage of items along side of house.	Ongoing
37.	05/20	E	1. Rotting wood on the inside of the gate to the backyard. 2. Worn railway tie (gate sill) at the entrance to the back yard.	Ongoing
38.	05/20	E	Owner was told that a hedge or bush would be planted in the area in front of the garage doors.	Ongoing
39.	06/01	E	Front garden sprinkler is broken.	RESOLVED
40.	06/03	E	Awning remote transmitter not working.	RESOLVED
41.	06/08	E	Requesting front boxwood hedge be trimmed as well as the mountain pieris in front of the window.	Ongoing
42.	06/17	E	Requesting door be painted on July 16.	RESOLVED
43.	06/18	E	Requesting name of the original ceiling colour.	RESOLVED
44.	06/21	E	Doorbell button was stuck on and doorbell was melting and just about burning.	RESOLVED
45.	06/21	E	Front sprinklers are still not working. (Contractor inspected them a couple of weeks ago.)	Ongoing
46.	06/21	P	Request to get vehicle programmed for the front gate.	Ongoing
47.	06/26	E	Requesting earliest possible replacement of tree which was recently removed.	Ongoing
48.	06/29	E	Requesting permission to install a white retractable screen on the front door.	Ongoing
49.	06/29	E	Requesting permission to install an energy efficient furnace and before proceeding is requesting council approval for the venting.	Ongoing
50.	06/29	E	Do you have an expected date for window washing?	RESOLVED
51.	06/29	E	Requesting the issue of installing air conditioning units be revisited.	Ongoing – this issue will be added to the agenda for the next AGM (March 2022).

52.	07/02	E	Noise complaint.	Ongoing
53.	07/05	P	A bike being was stolen from garage during the daytime.	RESOLVED
54.	07/12	E	One of the 12 7-ft shrubs planted in April is not doing well.	Ongoing

Elgin Pointe Strata Corporation – BCS1501.

Treasurer's Monthly Report as of May 31st, 2021

Fiscal Year 2021, Fiscal Month FM-04.

No Council Meeting held in June 2021.

- 1) CRF fund stands at \$465,135.41.
- 2) Operating Budget: Current Year Profit (income) & Loss (expenses) = \$38,281.40.
- 3) Net AR outstanding: \$108.55.
- 4) Petty Cash balance on hand (as of April 30th) = ~~-\$76.78~~.
- 5) Detailed reports sent as separate PDF files:
 - 1) Income & Expense Reconciliation
 - 2) CRF Reconciliation
 - 3) Petty Cash Reconciliation

Regards,

Gordon Buttolph (Treasurer for BCS1501)

Unit #45

RED = FORECAST (Based on AGM approved 2021 Budget)

FISCAL MONTH		ACTUAL	Closing CRF Balance (from statements)	Closing Balance (CRF Term Deposit)	Closing CRF Value (from statements)	Closing Balance (calculated)	CRF Payments (to Vendors)	CRF Contribution (from Strata fees)	CRF Payments (to O/A)	CRF Payments (from O/A)	CRF Loans (to O/A)	CRF Repayments (from O/A)	CRF Interest Gain
1 2 3 4 5 6 7 8 9 10 11 12	January 31 2021		\$441,250.18	\$0.00	\$441,250.18								
	February 28 2021		\$450,562.28	\$0.00	\$450,562.28	\$450,562.31	\$0.00	\$9,099.53	\$0.00	\$0.00	\$0.00	\$0.00	\$212.60
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	April 30 2021		\$455,766.07	\$0.00	\$455,766.07	\$455,766.07	-\$2,160.38	\$9,150.00	-\$12,597.49	\$0.00	\$0.00	\$0.00	\$224.15
	May 31 2021		\$465,135.41	\$0.00	\$465,135.41	\$465,135.41	\$0.00	\$9,150.00	\$0.00	\$0.00	\$0.00	\$0.00	\$219.34
	FORECAST												
	June 30 2021							\$9,150.00					
	July 31 2021							\$9,150.00					
	August 31 2021							\$9,150.00					
	September 30 2021							\$9,150.00					
	October 31 2021							\$9,150.00					
November 30 2021							\$9,150.00						
December 31 2021							\$9,150.00						
January 31 2022							\$9,150.00						
	Year-End Totals							\$109,699.03					
	Average/Unit/Month							\$120.28					
					2021 Budget		\$479,839.00						
					CRF Contribution		\$109,800.00						
					Insurance		\$149,440.00						
					Operating Costs		\$220,599.00						

BCS1501 OPERATING BUDGET - 2021 FISCAL MONTH FM-04

BCS1501 Income & Expense Reconciliation (to May 31st, 2021) and Forecast to Year-End (January 31st, 2022).

GREEN = ACTUAL (Balanced to the Financial Statements)

RED = FORECAST (Based on AGM approved 2021 Budget)

FISCAL MONTH	ACTUAL	M/E BALANCE P & L Account (from Statements)	M/E BALANCE P & L Account (calculated)	INCOME (MONTHLY) (from Strata Fees)	INCOME (MONTHLY) (Miscellaneous)	TOTAL INCOME (MONTHLY)	TOTAL EXPENSES (MONTHLY)	DELTA +/- (MONTHLY)
	January 31 2021	- \$4,314.97	- \$4,314.97					
1	February 29 2021	\$17,779.87	\$17,779.87	\$48,225.27	\$23.02	\$48,248.29	- \$30,468.42	17,779.87
2	March 31 2021	\$12,100.95	\$12,100.95	\$31,827.51	- \$171.24	\$31,656.27	- \$37,335.19	- 5,678.92
3	April 30 2021	\$29,032.17	\$29,032.17	\$40,027.39	- \$70.42	\$39,956.97	- \$23,025.75	16,931.22
4	May 31 2021	\$38,281.40	\$38,281.40	\$40,027.39	- \$73.82	\$39,953.57	- \$30,704.34	9,249.23
	FORECAST							
5	June 30 2021			\$40,027.39				
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7	August 31 2021			\$40,027.39				
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9	October 31 2021			\$40,027.39				
10	November 30 2021			\$40,027.39				
11	December 31 2021			\$40,027.39				
12	January 31 2022			\$40,027.39				
	TOTALS			\$480,326.68	- \$292.46	\$159,815.10		
	Monthly Avg/Unit			\$526.67				
	Annual Avg/Unit			\$6,320.09				

Fiscal 2021: Operating Budget: \$220,559.00

BCS1501 - FISCAL 2021

Petty Cash: BALANCE SHEET as of May 31st, 2021. Fiscal Month FM-04.

STATUS	INVOICE DATE	OPENING	DEBIT/CREDIT	ROUNDING	CASH PAID OUT	CLOSING	PAID TO	UNIT	ITEM DESCRIPTION	ACCOUNT
	mm/dd/yyyy	BALANCE				BALANCE		#		CODE

[illegible]

Social Committee Funds: OFF BALANCE SHEET

06/15/2018	\$14.00	From Golf Tournament Fees
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BCS1501 ELGIN POINTE STRATA COUNCIL MEETING MINUTES

May 31, 2021

Minutes of the BCS1501 Elgin Pointe strata council meeting held **Monday, May 31, 2021**

Location: Due to ongoing COVID-19 pandemic guidelines the meeting was held virtually via Zoom.

COUNCILLORS PRESENT: **Linda Hensman**, President
Pat Douglas, Vice-President
Gordon Buttolph, Treasurer (left meeting at 4:00)
Sylvia Palmer, Secretary
Peter Alpen, Councillor at Large
Helen Maclean, Councillor at Large (Landscaping Liaison)
Glenn Roy, Councillor at Large (Webmaster / Communications Coordinator)

ALSO PRESENT: **Cristin Corneille**, Property Management Agent
Trudi Heard, Recording Secretary

REGRETS: None

1. CALL TO ORDER

The meeting was called to order at 3:03 pm.

2. ADOPTION OF PREVIOUS MINUTES

It was **MOVED (Douglas)**, **SECONDED (Maclean)** and **CARRIED** that the Elgin Pointe Council approves the minutes for the meeting of April 26, 2021.

3. ADDITIONS TO THE AGENDA

Business Arising: None

New Business: 8.2 Clubhouse Reopening
8.3 Golf Social
8.4 Sprinkler Maintenance

4. FINANCIAL

4.1 **Financial Statements:** as per attached reports including:

- Treasurer's Q1 Quarterly Report }
- Treasurer's Monthly Report } All as of April 30, 2021
- CRF Reconciliation } (Fiscal Month FM2021.03)
- Income & Expense Reconciliation }
- Petty Cash Balance Sheet }

It was **MOVED (Buttolph)**, **SECONDED (Roy)**, and **CARRIED** that Elgin Pointe Council approves the financial statements as above.

4.2 **Accounts Receivable as of April 30, 2021:** \$69.82

4.3 **Petty Cash Reconciliation as of April 30, 2021: \$42.78 CR**

5. BUSINESS ARISING

5.1 **Window Cleaning:**

Cleaning of all exterior windows is scheduled for the week of **June 21–24**.

- Owners are reminded to remove all screens beforehand.
- Window well grates will be removed and replaced by the contractor.

It was **MOVED (Buttolph), SECONDED (Alpen), and CARRIED** that Elgin Pointe Council approves the quote of \$4,000.00 + tax for exterior window cleaning.

5.2 **Gutter Cleaning:**

Gutter cleaning will be scheduled for July. Owners will be advised of the dates once confirmed.

- Although to be scheduled after the windows have been cleaned, gutter cleaning is performed manually and does not involve flushing the gutters with water. There will be no spray onto windows.

It was **MOVED (Roy), SECONDED (Alpen), and CARRIED** that Elgin Pointe Council approves the quote of \$6,240.00 + tax for gutter cleaning.

5.3 **Dryer Vent Cleaning:**

Exterior dryer vent cleaning will be scheduled for late summer or fall. Owners will be given the option of having the contractor also clean their dryer vent from the inside at their own expense. Specific details will be provided to owners once dates have been agreed.

6. COMMITTEE AND COUNCILLOR REPORTS

6.1 **Landscaping:**

- Specific tree pruning has been completed by the arborist.
- Root cutting/removal will be scheduled at a unit.

It was **MOVED (Maclean), SECONDED (Alpen), and CARRIED** that Elgin Pointe Council approves the quote of \$880.00 + tax for root cutting/removal.

- Top dressing (Nutra-Mulch) will be delivered and applied to all common areas (including front yards) on June 9-10. The mulch will be blown onto accessible surfaces and distributed manually around plants.
- The gardening group has done a wonderful job yet again, planting colourful geraniums throughout the complex. **Thank you to all the green thumb volunteers!**

6.2 **Maintenance:**

There are no updates to report which are not covered elsewhere in these minutes.

6.3 Webmaster / Communications

Below is the report for March/April.

➤ Note the figures in the clicks-per-page chart represent a two month period.

Web Page Visited	Period ending / Reporting Days					
	23-Apr-21	60	22-Feb-21	29	24-Jan-21	37
Bulletin Board	438		251		271	
Clubhouse Bookings	45		20		25	
Community	39		19		18	
Documents	106		59		29	
Emergencies	28		9		12	
FAQ	35		10		17	
Home	1769		764		927	
Login	326		133		144	
Notices and Bulletins	32		6		16	
Parking Passes	11		4		10	
Visitors	55		56		44	

7. CORRESPONDENCE

As per attached Correspondence Tracking List dated May 31, 2021.

(Councillor Buttolph left the meeting at 4:00, during the correspondence review.)

IMPORTANT REMINDER TO OWNERS

All issues and concerns are to be reported directly to agent Cristin Corneille and NOT to council members.

Agent Corneille may be reached by:

email: cristin@peninsulastrata.com

phone: (604) 385-2242 Ext. 101

***** Always include your unit no. on any correspondence. *****

8. NEW BUSINESS

8.1 Door Painting:

A total of 22 front doors have been identified by the Maintenance Team in consultation with CityWide Painting as requiring repainting. Owners of these units will be notified. Work is tentatively planned for June.

8.2 **Clubhouse Reopening:**

The clubhouse and library remain closed due to the pandemic. Reopening is under consideration by Council and will depend on what restrictions and guidelines may be lifted or amended in the next month as the COVID re-opening plan progresses.

8.3 **Golf, Bocce Ball and Social:**

The annual Elgin Pointe Golf, Bocce Ball and Social is also under consideration depending on how the COVID re-opening plan progresses.

8.4 **Sprinkler Maintenance:**

The inground sprinkler system has been activated for the season, coming on at approximately 5:00 Sunday and Wednesday mornings. It is noted that several heads are not working properly and are to be repaired.

- Owners are encouraged to report any sprinkler malfunctions to Property Manager Corneille (refer to item 7 above for contact details).

9. **MEETING ADJOURNED**

The meeting adjourned at 5:05 pm.

The next meeting is scheduled for **June 28, 2021 at 3:00 pm.**

Due to current COVID-19 pandemic guidelines, the meeting will be held virtually via Zoom.

* * * * *

Linda Hensman, President

Trudi Heard, Recording Secretary

Attachments:

- Financial Reports as identified in Item 4.2.
- Correspondence Tracking List as identified in Item 7.

BCS1501 – ELGIN POINTE: CORRESPONDENCE TRACKING LIST as of MAY 31, 2021

Correspondence type: L = letter E = email P = phone call IP = in person PSM = Peninsula Strata Management

Unit A: Unit owner originating the correspondence

Unit B: Unit subject to the comment/complaint (if not the same)

ITEM NO.	DATE (mm/dd)	TYPE	ISSUE	STATUS
1.	05/05	E	Peeling paint on door	Ongoing Refer to Item 8.1 of these minutes.
2.	05/28	E	Paint peeling on front door.	Ongoing Refer to item 8.1 of these minutes.
3.	08/27	E	Request to remove the small section of grass in the front of the unit and replace it with perennial bushes or plants.	Ongoing
4.	09/01	E	Pink dogwood in backyard appears to be dying.	Deferred until spring. Arborist inspected. To be reassessed in spring.
5.	09/01	E	Requesting birch tree in corner back yard be inspected.	Ongoing Arborist inspected tree. To be monitored.
6.	09/02	E	Rotting fence.	Ongoing Rotted fence post will be replaced in the spring.
7.	09/20	P	New furnace installation.	Deferred until the summer.
8.	09/21	E	Mold has been removed repeatedly from the window well but has returned again.	Ongoing – window well to be replaced in the spring.
9.	09/29	E	Paint on the bottom of the garage door jam (the one on the east) is starting to blister and peel.	Deferred until spring.
10.	12/02	E	Rodents – mice and rats – in house, crawlspace and yard.	RESOLVED
11.	02/08	E	Fence is leaning.	RESOLVED
12.	02/19	E	General inquiry about extending concrete patio in back yard.	Ongoing
13.	03/02	E	Requesting that rhododendron and camellia tree in back yard not be trimmed.	Ongoing
14.	03/30	E	Owners are using visitor parking.	Ongoing
15.	04/05	E	Inquiring about either extending original concrete patio or replacing backyard lawn with artificial turf.	RESOLVED

16.	04/06	E	Inquiring about installing insulation in ceiling of garage and also in the walls if there is none there either. No insulation in ceiling of garage.	Ongoing
17.	04/15	E	Cedar hedge in backyard is getting thinner and the resulting gaps are reducing privacy.	Ongoing
18.	04/22	E	Gate will not close properly due to improperly positioned post.	RESOLVED
19.	04/26	E	Tree root in backyard requires cutting as it is causing damage.	Ongoing
20.	04/27	E	Unit 5: piece of soffit missing on ground floor overhang on side facing unit 4	Ongoing
21.	04/27	E	Clubhouse: roof flashing coming loose on peak facing unit 6.	RESOLVED
22.	04/27	E	The patio was extended sometime in the past and has sunk taking the gate with it.	Ongoing
23.	04/27	E	Access cover to roof drain is missing. Needs to be replaced.	Ongoing
24.	04/27	E	Gate to garden is rotten and needs to be repaired or replaced.	Ongoing
25.	04/27	E	Gate to garden has sunk.	Ongoing
26.	04/27	E	Parking stall needs repairs to concrete side guides.	Ongoing
27.	04/27	E	Downspout strap need repairs.	RESOLVED
28.	04/27	E	Staining on fascia board alongside garage, check gutter	Ongoing
29.	04/27	E	Clean and stain community park benches	Ongoing
30.	04/27	E	Clean front gate (to remove algae)	Ongoing
31.	04/27	E	Someone has broken the cover off the subject control box. Who is responsible for repairing or replacing it?	RESOLVED
32.	04/28	E	Gutter leak – rear of unit, 2 nd floor, NE corner.	Ongoing
33.	04/28	E	1. Cedar hedge along walkway adjacent to unit needs to be trimmed and cleared of weeds. Some of the trees are against the window and gas fireplace outlet. 2. Cedar hedge between our and neighbouring unit needs to be trimmed back and down. 3. Bushes growing in front of living room window need to be trimmed back.	1. RESOLVED 2. RESOLVED 3. Ongoing
34.	04/29	E	Rats have been seen at the back of the unit.	Ongoing

35.	05/03	E	Considering having garage floor covered with a Polyurea coating.	Ongoing
36.	05/04	E	Laurel bushes in backyard need trimming.	Ongoing
37.	05/05	E	Broken board on gate to back yard. We have a broken board on our back gate, am I allowed to replace?	Ongoing
38.	05/07	E	Please pass on my compliments to strata council. The painted unit numbers look great and the new outdoor light bulbs add just the right amount of "brightness" to highlight the repainted numbers. Many thanks.	RESOLVED
39.	05/08	E	Request to remove tree from back yard.	Ongoing
40.	05/10	E	1. Topsoil required in front flowerbed and in the side bed (planted with shrubs). 2. Concerned that the 15 MPH speed limit is often ignored and that drivers do not always stay on the right side of the roadway. Someone is going to be hurt.	1. RESOLVED 2. Ongoing
41.	05/10	E	Our address is not eligible for large item pick up by the city and we may want to get rid of some furniture. May I ask how can we handle that?	RESOLVED
42.	05/11	E	Interior alterations	Ongoing
43.	05/11	E	Vehicle parked idling in the roadway	RESOLVED
44.	05/12	E	A sprinkler head in the backyard isn't working. It doesn't pop out when the water is turned on.	Ongoing
45.	05/17	E	1. We would like to thank the volunteers who replaced the lights outside and painted our unit numbers, great job! 2. Main floor powder room has a water mark on the ceiling, rusty hinges on the cabinet and mould in the toilet bowl.	1. RESOLVED 2. RESOLVED (Owner issue)
46.	05/17	E	Two sprinkler heads at the back are spraying onto the patio.	Ongoing
47.	05/19	E	One sprinkler head in backyard is directing the water towards the house and is spraying the windows.	Ongoing
48.	05/26	E	Requesting additional lighting be installed in soffit above sidewalk to front door.	Ongoing
49.	05/27	E	Annoyed at receiving a letter of non-compliance with strata bylaws.	RESOLVED
50.	05/31	E	Inappropriate storage of Items along side of house.	Ongoing

Elgin Pointe Strata Corporation – BCS1501.

Treasurer's Monthly Report as of April 30th, 2021

Fiscal Year 2021, Fiscal Month FM-03.

For Council Meeting of May 31st, 2021.

- 1) CRF fund stands at \$455,766.07.
- 2) Operating Budget: Current Year Profit (income) & Loss (expenses) = \$29,032.17.
- 3) Net AR outstanding: \$69.82.
- 4) Petty Cash balance on hand (as of April 30th) = ~~-\$42.78~~.
- 5) Detailed reports sent as separate PDF files:
 - 1) Treasurer's Quarterly Report
 - 2) Income & Expense Reconciliation
 - 3) CRF Reconciliation
 - 4) Petty Cash Reconciliation

Note: Tree pruning, and the new LED light fixtures were charged against the CRF as per the Resolutions passed at the AGM.

Regards,

Gordon Buttolph (Treasurer for BCS1501)

Unit #45

BCS1501 CRF - 2021 FISCAL MONTH FM-03

BCS1501 CRF Reconciliation to (April 30th, 2021) and Forecast to Year-End (January 31st, 2022).

GREEN = ACTUAL (Balanced to the Financial Statements)

RED = FORECAST (Based on AGM approved 2021 Budget)

FISCAL MONTH	ACTUAL	Closing CRF Balance (from statements)	Closing Balance (CRF Term Deposit)	Closing CRF Value (from statements)	Closing Balance (calculated)	CRF Payments (to Vendors)	CRF Contribution (from Strata fees)	CRF Payments (to O/A)	CRF Payments (from O/A)	CRF Loans (to O/A)	CRF Repayments (from O/A)	CRF Interest Gain
	January 31 2021	\$441,250.18	\$0.00	\$441,250.18								
1	February 28 2021	\$450,562.28	\$0.00	\$450,562.28	\$450,562.31	\$0.00	\$9,099.53	0.00	\$0.00	\$0.00	\$0.00	\$212.60
2	March 31 2021	\$461,149.79	\$0.00	\$461,149.79	\$461,149.79	\$0.00	\$9,099.50	0.00	\$101.00	\$0.00	\$1,188.70	\$198.31
3	April 30 2021	\$455,766.07	\$0.00	\$455,766.07	\$455,766.07	-\$2,160.38	\$9,150.00	-\$12,597.49	\$0.00	\$0.00	\$0.00	\$224.15
	FORECAST											
4	May 31 2021											
5	June 30 2021											
6	July 31 2021											
7	August 31 2021											
8	September 30 2021											
9	October 31 2021											
10	November 30 2021											
11	December 31 2021											
12	January 31 2022											
	Year-End Totals											
	Average/Unit											

2021 Budget	\$479,839.00
CRF Contribution	\$109,800.00
Insurance	\$149,440.00
Operating Costs	\$220,599.00

BCS1501 OPERATING BUDGET - 2021 FISCAL MONTH FM-03

BCS1501 Income & Expense Reconciliation (to April 30th, 2021) and Forecast to Year-End (January 31st, 2022).

GREEN = ACTUAL (Balanced to the Financial Statements)

RED = FORECAST (Based on AGM approved 2021 Budget)

FISCAL MONTH	ACTUAL	M/E BALANCE P & L Account (from Statements)	M/E BALANCE P & L Account (calculated)	INCOME (MONTHLY) (from Strata Fees)	INCOME (MONTHLY) (Miscellaneous)	TOTAL INCOME (MONTHLY)	TOTAL EXPENSES (MONTHLY)	DELTA +/- (MONTHLY)
	January 31 2021	-\$4,314.97	-\$4,314.97					
1	February 29 2021	\$17,779.87	\$17,779.87	\$48,225.27	\$23.02	\$48,248.29	-\$30,468.42	17,779.87
2	March 31 2021	\$12,100.95	\$12,100.95	\$31,827.51	-\$171.24	\$31,656.27	-\$37,335.19	-5,678.92
3	April 30 2021	\$29,032.17	\$29,032.17	\$40,027.39	-\$70.42	\$39,956.97	-\$23,025.75	16,931.22
	FORECAST							
4	May 31 2021			\$40,027.39				
5	June 30 2021			\$40,027.39				
6	July 31 2021			\$40,027.39				
7	August 31 2021			\$40,027.39				
8	September 30 2021			\$40,027.39				
9	October 31 2021			\$40,027.39				
10	November 30 2021			\$40,027.39				
11	December 31 2021			\$40,027.39				
12	January 31 2022			\$40,027.39				
	TOTALS			\$480,326.68	-\$218.64	\$119,861.53		
	Monthly Avg/Unit							
	Annual Avg/Unit							

Fiscal 2021: Operating Budget: \$220,559.00

BCS1501 - FISCAL 2021
Petty Cash: BALANCE SHEET as of May 31st, 2021. Fiscal Month FM-03.
Provided for Council Meeting of May 31st, 2021.

STATUS	INVOICE DATE	OPENING	DEBIT/CREDIT	ROUNDING	CASH PAID OUT	CLOSING	PAID TO	UNIT	ITEM DESCRIPTION	ACCOUNT
	mm/dd/yyyy	BALANCE				BALANCE		#		CODE

[illegible]

Social Committee Funds: OFF BALANCE SHEET

06/15/2018	\$14.00	From Golf Tournament Fees
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BCS1501 **FIRST QUARTER** Financial Summary for Fiscal Year 2021.

(February 1st, 2021 – April 30th, 2021)

TREASURER'S QUARTERLY REPORT

OPERATING BUDGET

INCOME: Total **Income** for the first quarter (Q1) was \$119,862.

This is a combination of Strata Fees (\$120,080) plus miscellaneous income (-\$118).

NOTE: Negative miscellaneous income reflects the monthly payback of the loan from the CRF that was taken out to cover the unplanned overage of \$1,188 at the end of Fiscal 2020 (as reviewed at the AGM Meeting in March).

EXPENSE: Total **Expenses** for the first quarter (Q1) year were \$90,829.

Therefore, the current account has a positive balance of \$29,032 heading into the second quarter which is when several seasonal costs are incurred.

CRF: The **Contingency Reserve Fund** stands at \$455,766 at the end of Q1.

OUTLOOK:

Capital projects started in March/April and these costs have been charged to the CRF as agreed at the AGM.

Regards,

Gordon Buttolph (Treasurer for BCS1501)

Unit #45

BCS1501 ELGIN POINTE STRATA COUNCIL MEETING MINUTES

April 26, 2021

Minutes of the BCS1501 Elgin Pointe strata council meeting held **Monday, April 26, 2021**

Location: due to COVID-19 isolation guidelines the meeting was held virtually via Zoom

COUNCILLORS PRESENT: **Linda Hensman**, President
Pat Douglas, Vice-President
Gordon Buttolph, Treasurer
Sylvia Palmer, Secretary
Peter Alpen, Councillor at Large
Helen Maclean, Councillor at Large (Landscaping Liaison)
Glenn Roy, Councillor at Large (Webmaster / Communications Coordinator)

ALSO PRESENT: **Cristin Corneille**, Property Management Agent
Trudi Heard, Recording Secretary

1. CALL TO ORDER

1.1 The meeting was called to order at 3:02 pm.

1.2 Assignment of Positions for Council

The retiring council having been re-elected in its entirety at the AGM of March 23, 2021, it was unanimously agreed that each would continue in the same role as noted above.

2. ADOPTION OF PREVIOUS MINUTES

It was **MOVED (Roy)**, **SECONDED (Maclean)** and **CARRIED** that the Elgin Pointe Council approves the minutes for the meeting of February 22, 2021.

3. ADDITIONS TO THE AGENDA

It was **MOVED (Palmer)**, **SECONDED (Douglas)** and **CARRIED** that the Elgin Pointe Council approves the agenda for the meeting of April 26, 2021.

4. FINANCIAL

4.1 **Financial Statements:** as per attached reports including:

- | | |
|-----------------------------------|-----------------------------|
| • Monthly Report | } All as of |
| • CRF Reconciliation | } March 31, 2021 |
| • Income & Expense Reconciliation | } (fiscal month FM.2021.02) |
| • Petty Cash Balance Sheet | } |

It is noted that, due to the AGM of March 23, 2021, there was not a regular council meeting in March and these statements cover the two months of February and March.

It was **MOVED (Buttolph), SECONDED (Roy), and CARRIED** that Elgin Pointe Council approves the financial statements as above.

4.2 **Accounts Receivable as of April 22, 2021:** **\$302.93CR** (To be cleared by April 30)

4.3 **Petty Cash Reconciliation as of March 31, 2021:** \$174.37 balance on hand.

5. BUSINESS ARISING

5.1 Insurance Invoice

As per the 2021-22 budget which was approved by owners at the AGM of March 23, 2021, the insurance renewal premium of \$149,440 will be paid in 12 equal monthly installments with no interest charged.

It was **MOVED (Buttolph), SECONDED (Maclean), and CARRIED** that Elgin Pointe Council approves payment of \$149,440 as above.

5.2 Basements and Condensation Issue

There are presently no identified condensation issues.

6. COMMUNICATIONS AND COUNCILLOR REPORTS

6.1 Landscaping:

- The irrigation system has been turned on for the season and adjustments will be made as required.
- Planting of some replacement hedge cedars, outstanding tree pruning and stump removal have been completed.
- Application has been made to the City of Surrey to remove a tree near two units for safety reasons. The permit process may take considerable time.
- The gardening group of volunteers is gearing up for spring planting of annuals in key common areas.
- A quote of \$5,187.00 (including GST) has been submitted by the landscape contractor to supply and spread top dressing throughout the complex.

It was **MOVED (Maclean), SECONDED (Palmer), and CARRIED** that Elgin Pointe Council approves the expenditure of \$5,187.00 as above.

6.2 Maintenance:

6.2.1 Site Inspection

- Councillors **Alpen** and **Buttolph** did a walkabout inspection of the complex identifying various minor repairs required which the Maintenance Committee will complete.
- It was noted that the latch has been removed from the Semiahmoo Trail access gate behind the clubhouse, presumably by an owner. This should not have been done without permission. The gate will now be fitted with a spring-loaded hinge.

- Weather stripping along the sides of many garage doors (specifically those which are exposed to direct sun) was found to be deteriorating leaving it discoloured and brittle. As the weather stripping along the sides and top of the garage doors affects the structure, this is a strata responsibility and will be a budgetary item for 2022.
- Owners are reminded that the weather stripping along the bottom of garage doors, is the **responsibility of owners**, not the strata.

6.2.2 Exterior Unit Light Replacement Project:

- All exterior unit light fixtures have now been replaced.
- The old units have all been separated and taken to the appropriate recycle depots depending on the material involved.
- The replacement ballasts which were no longer required were returned to the vendor for which the strata received a full credit of approximately \$500.00.
- Several volunteer hours went into this project and special thanks is extended to:

Installation:	Blake Stewart Charles Schneider Rick Post Pat Hagen	Glenn Roy Joe Nagy Steve Thackray Ed Perih
Disposal:	Gordon Buttolph	

6.3 Communications:

- Councillors **Roy** and **Buttolph** assisted another 20 owners in programming the HomeLink feature of their vehicles with the main entrance gate.
- The website activity figures are as below. Note that this covers March and April.

Web Page Visited	Period ending / Reporting Days					
	23-Apr-21	60	22-Feb-21	29	24-Jan-21	37
Bulletin Board	438		251		271	
Clubhouse Bookings	45		20		25	
Community	39		19		18	
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Visitors	55		56		44	

7. CORRESPONDENCE

As per attached Correspondence Tracking List dated April 26, 2021.

IMPORTANT REMINDER TO OWNERS

All issues and concerns are to be reported directly to Agent Cristin Corneille and NOT to council members.

**Agent Corneille may be reached by:
email: cristin@peninsulastrata.com
phone: (604) 385-2242 Ext. 101**

***** Always include your unit no. on any correspondence. *****

8. NEW BUSINESS

8.1 **Parking**

- With increasing frequency vehicles are being left unattended on driveway aprons and on the complex roadway. Both actions contravene strata bylaws, block emergency access of the designated fire lane, interfere with the flow of traffic especially given the increase in delivery trucks servicing the complex and **may result in fines.**
- Owners are once again reminded that visitor parking stalls are **not for personal use.** This, too, contravenes strata bylaws and **may result in fines.**

8.2 **Gutter Cleaning**

Gutter cleaning to be scheduled for spring/summer. Owners will be provided with dates once known.

8.3 **Window Cleaning**

Exterior window cleaning will be scheduled to be done after the gutters. Owners will be advised of the dates once known so that they may remove all window screens.

8.4 **Dryer Vent Cleaning**

Exterior cleaning of dryer vents will be scheduled for this spring/summer. As always, owners will be given the option of having the contractor clean the internal portion of their vents at their own cost.

Lint build-up poses a serious fire hazard and is not addressed simply by cleaning the accessible lint screen in most dryers. Regular cleaning of the dryer vents is strongly recommended by Council.

8.5 **Roof Inspection**

A thorough inspection of the complex roofs was performed in 2020 and all identified issues were repaired. Council agreed it is not necessary to do a complete inspection each year and will revisit in 2022.

9. MEETING ADJOURNED

The meeting adjourned at 4:47 pm.

The next meeting is scheduled for **Monday, May 31, 2021 at 3:00 pm.**

Due to current Covid19 pandemic guidelines and restrictions, the meeting will be held virtually via Zoom.

Linda Hensman, President

Trudi Heard, Recording Secretary

Attachments:

- Financial Reports as identified in Item 4.2.
- Correspondence Tracking List as per Item 7.

BCS1501 – ELGIN POINTE: CORRESPONDENCE TRACKING LIST as of APRIL 26, 2021

(COUNCIL COPY - FINAL)

Correspondence type: L = letter E = email P = phone call IP = in person PSM = Peninsula Strata Management

Unit A: Unit owner originating the correspondence

Unit B: Unit subject to the comment/complaint (if not the same)

ITEM NO.	DATE (mm/dd)	TYPE	ISSUE	STATUS
1.	05/05	E	Peeling paint on door	Deferred until spring.
2.	05/28	E	Paint peeling on front door	Deferred until spring.
3.	08/27	E	Request to remove the small section of grass in the front of the unit and replace it with perennial bushes or plants.	Deferred until spring.
4.	09/01	E	Pink dogwood in backyard appears to be dying.	Deferred until spring. Arborist inspected. To be reassessed in spring.
5.	09/01	E	Requesting birch tree in corner back yard be inspected.	Ongoing. Arborist inspected tree. To be monitored.
6.	09/02	E	Rotting fence.	Deferred until spring. Temporarily repaired. Rotted fence post will be replaced in the spring.
7.	09/20	P	New furnace installation.	Deferred until the summer.
8.	09/21	E	Mold has been removed repeatedly from the window well but has returned again.	Deferred until spring. Window well will be replaced in the spring.
9.	09/29	E	Paint on the bottom of the garage door jam (the one on the east) is starting to blister and peel.	Deferred until spring.
10.	12/02	E	Rodents – mice and rats – in house, crawl space and yard.	Ongoing
11.	12/31	E	Request to install 220V power outlet in garage for an EV “level 2” charger.	RESOLVED
12.	02/08	E	Fence is leaning.	Ongoing
13.	02/19	E	General inquiry about extending concrete patio in back yard.	Ongoing
14.	02/22	E	Debris left behind by landscaping contractor crew.	RESOLVED
15.	03/02	E	Requesting that rhododendron and camellia tree in back yard not be trimmed.	Ongoing

16.	03/5	E	Blocked downspout.	RESOLVED
17.	03/9	E	Fir tree outside unit on north side of fence appears to have insect infestation. Concerned with potential damage to retaining wall should it fall.	RESOLVED
18.	03/18	E	Requesting information regarding installation of retractable sunshades in the rear of the unit.	RESOLVED
19.	03/19	E	Bottom seal of garage door requires replacement.	RESOLVED
20.	03/20	E	Request to extend backyard patio with stamped concrete similar to original patio and to use the gravel and pavers currently in the backyard to create a continuous and wider walkway along the side of the unit.	RESOLVED
21.	03/22	E	1. Debris left by gardeners after trimming. 2. Dead shrub.	RESOLVED RESOLVED
22.	03/29	E	Loose flashing on garage.	RESOLVED
23.	03/29	E	Follow-up on request to remove a tree.	RESOLVED
24.	03/30	E	Owners are using visitor parking.	Ongoing
25.	04/05	E	Inquiring about either extending original concrete patio or replacing backyard lawn with artificial turf.	RESOLVED
26.	04/06	E	Inquiring about installing insulation in ceiling of garage and also in the walls if there is none there either. No insulation in ceiling of garage.	Ongoing
27.	04/12	E	Request to remove lawn in backyard and extend patio with stamped concrete to match original patio.	RESOLVED
28.	04/15	E	Unable to open mailbox.	RESOLVED
29.	04/15	E	Cedar hedge in backyard is getting thinner and the resulting gaps are reducing privacy.	Ongoing
30.	04/22	E	Gate will not close properly due to improperly positioned post.	Ongoing
31.	04/26	E	Tree root in backyard requires cutting as it is causing damage.	Ongoing

Elgin Pointe Strata Corporation – BCS1501.

Treasurer's Monthly Report as of March 31st, 2021

Fiscal Year 2021, Fiscal Month FM-02.

For Council Meeting of April 26th, 2021.

- 1) CRF fund stands at \$461,149.79.
- 2) Operating Budget: Current Year Profit (income) & Loss (expenses) = \$12,100.95.
- 3) Petty Cash balance on hand (as of March 31st) = \$174.37.
- 4) Detailed reports sent as separate PDF files:
 - 1) Income & Expense Reconciliation
 - 2) CRF Reconciliation
 - 3) Petty Cash Reconciliation

NOTE:

The changes to Strata Fees and transfer of funds from the CRF, as approved at the AGM, were mostly applied in March and will be completed by April month-end.

Regards,

Gordon Buttolph (Treasurer for BCS1501)

Unit #45

RED = FORECAST (Based on 2021 Budget)

FISCAL MONTH		ACTUAL	Closing CRF Balance (from statements)	Closing Balance (CRF Term Deposit)	Closing CRF Value (from statements)	Closing Balance (calculated)	CRF Monthly Contribution (from Strata fees)	CRF Payments (to O/A)	CRF Payments (from O/A)	CRF Loans (to O/A)	CRF Loan Repayments (from O/A)	CRF Interest Gain								
1	January 31 2021		\$441,250.18	\$0.00	\$441,250.18															
	February 28 2021		\$450,562.28	\$0.00	\$450,562.28	\$450,562.31	\$9,099.53	\$0.00	\$0.00	\$0.00	\$0.00	\$212.60								
2	March 31 2021		\$461,149.79	\$0.00	\$461,149.79	\$461,149.79	\$9,099.50	\$0.00	\$101.00	\$0.00	\$1,188.70	\$198.31								
	FORECAST																			
3	April 30 2021																			
4	May 31 2021																			
5	June 30 2021																			
6	July 31 2021																			
7	August 31 2021																			
8	September 30 2021																			
9	October 31 2021																			
10	November 30 2021																			
11	December 31 2021																			
12	January 31 2022																			
	Year-End Totals																			
	Average/Unit																			
			<table><tr><td>2021 Budget</td><td>\$479,839.00</td></tr><tr><td>CRF Contribution</td><td>\$109,800.00</td></tr><tr><td>Insurance</td><td>\$149,440.00</td></tr><tr><td>Operating Costs</td><td>\$220,599.00</td></tr></table>										2021 Budget	\$479,839.00	CRF Contribution	\$109,800.00	Insurance	\$149,440.00	Operating Costs	\$220,599.00
2021 Budget	\$479,839.00																			
CRF Contribution	\$109,800.00																			
Insurance	\$149,440.00																			
Operating Costs	\$220,599.00																			

BCS1501 OPERATING BUDGET - 2021 FISCAL MONTH FM-02

BCS1501 Income & Expense Reconciliation (to March 31st, 2021) and Forecast to Year-End (January 31st, 2022).

GREEN = ACTUAL (Balanced to the Financial Statements)

RED = FORECAST (Based on AGM approved 2021 Budget)

FISCAL MONTH	ACTUAL	M/E BALANCE P & L Account (from Statements)	M/E BALANCE P & L Account (calculated)	INCOME (MONTHLY) (from Strata Fees)	INCOME (MONTHLY) (Miscellaneous)	TOTAL INCOME (MONTHLY)	TOTAL EXPENSES (MONTHLY)	DELTA +/- (MONTHLY)
1	January 31 2021	-\$4,314.97	-\$4,314.97					
2	February 29 2021	\$17,779.87	\$17,779.87	\$48,225.27	\$23.02	\$48,248.29	-\$30,468.42	17,779.87
2	March 31 2021	\$12,100.95	\$12,100.95	\$31,827.51	-\$171.24	\$31,656.27	-\$37,335.19	-5,678.92
	FORECAST							
3	April 30 2021							
4	May 31 2021							
5	June 30 2021							
6	July 31 2021							
7	August 31 2021							
8	September 30 2021							
9	October 31 2021							
10	November 30 2021							
11	December 31 2021							
12	January 31 2022							
	TOTALS			\$80,052.78	-\$148.22	\$79,904.56		
	Monthly Avg/Unit							
	Annual Avg/Unit							

Fiscal 2021: Operating Budget: \$220,559.00

BCS 1501 - ELGIN POINTE

ANNUAL GENERAL MEETING MINUTES – March 23, 2021

Minutes of the BCS1501 Elgin Pointe Annual General Meeting held Tuesday, March 23, 2021 via Zoom video conferencing.

Strata Council PRESENT:

Linda Hensman, **Chair**

Pat Douglas

Gordon Buttolph

Sylvia Palmer

Peter Alpen

Glenn Roy

Helen Maclean

PROPERTY MANAGEMENT AGENT

Cristin Corneille

1. Call to Order

The meeting was called to order at 7:05 p.m. The meeting Chair asked owners if there were any objections to the strata agent (Cristin Corneille) facilitating the meeting and after receiving no objections, the meeting proceeded.

2. Calling of the Roll and Certification of Proxies

The calling of the roll and the certification of proxies was undertaken for the purpose of establishing a quorum. Pursuant to the Strata Property Act of British Columbia a quorum is one-third (1/3) of the eligible owners entitled to vote to be in attendance or by proxy for a General Meeting to proceed. The Property Agent informed the owners that a total of 76 units were eligible to vote and the quorum requirement under the Act would be 26 owners. The assembly was informed that there were 39 owners present and 10 owners represented by proxy. Therefore, the Chair declared that a quorum was present and that the general meeting should proceed.

3. Proof of Notice of Meeting

The Owners were advised that the Notice of Meeting was circulated to members via email and posted to the website on March 2, 2021. The Chair declared the 2021 Annual General Meeting to be properly constituted.

3.1 It was MOVED (65) and SECONDED (4)

THAT the Owners of Strata Plan BCS1501 - Elgin Pointe accept Proof of Notice of the Annual General Meeting of March 23, 2021 as presented.

CARRIED

4. Approval of the Agenda

The agenda for the Annual General Meeting held March 23, 2021 was previously circulated.

4.1 It was MOVED (65) and SECONDED (47)

THAT the Owners of Strata Plan BCS1501 - Elgin Pointe approve the agenda of the Annual General Meeting of March 23, 2021 as presented.

CARRIED

5. Adoption of Previous General Meeting Minutes, March 24, 2020

The minutes from the Annual General Meeting held March 24, 2020 were previously circulated.

5.1 It was MOVED (68) and SECONDED (47)

THAT the Owners of Strata Plan BCS1501 - Elgin Pointe approve the minutes from the Annual General Meeting of March 24, 2020 as presented.

CARRIED

6. President's Report

The President presented her report, a copy of which is attached to these Minutes.

7. Annual Report on Insurance

The Owners considered and received the annual report on insurance which was previously circulated with the notice of meeting material. Property Agent reviewed the insurance coverage. The Property Agent noted the water damage deductible is \$100,000.00, earthquake deductible is 15% of the appraised value of the building (which is currently \$46,093,000.00), the flood damage deductible is \$50,000.00, and owners need to inform their personal insurance agent of any betterments (upgrades) made to their units.

An owner thanked those owners who volunteered to form an insurance subcommittee to review options of for the 2021 strata corporation insurance renewal. The renewal came in almost \$100,000.00 less than last year and this was due mainly to the provincial government implementing legislation prohibiting the practice of best terms pricing and also due to more insurers entering the strata corporation insurance market.

An owner asked what happens if owners in the complex do not carry earthquake insurance and the Treasurer replied that all owners would need to cover the cost for this up front and chargeback the amount owing to that owner's strata fee ledger.

8. Special Resolutions – ¾ Vote Approval Required

8.1 Special Resolution “A” – Deficit recovery

It was MOVED (47) and SECONDED (54)

BE IT RESOLVED by a 3/4 Vote of the Owners, Strata Plan BCS 1501 – Elgin Pointe, that the sum of \$4,314.97 (four thousand, three hundred and fourteen dollars and ninety-seven cents) be permanently expended from the Contingency Reserve fund to cover the deficit in the 2020-2021 operating budget, due to costs associated with condensation issue repairs in a unit.

CARRIED
49 Owners in FAVOUR
0 Owners OPPOSED
0 Owners ABSTAINED

8.2 Special Resolution “B” – Upgrade Common Property Lights to LED Lights

It was MOVED (45) and SECONDED (68)

BE IT RESOLVED by a 3/4 Vote of the Owners, Strata Plan BCS 1501 – Elgin Pointe, that the sum of up to \$8,300.00 (eight thousand, three hundred dollars) be permanently expended from the Contingency Reserve fund to upgrade the common property exterior lights on units to more energy efficient LED lights.

CARRIED
47 Owners in FAVOUR
1 Owner OPPOSED
1 Owner ABSTAINED

8.3 Special Resolution “C” – Fence Repairs

It was MOVED (4) and SECONDED (3)

BE IT RESOLVED by a 3/4 Vote of the Owners, Strata Plan BCS 1501 – Elgin Pointe, that the sum of up to \$5,000.00 (five thousand dollars) be permanently expended from the Contingency Reserve fund to do common property fencing repairs.

An owner asked if fence repairs would include to the fences between units and council clarified that yes it would, but that fence repairs would be done when required, not for esthetic reasons.

CARRIED
49 Owners in FAVOUR
0 Owners OPPOSED
0 Owners ABSTAINED

8.4 Special Resolution “D” – Major Tree Pruning
It was MOVED (50) and SECONDED (65)

BE IT RESOLVED by a 3/4 Vote of the Owners, Strata Plan BCS 1501 – Elgin Pointe, that the sum of up to \$4,500.00 (four thousand, five hundred dollars) be permanently expended from the Contingency Reserve fund to continue with major tree pruning.

CARRIED
48 Owners in FAVOUR
1 Owner OPPOSED
0 Owners ABSTAINED

9. Adoption of 2021 – 2022 Operating Budget – Majority Vote

The Treasurer did a financial presentation to Owners via Zoom and a copy of the presentation is attached to these Minutes. The Owners considered the 2021 – 2022 operating budget. It was MOVED (45) and SECONDED (28) to put the proposed budget on the floor for discussion. The Treasurer noted the amount of \$1,188.70 was overspent on major tree pruning from last year and the deficit has increased by this amount. The Treasurer MOVED (45) and SECONDED (50) to amend the proposed budget by increasing the proposed budget by the amount of \$1,188.70 to cover this deficit.

An Owner asked if it is possible to make amendments to the budget and the Strata Agent replied that this is not a significant change to the proposed budget and yes, it is possible to amend the proposed budget and proxy votes will not be counted for this proposed amendment.

After discussion, a vote on the amendment to the proposed budget was called.

CARRIED
38 Owners in FAVOUR
1 Owner OPPOSED
0 Owners ABSTAINED

A proxy holder asked (on behalf of the owner whose proxy they held), whether or not any money is to be set aside in the budget for major projects? The Treasurer responded that major projects will be put forth for Owners to vote on at Annual General Meetings as Special Resolutions.

An Owner asked about the Depreciation Report and if forecasted expenses are currently being covered under Owners’ contributions to the contingency Reserve Fund and the Treasurer replied that currently, upcoming major projects will be 100% funded by the Contingency Reserve Fund.

9.1 It was MOVED (45) and SECONDED (28)

BE IT BE RESOLVED that the owners, Strata Plan BCS 1501, approve the 2021 – 2022 operating budget subject to the amendment in a total amount of \$481,021.70.

CARRIED
49 Owners in FAVOUR
0 Owners OPPOSED
0 Owners ABSTAINED

Please note the approved budget is retroactive to the fiscal year beginning February 1, 2021. Any credit owed to Owners for the decrease in the 2021 strata fees compared to the 2020 strata fees as a result of the decrease in insurance, will be applied against an Owner's strata fee ledger for the April 1, 2021 strata fee payment.

10. Front Gate Opening

- 10.1** Throughout the past year, the gate at the front entrance has been kept open during the hours of 7:00 a.m. – 7:00 p.m. A poll was conducted to ask those owners who were on the Zoom video conferencing call if they wanted to continue to see the gate open during these hours or if they would prefer to see it closed during these hours. Thirty-six owners voted and thirty-two were in favour of the gate remaining open between the hours of 7:00 a.m. – 7:00 p.m. and four were against.

11. Election of Strata Council Members

11.1 Council Nominations

Linda Hensman, Pat Douglas, Gordon Buttolph, Sylvia Palmer, Peter Alpen, Glenn Roy and Helen Maclean, all volunteered to be on council for another term. The strata agent called three times for any further volunteers or nominees to be on the strata council for this fiscal year. After receiving no further nominations, the strata agent asked Owners to vote via polling on Zoom for each potential Council member with each person needing a majority vote to be on Council for this fiscal year. Owners voted individually for each Council member and each received a majority vote. The strata agent then announced the strata council members for the 2021-2022 fiscal year: Linda Hensman, Pat Douglas, Gordon Buttolph, Sylvia Palmer, Peter Alpen, Glenn Roy and Helen Maclean.

CARRIED

12. General Discussion

The Owners discussed briefly the condensation issue which occurred. An Owner thanked Council for their work over the past fiscal year noting it has been a difficult year due to COVID 19 and noted the complex is in good shape and they wanted to express their appreciation to Council for this at a unit.

13. Termination

The Annual General Meeting was declared terminated at 8:20 p.m.

Elgin Pointe 2020-21 Annual General Meeting President's Report

I am pleased to present my report to the owners of Elgin Pointe.

The past year has been an interesting and challenging year and the manner in which Council conducted its business has changed dramatically. With the need for physical distancing and restrictions on in-person gatherings, Council held its monthly meetings via Zoom and tonight we find ourselves gathering on Zoom for our AGM. Thank you all for joining!

For the safety of owners, and to comply with Public Health directives, Council closed the Clubhouse and Library early in the pandemic and opened the front entry gate during the day to minimize the use of the touchpad. We appreciated owners understanding of the need to make these changes. Sadly, we missed out on our annual golf tournament, BBQ and bocce ball event as well as our Christmas social.

Although the year was different, the operations in our complex did not change significantly. It has been a busy and productive year and Council accomplished many projects. These included:

- Gutter upgrading
- Extensive tree and shrub pruning, removal and re-planting when appropriate
- Irrigation system upgrading
- Roofing tile inspection and repairs to deteriorating sections on several units
- Remediation of problems arising from condensation in some basements
- Fascia board trimming and painting touch ups

Details, progress and budget impact of these have been reported in the monthly meeting minutes and Treasurer's reports.

At last year's AGM, five special resolutions were approved. I am pleased to say the guttering upgrade and tree pruning essentially came in on budget, while the irrigation project came in approximately \$4,000 under budget. The need to use CRF funds as approved for fence repairs and anticipated work related to water ingress to a basement did not materialize so we did not have to expend the \$45,000 allocation.

As mentioned, a major project was that of tree pruning. Many of the trees in Elgin Pointe had reached a size where pruning was beyond that which could be done by the regular landscaping crew. It was imperative that the overgrowth be addressed. This work needs to continue and a special resolution has been proposed.

Given the challenge we faced last year with the horrific increase in our insurance premium, Council established a sub-committee to investigate options for the strata corporation's insurance coverage. The subcommittee made contacts with other stratas, engaged with brokers to discuss our needs and obtain quotes and learned about alternative insurance models which could be considered. This work, coupled with the BC government's introduction of legislation which eliminated best terms pricing, resulted in a 42% reduction in our 2021-22 insurance premium. We hope the members of

Elgin Pointe 2020-21 Annual General Meeting President's Report

the sub-committee will be willing to continue to work to investigate the opportunities for and impacts of self-insurance and captive insurance. Council expresses its great appreciation to all committee members for the work they did.

While Council has proposed a modest increase in the operating budget, it has chosen to maintain the annual contribution to the CRF at the same level as last year. Given the substantial reduction in the insurance premiums, owners will see a 17 % decrease in monthly strata fees. A welcome change from increasing costs! We are confident that the proposed operating budget for the 2021-22 fiscal year reflects the community's needs.

This year many activities which traditionally involved our volunteers did not happen. However, those who expressed an interest and willingness to serve our community are noted at the end of my report. Others such as those involved in the insurance committee and maintenance activities were very active and they too have been recognized. We are fortunate to have so many owners willing to contribute their time to make Elgin Pointe such a great place to live. Not only do we save money but it creates a wonderful spirit in the community.

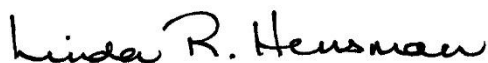
We were pleased to welcome Helen Maclean to Council last year. She took on the role of Landscaping Liaison and while I'm not sure she realized the magnitude of what she was taking on we were pleased she did. We have an extremely effective council with each Councillor bringing a unique and complementary skill set to the table and each works tirelessly on your behalf. I very much value the support, friendship and competence of my fellow Councillors. We trust the owners value the work that Council has undertaken this past year.

At this time, I'd like to thank our strata manager Cristin Corneille for the support she has provided. She has had a particularly challenging year due in large part to working remotely and changed practices necessitated by COVID.

As at all AGMs, owners will elect next year's Council. This year, all seven Council members have offered to stand for re-election.

Once again it has been a pleasure to serve as President and I thank you for the opportunity.

Respectfully submitted,

A handwritten signature in black ink that reads "Linda R. Hensman". The script is cursive and fluid, with the first name "Linda" being more prominent than the last name "Hensman".

Linda R. Hensman

Elgin Pointe 2020-21 Annual General Meeting President's Report

Thank you to our Volunteers!

Elgin Pointe benefits through the generous contribution of many owners' time and talents. Thank you for taking time to give back to our community!

Insurance Sub-Committee: Peter Alpen, Bill Baker, Gordon Buttolph, Harold Ens, Ed Perih, Kaz Szmigiel, Bob Smith

Other Volunteers: Willa Alpen, Mary Cunningham, Carole Coakwell, Irene David, Faye Gougeon, Trudi Heard, Claudia Jantzi, Becky Kronstad, Maria Lange, Helen Maclean, Hilary Matthews, Liz Milliken, Lorna Paterson, Lorraine Peck, Lynne Perih, Lynda Prystie, Jean Sims, Blake Stewart.



2021 INSURANCE POLICY

KEY CHANGES:

- Broker changed from HUB ➔ BFL
- Earthquake Insurance deductible 10% ➔ 15%
- Policy cost \$259,595 ➔ \$149,440

NOTE:


- Policy Document is available on EP website
- Personal Insurance Policies need to be aligned

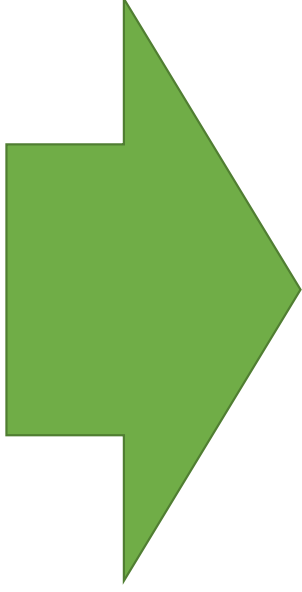
Elgin Pointe Budget: 2020 vs 2021

BUDGET TYPE	2020 BUDGET	2021 BUDGET	% CHANGE
INSURANCE	\$255,917	\$149,440	↓ 41.6%
OPERATING COSTS	\$214,289	\$220,599	↑ 2.9%
CRF	\$109,194	\$109,800	↔ 0.6%
TOTAL BUDGET	\$579,400	\$479,839	↓ 17.2%

Elgin Pointe Budget: 2020 vs 2021

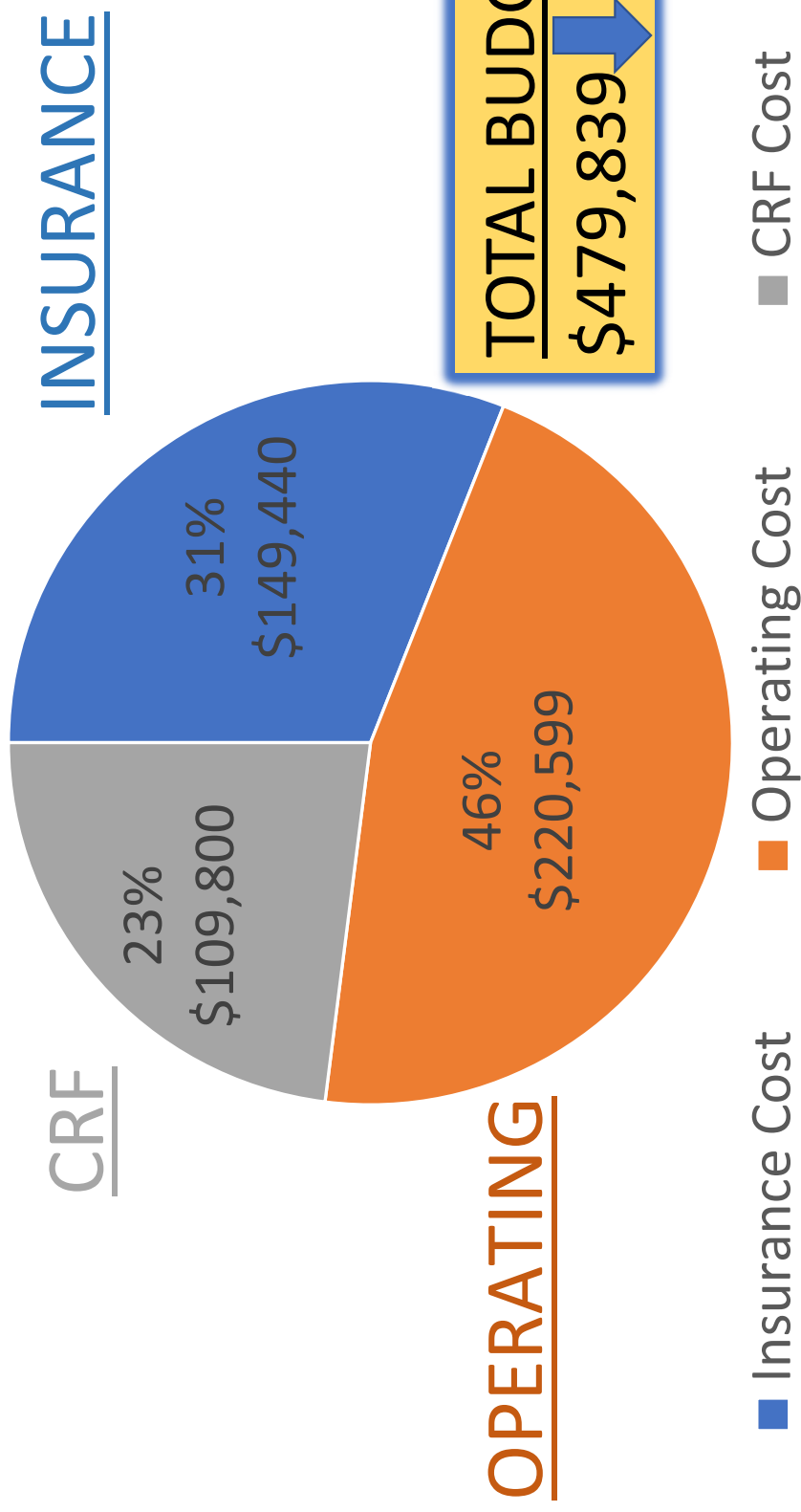
SUMMARY

TOTAL BUDGET  BY 17.2%



STRATA FEES  BY 17.2%

Elgin Pointe Proposed 2021 Budget



2021 OPERATING COSTS: TOP 5

OPERATING COSTS: TOP 5	\$	%
Landscaping	\$69,295	31.4%
Water & Sewer	\$40,000	18.1%
General Repairs & Maintenance	\$31,500	14.3%
Property Management Company	\$26,575	12.0%
Gutters (Cleaning and Repairs)	\$12,000	5.4%
TOTAL	\$179,370	81.2%

NOTE:

TOTAL 2021 OPERATING COSTS = \$220,599 = 100%

Elgin Pointe 2021: Proposed Budget amendment.

❖ Problem

- ❖ \$1,188.70 related to tree pruning was incorrectly charged to Special Resolution “E” as approved in the 2020 AGM: Tree Removal and Pruning to a maximum of \$7,000.
- ❖ Issue identified after the AGM (Budget) was sent out.
- ❖ Due to Accounting rules this cannot be fixed in 2020 as the books are closed and the Strata Act dictates how an overage on a Special resolution must be handled.

❖ Solution

- ❖ I would like to make a Motion to add -\$1,188.70 to account #4099 (carry over from prior year +/-), to the 2021 Budget, essentially carrying forward this expense from 2020 to be paid in 2021.

ELGIN POINTE - BCS1501
Adopted Budget Feb 1, 2021 - Jan 31, 2022

	YTD ACTUAL	BUDGET	ADOPTED BUDGET
OME	UP TO YE Jan 31/21	2020/2021	2021/2022
4001 · OWNER ASSESSMENTS	578,702.23	578,700.00	\$480,327.70
4002 · BANK INTEREST	533.63	350.00	\$300.00
4013 · KEY DEPOSIT INCOME	150.00	-	\$150.00
4020 · REC-CENTRE INCOME	50.00	350.00	\$250.00
4030 · FINES/PENALTIES	200.00	-	
4099 · PREV YEAR (+/-)			-\$1,188.70
al Income	\$579,635.86	\$579,400.00	\$479,839.00
PENSES			
6100 · FORTIS BC	524.56	550.00	\$550.00
6101 · BC HYDRO - ELECTRICITY	1,737.66	2,300.00	\$2,000.00
6102 · WATER BILLS	29,399.60	36,000.00	\$40,000.00
6200 · INSURANCE DEDUCTIBLE	0.00	0.00	\$0.00
6201 · INSURANCE	259,595.01	255,917.00	\$149,440.00
6202 · INSURANCE APPRAISAL	0.00	0.00	\$1,000.00
6203 · BANK CHARGES	540.00	540.00	\$540.00
6204 · ENTERPHONE	363.96	364.00	\$364.00
6207 · LEGAL/ACCOUNTING	580.30	3,000.00	\$1,200.00
6301 · MAINT - CLEAR ROADS/WALKS	3,685.50	6,000.00	\$6,000.00
MAINT - LANDSCAPE			
6303 · MAINT - LANDSCAPE MAINTENANCE	60,795.00	60,795.00	\$60,795.00
6304 · MAINT - LANDSCAPE MISCELLANEOUS	3,805.35	10,000.00	\$8,000.00
6305 · MAINT - LANDSCAPE STRATA TEAM	89.59	1,000.00	\$500.00
Total MAINT - LANDSCAPE	64,689.94	71,795.00	\$69,295.00
6307 · MAINT - REPAIRS & MAINTENANCE	48,590.65	25,000.00	\$31,500.00
6308 · MAINT - FIRE SYSTEMS	1,309.35	750.00	\$1,400.00
6309 · MAINT - LIGHTING	1,121.26	1,500.00	\$0.00
6310 · MAINT - WINDOW REPLACEMENT	1,113.00	2,000.00	\$2,000.00
6312 · MAINT - ROOFING	12,495.00	12,000.00	\$9,000.00
6313 · MAINT - PEST CONTROL	2,994.82	2,000.00	\$2,000.00
6315 · MAINT - CLEAN EAVES/REPAIR	9,467.85	8,500.00	\$12,000.00
6316 · MAINT - POWER WASHING	4,200.00	6,000.00	\$0.00
6317 · MAINT - IRRIGATION SYSTEM	1,267.87	1,600.00	\$1,500.00
6319 · MAINT - GATE & CONTROLS	0.00	750.00	\$500.00
6320 · MAINT - DRYER DUCT CLEANING	0.00	1,200.00	\$1,750.00
6322 · MAINT - WINDOW CLEANING	0.00	0.00	\$5,000.00
6404 · WCB EXPENSE	0.00	100.00	\$0.00
641 CLUB HOUSE CLEANING	252.01	1,400.00	\$1,200.00
641 CLUB HOUSE HYDRO	1,896.59	2,000.00	\$2,000.00
641 CLUB HOUSE SUPPLIES	0.00	250.00	\$225.00
PROPERTY MANAGEMENT			
6501 · PROPERTY MANAGEMENT FEES	24,905.04	24,905.00	\$24,905.00
6503 · GST -PROP MGMT	1,245.24	1,270.00	\$1,270.00
6504 · PROPERTY MANAGEMENT ADMIN	0.00	515.00	\$400.00
Total PROPERTY MANAGEMENT	26,150.28	26,690.00	\$26,575.00
6601 · BCS 1501 ADMIN & SUNDRY	2,781.62	2,000.00	\$2,000.00
6701 · CONTINGENCY RESERVE	109,194.00	109,194.00	\$109,800.00
6702 · DEPRECIATION REPORT	0.00	0.00	\$1,000.00
al Expense	\$583,950.83	\$579,400.00	\$479,839.00
TAL +/-)	-\$4,314.97	\$0.00	\$0.00

ELGIN POINTE - BCS1501

Adopted Fee Schedule 2021-2022

Total to Contingency Fund	\$109,800.00
Total to Operating Fund	<u>\$370,527.70</u>
Total Fund	<u><u>\$480,327.70</u></u>

UNIT #	STRATA	UNIT	OPR	CRF	TOTAL	TOTAL	Fee Change	Fee Change
	LOT	ENTLMNT	FEES	FEES	2021-2022	2020-2021	\$	%
1	1	300	\$453.39	\$134.35	\$587.74	\$708.12	-120.38	-17.00%
2	2	298	\$450.37	\$133.46	\$583.83	\$703.39	-119.56	-17.00%
3	3	298	\$450.37	\$133.46	\$583.83	\$703.39	-119.56	-17.00%
4	4	300	\$453.39	\$134.35	\$587.74	\$708.12	-120.38	-17.00%
5	23	300	\$453.39	\$134.35	\$587.74	\$708.12	-120.38	-17.00%
6	24	298	\$450.37	\$133.46	\$583.83	\$703.39	-119.56	-17.00%
7	57	300	\$453.39	\$134.35	\$587.74	\$708.12	-120.38	-17.00%
8	58	300	\$453.39	\$134.35	\$587.74	\$708.12	-120.38	-17.00%
9	59	301	\$454.90	\$134.80	\$589.70	\$710.48	-120.78	-17.00%
10	60	287	\$433.74	\$128.53	\$562.27	\$677.43	-115.16	-17.00%
11	61	300	\$453.39	\$134.35	\$587.74	\$708.12	-120.38	-17.00%
12	62	300	\$453.39	\$134.35	\$587.74	\$708.12	-120.38	-17.00%
13	63	249	\$376.31	\$111.51	\$487.83	\$587.74	-99.91	-17.00%
14	64	249	\$376.31	\$111.51	\$487.83	\$587.74	-99.91	-17.00%
15	65	300	\$453.39	\$134.35	\$587.74	\$708.12	-120.38	-17.00%
16	66	300	\$453.39	\$134.35	\$587.74	\$708.12	-120.38	-17.00%
17	67	300	\$453.39	\$134.35	\$587.74	\$708.12	-120.38	-17.00%
18	68	249	\$376.31	\$111.51	\$487.83	\$587.74	-99.91	-17.00%
19	69	300	\$453.39	\$134.35	\$587.74	\$708.12	-120.38	-17.00%
20	70	300	\$453.39	\$134.35	\$587.74	\$708.12	-120.38	-17.00%
21	71	300	\$453.39	\$134.35	\$587.74	\$708.12	-120.38	-17.00%
22	72	300	\$453.39	\$134.35	\$587.74	\$708.12	-120.38	-17.00%
23	73	300	\$453.39	\$134.35	\$587.74	\$708.12	-120.38	-17.00%
24	74	300	\$453.39	\$134.35	\$587.74	\$708.12	-120.38	-17.00%
25	75	300	\$453.39	\$134.35	\$587.74	\$708.12	-120.38	-17.00%
26	76	249	\$376.31	\$111.51	\$487.83	\$587.74	-99.91	-17.00%
27	25	251	\$379.34	\$112.41	\$491.75	\$592.46	-100.71	-17.00%
28	26	251	\$379.34	\$112.41	\$491.75	\$592.46	-100.71	-17.00%
29	27	251	\$379.34	\$112.41	\$491.75	\$592.46	-100.71	-17.00%
30	28	251	\$379.34	\$112.41	\$491.75	\$592.46	-100.71	-17.00%
31	29	286	\$432.23	\$128.08	\$560.32	\$675.07	-114.75	-17.00%
32	30	302	\$456.41	\$135.25	\$591.66	\$712.84	-121.18	-17.00%
33	31	302	\$456.41	\$135.25	\$591.66	\$712.84	-121.18	-17.00%
34	32	286	\$432.23	\$128.08	\$560.32	\$675.07	-114.75	-17.00%
35	10	300	\$453.39	\$134.35	\$587.74	\$708.12	-120.38	-17.00%
36	11	300	\$453.39	\$134.35	\$587.74	\$708.12	-120.38	-17.00%

UNIT #	STRATA	UNIT	OPR	CRF	TOTAL	TOTAL	Fee Change	Fee Change
	LOT	ENTLMNT	FEES	FEES	2020-2021	2020-2021	\$	%
37	12	287	\$433.74	\$128.53	\$562.27	\$677.43	-115.16	-17.00%
38	13	300	\$453.39	\$134.35	\$587.74	\$708.12	-120.38	-17.00%
39	5	288	\$435.25	\$128.98	\$564.23	\$679.79	-115.56	-17.00%
40	6	251	\$379.34	\$112.41	\$491.75	\$592.46	-100.71	-17.00%
41	7	251	\$379.34	\$112.41	\$491.75	\$592.46	-100.71	-17.00%
42	8	251	\$379.34	\$112.41	\$491.75	\$592.46	-100.71	-17.00%
43	9	251	\$379.34	\$112.41	\$491.75	\$592.46	-100.71	-17.00%
44	33	251	\$379.34	\$112.41	\$491.75	\$592.46	-100.71	-17.00%
45	34	251	\$379.34	\$112.41	\$491.75	\$592.46	-100.71	-17.00%
46	35	250	\$377.82	\$111.96	\$489.79	\$590.10	-100.31	-17.00%
47	36	228	\$344.58	\$102.11	\$446.69	\$538.17	-91.48	-17.00%
48	37	228	\$344.58	\$102.11	\$446.69	\$538.17	-91.48	-17.00%
49	38	250	\$377.82	\$111.96	\$489.79	\$590.10	-100.31	-17.00%
50	39	250	\$377.82	\$111.96	\$489.79	\$590.10	-100.31	-17.00%
51	40	250	\$377.82	\$111.96	\$489.79	\$590.10	-100.31	-17.00%
52	41	250	\$377.82	\$111.96	\$489.79	\$590.10	-100.31	-17.00%
53	42	250	\$377.82	\$111.96	\$489.79	\$590.10	-100.31	-17.00%
54	14	250	\$377.82	\$111.96	\$489.79	\$590.10	-100.31	-17.00%
55	15	250	\$377.82	\$111.96	\$489.79	\$590.10	-100.31	-17.00%
56	16	250	\$377.82	\$111.96	\$489.79	\$590.10	-100.31	-17.00%
57	17	250	\$377.82	\$111.96	\$489.79	\$590.10	-100.31	-17.00%
58	18	228	\$344.58	\$102.11	\$446.69	\$538.17	-91.48	-17.00%
59	19	250	\$377.82	\$111.96	\$489.79	\$590.10	-100.31	-17.00%
60	20	250	\$377.82	\$111.96	\$489.79	\$590.10	-100.31	-17.00%
61	21	250	\$377.82	\$111.96	\$489.79	\$590.10	-100.31	-17.00%
62	43	250	\$377.82	\$111.96	\$489.79	\$590.10	-100.31	-17.00%
63	44	250	\$377.82	\$111.96	\$489.79	\$590.10	-100.31	-17.00%
64	45	250	\$377.82	\$111.96	\$489.79	\$590.10	-100.31	-17.00%
65	46	250	\$377.82	\$111.96	\$489.79	\$590.10	-100.31	-17.00%
66	47	228	\$344.58	\$102.11	\$446.69	\$538.17	-91.48	-17.00%
67	48	250	\$377.82	\$111.96	\$489.79	\$590.10	-100.31	-17.00%
68	49	249	\$376.31	\$111.51	\$487.83	\$587.74	-99.91	-17.00%
69	50	249	\$376.31	\$111.51	\$487.83	\$587.74	-99.91	-17.00%
70	51	249	\$376.31	\$111.51	\$487.83	\$587.74	-99.91	-17.00%
71	52	249	\$376.31	\$111.51	\$487.83	\$587.74	-99.91	-17.00%
72	53	249	\$376.31	\$111.51	\$487.83	\$587.74	-99.91	-17.00%
73	54	249	\$376.31	\$111.51	\$487.83	\$587.74	-99.91	-17.00%
74	55	249	\$376.31	\$111.51	\$487.83	\$587.74	-99.91	-17.00%
75	56	249	\$376.31	\$111.51	\$487.83	\$587.74	-99.91	-17.00%
76	22	288	\$435.25	\$128.98	\$564.23	\$679.79	-115.56	-17.00%
		20431	\$30,877.31	\$9,150.00	\$40,027.39	\$48,225.27		
			x 12	x 12	x 12	x 12		
			\$370,527.70	\$109,800.00	\$480,327.70	\$578,703.24		

BCS1501 ELGIN POINTE STRATA COUNCIL MEETING MINUTES

February 22, 2021

Minutes of the BCS1501 Elgin Pointe strata council meeting held **Monday, February 22, 2021**

Location: due to COVID-19 isolation guidelines the meeting was held virtually via Zoom

COUNCILLORS PRESENT: Linda Hensman, President
Gordon Buttolph, Treasurer
Sylvia Palmer, Secretary
Peter Alpen, Councillor at Large (*left meeting early at 4:10*)
Helen Maclean, Councillor at Large (Landscaping Liaison)
Glenn Roy, Councillor at Large (Webmaster / Communications Coordinator)

ALSO PRESENT: Cristin Corneille, Property Management Agent
Trudi Heard, Recording Secretary

REGRETS: Pat Douglas, Vice-President

1. CALL TO ORDER

The meeting was called to order at 3:05 pm.

2. ADOPTION OF PREVIOUS MINUTES

It was **MOVED (Alpen), SECONDED (Roy) and CARRIED** that the Elgin Pointe Council approves the minutes for the meeting of January 25, 2021.

3. ADDITIONS TO THE AGENDA

Business Arising: 5.3 Proposed Budget (Feb/01/2021 – Jan/31/2022)
5.4 AGM Special Resolutions

New Business: 8.1 AGM Package for Owners

It was **MOVED (Palmer), SECONDED (Maclean) and CARRIED** that the Elgin Pointe Council approves the agenda for the meeting of February 22, 2021 with the above noted amendments.

4. FINANCIAL

4.1 **Financial Statements:** to as per attached reports including:

- Treasurer's Quarterly Report – 2020.Q4 }
- Monthly Report } All as of
- CRF Reconciliation } January 31, 2021
- Income & Expense Reconciliation } (fiscal month FM.2020.12)
- Petty Cash Balance Sheet }

It was **MOVED (Buttolph), SECONDED (Maclean), and CARRIED** that Elgin Pointe Council approves the financial statements as above.

- 4.2 **Accounts Receivable as of January 31, 2021:** \$703.39
- 4.3 **Petty Cash Reconciliation as of January 31, 2021:** \$242.32 balance on hand.

5. **BUSINESS ARISING**

5.1 **Insurance Update**

First and foremost a large **THANK YOU** to our Insurance Committee:

**PETER ALPEN
BILL BAKER
GORDON BUTTOLPH
HAROLD ENS
ED PERIH
KAZ SMIGIEL
BOB SMITH**

The team has been working diligently on behalf of Elgin Pointe since late September and compiled some amazing data and established valuable contacts with various like-minded stratas.

Perhaps the most important fact is the reduction in strata insurance premium by approximately \$100,000.00 over last year. Details of how this will impact individual owners will be outlined at the upcoming AGM.

It is suggested that Elgin Pointe's new Council for 2021-22 maintain an insurance sub-committee of perhaps three members to co-ordinate and communicate with the new Insurance Broker, BFL, and to work with other stratas to explore other insurance options including Captive Insurance and Self Insurance.

5.2 **Basement Condensation Issue / Infrared Scanner**

Owner **BLAKE STEWART** has had experience in the use and operation of an infrared scanner/camera similar to the one now owned by the Strata Corporation and has generously offered to share his knowledge. Councillors Buttolph and Roy will be working with Blake to learn the intricacies of this unit and how to interpret the images provided.

5.3 **Proposed Budget (Feb/01/2021 – Jan/31/2022)**

Treasurer Buttolph continues to work on the proposed 2021-22 budget for presentation at the upcoming AGM.

5.4 **AGM Special Resolutions**

The Special Resolutions on which owners will be required to vote at the upcoming AGM will be included in the AGM information package which will be sent to all owners by March 2nd.

This package will include an explanation of each special resolution.

6. COMMUNICATIONS AND COUNCILLOR REPORTS

6.1 Landscaping:

Year-end pruning has now been completed throughout the complex.

Landscaping Liaison Maclean has been working with the arborist and gardening contractor to identify and prioritize work which should be done over the next couple of years depending on budget.

6.2 Maintenance:

There are no updates to report not identified elsewhere in these minutes.

6.3 Webmaster:

Other than the Elgin Pointe website activity report for February (below), the Webmaster advised there was nothing extraordinary to note in these minutes.

Web Page Visited	Period ending / Reporting Days							
	22-Feb-21	29	24-Jan-21	37	18-Dec-20	26	22-Nov-20	31
Bulletin Board	251		271		24		277	
Clubhouse Bookings	20		25		17		22	
Community	19		18		23		27	
Documents	59		29		44		65	
Emergencies	9		12		21		17	
FAQ	10		17		16		22	
Home	764		927		631		682	
Login	133		144		105		176	
Notices and Bulletins	6		16		18		16	
Parking Passes	4		10		9		11	
Visitors	56		44		41		49	

7. CORRESPONDENCE

As per attached Correspondence Tracking List dated February 22, 2021.

IMPORTANT REMINDER TO OWNERS

All issues and concerns are to be reported directly to Agent Cristin Corneille and NOT to council members.

**Agent Corneille may be reached by:
email: cristin@peninsulastrata.com
phone: (604) 385-2242 Ext. 101**

***** Always include your unit no. on any correspondence. *****

8. NEW BUSINESS

8.1 AGM Information Package for Owners

The information package for the upcoming AGM is being finalized and will be sent to all owners by March 2nd and will also be available on the Elgin Pointe website.

9. MEETING ADJOURNED

The meeting adjourned at 4:38 p.m.

The next scheduled meeting is the Annual General Meeting, open to all owners.

Due to current Covid19 pandemic guidelines and restrictions, the meeting will be held virtually via Zoom.

The meeting is scheduled for:

ANNUAL GENERAL MEETING

TUESDAY, MARCH 23, 2021

The Zoom session will open for online registration at 6:45pm

The meeting will begin at 7:00pm

**** ** ***

IMPORTANT REMINDER TO OWNERS: AGM INFORMATION SESSION

*An information session for all owners will be held via Zoom on **Monday, March 8, 2021.***

*The session will open for online registration at **6:45pm.***

*The meeting is scheduled to begin at **7:00pm.***

All owners planning to attend the virtual AGM are strongly encouraged to participate in this information session.

*Invitations to this Zoom meeting will be sent to all owners via email.
The email link is required to join the meeting.*

Linda Hensman, President

Trudi Heard, Recording Secretary

Attachments:

- Financial Reports as identified in Item 4.2.
- Correspondence Tracking List as per Item 7.

BCS1501 – ELGIN POINTE: CORRESPONDENCE TRACKING LIST as of FEBRUARY 22, 2021

Correspondence type: L = letter E = email P = phone call IP = in person PSM = Peninsula Strata Management

Unit A: Unit owner originating the correspondence

Unit B: Unit subject to the comment/complaint (if not the same)

ITEM NO.	DATE (mm/dd)	TYPE	ISSUE	STATUS
1.	05/05	E	Peeling paint on door	Deferred until spring.
2.	05/28	E	Paint peeling on front door	Deferred until spring.
3.	08/27	E	Request to remove the small section of grass in the front of the unit and replace it with perennial bushes or plants.	Deferred until spring.
4.	09/01	E	Pink dogwood in backyard appears to be dying.	Deferred until spring. Arborist inspected. To be reassessed in spring.
5.	09/01	E	Requesting birch tree in corner back yard be inspected.	ONGOING. Arborist inspected tree. To be monitored.
6.	09/02	E	Rotting fence.	Deferred until spring. Temporarily repaired. Rotted fence post will be replaced in the spring.
7.	09/20	P	New furnace installation.	Deferred until the summer.
8.	09/21	E	Mold has been removed repeatedly from the window well but has returned again.	Deferred until spring. Window well will be replaced in the spring.
9.	09/29	E	Paint on the bottom of the garage door jam (the one on the east) is starting to blister and peel.	Deferred until spring.
10.	10/26	IP	Soffit by kitchen window is darkened, discoloured. Possibly mould?	RESOLVED Soffit requires a soft wash to remove discolouration. Will be addressed if soft wash is done on entire complex. For now no action required.
11.	11/23	E	Upgrades planned – new flooring (carpets and laminate) on upper floor and stairs.	RESOLVED
12.	12/02	E	Rodents – mice and rats – in house, crawl space and yard.	ONGOING
13.	12/14	E	Request to add a referral section to the Elgin Pointe website for “non-emergency” issues.	RESOLVED For all non-emergency issues owners are to contact property manager by email: cristin@peninsulastrata.com

14.	12/31	E	Request to install 220V power outlet in garage for an EV "level 2" charger.	ONGOING
15.	01/01	E	Concerned about height of maple tree (front yard).	RESOLVED
16.	01/28	E	Request for current list of owners in order to redirect mail.	RESOLVED Lists of owners are not available due to privacy legislation. If an owner receives mail with another name as addressee, they may contact Property Management Agent CRISTIN CORNEILLE to see if that person is an Elgin Pointe resident.
17.	01/03	E	How much will strata fees be reduced as a result of the lower insurance premium for 2021-22?	RESOLVED Details will be included in the Budget at the upcoming AGM (03/23/2021).
18.	01/05	E	What is the "earthquake assessment" for this owner's unit given the higher deductible now applicable to earthquake cover on the strata policy?	RESOLVED
19.	02/08	E	Fence is leaning.	ONGOING
20.	02/11	E	Concerned that a vehicle is being parked in an inappropriate location. Concerned that an inappropriate area is being used for washing vehicles.	RESOLVED
21.	02/13	E	Request to re-landscape back yard – extend the stamped concrete patio using stamped concrete or large paving stones and install artificial turf.	RESOLVED
22.	02/19	E	General inquiry about extending concrete patio in back yard.	ONGOING
23.	02/22	E	Debris left behind by landscaping contractor crew.	ONGOING

Elgin Pointe Strata Corporation – BCS1501.

Treasurer's Monthly Report as of January 31st, 2021

Fiscal Year 2020, Fiscal Month FM-12.

For Council Meeting of February 22nd, 2021.

- 1) CRF Fund: Balance-on-hand = \$441,250.18.

The record low bank rate means our projected income from interest will be lower than expected.

- 2) AR: total outstanding = \$703.39
- 3) Operating Budget: Current Year-to-date Income minus Current Year-to-date Expenses = -\$4,314.97.
- 4) Petty Cash: balance-on-hand (as of January 31st, 2021) = \$242.32.
- 5) Detailed reports sent as separate PDF files:
 - 1) Treasurer's Quarterly Report (Fiscal Year-End 2020)
 - 2) Income and Expense Reconciliation
 - 3) CRF Reconciliation
 - 4) Petty Cash Reconciliation.

INSURANCE:

The Strata Insurance policy for 2021 was renewed with a different broker.

Thanks to the efforts of the Insurance Committee, changes in market conditions and coverage, the Insurance premium was significantly reduced relative to 2020.

Gordon Buttolph (Treasurer for BCS1501)

BCS1501 CRF - 2020 FISCAL MONTH FM-12

BCS1501 CRF Reconciliation (to Fiscal Year-End 2020: January 31st, 2021).

GREEN = ACTUAL (Balanced to the Financial Statements)

RED = FORECAST (Based on 2020 Budget)

FISCAL MONTH	ACTUAL	Closing CRF Balance (from statements)	Closing Balance (CRF Term Deposit)	Closing CRF Value (from statements)	Closing Balance (calculated)	CRF Monthly Contribution (from Strata fees)	CRF Payments (to O/A)	CRF Payments (from O/A)	CRF Loans (to O/A)	CRF Loan Repayments (from O/A)	CRF Interest Gain
	January 31 2020	\$323,856.94	\$0.00	\$323,856.94							
1	February 29 2020	\$272,401.42	\$0.00	\$272,401.42	\$272,401.42	\$8,272.25	\$0.00	\$0.00	-\$85,305.67	\$25,000.00	\$577.90
2	March 31 2020	\$195,915.86	\$0.00	\$195,915.86	\$195,915.86	\$8,272.25	\$0.00	\$0.00	-\$85,305.67	\$0.00	\$547.86
3	April 30 2020	\$185,635.28	\$0.00	\$185,635.28	\$185,635.28	\$10,754.00	\$0.00	\$4.00	-\$85,305.67	\$63,979.26	\$287.83
4	May 31 2020	\$212,275.98	\$0.00	\$212,275.98	\$212,275.98	\$9,099.50	-\$3,861.38	-\$4.00	\$0.00	\$21,326.42	\$80.16
5	June 30 2020	\$239,502.30	\$0.00	\$239,502.30	\$239,502.30	\$9,099.50	-\$3,302.78	\$0.00	\$0.00	\$21,326.42	\$103.18
6	July 31 2020	\$270,042.44	\$0.00	\$270,042.44	\$270,042.44	\$9,099.50	\$0.00	\$0.00	\$0.00	\$21,326.42	\$114.22
7	August 31 2020	\$300,598.19	\$0.00	\$300,598.19	\$300,598.19	\$9,099.50	\$0.00	\$0.00	\$0.00	\$21,326.42	\$129.83
8	September 30 2020	\$323,168.51	\$0.00	\$323,168.51	\$323,168.51	\$9,099.50	-\$8,000.00	\$0.00	\$0.00	\$21,326.42	\$144.40
9	October 31 2020	\$349,422.15	\$0.00	\$349,422.15	\$349,422.15	\$9,099.50	-\$4,327.32	\$0.00	\$0.00	\$21,326.39	\$155.07
10	November 30 2020	\$380,020.79	\$0.00	\$380,020.79	\$380,020.79	\$9,099.50	\$0.00	\$0.00	\$0.00	\$21,326.39	\$172.75
11	December 31 2020	\$410,625.14	\$0.00	\$410,625.14	\$410,625.14	\$9,099.50	\$0.00	\$0.00	\$0.00	\$21,326.42	\$178.43
12	January 31 2021	\$441,250.18	\$0.00	\$441,250.18	\$441,250.18	\$9,099.50	\$0.00	\$0.00	\$0.00	\$21,326.45	\$199.09
	FORECAST										
	Year-End Totals					\$109,194.00			-\$255,917.01	\$280,917.01	\$2,690.72
	Average/Unit										

2020 Budget	\$579,400.00
Insurance Costs	\$255,917.00
Operating Costs	\$214,289.00
CRF Contribution	\$109,194.00

BCS1501 OPERATING BUDGET - 2020 FISCAL MONTH FM-12.

BCS1501 Income & Expense Reconciliation (to Fiscal Year-End 2020: January 31st, 2021).

GREEN = ACTUAL (Balanced to the Financial Statements)

RED = FORECAST (Based on AGM approved 2020 Budget)

FISCAL MONTH	ACTUAL	M/E BALANCE P & L Account (from Statements)	M/E BALANCE P & L Account (calculated)	INCOME (MONTHLY) (from Strata Fees)	INCOME (MONTHLY) (Miscellaneous)	TOTAL INCOME (MONTHLY)	TOTAL EXPENSES (MONTHLY)	DELTA +/- (MONTHLY)
	January 31 2020	\$0.00	\$0.00					
1	February 29 2020	-\$3,682.59	-\$3,682.59	\$33,089.24	\$154.75	\$33,243.99	-\$36,926.58	-\$3,682.59
2	March 31 2020	\$20,639.35	\$20,639.35	\$63,360.76	\$117.67	\$63,478.43	-\$39,156.49	\$24,321.94
3	April 30 2020	\$21,518.57	\$21,518.57	\$48,225.00	\$142.94	\$48,367.94	-\$47,488.72	\$879.22
4	May 31 2020	\$13,913.01	\$13,913.01	\$48,224.90	\$252.24	\$48,477.14	-\$56,082.70	-\$7,605.56
5	June 30 2020	\$25,322.67	\$25,322.67	\$48,225.44	\$28.42	\$48,253.86	-\$36,844.20	\$11,409.66
6	July 31 2020	\$26,980.23	\$26,980.23	\$48,225.27	\$100.31	\$48,325.58	-\$46,668.02	\$1,657.56
7	August 31 2020	\$3,528.21	\$3,528.21	\$48,225.27	\$28.77	\$48,254.04	-\$71,706.06	-\$23,452.02
8	September 30 2020	\$4,321.72	\$4,321.72	\$48,225.27	\$25.23	\$48,250.50	-\$47,456.99	\$793.51
9	October 31 2020	\$14,025.98	\$14,025.98	\$48,225.27	\$18.90	\$48,244.17	-\$38,539.91	\$9,704.26
10	November 30 2020	\$11,255.92	\$11,255.92	\$48,225.27	\$21.52	\$48,246.79	-\$51,016.85	-\$2,770.06
11	December 31 2020	\$13,003.27	\$13,003.27	\$48,225.27	\$19.02	\$48,244.29	-\$46,496.94	\$1,747.35
12	January 31 2021	-\$4,314.97	-\$4,314.97	\$48,225.27	\$23.86	\$48,249.13	-\$65,567.37	-\$17,318.24
	FORECAST							
	TOTALS			\$578,702.23	\$933.63	\$579,635.86	-\$583,950.83	-4,314.97
	Monthly Avg/Unit			\$634.54		\$635.57		
	Annual Avg/Unit			\$7,614.50		\$7,626.79		

Fiscal 2020 Budget:	\$579,400.00
Insurance Costs	\$255,917.00
Operating Costs	\$214,289.00
CRF Contribution	\$109,194.00

BCS1501 - FISCAL 2020
 Petty Cash: BALANCE SHEET as of January 31st, 2021. Fiscal Month FM-12.
 Provided for Council Meeting of February 22nd, 2021.

STATUS	INVOICE DATE	OPENING	DEBIT/CREDIT	ROUNDING	CASH PAID OUT	CLOSING	PAID TO	UNIT	ITEM DESCRIPTION	ACCOUNT
	mm/dd/yyyy	BALANCE				BALANCE		#		CODE
O/B	02/01/2020	\$234.36				\$234.36	Opening Balance (Transferred from Fiscal 2019)			
C/B	02/29/2020	\$234.36				\$234.36			Closing Balance (February 29th, 2020)	
C/B	03/31/2020	\$234.36				\$234.36			Closing Balance (March 31st, 2020)	
C/B	04/30/2020	\$234.36				\$234.36			Closing Balance (April 30th, 2020)	
C/B	05/31/2020	\$234.36				\$234.36			Closing Balance (May 30th, 2020)	
PAID	06/04/2020	\$234.36	-\$76.75	\$0.00	-\$76.75	\$157.61	Gordon Buttolph	45	Materials to build new Gate at Club House	6307
PAID	06/08/2020	\$157.61	-\$7.05	\$0.00	-\$7.05	\$150.56	Gordon Buttolph	45	Post caps for new Gate	6307
PAID	06/23/2020	\$150.56	-\$15.22	\$0.02	-\$15.20	\$135.36	Gordon Buttolph	45	Signs Private Property/no Soliciting/WiFi	6307
C/B	06/30/2020	\$135.36				\$135.36			Closing Balance (June 30th, 2020)	
PAID	07/15/2020	\$135.36	-\$10.07	\$0.02	-\$10.05	\$125.31	Gordon Buttolph	45	Wasp Killer spray	6313
PAID	07/24/2020	\$125.31	-\$89.59	-\$0.01	-\$89.60	\$35.71	Gordon Buttolph	45	Tree Pruner	6305
C/B	07/31/2020	\$35.71				\$35.71			Closing Balance (July 31st, 2020)	
RECEIVED	08/27/2020	\$35.71	\$272.71	\$0.00	\$272.71	\$308.42	Petty Cash		Petty Cash Advance	
PAID	08/28/2020	\$308.42	-\$11.28	-\$0.02	-\$11.30	\$297.12	Gordon Buttolph	45	Reflectors for Unit No. Signs.	6307
C/B	08/31/2020	\$297.12				\$297.12			Closing Balance (August 31st, 2020)	
PAID	09/04/2020	\$297.12	-\$10.02	\$0.02	-\$10.00	\$287.12	Gordon Buttolph	45	Brick Adhesive	6307
PAID	09/28/2020	\$287.12	-\$22.40	\$0.00	-\$22.40	\$264.72	Gordon Buttolph	45	Monthly Zoom License for Insurance Committee	6601
C/B	09/30/2020	\$264.72				\$264.72			Closing Balance (September 30th, 2020)	
C/B	10/31/2020	\$264.72				\$264.72			Closing Balance (October 31st, 2020)	
PAID	09/28/2020	\$264.72	-\$22.40	\$0.00	-\$22.40	\$242.32	Gordon Buttolph	45	Monthly Zoom License for Insurance Committee	6601
C/B	11/30/2020	\$242.32				\$242.32			Closing Balance (November 30th, 2020)	
C/B	12/31/2020	\$242.32				\$242.32			Closing Balance (December 31st, 2020)	
C/B	01/31/2021	\$242.32				\$242.32			Closing Balance (January 31st, 2021)	
C/B	01/31/2021	\$242.32				\$242.32			Fiscal Year-End Closing Balance	

Social Committee Funds: OFF BALANCE SHEET

06/15/2018 \$14.00 From Golf Tournament Fees

BCS1501 **FOURTH QUARTER** Financial Summary for Fiscal Year 2020.

(February 1st, 2020 – January 31st, 2021)

TREASURER'S QUARTERLY (Fiscal Year-End) REPORT

OPERATING BUDGET

SUMMARY:

As we all know 2020 was a difficult year. The ripple effects of the COVID pandemic affected all aspects of life.

The impacts on Elgin Pointe were many: Safe working restrictions made obtaining and scheduling trades people more challenging than normal. More residents stayed in the complex over the year rather than going to more exotic locations.

The clubhouse was closed, Council meetings became virtual, and planning for the upcoming AGM became a logistical challenge.

Elgin Pointe experienced number of unexpected repair issues which were all resolved but they pushed the maintenance costs considerably over budget.

On the positive side there were saving made related to the clubhouse closure; power consumption dropped as a result of efficiencies in lighting (LED and Internet based timers) and water consumption of the sprinkler system was reduced by switching to internet-based watering patterns determined by local weather conditions.

INCOME:

Total **Income** to the end of the fourth quarter (Q4) was \$579,636.

This is a combination of strata fees (\$578,702) plus miscellaneous income (\$934).

Outstanding Accounts Receivable at the end of Q4 was \$703.

EXPENSES:

Total **Expenses** to the end of the fourth quarter (Q4) year were \$583,951.

Therefore, the Operating account had a negative balance of \$4,315 at year-end.

This over budget amount is the result of unexpected repair work required in 2020.

A Special Resolution will be presented at the AGM in March to clear this deficit by transferring \$4,315 from the Contingency Reserve Fund (CRF) into the Operating account.

CRF:

The **Contingency Reserve Fund** stands at \$441,250 at the end of Q4.

The annual Strata Insurance was paid for with a loan from the CRF during Q1. This loan is now fully repaid.

CAPITAL PROJECTS:

All 2020 planned Capital Projects were completed.

OUTLOOK:

A proposal will be presented at the AGM to further reduce power consumption and maintenance costs by upgrading more light fixtures to LED.

INSURANCE

The Strata Insurance saga will continue through 2021 as the Government of BC finalizes changes to the Strata Act. It is anticipated that these changes will significantly affect how the responsibility for Insurance is split between a Strata Corporation and its individual owners. At the end of the day the total Insurance cost will not change dramatically but it will probably shift the burden more directly to the Owner and away from the Strata Corporation, such that the amount of your Strata fee allocated to Insurance will decrease but your personal Insurance will increase.

Regards,

Gordon Buttolph (Treasurer for BCS1501)

Unit #45

BCS1501 ELGIN POINTE STRATA COUNCIL MEETING MINUTES

January 25, 2021

Minutes of the BCS1501 Elgin Pointe strata council meeting held **Monday, January 25, 2021**

Location: due to COVID-19 isolation guidelines the meeting was held virtually via Zoom

COUNCILLORS PRESENT: Linda Hensman, President
Pat Douglas, Vice-President
Gordon Buttolph, Treasurer
Sylvia Palmer, Secretary
Peter Alpen, Councillor at Large
Helen Maclean, Councillor at Large (Landscaping Liaison)
Glenn Roy, Councillor at Large (Webmaster / Communications Coordinator)

ALSO PRESENT: Cristin Corneille, Property Management Agent
Trudi Heard, Recording Secretary

REGRETS: None

1. CALL TO ORDER

The meeting was called to order at 3:01 pm.

2. ADOPTION OF PREVIOUS MINUTES

It was **MOVED (Douglas), SECONDED (Maclean) and CARRIED** that the Elgin Pointe Council approves the minutes for the meeting of December 21, 2020.

3. ADDITIONS TO THE AGENDA

Business Arising: None

New Business: 8.3 Bylaws Information for New Owners
8.4 Date for AGM Information Session via Zoom

It was **MOVED (Roy), SECONDED (Palmer) and CARRIED** that the Elgin Pointe Council approves the revised agenda including the above additions.

4. FINANCIAL

4.1 **Financial Statements:** to as per attached reports including:

- Monthly Report }
- CRF Reconciliation } All as of December 31, 2020
- Income & Expense Reconciliation } (fiscal month FM.2020.11)
- Petty Cash Balance Sheet }

It was **MOVED (Buttolph), SECONDED (Roy), and CARRIED** that Elgin Pointe Council approves the financial statements as above.

4.2 **Accounts Receivable as of December 31, 2020:** Nil

- 4.3 **Petty Cash Reconciliation as of December 31, 2020:** \$242.32 balance on hand.

5. BUSINESS ARISING

5.1 LED Lights for the Five Tall Light Standards

Conversion of three of the five tall light standards to LED is deferred pending reopening of the US-Canada border to general traffic.

In the interim, for safety reasons as the old bulbs had burned out, the two standards by the main entrance and at the mail kiosk are being replaced now and work should be completed by January 31.

5.2 Insurance Sub-Committee

Two quotes have been obtained for the strata insurance renewal due on February 1. The proposals are being compared in detail by the Insurance Committee following which their recommendation will be presented to Council for the final decision.

5.3 Condensation Issue at One Unit

Repair work has been completed.

5.4 Basements and Condensation Issue

The infrared camera has been received. It was noted by Councillor Buttolph that interpreting the infrared imagery will be a learning curve. At least two councillors have indicated interest in learning how to use the unit. Tutorials are available and Council agreed that it may be well worth also investing in an hour of practical application and instruction from a contractor familiar with this camera/scanner.

5.5 Electrical Room (Outside Unit 66)

As noted in previous minutes, the light fixture and switch in this electrical room needed replacing and a security plate was recommended to cover the lock. These repairs have now been completed thanks to **BLAKE STEWART** who volunteered his time, labour and expertise. Thank you, Blake!

6. COMMUNICATIONS AND COUNCILLOR REPORTS

6.1 Landscaping:

Landscape Liaison Maclean is in the process of identifying various landscaping and gardening projects for the coming year and obtaining cost estimates, some of which will be included in the 2021-22 budget while others will be presented to owners for voting as Special Resolutions at the upcoming AGM.

6.2 Maintenance:

There are no updates to report not identified elsewhere in these minutes.

6.3 Webmaster:

- Four new owners were added to the gate entry database.
- Below are the web-page statistics for January.

Web Page Visited	Period ending / Reporting Days					
	24-Jan-21	37	18-Dec-20	26	22-Nov-20	31
Bulletin Board	271		24		277	
Clubhouse Bookings	25		17		22	
Community	18		23		27	
Documents	29		44		65	
Emergencies	12		21		17	
FAQ	17		16		22	
Home	927		631		682	
Login	144		105		176	
Notices and Bulletins	16		18		16	
Parking Passes	10		9		11	
Visitors	44		41		49	

7. CORRESPONDENCE

As per attached Correspondence Tracking List dated January 25, 2021.

IMPORTANT REMINDER TO OWNERS

All issues and concerns are to be reported directly to Agent Cristin Corneille and NOT to council members.

***Agent Corneille may be reached by:
email: cristin@peninsulastrata.com
phone: (604) 385-2242 Ext. 101***

****** Always include your unit no. on any correspondence. ******

8. NEW BUSINESS

8.1 Proposed Budget Feb/01/2021 – Jan/31/2022

Work is ongoing in the preparation of various budget options for the 2021-22 fiscal year. Insurance is a major factor and this will be finalized by January 31. (Refer item 5.2 of these minutes.)

8.2 AGM Special Resolutions

Council discussed various Capital Projects for the 2021-22 fiscal year including:

- Replacing exterior (garage) light units
- Fence and gate repairs
- Tree pruning
- Water and sewer line flush

Cost estimates are being obtained for presentation to owners as Special Resolutions at the upcoming AGM.

8.3 **Bylaws Information for New Owners**

Living in a strata community is a decision made for many different reasons but it is not the same as living in a freehold, detached house. Strata living is subject to the strata's bylaws which the Strata Council is **legally required to enforce**.

Some bylaws are mandatory under the Strata Property Act of British Columbia while others are unique to individual stratas. To help newcomers settle in more smoothly and to better understand the bylaws of Elgin Pointe, a simplified summary of some of the key bylaws will be made available for new owners as part of the welcome package.

The full and current version of the bylaws is available on the Elgin Pointe website.

8.4 **AGM/Zoom Information Session Date**

As stated in the minutes of the last council meeting (December 21, 2020), the upcoming Annual General Meeting is set for TUESDAY, MARCH 23, 2021 and due to the ongoing COVID-19 pandemic restrictions and guidelines it will be held virtually via Zoom.

In preparation for the **AGM, an information session via Zoom** has been scheduled for

MONDAY, MARCH 8, 2021

The Zoom session will open at 6:30pm for registration and the meeting will begin at 7:00pm.

All owners planning to attend the virtual AGM are encouraged to participate in this information session. This session will provide an opportunity for Council to explain the budget, special resolutions and other matters on the AGM agenda and to answer any questions owners may have. This will help to expedite the Zoom AGM. Additionally, owners will be able to get assistance with using Zoom prior to the AGM.

Invitations to this Zoom meeting will be sent to all owners via email.

9. **MEETING ADJOURNED**

The meeting adjourned at 5:00 pm.

The next meeting is scheduled for **Monday, February 22, 2021 at 3:00 pm** via Zoom due to the ongoing Covid19 pandemic guidelines and restrictions.

* * * * *

Linda Hensman, President

Trudi Heard, Recording Secretary

Attachments:

- Financial Reports as identified in Item 4.2.
- Correspondence Tracking List dated January 25, 2021 as per Item 7.

BCS1501 – ELGIN POINTE: **CORRESPONDENCE TRACKING LIST** as of **JANUARY 25, 2021**

Correspondence type: L = letter E = email P = phone call IP = in person PSM = Peninsula Strata Management

Unit A: Unit owner originating the correspondence

Unit B: Unit subject to the comment/complaint (if not the same)

ITEM NO.	DATE (mm/dd)	TYPE	ISSUE	STATUS
1.	05/05	E	Peeling paint on door	Deferred until spring.
2.	05/28	E	Paint peeling on front door	Deferred until spring.
3.	08/24	E	Two broken/rotting fence post caps to be replaced.	RESOLVED
4.	08/27	E	Request to remove the small section of grass in the front of the unit and replace it with perennial bushes or plants.	Deferred until spring.
5.	09/01	E	Pink dogwood in backyard appears to be dying.	Deferred until spring. Arborist inspected. To be reassessed in spring.
6.	09/01	E	Requesting birch tree in corner back yard be inspected.	ONGOING. Arborist inspected tree. To be monitored.
7.	09/02	E	Rotting fence.	Deferred until spring. Temporarily repaired. Rotted fence post will be replaced in the spring.
8.	09/20	P	New furnace installation.	ONGOING
9.	09/21	E	Mold has been removed repeatedly from the window well but has returned again.	Deferred until spring. Window well will be replaced in the spring.
10.	09/23	E	Venting of a new high efficiency furnace.	RESOLVED
11.	09/29	E	Paint on the bottom of the garage door jam (the one on the east) is starting to blister and peel.	Deferred until spring.
12.	10/26	E	Recent home inspection identified past rodent activity in/near recently trimmed tree which is close to the house.	RESOLVED Area was reinspected by pest control contractor who found no evidence of current rodent activity in or near the building.
13.	10/26	IP	Soffit by kitchen window is darkened, discoloured. Possibly mould?	ONGOING
14.	11/16	E	During heavy rain, water rises toward house despite the patio's slope away from the house. Drain in back yard was clogged by pine needles	RESOLVED

			and leaves which the owner removed and this seemed to resolve the problem temporarily but "it will not take much to clog it again".	
15.	11/19	E	Advising council of planned renovations and upgrades – flooring, painting, cabinetry.	RESOLVED
16.	11/23	E	Upgrades planned – new flooring (carpets and laminate) on upper floor and stairs.	ONGOING
17.	12/02	E	Rodents – mice and rats – in house, crawl space and yard.	ONGOING
18.	12/14	E	Request to add a referral section to the Elgin Pointe website for "non-emergency" issues.	ONGOING
19.	12/29	E	Concerned regarding someone entering back yard without notifying us and for no apparent reason.	RESOLVED
20.	12/30	E	Two evergreen shrubs have been blown down.	RESOLVED
21.	12/31	E	Request to install 220V power outlet in garage for an EV "level 2" charger.	ONGOING
22.	01/01	E	Concerned about height of maple tree (front yard).	ONGOING
23.	01/07	E	Concerned that a tree in the back yard should be removed as it is unhealthy and too close to the house.	RESOLVED
24.	01/07	E	Concerned that a vehicle is illegally parked and blocking access of another vehicle.	RESOLVED
25.	01/08	E	Concerned that contractors do not take adequate care around parked vehicles and may cause damage.	RESOLVED
26.	01/10	E	Water pools in back yard following heavy rain.	RESOLVED
27.	01/12	E	Requesting guidance regarding staining of fence and gate once repairs are completed.	RESOLVED Fences and gates are common property and are not to be painted or stained.

Elgin Pointe Strata Corporation – BCS1501.

Treasurer's Monthly Report as of December 31st, 2020

Fiscal Year 2020, Fiscal Month FM-11.

For Council Meeting of January 25th, 2021.

- 1) CRF Fund: Balance-on-hand = \$410,625.14.
 - a. The record low bank rate means our projected income from interest will be lower than expected.
- 2) AR: total outstanding = \$0
- 3) Operating Budget: Current Year-to-date Income minus Current Year-to-date Expenses = \$13,003.27.
- 4) Petty Cash: balance-on-hand (as of December 31st, 2020) = \$242.32
- 5) Detailed reports sent as separate PDF files:
 - 1) Income and Expense Reconciliation
 - 2) CRF Reconciliation
 - 3) Petty Cash Reconciliation

INSURANCE:

The Insurance committee is now waiting for Insurance quotes from HUB (incumbent) and BFL (alternative) prior to making a final recommendation to Council. Due to market related issues the final quotes will not be available until late January, but are expected to be available for the Council meeting scheduled for January 25th.

Gordon Buttolph (Treasurer for BCS1501)

BCS1501 CRF - 2020 FISCAL MONTH FM-11

BCS1501 CRF Reconciliation to (December 31st, 2020) and Forecast to Year-End (January 31st, 2021).

GREEN = ACTUAL (Balanced to the Financial Statements)

RED = FORECAST (Based on 2020 Budget)

FISCAL MONTH	ACTUAL	Closing CRF Balance (from statements)	Closing Balance (CRF Term Deposit)	Closing CRF Value (from statements)	Closing Balance (calculated)	CRF Monthly Contribution (from Strata fees)	CRF Payments (to O/A)	CRF Payments (from O/A)	CRF Loans (to O/A)	CRF Loan Repayments (from O/A)	CRF Interest Gain	CRF Payments (to Term Deposit)	CRF Term Deposit Interest Paid
	January 31 2020	\$323,856.94	\$0.00	\$323,856.94									
1	February 29 2020	\$272,401.42	\$0.00	\$272,401.42	\$272,401.42	\$8,272.25	\$0.00	\$0.00	-\$85,305.67	\$25,000.00	\$577.90	\$0.00	\$0.00
2	March 31 2020	\$195,915.86	\$0.00	\$195,915.86	\$195,915.86	\$8,272.25	\$0.00	\$0.00	-\$85,305.67	\$0.00	\$547.86	\$0.00	\$0.00
3	April 30 2020	\$185,635.28	\$0.00	\$185,635.28	\$185,635.28	\$10,754.00	\$0.00	\$4.00	-\$85,305.67	\$63,979.26	\$287.83	\$0.00	\$0.00
4	May 31 2020	\$212,275.98	\$0.00	\$212,275.98	\$212,275.98	\$9,099.50	-\$3,861.38	-\$4.00	\$0.00	\$21,326.42	\$80.16	\$0.00	\$0.00
5	June 30 2020	\$239,502.30	\$0.00	\$239,502.30	\$239,502.30	\$9,099.50	-\$3,302.78	\$0.00	\$0.00	\$21,326.42	\$103.18	\$0.00	\$0.00
6	July 31 2020	\$270,042.44	\$0.00	\$270,042.44	\$270,042.44	\$9,099.50	\$0.00	\$0.00	\$0.00	\$21,326.42	\$114.22	\$0.00	\$0.00
7	August 31 2020	\$300,598.19	\$0.00	\$300,598.19	\$300,598.19	\$9,099.50	\$0.00	\$0.00	\$0.00	\$21,326.42	\$129.83	\$0.00	\$0.00
8	September 30 2020	\$323,168.51	\$0.00	\$323,168.51	\$323,168.51	\$9,099.50	-\$8,000.00	\$0.00	\$0.00	\$21,326.42	\$144.40	\$0.00	\$0.00
9	October 31 2020	\$349,422.15	\$0.00	\$349,422.15	\$349,422.15	\$9,099.50	-\$4,327.32	\$0.00	\$0.00	\$21,326.39	\$155.07	\$0.00	\$0.00
10	November 30 2020	\$380,020.79	\$0.00	\$380,020.79	\$380,020.79	\$9,099.50	\$0.00	\$0.00	\$0.00	\$21,326.39	\$172.75	\$0.00	\$0.00
11	December 31 2020	\$410,625.14	\$0.00	\$410,625.14	\$410,625.14	\$9,099.50	\$0.00	\$0.00	\$0.00	\$21,326.42	\$178.43	\$0.00	\$0.00
	FORECAST												
12	January 31 2021					\$9,099.50						\$0.00	\$0.00
	Year-End Totals					\$109,194.00						\$0.00	\$0.00
	Average/Unit												

2020 Budget	\$579,400.00
Insurance Costs	\$255,917.00
Operating Costs	\$214,289.00
CRF Contribution	\$109,194.00

BCS1501 OPERATING BUDGET - 2020 FISCAL MONTH FM-11.

BCS1501 Income & Expense Reconciliation (to December 31st, 2020) and Forecast to Year-End (January 31st, 2021).

GREEN = ACTUAL (Balanced to the Financial Statements)

RED = FORECAST (Based on AGM approved 2020 Budget)

FISCAL MONTH	ACTUAL	M/E BALANCE P & L Account (from Statements)	M/E BALANCE P & L Account (calculated)	INCOME (MONTHLY) (from Strata Fees)	INCOME (MONTHLY) (Miscellaneous)	TOTAL INCOME (MONTHLY)	TOTAL EXPENSES (MONTHLY)	DELTA +/- (MONTHLY)
	January 31 2020	\$0.00	\$0.00					
1	February 29 2020	-\$3,682.59	-\$3,682.59	\$33,089.24	\$154.75	\$33,243.99	-\$36,926.58	-\$3,682.59
2	March 31 2020	\$20,639.35	\$20,639.35	\$63,360.76	\$117.67	\$63,478.43	-\$39,156.49	\$24,321.94
3	April 30 2020	\$21,518.57	\$21,518.57	\$48,225.00	\$142.94	\$48,367.94	-\$47,488.72	\$879.22
4	May 31 2020	\$13,913.01	\$13,913.01	\$48,224.90	\$252.24	\$48,477.14	-\$56,082.70	-\$7,605.56
5	June 30 2020	\$25,322.67	\$25,322.67	\$48,225.44	\$28.42	\$48,253.86	-\$36,844.20	\$11,409.66
6	July 31 2020	\$26,980.23	\$26,980.23	\$48,225.27	\$100.31	\$48,325.58	-\$46,668.02	\$1,657.56
7	August 31 2020	\$3,528.21	\$3,528.21	\$48,225.27	\$28.77	\$48,254.04	-\$71,706.06	-\$23,452.02
8	September 30 2020	\$4,321.72	\$4,321.72	\$48,225.27	\$25.23	\$48,250.50	-\$47,456.99	\$793.51
9	October 31 2020	\$14,025.98	\$14,025.98	\$48,225.27	\$18.90	\$48,244.17	-\$38,539.91	\$9,704.26
10	November 30 2020	\$11,255.92	\$11,255.92	\$48,225.27	\$21.52	\$48,246.79	-\$51,016.85	-\$2,770.06
11	December 31 2020	\$13,003.27	\$13,003.27	\$48,225.27	\$19.02	\$48,244.29	-\$46,496.94	\$1,747.35
	FORECAST							
12	January 31 2021			\$48,225.00	\$20.00	\$48,245.00		
	TOTALS			\$578,701.96	\$929.77	\$579,631.73		
	Monthly Avg/Unit			\$634.54		\$635.56		
	Annual Avg/Unit			\$7,614.50		\$7,626.73		

Fiscal 2020 Budget: \$579,400.00

Insurance Costs	\$255,917.00
Operating Costs	\$214,289.00
CRF Contribution	\$109,194.00

BCS1501 - FISCAL 2020
 Petty Cash: BALANCE SHEET as of December 31st, 2020. Fiscal Month FM-11.
 Provided for Council Meeting of January 25th, 2021.

STATUS	INVOICE DATE	OPENING	DEBIT/CREDIT	ROUNDING	CASH PAID OUT	CLOSING	PAID TO	UNIT	ITEM DESCRIPTION	ACCOUNT
	mm/dd/yyyy	BALANCE				BALANCE		#		CODE
O/B	02/01/2020	\$234.36				\$234.36	Opening Balance (Transferred from Fiscal 2019)			
C/B	02/29/2020	\$234.36				\$234.36			Closing Balance (February 29th, 2020)	
C/B	03/31/2020	\$234.36				\$234.36			Closing Balance (March 31st, 2020)	
C/B	04/30/2020	\$234.36				\$234.36			Closing Balance (April 30th, 2020)	
C/B	05/31/2020	\$234.36				\$234.36			Closing Balance (May 30th, 2020)	
PAID	06/04/2020	\$234.36	-\$76.75	\$0.00	-\$76.75	\$157.61	Gordon Buttolph	45	Materials to build new Gate at Club House	6307
PAID	06/08/2020	\$157.61	-\$7.05	\$0.00	-\$7.05	\$150.56	Gordon Buttolph	45	Post caps for new Gate	6307
PAID	06/23/2020	\$150.56	-\$15.22	\$0.02	-\$15.20	\$135.36	Gordon Buttolph	45	Signs Private Property/no Soliciting/WiFi	6307
C/B	06/30/2020	\$135.36				\$135.36			Closing Balance (June 30th, 2020)	
PAID	07/15/2020	\$135.36	-\$10.07	\$0.02	-\$10.05	\$125.31	Gordon Buttolph	45	Wasp Killer spray	6313
PAID	07/24/2020	\$125.31	-\$89.59	-\$0.01	-\$89.60	\$35.71	Gordon Buttolph	45	Tree Pruner	6305
C/B	07/31/2020	\$35.71				\$35.71			Closing Balance (July 31st, 2020)	
RECEIVED	08/27/2020	\$35.71	\$272.71	\$0.00	\$272.71	\$308.42	Petty Cash		Petty Cash Advance	
PAID	08/28/2020	\$308.42	-\$11.28	-\$0.02	-\$11.30	\$297.12	Gordon Buttolph	45	Reflectors for Unit No. Signs.	6307
C/B	08/31/2020	\$297.12				\$297.12			Closing Balance (August 31st, 2020)	
PAID	09/04/2020	\$297.12	-\$10.02	\$0.02	-\$10.00	\$287.12	Gordon Buttolph	45	Brick Adhesive	6307
PAID	09/28/2020	\$287.12	-\$22.40	\$0.00	-\$22.40	\$264.72	Gordon Buttolph	45	Monthly Zoom License for Insurance Committee	6601
C/B	09/30/2020	\$264.72				\$264.72			Closing Balance (September 30th, 2020)	
C/B	10/31/2020	\$264.72				\$264.72			Closing Balance (October 31st, 2020)	
PAID	09/28/2020	\$264.72	-\$22.40	\$0.00	-\$22.40	\$242.32	Gordon Buttolph	45	Monthly Zoom License for Insurance Committee	6601
C/B	11/30/2020	\$242.32				\$242.32			Closing Balance (November 30th, 2020)	
C/B	12/31/2020	\$242.32							Closing Balance (December 31st,2020)	

Social Committee Funds: OFF BALANCE SHEET

06/15/2018 \$14.00 From Golf Tournament Fees

BCS1501 ELGIN POINTE STRATA COUNCIL MEETING MINUTES

December 21, 2020

Minutes of the BCS1501 Elgin Pointe strata council meeting held **Monday, December 21, 2020**

Location: due to COVID-19 isolation guidelines the meeting was held virtually via Zoom

COUNCILLORS PRESENT: Linda Hensman, President
Pat Douglas, Vice-President
Gordon Buttolph, Treasurer
Sylvia Palmer, Secretary
Peter Alpen, Councillor at Large
Helen Maclean, Councillor at Large (Landscaping Liaison)
Glenn Roy, Councillor at Large (Webmaster/Communications Coordinator)

ALSO PRESENT: Cristin Corneille, Property Management Agent
Trudi Heard, Recording Secretary

REGRETS: None

1. CALL TO ORDER

The meeting was called to order at 3:00 pm.

2. ADOPTION OF PREVIOUS MINUTES

It was **MOVED (Maclean), SECONDED (Roy) and CARRIED** that the Elgin Pointe Council approves the minutes for the meeting of November 23, 2020.

3. ADDITIONS TO THE AGENDA

Business Arising: None

New Business: 8.2 Request for Increased Crosswalk Security

4. FINANCIAL

4.1 **Financial Statements:** as per attached reports including:

- Monthly Report }
- CRF Reconciliation } All as of Nov. 30, 2020
- Income & Expense Reconciliation } (fiscal month FM.2020.10)}
- Petty Cash Balance Sheet }

It was **MOVED (Buttolph), SECONDED (Douglas), and CARRIED** that Elgin Pointe Council approves the financial statements as above.

4.2 **Accounts Receivable as of November 30, 2020:** Nil

4.3 **Petty Cash Reconciliation as of November 30, 2020:** \$242.32 balance on hand.

4.4 Invoices – Specific Recurring Expenses:

4.4.1 Mole Removal:

As noted in prior minutes, mole removal is extremely expensive. Owners are again asked to take appropriate measures to deal with minor infestations (e.g. stamping down the mounds) and to report to the property manager major infestations **only**.

4.4.2 Gutter Cleaning and Repairs:

Gutter cleaning and repairs are unavoidable expenses at Elgin Pointe but it is too costly to deal with these issues on an individual basis. The maintenance committee will handle the smaller problems where possible but Council unanimously agreed that professional contractors will be called upon only when there is sufficient work to warrant the expense.

4.4.3 Lighting Ballast Replacement:

Six (6) lighting ballasts (on garage exteriors) have recently been replaced at a cost of approximately \$60.00/ballast. Council has determined that bulbs are burning out more quickly with the new ballasts and agree that it is more cost effective to replace the entire fixture with an LED fixture (approximately \$110.00/fixture) rather than to replace only the ballast. Going forward ballasts will not be replaced.

5. BUSINESS ARISING

5.1 LED Lights for the Tall Exterior Standards:

Conversion of all tall light standards to LED is deferred pending reopening of the US-Canada border to general traffic.

In the interim, the bulb in the standard by the mail kiosk has been replaced and the standard by the main entrance requires a new base before the bulb can be replaced. The replacement part is being sourced.

5.2 Insurance Sub-Committee

The B.C. Financial Services Authority has reported that risks related to catastrophic events are putting pressure on insurance companies. These include climate change, flooding, earthquakes and other major global disasters.

In their final report, the agency says issues are complex and there are no simple solutions.

Elgin Pointe Strata Corp. should not expect any immediate relief from high insurance premiums.

The insurance industry advises there are a number of proactive protocols owners can do to help mitigate insurance costs, such as:

- Annual inspection of all smoke alarms.
- Replacing all smoke alarms the **earlier of** the best-by date stamped on the unit or every ten (10) years.
- Inspect all water connections annually – e.g. plumbing lines to ice/water dispensing fridges, dishwashers, laundry machines, exterior hose bibs, hot water tanks, toilets and

fittings, condensate drains on water source heat pumps. **It is noted that water damage losses are a key cause for the rising cost of strata insurance.**

- All owners should know where their main water shut-off is located.

5.3 **Condensation Issue at one unit:**

Repairs are ongoing but were temporarily delayed due to the recently completed Covid 14-day self isolation period of the owners.

The contractor has submitted two invoices plus one quote for the repairs:

- 5.3.1 It was **MOVED (Alpen), SECONDED (Roy) and CARRIED** that the Elgin Pointe Council approves payment of \$2,678.00 + tax for investigation for leaks, drywall removal, replacement of rotted wood on sills and studs, prep work for spray foam and debris removal to date.
- 5.3.2 It was **MOVED (Palmer), SECONDED (Maclean) and CARRIED** that the Elgin Pointe Council approves payment of \$4,000.00 + tax for the installation of spray foam insulation.
- 5.3.3 It was **MOVED (Alpen), SECONDED (Buttolph) and CARRIED** that the Elgin Pointe Council approves the quote of \$9,000.00 + tax for drywall installation (up to painting stage but not including painting).

5.4 **Basements and Condensation Issue:**

As approved at the November 23, 2020 council meeting, an infrared scanner has been ordered for the strata corp. but has not yet been delivered.

It was **MOVED (Roy), SECONDED (Douglas) and CARRIED** that the Elgin Pointe Council approves payment of \$593.00 + tax for the purchase of an infrared scanner.

Note: As the unit was ordered directly from the manufacturer and is being shipped from the US, it is presumed that duty may be due upon arrival in Canada.

5.5 **Electrical Room (outside unit 66):**

As noted in previous minutes, the light fixture and switch in this electrical room are to be replaced and a security plate is to be installed to cover the lock. Work is expected to be completed in the near future but, for the time being, a temporary repair has been completed.

6. **COMMUNICATIONS AND COUNCILLOR REPORTS**

6.1 **Landscaping:**

The Landscaping Liaison, Councillor Maclean, has requested approval for completion of three (3) previous tree removal projects:

- 6.1.1 Supply and planting of one (1) 7-foot Emerald Cedar at Unit 31

It was **MOVED (Maclean), SECONDED (Buttolph) and CARRIED** that the Elgin Pointe Council approves the expense of \$95.00 + tax as above.

It is noted that President Hensman abstained from voting.

- 6.1.2 Supply and planting of one (1) 5cm diameter Paperbark Maple to meet City of Surrey requirement for replacement of a tree removed between units 30-31.

It was **MOVED (Maclean), SECONDED (Roy) and CARRIED** that the Elgin Pointe Council approves the expense of \$585.00 + tax as above.

It was noted that the landscaping contractor is now involved with what should be the final round of bush and hedge trimming for the season.

Owners are once again reminded that any gardening or landscaping requests, including trimming and pruning, are to be directed to Agent Cristin Corneille only and NOT to James or any other of the contractor's crew. The contractor does not have the time or authority to deal with individual requests from owners.

Refer to Item 7 for Agent Corneille's contact information.

6.2 **Maintenance:**

The clubhouse, still closed to owners due to the Covid-19 pandemic restrictions, has been inspected and found to be in good order.

There is no other maintenance activity to report which is not covered elsewhere in these minutes.

6.3 **Webmaster:**

- Three (3) new owners have been added to the contact database, the website database, and to the front gate directory.
- Below is the summary of website activity for December:

Web Page Visited	Period ending / Reporting Days					
	18-Dec-20	26	22-Nov-20	31	22-Oct-20	25
Bulletin Board	24		277		429	
Clubhouse Bookings	17		22		36	
Community	23		27		68	
Documents	44		65		75	
Emergencies	21		17		34	
FAQ	16		22		34	
Home	631		682		611	
Login	105		176		438	
Notices and Bulletins	18		16		36	
Parking Passes	9		11		15	
Visitors	41		49		66	

7. **CORRESPONDENCE**

As per attached Correspondence Tracking List dated December 21, 2020.

IMPORTANT REMINDER TO OWNERS

All issues and concerns are to be reported directly to Agent Cristin Corneille and NOT to council members.

**Agent Corneille may be reached by:
email: cristin@peninsulastrata.com
phone: (604) 385-2242 Ext. 101**

***** Always include your unit no. on any correspondence. *****

8. NEW BUSINESS

8.1 Annual General Meeting – Save the Date:

The 2021 Annual General Meeting has been set for **TUESDAY, MARCH 23, 2021.**

Due to the Covid-19 pandemic restrictions, the meeting is planned to be conducted virtually via Zoom (unless circumstances relating to COVID restrictions change in the interim).

Council will offer an **information session**, also via Zoom, prior to the AGM at a date to be confirmed. In order to facilitate the AGM via Zoom this session will provide background information to owners on the budget and other matters requiring input from owners and allow an opportunity for questions and discussions. Council will also consider including trial voting via Zoom so that owners will be familiar with the process.

It is recommended that all owners familiarize themselves with Zoom access and functions in advance.

The link to download Zoom is: <https://zoom.us/download>

Further specifics regarding the AGM and the information session will be released early in 2021.

8.2 Request for Increased Crosswalk Security

Following the accident of December 18, 2020 which resulted in serious injury to a pedestrian who was struck by a vehicle at the 32nd Ave. crosswalk at the Semiahmoo Trail on the southwest end of Elgin Pointe, it was agreed that Council will send a letter to the City of Surrey requesting flashing lights or other increased security at this crosswalk.

9. MEETING ADJOURNED

The meeting adjourned at 4:25 pm.

The next meeting is scheduled for **Monday, January 25, 2020 at 3:00 pm** via Zoom due to the ongoing Covid19 pandemic guidelines and restrictions.

* * * * *

Linda Hensman, President

Trudi Heard, Recording Secretary

Attachments:

- Financial Reports as identified in Item 4.2.
- Correspondence Tracking List dated December 21, 2020 as per Item 7.

BCS1501 – ELGIN POINTE: **CORRESPONDENCE TRACKING LIST** as of **DECEMBER 21, 2020****(COUNCIL COPY)**

Correspondence type: L = letter E = email P = phone call IP = in person PSM = Peninsula Strata Management

ITEM NO.	DATE (mm/dd)	TYPE	ISSUE	STATUS
1.	5/5	E	Peeling paint on door	Deferred until spring
2.	5/28	E	Paint peeling on front door	Deferred until spring
3.	7/02 and 7/23	E	One cedar in the back yard is dead.	RESOLVED
4.	8/24	E	Two broken/rotting fence post caps to be replaced.	ONGOING
5.	8/27	E	Request to remove the small section of grass in the front of the unit and replace it with perennial bushes or plants.	Deferred until spring.
6.	9/1	E	Pink dogwood in backyard appears to be dying.	Deferred. Arborist inspected. To be reassessed in spring.
7.	9/1	E	Requesting birch tree in corner back yard be inspected.	ONGOING. Arborist inspected tree. To be monitored.
8.	9/2	E	Request to have large tree in neighbour's yard trimmed.	RESOLVED
9.	9/2	E	Rotting fence.	Deferred. Temporarily repaired. Rotted fence post will be replaced in the spring.
10.	9/17	E	Regarding a Katsura in the SW corner of the back yard – this tree has 3 limbs but owner feels the back 2 should be removed	RESOLVED
11.	9/20	P	New furnace installation.	ONGOING
12.	9/21	E	Mold has been removed repeatedly from the window well but has returned again.	Deferred. Window well will be replaced in the spring.
13.	9/23	E	Venting of a new high efficiency furnace.	ONGOING
14.	09/29	E	Paint on the bottom of the garage door jam (the one on the east) is starting to blister and peel.	Deferred until spring
15.	10/02	E	Requesting two cedar hedges be trimmed.	RESOLVED

16.	10/10	E	There are quite a few trees in the backyard that need pruning.	RESOLVED
17.	10/16	E	Requesting a tree in neighbour's back yard be trimmed. It extends into this owner's patio and blocks sun and drips sap on patio furniture.	RESOLVED
18.	10/20	E	a. Gate post has rotted and gate is no longer usable. b. Window well is rotten - the grate is not stable on the bracket.	a. RESOLVED b. RESOLVED
19.	10/26	E	Recent home inspection identified past rodent activity in/near recently trimmed tree which is close to the house.	ONGOING
20.	10/26	IP	Soffit by kitchen window is darkened, discoloured. Possibly mould?	ONGOING
21.	10/26	E	Leaking Gutter joint at the front of the unit.	RESOLVED
22.	11/13	P	2 nd storey eavestrough at back of house is blocked and overflowing onto the metal below. Very noisy.	RESOLVED
23.	11/16	E	During heavy rain, water rises toward house despite the patio's slope away from the house. Drain in back yard was clogged by pine needles and leaves which the owner removed and this seemed to resolve the problem temporarily but "it will not take much to clog it again".	ONGOING
24.	11/18	E	Potential downpipe problem at the rear of the unit, apparent blockage at the top of the roof onto gutter causing it to overflow.	RESOLVED
25.	11/19	E	Advising council of planned renovations and upgrades – flooring, painting, cabinetry.	ONGOING
26.	11/23	E	Upgrades planned – new flooring (carpets and laminate) on upper floor and stairs.	ONGOING
27.	12/2	E	Rodents – mice and rats – in house, crawl space and yard.	ONGOING
28.	12/2	E	Complaint regarding brightness of light by mail kiosk. Changing the bulb from bright white to warm white didn't help.	RESOLVED
29.	12/9	E	Overflowing gutter	RESOLVED
30.	12/14	E	New owner needs website access.	RESOLVED
31.	12/17	E	Multiple complaints: backyard leaves, water pooling issue, fireplace draft, weather stripping draft and an accusation that the landscaping crew is intentionally scratching owner's vehicle that is parked in reserved parking stall.	RESOLVED

Elgin Pointe Strata Corporation – BCS1501.

Treasurer's Monthly Report as of November 30th, 2020

Fiscal Year 2020, Fiscal Month FM-10.

For Council Meeting of December 21st, 2020.

- 1) CRF fund stands at \$380,020.79
 - a. The record low bank rate means our expected income from interest will be lower than expected.
- 2) AR total outstanding = \$0
- 3) Operating Budget: Current Year Profit (income) & Loss (expenses) = \$11,255.92
 - a. Surrey water bill paid (\$13,116)
- 4) Petty Cash balance on hand (as of November 30th, 2020) = \$242.32
- 5) Detailed reports sent as separate PDF files:
 - 1) Income and Expense Reconciliation
 - 2) CRF Reconciliation
 - 3) Petty Cash Reconciliation

INSURANCE:

The Insurance committee is now waiting for Insurance quotes from HUB (incumbent) and BFL (alternative) prior to making a final recommendation to Council.

Gordon Buttolph (Treasurer for BCS1501)

BCS1501 CRF - 2020 FISCAL MONTH FM-10

BCS1501 CRF Reconciliation to (November 30th, 2020) and Forecast to Year-End (January 31st, 2021).

GREEN = ACTUAL (Balanced to the Financial Statements)

RED = FORECAST (Based on 2020 Budget)

FISCAL MONTH	ACTUAL	Closing CRF Balance (from statements)	Closing Balance (CRF Term Deposit)	Closing CRF Value (from statements)	Closing Balance (calculated)	CRF Monthly Contribution (from Strata fees)	CRF Payments (to O/A)	CRF Payments (from O/A)	CRF Loans (to O/A)	CRF Loan Repayments (from O/A)	CRF Interest Gain	CRF Payments (to Term Deposit)	CRF Term Deposit Interest Paid
	January 31 2020	\$323,856.94	\$0.00	\$323,856.94									
1	February 29 2020	\$272,401.42	\$0.00	\$272,401.42	\$272,401.42	\$8,272.25	\$0.00	\$0.00	-\$85,305.67	\$25,000.00	\$577.90	\$0.00	\$0.00
2	March 31 2020	\$195,915.86	\$0.00	\$195,915.86	\$195,915.86	\$8,272.25	\$0.00	\$0.00	-\$85,305.67	\$0.00	\$547.86	\$0.00	\$0.00
3	April 30 2020	\$185,635.28	\$0.00	\$185,635.28	\$185,635.28	\$10,754.00	\$0.00	\$4.00	-\$85,305.67	\$63,979.26	\$287.83	\$0.00	\$0.00
4	May 31 2020	\$212,275.98	\$0.00	\$212,275.98	\$212,275.98	\$9,099.50	-\$3,861.38	-\$4.00	\$0.00	\$21,326.42	\$80.16	\$0.00	\$0.00
5	June 30 2020	\$239,502.30	\$0.00	\$239,502.30	\$239,502.30	\$9,099.50	-\$3,302.78	\$0.00	\$0.00	\$21,326.42	\$103.18	\$0.00	\$0.00
6	July 31 2020	\$270,042.44	\$0.00	\$270,042.44	\$270,042.44	\$9,099.50	\$0.00	\$0.00	\$0.00	\$21,326.42	\$114.22	\$0.00	\$0.00
7	August 31 2020	\$300,598.19	\$0.00	\$300,598.19	\$300,598.19	\$9,099.50	\$0.00	\$0.00	\$0.00	\$21,326.42	\$129.83	\$0.00	\$0.00
8	September 30 2020	\$323,168.51	\$0.00	\$323,168.51	\$323,168.51	\$9,099.50	-\$8,000.00	\$0.00	\$0.00	\$21,326.42	\$144.40	\$0.00	\$0.00
9	October 31 2020	\$349,422.15	\$0.00	\$349,422.15	\$349,422.15	\$9,099.50	-\$4,327.32	\$0.00	\$0.00	\$21,326.39	\$155.07	\$0.00	\$0.00
10	November 30 2020	\$380,020.79	\$0.00	\$380,020.79	\$380,020.79	\$9,099.50	\$0.00	\$0.00	\$0.00	\$21,326.39	\$172.75	\$0.00	\$0.00
	FORECAST												
11	December 31 2020					\$9,099.50						\$0.00	\$0.00
12	January 31 2021					\$9,099.50						\$0.00	\$0.00
	Year-End Totals					\$109,194.00						\$0.00	\$0.00
	Average/Unit												

2020 Budget	\$579,400.00
Insurance Costs	\$255,917.00
Operating Costs	\$214,289.00
CRF Contribution	\$109,194.00

BCS1501 OPERATING BUDGET - 2020 FISCAL MONTH FM-10.

BCS1501 Income & Expense Reconciliation (to November 30th, 2020) and Forecast to Year-End (January 31st, 2021).

GREEN = ACTUAL (Balanced to the Financial Statements)

RED = FORECAST (Based on AGM approved 2020 Budget)

FISCAL MONTH	ACTUAL	M/E BALANCE P & L Account (from Statements)	M/E BALANCE P & L Account (calculated)	INCOME (MONTHLY) (from Strata Fees)	INCOME (MONTHLY) (Miscellaneous)	TOTAL INCOME (MONTHLY)	TOTAL EXPENSES (MONTHLY)	DELTA +/- (MONTHLY)
	January 31 2020	\$0.00	\$0.00					
1	February 29 2020	-\$3,682.59	-\$3,682.59	\$33,089.24	\$154.75	\$33,243.99	-\$36,926.58	-\$3,682.59
2	March 31 2020	\$20,639.35	\$20,639.35	\$63,360.76	\$117.67	\$63,478.43	-\$39,156.49	\$24,321.94
3	April 30 2020	\$21,518.57	\$21,518.57	\$48,225.00	\$142.94	\$48,367.94	-\$47,488.72	\$879.22
4	May 31 2020	\$13,913.01	\$13,913.01	\$48,224.90	\$252.24	\$48,477.14	-\$56,082.70	-\$7,605.56
5	June 30 2020	\$25,322.67	\$25,322.67	\$48,225.44	\$28.42	\$48,253.86	-\$36,844.20	\$11,409.66
6	July 31 2020	\$26,980.23	\$26,980.23	\$48,225.27	\$100.31	\$48,325.58	-\$46,668.02	\$1,657.56
7	August 31 2020	\$3,528.21	\$3,528.21	\$48,225.27	\$28.77	\$48,254.04	-\$71,706.06	-\$23,452.02
8	September 30 2020	\$4,321.72	\$4,321.72	\$48,225.27	\$25.23	\$48,250.50	-\$47,456.99	\$793.51
9	October 31 2020	\$14,025.98	\$14,025.98	\$48,225.27	\$18.90	\$48,244.17	-\$38,539.91	\$9,704.26
10	November 30 2020	\$11,255.92	\$11,255.92	\$48,225.27	\$21.52	\$48,246.79	-\$51,016.85	-\$2,770.06
	FORECAST							
11	December 31 2020			\$48,225.00	\$20.00	\$48,245.00		
12	January 31 2021			\$48,225.00	\$20.00	\$48,245.00		
	TOTALS			\$578,701.69	\$930.75	\$579,632.44		
	Monthly Avg/Unit			\$634.54		\$635.56		
	Annual Avg/Unit			\$7,614.50		\$7,626.74		

Fiscal 2020 Budget: \$579,400.00

Insurance Costs	\$255,917.00
Operating Costs	\$214,289.00
CRF Contribution	\$109,194.00

BCS1501 - FISCAL 2020
 Petty Cash: BALANCE SHEET as of November 30th, 2020. Fiscal Month FM-10.
 Provided for Council Meeting of December 21st, 2020.

STATUS	INVOICE DATE	OPENING	DEBIT/CREDIT	ROUNDING	CASH PAID OUT	CLOSING	PAID TO	UNIT	ITEM DESCRIPTION	ACCOUNT
	mm/dd/yyyy	BALANCE				BALANCE		#		CODE
O/B	02/01/2020	\$234.36				\$234.36	Opening Balance (Transferred from Fiscal 2019)			
C/B	02/29/2020	\$234.36				\$234.36			Closing Balance (February 29th, 2020)	
C/B	03/31/2020	\$234.36				\$234.36			Closing Balance (March 31st, 2020)	
C/B	04/30/2020	\$234.36				\$234.36			Closing Balance (April 30th, 2020)	
C/B	05/31/2020	\$234.36				\$234.36			Closing Balance (May 30th, 2020)	
PAID	06/04/2020	\$234.36	-\$76.75	\$0.00	-\$76.75	\$157.61	Gordon Buttolph	45	Materials to build new Gate at Club House	6307
PAID	06/08/2020	\$157.61	-\$7.05	\$0.00	-\$7.05	\$150.56	Gordon Buttolph	45	Post caps for new Gate	6307
PAID	06/23/2020	\$150.56	-\$15.22	\$0.02	-\$15.20	\$135.36	Gordon Buttolph	45	Signs Private Property/no Soliciting/WiFi	6307
C/B	06/30/2020	\$135.36				\$135.36			Closing Balance (June 30th, 2020)	
PAID	07/15/2020	\$135.36	-\$10.07	\$0.02	-\$10.05	\$125.31	Gordon Buttolph	45	Wasp Killer spray	6313
PAID	07/24/2020	\$125.31	-\$89.59	-\$0.01	-\$89.60	\$35.71	Gordon Buttolph	45	Tree Pruner	6305
C/B	07/31/2020	\$35.71				\$35.71			Closing Balance (July 31st, 2020)	
RECEIVED	08/27/2020	\$35.71	\$272.71	\$0.00	\$272.71	\$308.42	Petty Cash		Petty Cash Advance	
PAID	08/28/2020	\$308.42	-\$11.28	-\$0.02	-\$11.30	\$297.12	Gordon Buttolph	45	Reflectors for Unit No. Signs.	6307
C/B	08/31/2020	\$297.12				\$297.12			Closing Balance (August 31st, 2020)	
PAID	09/04/2020	\$297.12	-\$10.02	\$0.02	-\$10.00	\$287.12	Gordon Buttolph	45	Brick Adhesive	6307
PAID	09/28/2020	\$287.12	-\$22.40	\$0.00	-\$22.40	\$264.72	Gordon Buttolph	45	Monthly Zoom License for Insurance Committee	6601
C/B	09/30/2020	\$264.72				\$264.72			Closing Balance (September 30th, 2020)	
C/B	10/31/2020	\$264.72				\$264.72			Closing Balance (October 31st, 2020)	
PAID	09/28/2020	\$264.72	-\$22.40	\$0.00	-\$22.40	\$242.32	Gordon Buttolph	45	Monthly Zoom License for Insurance Committee	6601
C/B	11/30/2020	\$242.32				\$242.32			Closing Balance (November 30th, 2020)	

BCS1501 - FISCAL 2020. FM-10.
 Social Committee Funds: OFF BALANCE SHEET
 Council Meeting: December 21st, 2020.

06/15/2018 \$14.00 From Golf Tournament Fees

CS1501 ELGIN POINTE STRATA COUNCIL MEETING MINUTES

November 23, 2020

Minutes of the BCS1501 Elgin Pointe strata council meeting held **Monday, November 23, 2020**

Location: due to COVID-19 isolation guidelines the meeting was held virtually via Zoom

COUNCILLORS PRESENT: Linda Hensman, President
Pat Douglas, Vice-President
Gordon Buttolph, Treasurer
Sylvia Palmer, Secretary
Peter Alpen, Councillor at Large
Helen Maclean, Councillor at Large (Landscaping Liaison)
Glenn Roy, Councillor at Large (Webmaster / Communications Coordinator)

ALSO PRESENT: Cristin Corneille, Property Management Agent
Trudi Heard, Recording Secretary

REGRETS: None

1. CALL TO ORDER

The meeting was called to order at 3:00 pm.

2. ADOPTION OF PREVIOUS MINUTES

It was **MOVED (Buttolph), SECONDED (Roy) and CARRIED** that the Elgin Pointe Council approves the minutes for the meeting of October 26, 2020.

3. ADDITIONS TO THE AGENDA

Business Arising: None

New Business: 8.3 Christmas Lights and Decorations
8.4 Renovations and Upgrades

It was **MOVED (Alpen), SECONDED (Palmer) and CARRIED** that the Elgin Pointe Council approves the Agenda for the meeting of November 23, 2020 with the above noted amendments.

4. FINANCIAL

4.1 **Financial Statements:** to as per attached reports including:

- Quarterly Report – 2020.Q3 }
- Monthly Report }
- CRF Reconciliation } All as of October 31, 2020
- Income & Expense Reconciliation } (fiscal month FM.2020.09)
- Petty Cash Balance Sheet }

It was **MOVED (Buttolph), SECONDED (Maclean), and CARRIED** that Elgin Pointe Council approves the financial statements as above.

4.2 **Accounts Receivable as of October 31, 2020:** \$nil

4.3 **Petty Cash Reconciliation as of October 31, 2020:** \$264.72 balance on hand.

5. **BUSINESS ARISING**

5.1 **LED Lights for Five Tall Standards**

This project is DEFERRED until the US/Canada border reopens to general traffic; however, for safety reasons, the expired bulbs in the standards by the main entry gate and the mail kiosk will be replaced ASAP with non-LED bulbs until the LED bulbs are available.

Agent Corneille will arrange with contractor.

5.2 **Insurance Sub-Committee**

Councillor Alpen, on behalf of the Insurance sub-committee, made a brief presentation to Council.

The committee had identified four main objectives:

- a. To better understand the insurance industry as it relates to strata corporations and to identify components that are within Council's control.
- b. To attempt to identify organizations and like-minded pro-active strata corporations that could be a resource for Elgin Pointe.
- c. To identify key insurers who currently underwrite strata risks and their broker partners.
- d. To review Elgin Pointe by-laws with a view to recommending changes that may protect the strata corporation from negligence of owners.

This was a major undertaking consuming many hours of volunteered time. The committee approached and obtained valuable data from over 17 strata corporations in the immediate area. A summary of key details of the individual stratas and their insurance specifications was presented to Council in spreadsheet format.

While this is a very challenging class of insurance with few brokers or underwriting companies actively participating, the committee has recommended that another broker be approached to provide a quote for the upcoming insurance renewal, specifically BFL Canada.

It was **MOVED (Buttolph), SECONDED (Roy), and CARRIED** that Elgin Pointe Council gives approval for the insurance sub-committee to contact BFL Canada for the purpose of providing an alternative quote for the 2021-2022 term.

To date there has been no contact from the incumbent broker, Hub, regarding the upcoming renewal.

5.3 **Condensation Issue (Unit xx)**

Repairs are ongoing.

- 5.4 Agent Corneille to obtain an estimate of total cost from the contractor.
- Basements and Condensation Issues**

An infrared camera would help to identify water/condensation behind walls. Council has obtained a quote of \$100 per unit to perform infrared camera testing.

Councillor Buttolph suggested that Council could purchase its own infrared camera at an estimated cost of \$650 for the same make and model used by the contractor who provided the quote. The idea was well received by Council and research is ongoing.

6. COMMUNICATIONS AND COUNCILLOR REPORTS

6.1 Landscaping:

After an extremely busy fall, landscaping issues have dropped off dramatically. A couple more trees will be removed in the next few weeks as planned while other work will be delayed until spring.

Special appreciation is extended to **Councillor Helen Maclean** who accepted the role of Landscaping Liaison in this, her first term on Council. She has done a remarkable job at the cost of countless volunteered hours. She can now take a breath as trees and shrubs lie dormant for the winter. Thank you, Helen!

6.2 Maintenance:

There is nothing to report which is not covered elsewhere in these minutes.

6.3 Webmaster:

- The 'High Efficiency Furnace' application form has been posted to the Elgin Pointe Community website. This form is to be completed by owners if/when they decide to install an High Efficiency furnace requiring modifications to the exterior envelope of their strata unit. The form is available on the Document page of the website.
- Below is the monthly website activity report:

Web Page Visited	Period ending / Reporting Days					
	22-Nov-20	31	22-Oct-20	25	27-Sep-20	37
Bulletin Board	277		429		50	
Clubhouse Bookings	22		36		79	
Community	27		68		39	
Documents	65		75		78	
Emergencies	17		34		29	
FAQ	22		34		36	
Home	682		611		736	
Login	176		438		195	
Notices and Bulletins	16		36		16	
Parking Passes	11		15		5	
Visitors	49		66		72	

7. CORRESPONDENCE

As per attached Correspondence Tracking List dated November 23, 2020.

IMPORTANT REMINDER TO OWNERS

All issues and concerns are to be reported directly to Agent Cristin Corneille and NOT to council members.

**Agent Corneille may be reached by:
email: cristin@peninsulastrata.com
phone: (604) 385-2242 Ext. 101**

***** Always include your unit no. on any correspondence. *****

8. NEW BUSINESS

8.1 Front Gate Repairs

As many owners are aware, the main entry gate was recently opening and closing at random. A rusted cable was found to be the problem and has been replaced.

8.2 Electrical Room (outside unit 66)

It has been recommended that the light fixture and switch be replaced and that a security plate be installed.

Agent Corneille is to follow up with **Blake Stewart** who has generously volunteered to complete these tasks.

8.3 Christmas Lights and Decorations

Owners are reminded that, as per Elgin Pointe by-laws, outside Christmas lights and decorations may be displayed ONLY between **December 1st – January 31st**.

Please be guided accordingly. Council does not have the authority to amend by-laws or waive enforcement.

8.4 Renovations and Upgrades

Interior: Owners are reminded to notify Agent Corneille when planning renovations or upgrades to the inside of their units. This is not to request permission (unless renovations are structural in nature) but to ensure that records accurately reflect changes to the original construction for insurance purposes. In the event of loss or damage, the strata's insurance will respond only to the current replacement value of original materials.

Exterior (Common Property and Limited Common Property): **As per bylaws** changes to common property or limited common property (e.g. back gardens and patios), a formal request must be made to Agent Corneille detailing the proposed changes, and written approval from Council must be obtained before work commences.

Refer to Item 7 for Agent Corneille's contact details.

9. MEETING ADJOURNED

The meeting adjourned at 4:39 pm.

The next meeting is scheduled for **Monday, December 21, 2020** at **3:00 pm** via Zoom due to the ongoing Covid19 pandemic guidelines and restrictions.

* * * * *

Linda Hensman, President

Trudi Heard, Recording Secretary

Attachments:

- Financial Reports as identified in Item 4.2.
- Correspondence Tracking List dated November 23, 2020 as per Item 7.

BCS1501 – ELGIN POINTE: CORRESPONDENCE TRACKING LIST as of NOVEMBER 23, 2020

Correspondence type: L = letter E = email P = phone call IP = in person PSM = Peninsula Strata Management

Unit A: Unit owner originating the correspondence

Unit B: Unit subject to the comment/complaint (if not the same)

ITEM NO.	DATE (mm/dd)	TYPE	ISSUE	STATUS
1.	5/5	E	Peeling paint on door	Deferred until spring
2.	5/28	E	Paint peeling on front door	Deferred until spring.
3.	7/02 and 7/23	E	One cedar in the back yard is dead.	Ongoing
4.	8/24	E	Two broken/rotting fence post caps to be replaced.	Ongoing
5.	8/27	E	Request to remove the small section of grass in the front of the unit and replace it with perennial bushes or plants.	Deferred. Will be dealt with in the spring.
6.	9/1	E	Pink dogwood in backyard appears to be dying.	Deferred. Arborist inspected. To be reassessed in spring.
7.	9/1	E	Requesting birch tree in corner back yard be inspected.	Ongoing. Arborist inspected tree. To be monitored.
8.	9/2	E	Request to have large tree in neighbour's yard trimmed.	Ongoing
9.	9/2	E	Rotting fence.	Deferred. Temporarily repaired. Rotted fence post will be replaced in the spring.
10.	9/17	E	a. Overgrown tree beside bedroom window blocks light and encroaches on neighbour's yard. Requesting that the top half of this tree be removed. b. Regarding a Katsura in the SW corner of the back yard – this tree has 3 limbs but owner feels the back 2 should be removed.	a. RESOLVED. Tree is scheduled for removal on Nov/24/20. b. Ongoing
11.	9/21	E	Mold has been removed repeatedly from the window well but has returned again.	Deferred. Window well will be replaced in the spring.
12.	9/23	E	Venting of a new high efficiency furnace.	Ongoing.
13.	9/23	E	Evidence of moisture in the front corner of basement.	Ongoing. Refer item 5.3 of the minutes of the 11/23/20 council meeting.
14.	09/29	E	Paint on the bottom of the garage door jam (the one on the east) is starting to blister and peel.	Deferred. Will be dealt with as part of 2021 painting touch-up project.

15.	10/02	E	Requesting two cedar hedges be trimmed.	Ongoing
16.	10/10	E	There are quite a few trees in the backyard that need pruning.	Ongoing
17.	10/16	E	Requesting a tree in neighbour's back yard be trimmed. It extends into this owner's patio and blocks sun and drips sap on patio furniture.	Ongoing.
18.	10/20	E	a. Gate post has rotted and gate is no longer usable. b. Window well is rotten - the grate is not stable on the bracket.	a. Ongoing b. Ongoing
19.	10/22	E	New garage door opener to be programmed for the main gate.	RESOLVED.
20.	10/26	E	Recent home inspection identified past rodent activity in/near recently trimmed tree which is close to the house.	Ongoing
21.	10/26	IP	Soffit by kitchen window is darkened, discoloured. Possibly mould?	Ongoing
22.	10/26	E	Leaking Gutter joint at the front of the unit.	Ongoing
23.	11/3	E	Downspout (attached to the wall at the back patio) is leaking at 2 joints.	RESOLVED
24.	11/5	E	Leaves left in yard by landscape contractor.	RESOLVED
25.	11/6	E	Request for main gate to be left open for movers.	RESOLVED
26.	11/9	E	Concerned about potentially dead and dangerous trees behind house.	RESOLVED The City of Surrey arborist attended and determined the two trees behind the unit are safe and that they will be checked annually.
27.	11/13	P	2 nd storey eavestrough at back of house is blocked and overflowing onto the metal below. Very noisy.	Ongoing
28.	11/14	E	Gate opening and closing all the time	RESOLVED
29.	11/14	E	Electrical wiring to the stove was found to be perforated, apparently by drilling into it.	RESOLVED Owner's responsibility.
30.	11/14	P	Laurels too high by the dining room and kitchen windows, reserved parking stall, and backyard fence.	RESOLVED
31.	11/16	E	During heavy rain, water rises toward house despite the patio's slope away from the house. Drain in back yard was clogged by pine needles and leaves which the owner removed and this seemed to resolve the problem temporarily but "it will not take much to clog it again".	Ongoing

32.	11/18	E	Potential downpipe problem at the rear of the unit, apparent blockage at the top of the roof onto gutter causing it to overflow.	Ongoing
33.	11/19	E	Advising council of planned renovations and upgrades – flooring, painting, cabinetry.	Ongoing

Elgin Pointe Strata Corporation – BCS1501.

Treasurer's Monthly Report as of October 31st, 2020

Fiscal Year 2020, Fiscal Month FM-09.

For Council Meeting of November 23rd, 2020.

- 1) CRF fund stands at \$349,422.15
 - a. The record low bank rate means our expected income from interest will be lower than expected.
- 2) AR total outstanding = \$0
- 3) Operating Budget: Current Year Profit (income) & Loss (expenses) = \$14,025.98
 - a. Most planned expenditures were completed and paid by the end of October.
- 4) Petty Cash balance on hand (as of October 31st, 2020) = \$264.72.
- 5) Detailed reports sent as separate PDF files:
 - 1) Treasurer's Third Quarter Report
 - 2) Income and Expense Reconciliation
 - 3) CRF Reconciliation
 - 4) Petty Cash Reconciliation

INSURANCE:

The Insurance committee has done great work on your behalf and has collected valuable information which will greatly assist Council in negotiating the Strata Corporation Insurance Policy renewal.

Gordon Buttolph (Treasurer for BCS1501)

BCS1501 CRF - 2020 FISCAL MONTH FM-09

BCS1501 CRF Reconciliation to (October 31st, 2020) and Forecast to Year-End (January 31st, 2021).

GREEN = ACTUAL (Balanced to the Financial Statements)

RED = FORECAST (Based on 2020 Budget)

FISCAL MONTH	ACTUAL	Closing CRF Balance (from statements)	Closing Balance (CRF Term Deposit)	Closing CRF Value (from statements)	Closing Balance (calculated)	CRF Monthly Contribution (from Strata fees)	CRF Payments (to O/A)	CRF Payments (from O/A)	CRF Loans (to O/A)	CRF Loan Repayments (from O/A)	CRF Interest Gain	CRF Payments (to Term Deposit)	CRF Term Deposit Interest Paid
	January 31 2020	\$323,856.94	\$0.00	\$323,856.94									
1	February 29 2020	\$272,401.42	\$0.00	\$272,401.42	\$272,401.42	\$8,272.25	\$0.00	\$0.00	-\$85,305.67	\$25,000.00	\$577.90	\$0.00	\$0.00
2	March 31 2020	\$195,915.86	\$0.00	\$195,915.86	\$195,915.86	\$8,272.25	\$0.00	\$0.00	-\$85,305.67	\$0.00	\$547.86	\$0.00	\$0.00
3	April 30 2020	\$185,635.28	\$0.00	\$185,635.28	\$185,635.28	\$10,754.00	\$0.00	\$4.00	-\$85,305.67	\$63,979.26	\$287.83	\$0.00	\$0.00
4	May 31 2020	\$212,275.98	\$0.00	\$212,275.98	\$212,275.98	\$9,099.50	-\$3,861.38	-\$4.00	\$0.00	\$21,326.42	\$80.16	\$0.00	\$0.00
5	June 30 2020	\$239,502.30	\$0.00	\$239,502.30	\$239,502.30	\$9,099.50	-\$3,302.78	\$0.00	\$0.00	\$21,326.42	\$103.18	\$0.00	\$0.00
6	July 31 2020	\$270,042.44	\$0.00	\$270,042.44	\$270,042.44	\$9,099.50	\$0.00	\$0.00	\$0.00	\$21,326.42	\$114.22	\$0.00	\$0.00
7	August 31 2020	\$300,598.19	\$0.00	\$300,598.19	\$300,598.19	\$9,099.50	\$0.00	\$0.00	\$0.00	\$21,326.42	\$129.83	\$0.00	\$0.00
8	September 30 2020	\$323,168.51	\$0.00	\$323,168.51	\$323,168.51	\$9,099.50	-\$8,000.00	\$0.00	\$0.00	\$21,326.42	\$144.40	\$0.00	\$0.00
9	October 31 2020	\$349,422.15	\$0.00	\$349,422.15	\$349,422.15	\$9,099.50	-\$4,327.32	\$0.00	\$0.00	\$21,326.39	\$155.07	\$0.00	\$0.00
	FORECAST												
10	November 30 2020					\$9,099.50						\$0.00	\$0.00
11	December 31 2020					\$9,099.50						\$0.00	\$0.00
12	January 31 2021					\$9,099.50						\$0.00	\$0.00
	Year-End Totals					\$109,194.00						\$0.00	\$0.00
	Average/Unit												

2020 Budget	\$579,400.00
Insurance Costs	\$255,917.00
Operating Costs	\$214,289.00
CRF Contribution	\$109,194.00

BCS1501 OPERATING BUDGET - 2020 FISCAL MONTH FM-09.

BCS1501 Income & Expense Reconciliation (to October 31st, 2020) and Forecast to Year-End (January 31st, 2021).

GREEN = ACTUAL (Balanced to the Financial Statements)

RED = FORECAST (Based on AGM approved 2020 Budget)

FISCAL MONTH	ACTUAL	M/E BALANCE P & L Account (from Statements)	M/E BALANCE P & L Account (calculated)	INCOME (MONTHLY) (from Strata Fees)	INCOME (MONTHLY) (Miscellaneous)	TOTAL INCOME (MONTHLY)	TOTAL EXPENSES (MONTHLY)	DELTA +/- (MONTHLY)
	January 31 2020	\$0.00	\$0.00					
1	February 29 2020	-\$3,682.59	-\$3,682.59	\$33,089.24	\$154.75	\$33,243.99	-\$36,926.58	-\$3,682.59
2	March 31 2020	\$20,639.35	\$20,639.35	\$63,360.76	\$117.67	\$63,478.43	-\$39,156.49	\$24,321.94
3	April 30 2020	\$21,518.57	\$21,518.57	\$48,225.00	\$142.94	\$48,367.94	-\$47,488.72	\$879.22
4	May 31 2020	\$13,913.01	\$13,913.01	\$48,224.90	\$252.24	\$48,477.14	-\$56,082.70	-\$7,605.56
5	June 30 2020	\$25,322.67	\$25,322.67	\$48,225.44	\$28.42	\$48,253.86	-\$36,844.20	\$11,409.66
6	July 31 2020	\$26,980.23	\$26,980.23	\$48,225.27	\$100.31	\$48,325.58	-\$46,668.02	\$1,657.56
7	August 31 2020	\$3,528.21	\$3,528.21	\$48,225.27	\$28.77	\$48,254.04	-\$71,706.06	-\$23,452.02
8	September 30 2020	\$4,321.72	\$4,321.72	\$48,225.27	\$25.23	\$48,250.50	-\$47,456.99	\$793.51
9	October 31 2020	\$14,025.98	\$14,025.98	\$48,225.27	\$18.90	\$48,244.17	-\$38,539.91	\$9,704.26
	FORECAST							
10	November 30 2020			\$48,225.00	\$20.00	\$48,245.00		
11	December 31 2020			\$48,225.00	\$20.00	\$48,245.00		
12	January 31 2021			\$48,225.00	\$20.00	\$48,245.00		
	TOTALS			\$578,701.42	\$929.23	\$579,630.65		
	Monthly Avg/Unit			\$634.54		\$635.56		
	Annual Avg/Unit			\$7,614.49		\$7,626.72		

Fiscal 2020 Budget:		\$579,400.00
Insurance Costs		\$255,917.00
Operating Costs		\$214,289.00
CRF Contribution		\$109,194.00

BCS1501 - FISCAL 2020

Petty Cash: BALANCE SHEET as of October 31st, 2020. Fiscal Month FM-09.

Provided for Council Meeting of November 23rd, 2020.

[illegible]

BCS1501 - FISCAL 2020. FM-09.
Social Committee Funds: OFF BALANCE SHEET
Council Meeting: November 23rd, 2020.

06/15/2018	\$14.00	From Golf Tournament Fees
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BCS1501 **THIRD QUARTER** (Fall) Financial Summary for Fiscal Year 2020.

((February 1st, 2020 – October 31st, 2020))

TREASURER'S QUARTERLY REPORT

OPERATING BUDGET

INCOME:

Total **Income** to the end of the second quarter (Q3) was \$434,896.

This is a combination of Strata Fees (\$434,026) plus miscellaneous income (\$870).

There are no outstanding income items (Accounts Receivable) at the end of Q3.

EXPENSES:

Total **Expenses** to the end of the third quarter (Q3) year were \$420,870.

Therefore, the current account has a positive balance of \$14,026 heading into the fourth quarter.

CRF:

The **Contingency Reserve Fund** stands at \$349,422 at the end of Q3.

The annual Strata Insurance was paid for with a loan from the CRF during Q1. This loan is being repaid monthly and will be fully repaid by year end.

OUTLOOK:

Capital Projects started in April and continued through September. These costs were charged to the CRF as agreed at the AGM.

As of October 31st: Gutter, Landscaping, Painting and Roofing Projects have been completed and paid for.

INSURANCE

Thanks to the hard work of the Insurance Committee, Council will enter into Strata Insurance negotiations armed with valuable comparative data from similar strata complexes in our area.

Regards,

Gordon Buttolph (Treasurer for BCS1501)

Unit #45

BCS1501 ELGIN POINTE STRATA COUNCIL MEETING MINUTES

October 26, 2020

Minutes of the BCS1501 Elgin Pointe strata council meeting held **Monday, October 26, 2020**

Location: due to COVID-19 isolation guidelines the meeting was held virtually via Zoom

COUNCILLORS PRESENT: Linda Hensman, President
Pat Douglas, Vice-President
Sylvia Palmer, Secretary
Peter Alpen, Councillor at Large
Helen Maclean, Councillor at Large (Landscaping Liaison)
Glenn Roy, Councillor at Large (Webmaster / Communications Coordinator)

ALSO PRESENT: Cristin Corneille, Property Management Agent
Trudi Heard, Recording Secretary

REGRETS: Gordon Buttolph, Treasurer

1. CALL TO ORDER

The meeting was called to order at 3:04 pm.

2. ADOPTION OF PREVIOUS MINUTES

It was **MOVED (Maclean), SECONDED (Palmer) and CARRIED** that the Elgin Pointe Council approves the minutes for the meeting of September 28, 2020.

3. ADDITIONS TO THE AGENDA

Business Arising: None

New Business: 8.2 High Efficiency Furnace Installations
8.3 Hallowe'en Gate Closure

4. FINANCIAL

4.1 **Financial Statements:** to as per attached reports including:

- Monthly Report }
- CRF Reconciliation } All as of September 30, 2020
- Income & Expense Reconciliation } (fiscal month 2020.08)}
- Petty Cash Balance Sheet }

It was **MOVED (Douglas), SECONDED (Roy), and CARRIED** that Elgin Pointe Council approves the financial statements as above.

4.2 **Accounts Receivable as of September 30, 2020:** Nil

4.3 **Petty Cash Reconciliation as of September 30, 2020:** \$287.12 balance on hand.

5. BUSINESS ARISING

5.1 LED Lights for Five Tall Standards

This project is DEFERRED until the US/Canada border reopens to general traffic.

5.2 Insurance Sub-Committee

The committee members have been actively collecting information to help with renewal of the complex's insurance for the 2021-22 term. The project is ongoing.

5.3 Irrigation System

The irrigation system has been winterized by the irrigation contractor.

5.4 Snow Clearing

The 2020-21 snow clearing contract has been signed with the incumbent contractor. The price has increased about 10% per visit.

5.5 Online Portal for Owners

The portal was tested by Webmaster Roy who determined that most of the abilities of the portal offered by the property management company, Peninsula Strata Management, are already available on the Elgin Pointe website. For this reason, Council has chosen to decline the offer for the portal at this time. All feedback provided by Webmaster Roy was appreciated by Agent Corneille.

6. COMMUNICATIONS AND COUNCILLOR REPORTS

6.1 Landscaping:

OWNERS ARE REMINDED TO NEVER PRUNE OR TRIM TREES AND BUSHES, even those in their own yards. This may be done with the best of intentions but, for the health of the trees and for the overall appearance within the complex, all pruning and trimming of trees is to be left to the professionals.

6.1.1 **Pruning:** Most of the required pruning was completed by the arborist on October 16. The remaining pruning will be completed as soon as possible.

6.1.2 **Amended Cost for Major Pruning:** As per item 6.1 of the minutes of the council meeting of September 28, 2020, Elgin Pointe Council approved a quote of \$2,278.50 for pruning. The final bill came in slightly lower at \$2,122,31. No motion is required for payment of this lower amount; however it was **MOVED (Maclean), SECONDED (Palmer) and CARRIED** that the Elgin Pointe Council agrees to pay the \$2,122,31 from the CRF.

6.1.3 **Tree Removals:** The required removal of three trees has been completed at a cost of \$1,076.25 (including GST).

It was **MOVED (Maclean), SECONDED (Glenn) and CARRIED** that the Elgin Pointe Council agrees to the charge of \$1,076.25 as above, to be paid from the CRF.

- 6.1.4 **Stump Removals:** The removal of the three stumps left behind following the tree removals above (item 6.1.3) cost \$774.38 (including GST).

It was **MOVED (MacLean), SECONDED (Douglas) and CARRIED** that the Elgin Pointe Council agrees to the charge of \$774.38 as above, to be paid from the CRF.

- 6.1.5 **Additional Major Pruning (Two Units):**

It was **MOVED (Maclean), SECONDED (Roy) and CARRIED** that the Elgin Pointe Council agrees to charge of \$354.38 for additional major pruning behind two units, to be paid from the CRF.

- 6.1.6 **Additional Tree Removal – Arborist's Recommendation (Unit XX):**

The arborist recommended that a tree planted by an owner on common property some years ago (in contravention of the bylaws) should be removed. The price quote for the removal was \$212.50 + GST.

It was **MOVED (Maclean), SECONDED (Douglas) and CARRIED** that the Elgin Pointe Council agrees to the charge of \$212.50 + GST as above, to be paid from the CRF.

- 6.1.7 **Root Pruning by BC Plant Health (Unit XX):**

BC Plant Health has quoted \$880.00 + GST for recommended root pruning on one tree.

It was **MOVED (Maclean), SECONDED (Roy) and CARRIED** that the Elgin Pointe Council agrees to the charge of \$880.00 + GST as above, to be paid from operating account.

- 6.1.8 **Replacement Plants (Unit XX):**

The gardening committee has requested \$300.00 to purchase bushes/plants to replace some which were removed from the common property of a unit.

It was **MOVED (Maclean), SECONDED (Roy) and CARRIED** that the Elgin Pointe Council agrees to the expenditure of up to \$300.00 (including tax) from the operating account for replacement plants as above.

6.2 **Maintenance:**

In the ongoing effort to synchronize the exterior garage lights within the complex, Council has agreed to install three WiFi enabled switches to replace the photo cells which currently control the three zones of exterior lighting at a cost of \$40.00 + GST per switch. It is estimated that converting to these three switches and synchronizing all the exterior lights could result in a saving of one hour of lighting per day.

It was **MOVED (Alpen), SECONDED (Roy) and CARRIED** that the Elgin Pointe Council agrees to the expenditure of \$120.00 + GST as above, payable from the operating account.

A special thank you to **BLAKE STEWART** for his generous donation of time and labour to install these switches and monitor their operation and efficiency.

6.3 Webmaster:

Web Page Visited	Period ending / Reporting Days					
	22-Oct-20	25	27-Sep-20	37	21-Aug-20	30
Bulletin Board	429		50		68	
Clubhouse Bookings	36		79		17	
Community	68		39		22	
Documents	75		78		66	
Emergencies	34		29		17	
FAQ	34		36		18	
Home	611		736		538	
Login	438		195		204	
Notices and Bulletins	36		16		8	
Parking Passes	15		5		3	
Visitors	66		72		47	

7. CORRESPONDENCE

As per attached Correspondence Tracking List dated October 26, 2020.

IMPORTANT REMINDER TO OWNERS

All issues and concerns are to be reported directly to Agent Cristin Corneille and NOT to council members.

**Agent Corneille may be reached by:
email: cristin@peninsulastrata.com
phone: (604) 385-2242 Ext. 101**

***** Always include your unit no. on any correspondence. *****

8. NEW BUSINESS

8.1 Proposed Major Project – Basements and Condensation Issue

In consideration of several issues of condensation damage being discovered in basements, Council has agreed to engage the services of an envelope engineer to determine what proactive measures would be recommended.

Agent Corneille to contact the envelope engineer hired by the strata in the past for his recommendation and estimate of cost.

8.2 High Efficiency Furnace Installations

Elgin Pointe is now of an age where several owners are renovating and updating their homes, including replacing furnaces with high efficiency models. High efficiency furnaces require external venting which necessitates penetration of the building envelope.

Any such installation requires prior written approval from Council. A signed AOL will also be required.

To facilitate this process, an application form must be completed and submitted to Council. The application is available on the Elgin Pointe website or through Agent Corneille. Refer to Item 7 above for Agent Corneille's contact information.

8.3 Hallowe'en Gate Closure

Although the main entry gate is currently open from 7:00am to 7:00pm during the Covid pandemic, it will be manually closed at 5:00pm on Hallowe'en, Saturday, October 31.

9. MEETING ADJOURNED

The meeting adjourned at 4:55 pm.

The next meeting is scheduled for **Monday, November 23, 2020 at 3:00 pm** via Zoom due to the ongoing Covid19 pandemic guidelines and restrictions.

* * * * *

Linda Hensman, President

Trudi Heard, Recording Secretary

Attachments:

- Financial Reports as identified in Item 4.2.
- Correspondence Tracking List dated October 26, 2020 as per Item 7.

BCS1501 – ELGIN POINTE: CORRESPONDENCE TRACKING LIST as of OCTOBER 26, 2020

Correspondence type: L = letter E = email P = phone call IP = in person PSM = Peninsula Strata Management

Unit A: Unit owner originating the correspondence

Unit B: Unit subject to the comment/complaint (if not the same)

ITEM NO.	DATE (mm/dd)	TYPE	ISSUE	STATUS
1.	01/05	E	Wants flowering shrubs of some sort to replace rhodos	RESOLVED
2.	3/10	E	Cedar hedge in backyard needs some branches tied back	RESOLVED
3.	4/22	E	Ash tree in backyard needs pruning	RESOLVED
4.	5/5	E	Peeling paint on door	Ongoing
5.	5/28	E	Paint peeling on front door	Ongoing.
6.	7/02 and 7/23	E	One cedar in the back yard is dead.	Ongoing
7.	8/24	E	Two broken/rotting fence post caps to be replaced.	Ongoing
8.	8/27	E	Request to remove the small section of grass in the front of the unit and replace it with perennial bushes or plants.	Ongoing
9.	9/1	E	Overgrown trees	RESOLVED
10.	9/1	E	Overgrown tree	RESOLVED
11.	9/1	E	Follow-up request regarding an overgrown tree.	RESOLVED
12.	9/1	E	Japanese Maple in the front yard and dogwood in the back yard both overgrown.	RESOLVED
13.	9/1	E	Overgrown shrub/tree in back yard. Owner would like it trimmed to be of the same height as cedar hedge.	RESOLVED
14.	9/1	E	Overgrown tree.	RESOLVED
15.	9/1	E	a. Overgrown tree - owner would like it replaced with a smaller and slower growing tree. b. Large tree in neighbour's yard is creating too much shade in this owner's yard.	RESOLVED

16.	9/1	E	Pink dogwood in backyard appears to be dying.	Ongoing. Arborist inspected. To be reassessed in spring.
17.	9/1	E	Three trees require attention – a vine maple and another large tree are overgrown plus a smaller tree in the NE corner appears dead in 2 of its 3 stems.	RESOLVED
18.	9/1	E	Requesting birch tree in corner back yard be inspected.	Ongoing. Arborist inspected tree. To be monitored.
19.	9/2	E	Request to have large tree in neighbour's yard trimmed.	Ongoing
20.	9/2	E	Overgrown tree in back yard.	RESOLVED
21.	9/2	E	Rotting fence.	Ongoing
22.	9/2	E	The window in the patio door has been replaced but there is a gap. Touch-up painting also required.	RESOLVED
23.	9/4	E	The flower beds need bark mulch and the grass is not growing and needs some seeding and fertilizing.	RESOLVED
24.	9/9	E	Maple tree in back yard is overgrown despite regular pruning. Requires severe pruning or being cut down. Also, city trees outside the yard are encroaching the back yard.	RESOLVED
25.	9/11	E	Frequent excessive noise.	RESOLVED
26.	9/14	E	Requesting severe pruning of two trees, a flowering plum in the back yard and a red maple in the front.	RESOLVED
27.	9/17	E	a. Overgrown tree beside bedroom window blocks light and encroaches on neighbour's yard. Requesting that the top half of this tree be removed. b. Regarding a Katsura in the SW corner of the back yard – this tree has 3 limbs but owner feels the back 2 should be removed.	a. Ongoing b. Ongoing
28.	9/21	E	Mold has been removed repeatedly from the window well but has returned again.	Ongoing. Window well will be replaced in the spring.
29.	9/23	E	Venting of a new high efficiency furnace.	Ongoing. Refer also item 8.2 of minutes of 2020.10.26 council meeting.
30.	9/23	E	Evidence of moisture in the front corner of basement.	Ongoing.

31.	9/24	E	Two cracked/broken roof tiles.	RESOLVED
32.	09/28	E	Pergola – response from owner	RESOLVED
33.	09/28	E	Paint settlement offer	RESOLVED
34.	09/29	E	a. Paint on the bottom of the garage door jam (the one on the east), is starting to blister and peel. It is not too serious yet, but will get worse over the winter months. It should be corrected at some point. b. Front door is binding. Is this owner's responsibility or strata's?	a. Ongoing. Will be dealt with as part of 2021 painting touch-up project. b. RESOLVED
35.	10/02	E	Requesting two cedar hedges be trimmed.	Ongoing
36.	10/08	E	Requesting permission for a 15' x 9' single hole patio umbrella and table. Colour undecided.	RESOLVED
37.	10/10	E	There are quite a few trees in the backyard that need pruning.	Ongoing
38.	10/13	E	Requesting bushes in back yard be trimmed. One in particular blocks access to hose bib.	RESOLVED
39.	10/16	E	Requesting a tree in neighbour's back yard be trimmed. It extends into this owner's patio and blocks sun and drips sap on patio furniture.	Ongoing. Arborist will revisit
40.	10/19	E	Requesting recommendation for repairman for garage door opener.	RESOLVED
41.	10/20	E	a. Gate post has rotted and gate is no longer usable. b. Window well is rotten - the grate is not stable on the bracket.	a. Ongoing b. Ongoing
42.	10/22	E	New garage door opener to be programmed for the main gate.	Ongoing
43.	10/26	E	Recent home inspection identified past rodent activity in/near recently trimmed tree which is close to the house.	Ongoing
44.	10/26	IP	Soffit by kitchen window is darkened, discoloured. Possibly mould?	Ongoing
45.	10/26	E	Leaking Gutter joint at the front of the unit.	Ongoing

Elgin Pointe Strata Corporation – BCS1501.

Treasurer's Monthly Report as of September 30th, 2020

Fiscal Year 2020, Fiscal Month FM-08.

For Council Meeting of October 26th, 2020.

- 1) CRF fund stands at \$323,168.51
 - a. The record low bank rate means our expected income from interest will be lower than expected.
- 2) AR total outstanding = \$0
- 3) Operating Budget: Current Year Profit (income) & Loss (expenses) = \$4,321.72
 - a. Several one-off charges were paid in September relating to settlement of various outstanding insurance issues.
- 4) Petty Cash balance on hand (as of September 30th, 2020) = \$287.12
- 5) Detailed reports sent as separate PDF files:
 - 1) Income & Expense Reconciliation
 - 2) CRF Reconciliation
 - 3) Petty Cash Reconciliation

INSURANCE:

The Insurance committee has been doing great work on your behalf and has collected valuable information which will greatly assist Council in negotiating the Strata Corporation Insurance Policy renewal.

Gordon Buttolph (Treasurer for BCS1501)

BCS1501 CRF - 2020 FISCAL MONTH FM-08

BCS1501 CRF Reconciliation to (September 30th, 2020) and Forecast to Year-End (January 31st, 2021).

GREEN = ACTUAL (Balanced to the Financial Statements)

RED = FORECAST (Based on 2020 Budget)

FISCAL MONTH	ACTUAL	Closing CRF Balance (from statements)	Closing Balance (CRF Term Deposit)	Closing CRF Value (from statements)	Closing Balance (calculated)	CRF Monthly Contribution (from Strata fees)	CRF Payments (to O/A)	CRF Payments (from O/A)	CRF Loans (to O/A)	CRF Loan Repayments (from O/A)	CRF Interest Gain	CRF Payments (to Term Deposit)	CRF Term Deposit Interest Paid
1	January 31 2020	\$323,856.94	\$0.00	\$323,856.94									
2	February 29 2020	\$272,401.42	\$0.00	\$272,401.42	\$272,401.42	\$8,272.25	\$0.00	\$0.00	-\$85,305.67	\$25,000.00	\$577.90	\$0.00	\$0.00
3	March 31 2020	\$195,915.86	\$0.00	\$195,915.86	\$195,915.86	\$8,272.25	\$0.00	\$0.00	-\$85,305.67	\$0.00	\$547.86	\$0.00	\$0.00
4	April 30 2020	\$185,635.28	\$0.00	\$185,635.28	\$185,635.28	\$10,754.00	\$0.00	\$4.00	-\$85,305.67	\$63,979.26	\$287.83	\$0.00	\$0.00
5	May 31 2020	\$212,275.98	\$0.00	\$212,275.98	\$212,275.98	\$9,099.50	-\$3,861.38	-\$4.00	\$0.00	\$21,326.42	\$80.16	\$0.00	\$0.00
6	June 30 2020	\$239,502.30	\$0.00	\$239,502.30	\$239,502.30	\$9,099.50	-\$3,302.78	\$0.00	\$0.00	\$21,326.42	\$103.18	\$0.00	\$0.00
7	July 31 2020	\$270,042.44	\$0.00	\$270,042.44	\$270,042.44	\$9,099.50	\$0.00	\$0.00	\$0.00	\$21,326.42	\$114.22	\$0.00	\$0.00
8	August 31 2020	\$300,598.19	\$0.00	\$300,598.19	\$300,598.19	\$9,099.50	\$0.00	\$0.00	\$0.00	\$21,326.42	\$129.83	\$0.00	\$0.00
8	September 30 2020	\$323,168.51	\$0.00	\$323,168.51	\$323,168.51	\$9,099.50	-\$8,000.00	\$0.00	\$0.00	\$21,326.42	\$144.40	\$0.00	\$0.00
	FORECAST												
9	October 31 2020					\$9,099.50						\$0.00	\$0.00
10	November 30 2020					\$9,099.50						\$0.00	\$0.00
11	December 31 2020					\$9,099.50						\$0.00	\$0.00
12	January 31 2021					\$9,099.50						\$0.00	\$0.00
	Year-End Totals					\$109,194.00						\$0.00	\$0.00
	Average/Unit												

2020 Budget	\$579,400.00
Insurance Costs	\$255,917.00
Operating Costs	\$214,289.00
CRF Contribution	\$109,194.00

BCS1501 OPERATING BUDGET - 2020 FISCAL MONTH FM-08.

BCS1501 Income & Expense Reconciliation (to September 30th, 2020) and Forecast to Year-End (January 31st, 2021).

GREEN = ACTUAL (Balanced to the Financial Statements)

RED = FORECAST (Based on AGM approved 2020 Budget)

FISCAL MONTH	ACTUAL	M/E BALANCE P & L Account (from Statements)	M/E BALANCE P & L Account (calculated)	INCOME (MONTHLY) (from Strata Fees)	INCOME (MONTHLY) (Miscellaneous)	TOTAL INCOME (MONTHLY)	TOTAL EXPENSES (MONTHLY)	DELTA +/- (MONTHLY)
	January 31 2020	\$0.00	\$0.00					
1	February 29 2020	-\$3,682.59	-\$3,682.59	\$33,089.24	\$154.75	\$33,243.99	-\$36,926.58	-\$3,682.59
2	March 31 2020	\$20,639.35	\$20,639.35	\$63,360.76	\$117.67	\$63,478.43	-\$39,156.49	\$24,321.94
3	April 30 2020	\$21,518.57	\$21,518.57	\$48,225.00	\$142.94	\$48,367.94	-\$47,488.72	\$879.22
4	May 31 2020	\$13,913.01	\$13,913.01	\$48,224.90	\$252.24	\$48,477.14	-\$56,082.70	-\$7,605.56
5	June 30 2020	\$25,322.67	\$25,322.67	\$48,225.44	\$28.42	\$48,253.86	-\$36,844.20	\$11,409.66
6	July 31 2020	\$26,980.23	\$26,980.23	\$48,225.27	\$100.31	\$48,325.58	-\$46,668.02	\$1,657.56
7	August 31 2020	\$3,528.21	\$3,528.21	\$48,225.27	\$28.77	\$48,254.04	-\$71,706.06	-\$23,452.02
8	September 30 2020	\$4,321.72	\$4,321.72	\$48,225.27	\$25.23	\$48,250.50	-\$47,456.99	\$793.51
	FORECAST							
9	October 31 2020			\$48,225.00				
10	November 30 2020			\$48,225.00				
11	December 31 2020			\$48,225.00				
12	January 31 2021			\$48,225.00				
	TOTALS			\$578,701.15	\$700.00	\$579,400.00		
	Monthly Avg/Unit			\$634.54		\$635.31		
	Annual Avg/Unit			\$7,614.49		\$7,623.68		

Fiscal 2020 Budget:	\$579,400.00
Insurance Costs	\$255,917.00
Operating Costs	\$214,289.00
CRF Contribution	\$109,194.00

Petty Cash: BALANCE SHEET as of September 30th, 2020. Fiscal Month FM-08.
 Provided for Council Meeting of October 26th, 2020.

[illegible]

BCS1501 - FISCAL 2020. FM-08.
Social Committee Funds: OFF BALANCE SHEET
Council Meeting: October 26th, 2020.

06/15/2018	\$14.00	From Golf Tournament Fees
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BCS1501 ELGIN POINTE STRATA COUNCIL MEETING MINUTES

September 28, 2020

Minutes of the BCS1501 Elgin Pointe strata council meeting held **September 28, 2020**

Location: due to COVID-19 isolation guidelines the meeting was held virtually via Zoom

COUNCILLORS PRESENT: Linda Hensman, President
Pat Douglas, Vice-President
Gordon Buttolph, Treasurer
Sylvia Palmer, Secretary
Peter Alpen, Councillor at Large
Helen Maclean, Councillor at Large (Landscaping Liaison)
Glenn Roy, Councillor at Large (Webmaster / Communications Coordinator)

ALSO PRESENT: Cristin Corneille, Property Management Agent
Trudi Heard, Recording Secretary

REGRETS: None

1. CALL TO ORDER

The meeting was called to order at 3:02 pm.

2. ADOPTION OF PREVIOUS MINUTES

It was **MOVED (Maclean), SECONDED (Roy) and CARRIED** that the Elgin Pointe Council approves the minutes for the meeting of August 24, 2020.

3. ADDITIONS TO THE AGENDA

Business Arising: None

New Business: None

4. FINANCIAL

4.1 **Financial Statements:** as per attached reports including:

- Monthly Report }
- CRF Reconciliation } All as of August 31, 2020
- Income & Expense Reconciliation } (fiscal month 2020.07)
- Petty Cash Balance Sheet }

It was **MOVED (Buttolph), SECONDED (Douglas), and CARRIED** that Elgin Pointe Council approves the financial statements as above.

4.2 **Accounts Receivable as of August 31, 2020:** Nil

4.3 **Petty Cash Reconciliation as of August 31, 2020:** \$297.12 balance on hand.

5. BUSINESS ARISING

5.1 Capital Projects

Irrigation System Upgrades: Completed for 2020.

Council agreed that the irrigation system should be shut down and winterized as soon as possible after Thanksgiving (Monday, October 12, 2020). Agent Corneille to advise irrigation contractor.

5.2 Condensation Damage – in Two Units XX and XX:

The ex gratia cash settlement offers to complete repairs, as previously agreed by Council, have been accepted by both owners. Repairs to both units are now deemed completed.

5.3 LED Lights for Five Exterior Tall Standards

Until the Canada/US border restrictions are lifted, this project will continue to be on hold.

5.4 Gutter Remediation

Work completed in August as scheduled at a total cost of \$11,079.60.

It was **MOVED (Buttolph)**, **SECONDED (Maclean)** and **CARRIED** that the Elgin Pointe Council approves payment of \$11,079.60 as follows:

\$8,000.00 to be paid from the CRF as per the 2020 AGM Special Resolution 'A'
\$3,079.60 to be paid from the operating account.

5.5 Pergola – Unit XX

A letter was sent to owner denying permission for the pergola installation and requesting it be removed by September 30, 2020 and not be reinstalled.

5.6 Insurance Sub-Committee

Thank you to all who volunteered to work on this important project. The committee consists of:

Councillors: Gordon Buttolph (lead)
Peter Alpen

Owners: Bill Baker
Harold Enns
Ed Perih
Kaz Smiegiel
Bob Smith

The kick-off meeting is scheduled for October 3, 2020.

6. COMMITTEE REPORTS

6.1 Landscaping:

Stump Removal: The designated stumps are scheduled for removal on September 29. Total cost for stump removal is \$774.38 which will be paid from the CRF. Replacement plantings to be determined.

Pruning: Council received 20 requests for tree pruning, mainly in back yards. Pruning is scheduled for October 16 and it is hoped it will be completed in one day. Charge for pruning is \$2,278.50.

It was **MOVED (Maclean), SECONDED (Buttolph) and CARRIED** that the Elgin Pointe Council approves payment of \$2,278.50 for tree pruning.

A few of the trees require continued monitoring for possible further action in the spring.

Potentially Hazardous Trees: It was noted by the arborist during the walkabout inspection that two large spruce trees in the east side green space (behind unit 33) may be hazardous and should be reported to the City of Surrey. Agent Corneille will be issuing the appropriate request to the city.

Spring Bulbs: The spring bulbs have been purchased and, weather permitting, will be planted on October 5 by the Gardening Group of volunteers. **THANK YOU, Ladies!**

6.2 Maintenance:

It has been an ongoing problem that photocells for exterior lights throughout the complex are not operating in adequately due to trees and shade. An internet-based system which monitors dawn and dusk times is being trialed to see if this will resolve the issues we are experiencing.

Many exterior bulbs on garages have been replaced.

A special thank you to **BLAKE STEWART, STEVE THACKRAY** and **RICK POST** for their work on this project.

6.3 Webmaster:

Below is the website hits report for September.

Web Page Visited	Period ending / Reporting Days					
	27-Sep-20	37	21-Aug-20	30	22-Jul-20	31
Bulletin Board	50		68		245	
Clubhouse Bookings	79		17		14	
Community	39		22		25	
Documents	78		66		51	
Emergencies	29		17		14	
FAQ	36		18		18	
Home	736		538		514	
Login	195		204		173	
Notices and Bulletins	16		8		4	
Parking Passes	5		3		3	
Visitors	72		47		31	

7. CORRESPONDENCE

As per attached Correspondence Tracking List dated September 28, 2020.

IMPORTANT REMINDER TO OWNERS

All issues and concerns are to be reported directly to Agent Cristin Corneille and NOT to council members.

**Agent Corneille may be reached by:
email: cristin@peninsulastrata.com
phone: (604) 385-2242 Ext. 101**

***** Always include your unit no. on any correspondence. *****

8. NEW BUSINESS

8.1 **Snow Clearing:** Council agreed to continue with the incumbent snow clearing contractor for the 2020-21 season. Agent Corneille to secure contract.

8.2 **Parking of Contractors' Vehicles:** Owners are reminded that the roadway within the Elgin Pointe complex is a legally designated emergency access lane and **must be kept clear at all times**. No vehicle may be parked in such a way as to block or obstruct any portion of the road.

Please ensure contractors are aware of this requirement. They may off load vehicles at the unit and then park in a restricted or visitors' stall.

Owners may apply for temporary parking passes for Visitors' stalls if it is necessary to use one during a period when contractor's vehicles are on site.

⇒ Please review the Parking Bylaw. Current Strata Bylaws are included on the Elgin Pointe website under the heading "Documents" on the Home Page.

8.3 **Re-opening of Clubhouse:** For the safety of the Elgin Pointe community during the Covid-19 pandemic, the clubhouse, including the library, **will remain closed and off limits to owners** until further notice.

8.4 **Pet Bylaw:** Owners are reminded that, as per Elgin Pointe bylaws, **all pets are to be leashed when on common property**. A further reminder to dog owners to always clean up after your dog.

⇒ Please review the Pet Bylaw. Current Strata Bylaws are included on the Elgin Pointe website under the heading "Documents" on the Home Page.

8.5 **Online Portal for Owners:** Peninsula Strata Management will be introducing an online portal for clients including Elgin Pointe. Council will have an opportunity to use it on a trial basis for evaluation purposes as to benefit to owners.

9. MEETING ADJOURNED

The meeting adjourned at 5:10 pm.

The next meeting is scheduled for **Monday, October 26, 2020** at **3:00 pm** via Zoom due to the ongoing Covid19 pandemic guidelines and restrictions.

* * * * *

Linda Hensman, President

Trudi Heard, Recording Secretary

Attachments:

- Financial Reports as identified in Item 4.2.
- Correspondence Tracking List date September 28, 2020 as per Item 7.

BCS1501 – ELGIN POINTE: **CORRESPONDENCE TRACKING LIST** as of **SEPTEMBER 28, 2020**

Correspondence type: L = letter E = email P = phone call IP = in person PSM = Peninsula Strata Management

Unit A: Unit owner originating the correspondence

Unit B: Unit subject to the comment/complaint (if not the same)

ITEM NO.	DATE (mm/dd)	TYPE	ISSUE	STATUS
1.	01/05	E	Wants flowering shrubs of some sort to replace rhodos	Ongoing
2.	3/10	E	Cedar hedge in backyard needs some branches tied back	Ongoing
3.	3/16	E	Back door window seal	RESOLVED
4.	4/9	E	Needs gate repaired	RESOLVED
5.	4/14	E	Door seal gone on patio door	RESOLVED
6.	4/22	E	Ash tree in backyard needs pruning	Ongoing. Will be done as part of next general pruning.
7.	5/5	E	Peeling paint on door	Ongoing
8.	5/11	E	Rotten stairs and gate	RESOLVED
9.	5/11	E	a. Front door needs painting. b. Gate is rotten	a. RESOLVED b. RESOLVED
10.	5/28	E	Paint peeling on front door	Ongoing.
11.	7/02 and 7/23	E	a. Request to have two large trees in the back yard pruned. b. Concerned that privacy in back yard is reduced in the fall when trees lose their leaves. c. One cedar in the back yard is dead.	a. Ongoing b. Ongoing c. Ongoing
12.	8/24	E	Two broken/rotting fence post caps to be replaced.	Ongoing
13.	8/27	E	a. Request to remove the small section of grass in the front of the unit and replace it with perennial bushes or plants. b. Request to have cedar hedge and bush in the back yard trimmed.	a. Ongoing

				b. RESOLVED
14.	8/28	E	Loose bricks around electrical box.	RESOLVED
15.	8/31	E	Latch on neighbour's gate doesn't close.	RESOLVED
16.	9/1	E	Overgrown trees	Ongoing
17.	9/1	E	Overgrown tree	Ongoing
18.	9/1	E	Follow-up request regarding an overgrown tree.	Ongoing
19.	9/1	E	Japanese Maple in the front yard and dogwood in the back yard both overgrown.	Ongoing
20.	9/1	E	Overgrown shrub/tree in back yard. Owner would like it trimmed to be of the same height as cedar hedge.	Ongoing
21.	9/1	E	Overgrown tree.	Ongoing
22.	9/1	E	a. Overgrown tree - owner would like it replaced with a smaller and slower growing tree. b. Large tree in neighbour's yard is creating too much shade in this owner's yard.	a. Ongoing b. Ongoing
23.	9/1	E	We have a pink dogwood in our back yard I would like looked at ... it seems to be dying.	Arborist checked. Will clean up now and reassess in spring for removal
24.	9/1	E	Three trees require attention – a vine maple and another large tree are overgrown plus a smaller tree in the NE corner appears dead 2 of its 3 stems.	Ongoing
25.	9/1	E	Requesting birch tree in corner back yard be inspected. It was pruned early spring and parts of it did not look that great even after.	Ongoing
26.	9/1	E	1. Request to have tree at the front re-shaped as it was left lopsided after last pruning and it still restricts access to reserved parking stall. 2. Request to have purple bush trimmed (outside the gate, on boulevard).	1. RESOLVED 2. RESOLVED
27.	9/1	E	Request to have maple tree pruned.	RESOLVED. Arborist checked, pruning not needed.
28.	9/2	E	Request to have large tree in neighbour's yard trimmed.	Ongoing
29.	9/2	E	Overgrown tree in back yard.	Ongoing
30.	9/2	E	Rotting fence.	Ongoing

31.	9/2	E	The window in the patio door has been replaced but there is a gap. Touch-up painting to match the door will also be required.	Ongoing
32.	9/2	E	Tree on common property behind cedar hedge in the back yard requires trimming.	RESOLVED
33.	9/4	E	A pair of rats was seen moving between yards.	RESOLVED
34.	9/4	E	The flower beds need bark mulch and the grass is not growing and needs some seeding and fertilizing. Perhaps resulting from the broken sprinkler?	Ongoing
35.	9/6	E	Owner questioning the recent memo regarding Resultant Damage and Owner Responsibility.	RESOLVED
36.	9/6	E	Concern about possible carpenter ant or termite infestation.	RESOLVED
37.	9/9	E	Maple tree in back yard is overgrown despite regular pruning, Requires severe pruning or being cut down. Owner has been paying to have the maple tree professionally pruned but it is now too costly. Also, city trees outside the yard are encroaching the back yard.	Ongoing
38.	9/11	P	Pruning of laurels at dining room window and below the kitchen window.	RESOLVED The laurels are trimmed routinely as part of the regular gardening maintenance program.
39.	9/11	E	Frequent excessive noise.	Ongoing
40.	9/13	E	Concerned with sharp metal pieces left in yard following gutter repairs.	RESOLVED
41.	9/14	E	Two trees require serious pruning – a flowering plum in the back yard and a red maple in the front.	Ongoing
42.	9/17	E	a. Overgrown tree beside bedroom window blocks light and encroaches on neighbour's yard. Requesting that the top half of this tree be removed. b. Regarding a Katsura in the SW corner of the back yard – this tree has 3 limbs but owner feels the back 2 should be removed.	a. Ongoing b. Ongoing
43.	9/21	E	Mold has been removed repeatedly from the window well but has returned again.	Ongoing. Window well will be replaced in the spring.
44.	9/21	E	Squirrel nest in nearby tree.	RESOLVED
45.	9/21	E	Screen required on gutter downspout to prevent debris from going down and into perimeter drain.	RESOLVED

DRAFT

46.	9/23	E	How to vent a new high efficiency furnace.	Ongoing
47.	9/23	E	Evidence of moisture in the front corner of basement.	Forwarded to Rob Carmichael.
48.	9/24	E	Two cracked/broken roof tiles.	Ongoing
49.	9/22	E	The new guttering system of leaf guards and down spout traps are not working as they should.	RESOLVED
50.	09/28	E	Pergola – response from owner	Ongoing.
51.	09/28	E	Paint settlement offer	Ongoing
52.	09/28	E	Contractor parking	RESOLVED Refer item 8.2 of 09/28/20 minutes.

Elgin Pointe Strata Corporation – BCS1501.

Treasurer's Monthly Report as of August 31st, 2020

Fiscal Year 2020, Fiscal Month FM-07.

For Council Meeting of September 28th, 2020.

- 1) CRF fund stands at \$300,598.19
 - a. The record low bank rate means our expected income from interest will be lower than expected.
- 2) AR total outstanding = \$0
- 3) Operating Budget: Current Year Profit (income) & Loss (expenses) = \$3,528.21
 - a. Invoicing caught up with the maintenance work performed during the summer.
 - b. Gutter work is completed, Invoices will be due for payment in October.
- 4) Petty Cash balance on hand (as of August 31st, 2020) = \$297.12
- 5) Detailed reports sent as separate PDF files:
 - 1) Income & Expense Reconciliation
 - 2) CRF Reconciliation
 - 3) Petty Cash Reconciliation

INSURANCE:

COVID-19 has managed to move the Condo Insurance crisis off the front page. Council is continuing to watch what is happening in the Insurance market and will keep you updated.

Update: recently the BC Government past into law two recommendations related to Condominium Insurance. One was related to disclosure of the fee structure built into the Policy by the Broker, the other related to the Broker of record being required to present the renewal details to the Strata Corporation at least 30 days prior to the renewal date. In addition, the BC Government has indicated it will make further changes to the Strata Act related to Insurance as a matter of urgency in the Fall session.

Regards,

Gordon Buttolph (Treasurer for BCS1501)

BCS1501 CRF - 2020 FISCAL MONTH FM-07.

BCS1501 CRF Reconciliation to (August 31st, 2020) and Forecast to Year-End (January 31st, 2021).

GREEN = ACTUAL (Balanced to the Financial Statements)

RED = FORECAST (Based on 2020 Budget)

FISCAL MONTH	ACTUAL	Closing CRF Balance (from statements)	Closing Balance (CRF Term Deposit)	Closing CRF Value (from statements)	Closing Balance (calculated)	CRF Monthly Contribution (from Strata fees)	CRF Payments (to O/A)	CRF Payments (from O/A)	CRF Loans (to O/A)	CRF Loan Repayments (from O/A)	CRF Interest Gain	CRF Payments (to Term Deposit)	CRF Term Deposit Interest Paid
	January 31 2020	\$323,856.94	\$0.00	\$323,856.94									
1	February 29 2020	\$272,401.42	\$0.00	\$272,401.42	\$272,401.42	\$8,272.25	\$0.00	\$0.00	-\$85,305.67	\$25,000.00	\$577.90	\$0.00	\$0.00
2	March 31 2020	\$195,915.86	\$0.00	\$195,915.86	\$195,915.86	\$8,272.25	\$0.00	\$0.00	-\$85,305.67	\$0.00	\$547.86	\$0.00	\$0.00
3	April 30 2020	\$185,635.28	\$0.00	\$185,635.28	\$185,635.28	\$10,754.00	\$0.00	\$4.00	-\$85,305.67	\$63,979.26	\$287.83	\$0.00	\$0.00
4	May 31 2020	\$212,275.98	\$0.00	\$212,275.98	\$212,275.98	\$9,099.50	-\$3,861.38	-\$4.00	\$0.00	\$21,326.42	\$80.16	\$0.00	\$0.00
5	June 30 2020	\$239,502.30	\$0.00	\$239,502.30	\$239,502.30	\$9,099.50	-\$3,302.78	\$0.00	\$0.00	\$21,326.42	\$103.18	\$0.00	\$0.00
6	July 31 2020	\$270,042.44	\$0.00	\$270,042.44	\$270,042.44	\$9,099.50	\$0.00	\$0.00	\$0.00	\$21,326.42	\$114.22	\$0.00	\$0.00
7	August 31 2020	\$300,598.19	\$0.00	\$300,598.19	\$300,598.19	\$9,099.50	\$0.00	\$0.00	\$0.00	\$21,326.42	\$129.83		
	FORECAST												
8	September 30 2020					\$9,099.50						\$0.00	\$0.00
9	October 31 2020					\$9,099.50						\$0.00	\$0.00
10	November 30 2020					\$9,099.50						\$0.00	\$0.00
11	December 31 2020					\$9,099.50						\$0.00	\$0.00
12	January 31 2021					\$9,099.50						\$0.00	\$0.00
	Year-End Totals					\$109,194.00						\$0.00	\$0.00
	Average/Unit												

2020 Budget	\$579,400.00
Insurance Costs	\$255,917.00
Operating Costs	\$214,289.00
CRF Contribution	\$109,194.00

BCS1501 OPERATING BUDGET - 2020 FISCAL MONTH FM-07.

BCS1501 Income & Expense Reconciliation (to August 31st, 2020) and Forecast to Year-End (January 31st, 2021).

GREEN = ACTUAL (Balanced to the Financial Statements)

RED = FORECAST (Based on AGM approved 2020 Budget)

FISCAL MONTH	ACTUAL	M/E BALANCE P & L Account (from Statements)	M/E BALANCE P & L Account (calculated)	INCOME (MONTHLY) (from Strata Fees)	INCOME (MONTHLY) (Miscellaneous)	TOTAL INCOME (MONTHLY)	TOTAL EXPENSES (MONTHLY)	DELTA +/- (MONTHLY)
	January 31 2020	\$0.00	\$0.00					
1	February 29 2020	-\$3,682.59	-\$3,682.59	\$33,089.24	\$154.75	\$33,243.99	-\$36,926.58	-\$3,682.59
2	March 31 2020	\$20,639.35	\$20,639.35	\$63,360.76	\$117.67	\$63,478.43	-\$39,156.49	\$24,321.94
3	April 30 2020	\$21,518.57	\$21,518.57	\$48,225.00	\$142.94	\$48,367.94	-\$47,488.72	\$879.22
4	May 31 2020	\$13,913.01	\$13,913.01	\$48,224.90	\$252.24	\$48,477.14	-\$56,082.70	-\$7,605.56
5	June 30 2020	\$25,322.67	\$25,322.67	\$48,225.44	\$28.42	\$48,253.86	-\$36,844.20	\$11,409.66
6	July 31 2020	\$26,980.23	\$26,980.23	\$48,225.27	\$100.31	\$48,325.58	-\$46,668.02	\$1,657.56
7	August 31 2020	\$3,528.21	\$3,528.21	\$48,225.27	\$28.77	\$48,254.04	-\$71,706.06	-\$23,452.02
	FORECAST							
8	September 30 2020			\$48,225.00				
9	October 31 2020			\$48,225.00				
10	November 30 2020			\$48,225.00				
11	December 31 2020			\$48,225.00				
12	January 31 2021			\$48,225.00				
	TOTALS			\$578,700.88	\$700.00	\$579,400.00		
	Monthly Avg/Unit			\$634.54		\$635.31		
	Annual Avg/Unit			\$7,614.49		\$7,623.68		

Fiscal 2020 Budget:		\$579,400.00
Insurance Costs		\$255,917.00
Operating Costs		\$214,289.00
CRF Contribution		\$109,194.00

STATUS	INVOICE DATE	OPENING	DEBIT/CREDIT	ROUNDING	CASH PAID OUT	CLOSING		PAID TO	UNIT	ITEM DESCRIPTION	ACCOUNT
	mm/dd/yyyy	BALANCE				BALANCE			#		CODE

BCS1501 - FISCAL 2020. FM-07.
Social Committee Funds: OFF BALANCE SHEET
Council Meeting: September 28th, 2020.

Page 1 of 1

BCS1501 ELGIN POINTE STRATA COUNCIL MEETING MINUTES

August 24, 2020

Minutes of the BCS1501 Elgin Pointe strata council meeting held **Monday, August 24, 2020**
Location: due to COVID-19 isolation guidelines the meeting was held virtually via Zoom

COUNCILLORS PRESENT: Linda Hensman, President
Pat Douglas, Vice-President
Gordon Buttolph, Treasurer
Sylvia Palmer, Secretary
Peter Alpen, Councillor at Large
Helen Maclean, Councillor at Large (Landscaping Liaison)

ALSO PRESENT: Cristin Corneille, Property Management Agent
Trudi Heard, Recording Secretary

REGRETS: Glenn Roy, Councillor at Large (Webmaster / Communications Coordinator)

1. CALL TO ORDER

The meeting was called to order at 3:02 pm.

2. ADOPTION OF PREVIOUS MINUTES

It was **MOVED (Alpen), SECONDED (Maclean) and CARRIED** that the Elgin Pointe Council approves the minutes for the meeting of July 27, 2020.

3. ADDITIONS TO THE AGENDA

Business Arising: None

New Business: None

4. FINANCIAL

4.1 **Financial Statements:** as per attached reports:

- Treasurer's Quarterly Report – 2020.Q2 }
- Monthly Report } All as of
- CRF Reconciliation } July 31, 2020
- Income & Expense Reconciliation } (fiscal month 2020.06)
- Petty Cash Balance Sheet }

It was **MOVED (Buttolph), SECONDED (Douglas), and CARRIED** that Elgin Pointe Council approves the financial statements as above.

4.2 **Accounts Receivable as of July 31, 2020:** Nil

4.3 **Petty Cash Reconciliation as of July 31, 2020:** \$35.71 balance on hand.

5. BUSINESS ARISING

5.1 Capital Projects

Irrigation System Upgrade: Consensus of Council is that the current irrigation contractor is more proactive than the previous contractor. Further upgrades are not deemed necessary at the present time as issues are being addressed/repared as they arise. Council agreed that proceeding with Phase II of the system upgrades is not required at this time.

5.2 Condensation Damage (Two Units)

5.2.1 Invoice - Unit XX:

Invoice for repairs in the amount \$7,885.20 has been received.

It was **MOVED (Buttolph), SECONDED (Palmer), and CARRIED** that Elgin Pointe Council approves payment of \$7,885.20 as above. Payment to be made from the Operating Account.

5.2.2 Unit Carpets in two units:

The carpets in two units have recently been damaged as a result of a common property condensation issue. After due consideration, Council in good faith, approves offering owners of these two units ex gratia cash settlement. The owners will be asked to agree to the settlement with the understanding that when they receive it, it is a final settlement.

It was **MOVED (Buttolph), SECONDED (Douglas), and CARRIED** to offer the owners involved a cash settlement not to exceed \$1,000.00 per unit.

5.3 LED Lights for Five Exterior Tall Standards

Until US/Canada border restrictions are lifted, this project will continue to be on hold.

5.4 Gutter Remediation

Work in progress August 24-26.

5.5 Pergola/Canopy (Unit XX)

It was **MOVED (Douglas), SECONDED (Maclean), and CARRIED** by a vote of 4:2 that Elgin Pointe Council does not approve of the structure and deems it to be in violation of Elgin Pointe by-laws.

Agent Corneille will prepare a letter to owner outlining Council's decision.

It is noted that Councillors Alpen and Buttolph did not support the motion.

6. COMMUNICATIONS AND COUNCILLOR REPORTS

6.1 Landscaping:

- Three trees have been removed by arborist; two of the remaining stumps will need to be removed, the third is decayed to the point removal is not required.
- (Unit XX) One additional overgrown tree requires removal. Quote awaited from arborist.
- Untidy perennials and a small patch of lawn in a common area will be removed and replaced with shrubs/bushes to be agreed.
- The gardening committee of volunteers requested permission to spend \$250.00 on fall annuals and spring bulbs.

It was **MOVED (Palmer), SECONDED (Douglas), and CARRIED** that Elgin Pointe Council approves spending up to \$250.00 as above for fall and spring colour.

6.2 **Maintenance:** There are no updates to report not covered elsewhere in these minutes.

6.3 Webmaster:

There were two website maintenance issues in August:

1. On August 9th the SSL certificate from GoDaddy expired, requiring purchasing a new certificate for another two years, and also re-initializing the Elgin Pointe website with the new certificate.
2. On July 29th Google unexpectedly cut the secure connection between the Elgin Pointe website and the Gmail email server, impacting ability to send council notices and bulletin board posts to owners. Once the issue was identified it was promptly resolved and all is back in service.

Website statistics (number of page hits) for August:

Web Page Visited	Period ending / Reporting Days					
	21-Aug-20	30	22-Jul-20	31	21-Jun-20	27
Bulletin Board	68		245		80	
Clubhouse Bookings	17		14		18	
Community	22		25		37	
Documents	66		51		71	
Emergencies	17		14		14	
FAQ	18		18		20	
Home	538		514		754	
Login	204		173		307	
Notices and Bulletins	8		4		4	
Parking Passes	3		3		5	
Visitors	47		31		64	

7. CORRESPONDENCE

As per attached Correspondence Tracking List dated August 24, 2020.

IMPORTANT REMINDER TO OWNERS

***All issues and concerns are to be reported
DIRECTLY TO AGENT CRISTIN CORNEILLE
and NOT to council members.***

***Agent Corneille may be reached by:
email: cristin@peninsulastrata.com
phone: (604) 385-2242 Ext. 101***

****** Always include your unit no. on any correspondence. ******

8. NEW BUSINESS

8.1 Resultant Damage Costs (Responsibility of Owners)

A recent legal clarification of the Strata Act of British Columbia relieves strata corporations of the responsibility for repairs to strata units for what is deemed to be "resultant damage". This change means onus for such repairs is on the owners.

➔ A separate memo on this very important topic will be issued to all owners.

8.2 Mole Removal

Situated close to forest means Elgin Pointe will always attract wildlife, including moles. This year's mole problem has been addressed but the cost for professional mole removal thus far has been \$500 to set up four traps plus \$100 per return visit to empty traps. To date only three moles have been captured.

Council agrees that, going forward, while owners should continue to notify the property management agent if moles are discovered, they will be encouraged to deal with minor mole infestations themselves. A professional pest removal contractor will be brought in only for major infestations.

8.3 Strata Unit Renovations – Impact on Insurance, Notification

Owners are reminded that any damage to a strata unit which is recoverable under the strata policy will be covered only to the **value of the unit's original construction**. Any updates, upgrades, improvements or betterments are the responsibility of the owner and onus lies with owners to ensure they have adequate cover under their homeowner's insurance to cover these increased values.

Note that this also applies to upgrades and improvements made by previous owners.

In addition, owners are reminded to advise the property agent of all such changes. Examples of common betterments include but are not limited to floor coverings, crown mouldings, new or replaced cabinetry, extended patios, artificial turf, screen doors.

8.4 Assumption of Liability (AOL) Form

Where appropriate, owners may be required to sign an Assumption of Liability Form (or AOL) when making changes to their strata unit or yard. These forms will be provided by the property management agent and must be signed by each and every registered owner of the unit. The completed AOL forms are important legal documents required for future insurance claims as well as subsequent change of ownership and are maintained by the property management agent.

8.5 Insurance Sub-Committee

Council has agreed to convene a special insurance sub-committee comprised of both council members and owners to guide Elgin Pointe Strata Corp. through the upcoming (2021-22) renewal process.

➔ **A separate memo on this very important topic will be issued to all owners.**

9. MEETING ADJOURNED

The meeting adjourned at 4:38 pm.

The next meeting is scheduled for **Monday, September 28, 2020** at **3:00 pm** via Zoom due to the ongoing Covid19 pandemic guidelines and restrictions.

* * * * *

Linda Hensman, President

Trudi Heard, Recording Secretary

Attachments:

- Financial Reports as identified in Item 4.2.
- Correspondence Tracking List dated August 24, 2020 as per Item 7.

BCS1501 – ELGIN POINTE: CORRESPONDENCE TRACKING LIST as of AUGUST 24, 2020

Correspondence type: L = letter E = email P = phone call IP = in person PSM = Peninsula Strata Management

Unit A: Unit owner originating the correspondence

Unit B: Unit subject to the comment/complaint (if not the same)

ITEM NO.	DATE (mm/dd)	TYPE	ISSUE	STATUS
1.	11/07/19	E	a. Brown spots on ceiling b. Concerned that paint feathering won't match.	RESOLVED
2.	01/02	E	Gutter is leaking at the corner of the garage and the sidewalk to the front door. It is starting to affect the fascia board in the area.	RESOLVED
3.	01/05	E	Wants flowering shrubs of some sort to replace rhodos	Ongoing
4.	3/10	E	Cedar hedge in backyard needs some branches tied back	Ongoing
5.	3/16	E	Back door window seal	Ongoing
6.	4/9	E	Needs gate repaired	Ongoing
7.	4/14	E	Door seal gone on patio door	Ongoing
8.	4/14	E	Gutter above front door drips	RESOLVED
9.	4/22	E	Ash tree in backyard needs pruning	Ongoing. Will be done as part of next general pruning.
10.	4/27	E	Substantial leak in corner of eavestrough, located above the gate entrance to the back yard.	RESOLVED
11.	5/5	E	Peeling paint on door	Ongoing
12.	5/11	E	Rotten stairs and gate If gate is replaced, a "see-through" style is preferred if possible.	Ongoing
13.	5/11	E	a. Front door needs painting. b. Gate is rotten	a. Ongoing b. Ongoing
14.	5/4	E	a. One front corner gutter has been leaking for some time. b. After gutters were cleaned, a second corner gutter (in the back) has begun to leak.	a. RESOLVED b. RESOLVED

15.	5/28	E	Paint peeling on front door	Ongoing.
16.	6/3	E	Gutter issue – NE corner of garage. Overflow drips onto concrete planter.	RESOLVED
17.	6/8	E	Pergola/canopy	RESOLVED
18.	7/2 and 7/23	E	a. Request to have two large trees in the back yard pruned. b. Concerned that privacy in back yard is reduced in the fall when trees lose their leaves. c. One cedar in the back yard is dead.	Ongoing
19.	7/13	E	The N/E corner of the facias still leaks after the painters were here.	RESOLVED
20.	7/20	E	Squirrels' nest in tree behind unit – there are 3 maple trees, nest is in the one nearest the lamp standard.	RESOLVED
21.	7/20	E	Landscape contractor reported wetness in the back yard.	RESOLVED
22.	7/23	E	Owner believes tree root is coming up through artificial turf and may also be damaging the concrete patio.	RESOLVED
23.	7/27	E	An estimated 1'x1' section of Hardy Board siding appears ready to fall off.	RESOLVED
24.	7/28	E	Wondering about a response to pruning request.	RESOLVED
25.	7/30	E	a) Requesting sprinkler be permanently off in backyard area where artificial turf has been installed. b) Request to install a Wizard Industries retractable screen door on the back door.	a) RESOLVED b) RESOLVED
26.	8/3	E	Province Article about Condo Insurance	RESOLVED
27.	8/3	E	Poor water pressure in front yard sprinklers. Plants not being adequately watered.	RESOLVED
28.	8/3	E	A section of drywall in garage on the outside wall appears to possibly have mould.	RESOLVED
29.	8/4	E	Mole hill next to our barbecue in backyard.	RESOLVED
30.	8/5	E	Flood Damage Deductible amount confirmation.	RESOLVED
31.	8/5	E	Mole problem.	RESOLVED
32.	8/5	E	in NE corner of back yard, the lawn and flower beds are not getting any water.	RESOLVED
33.	8/7	E	Wasps and flies entering unit through fan..	RESOLVED

34.	8/8	E	Regarding ongoing repairs from condensation damage: concerns with stains on carpet and underlay – possibly due to mould?	RESOLVED
35.	8/13	E	Request to trim both Pieris and Azalea in front of window.	RESOLVED
36.	8/17	E	Owners may be temporarily unavailable while repairs are being done.	RESOLVED
37.	8/21	E	Alteration request to replace hardwood flooring and kitchen cabinetry	RESOLVED
38.	8/24	E	Weather stripping on front, back and internal garage doors needs to be replaced.	RESOLVED – advised owner this is an owner's expense.
39.	8/24	E	Two broken/rotting fence post caps to be replaced.	Ongoing

Elgin Pointe Strata Corporation – BCS1501.

Treasurer's Monthly Report as of July 31st, 2020

Fiscal Year 2020, Fiscal Month FM-06.

For Council Meeting of August 24th, 2020.

- 1) CRF fund stands at \$270,042.44
 - a. The record low bank rate means our expected income from interest will be lower than expected.
- 2) AR total outstanding = \$0
- 3) Operating Budget: Current Year Profit (income) & Loss (expenses) = \$26,980.23
 - a. A lot of work was completed in June and July related to Basement and Roof repairs, the invoices for these costs will be due for payment in July & August.
 - b. Gutter work is scheduled for end August/September, Invoices will be due for payment in October.
- 4) Petty Cash balance on hand (as of July 31st, 2020) = \$35.71
- 5) Detailed reports sent as separate PDF files:
 - 1) Second quarter (Q2) Mid-year Financial Summary
 - 2) Income & Expense Reconciliation
 - 3) CRF Reconciliation
 - 4) Petty Cash Reconciliation

INSURANCE:

COVID-19 has managed to move the Condo Insurance crisis off the front page. Council is continuing to watch what is happening in the Insurance market and will keep you updated.

Update: the BC Government released recommended changes to the Strata Act. However, the fine detail was missing and will be clarified in the tabled legislation changes which is expected to occur in the Fall session.

As of the date of this memo, no further information has been released.

Regards,

Gordon Buttolph (Treasurer for BCS1501)

BCS1501 **SECOND QUARTER** (Mid-year) Financial Summary for Fiscal Year 2020.

((February 1st, 2020 – July 31st, 2020))

TREASURER'S QUARTERLY REPORT

OPERATING BUDGET

INCOME:

Total **Income** to the end of the second quarter (Q2) was \$290,147.

This is a combination of Strata Fees (\$289,351) plus miscellaneous income (\$796).

There are no outstanding income items (Accounts Receivable) at the end of Q2.

EXPENSES:

Total **Expenses** to the end of the second quarter (Q2) year were \$263,167.

Therefore, the current account has a positive balance of \$26,980 heading into the third quarter (Q3).

CRF:

The **Contingency Reserve Fund** stands at \$270,042 at the end of Q2.

The annual Strata Insurance was paid for with a loan from the CRF during Q1. This loan is being repaid monthly and will be fully repaid by year end.

OUTLOOK:

Capital Projects started in April and will continue through September. These costs will be charged to the CRF as agreed at the AGM.

INSURANCE

Council has started to plan for the renewal of the Strata Insurance in January 2021. Given the significant cost associated with this item of the budget, Council intends to pursue all legal options available to reduce this cost and to bring Elgin Pointe's Insurance costs in-line with similar complexes.

Regards,

Gordon Buttolph (Treasurer for BCS1501)

Unit #45

BCS1501 CRF - 2020 FISCAL MONTH FM-06.

BCS1501 CRF Reconciliation to (July 31st, 2020) and Forecast to Year-End (January 31st, 2021).

GREEN = ACTUAL (Balanced to the Financial Statements)

RED = FORECAST (Based on 2020 Budget)

FISCAL MONTH		Closing CRF Balance (from statements)	Closing Balance (CRF Term Deposit)	Closing CRF Value (from statements)	Closing Balance (calculated)	CRF Monthly Contribution (from Strata fees)	CRF Payments (to O/A)	CRF Payments (from O/A)	CRF Loans (to O/A)	CRF Loan Repayments (from O/A)	CRF Interest Gain	CRF Payments (to Term Deposit)	CRF Term Deposit Interest Paid
	ACTUAL												
	January 31 2020	\$323,856.94	\$0.00	\$323,856.94									
1	February 29 2020	\$272,401.42	\$0.00	\$272,401.42	\$272,401.42	\$8,272.25	\$0.00	\$0.00	-\$85,305.67	\$25,000.00	\$577.90	\$0.00	\$0.00
2	March 31 2020	\$195,915.86	\$0.00	\$195,915.86	\$195,915.86	\$8,272.25	\$0.00	\$0.00	-\$85,305.67	\$0.00	\$547.86	\$0.00	\$0.00
3	April 30 2020	\$185,635.28	\$0.00	\$185,635.28	\$185,635.28	\$10,754.00	\$0.00	\$4.00	-\$85,305.67	\$63,979.26	\$287.83	\$0.00	\$0.00
4	May 31 2020	\$212,275.98	\$0.00	\$212,275.98	\$212,275.98	\$9,099.50	-\$3,861.38	-\$4.00	\$0.00	\$21,326.42	\$80.16	\$0.00	\$0.00
5	June 30 2020	\$239,502.30	\$0.00	\$239,502.30	\$239,502.30	\$9,099.50	-\$3,302.78	\$0.00	\$0.00	\$21,326.42	\$103.18	\$0.00	\$0.00
6	July 31 2020	\$270,042.44	\$0.00	\$270,042.44	\$270,042.44	\$9,099.50	\$0.00	\$0.00	\$0.00	\$21,326.42	\$114.22		
	FORECAST												
7	August 31 2020					\$9,099.50						\$0.00	\$0.00
8	September 30 2020					\$9,099.50						\$0.00	\$0.00
9	October 31 2020					\$9,099.50						\$0.00	\$0.00
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11	December 31 2020					\$9,099.50						\$0.00	\$0.00
12	January 31 2021					\$9,099.50						\$0.00	\$0.00
	Year-End Totals					\$109,194.00						\$0.00	\$0.00
	Average/Unit												

2020 Budget	\$579,400.00
Insurance Costs	\$255,917.00
Operating Costs	\$214,289.00
CRF Contribution	\$109,194.00

BCS1501 OPERATING BUDGET - 2020 FISCAL MONTH FM-06.

BCS1501 Income & Expense Reconciliation (to July 31st, 2020) and Forecast to Year-End (January 31st, 2021).

GREEN = ACTUAL (Balanced to the Financial Statements)

RED = FORECAST (Based on AGM approved 2020 Budget)

FISCAL MONTH	ACTUAL	M/E BALANCE P & L Account (from Statements)	M/E BALANCE P & L Account (calculated)	INCOME (MONTHLY) (from Strata Fees)	INCOME (MONTHLY) (Miscellaneous)	TOTAL INCOME (MONTHLY)	TOTAL EXPENSES (MONTHLY)	DELTA +/- (MONTHLY)
	January 31 2020	\$0.00	\$0.00					
1	February 29 2020	-\$3,682.59	-\$3,682.59	\$33,089.24	\$154.75	\$33,243.99	-\$36,926.58	-\$3,682.59
2	March 31 2020	\$20,639.35	\$20,639.35	\$63,360.76	\$117.67	\$63,478.43	-\$39,156.49	\$24,321.94
3	April 30 2020	\$21,518.57	\$21,518.57	\$48,225.00	\$142.94	\$48,367.94	-\$47,488.72	\$879.22
4	May 31 2020	\$13,913.01	\$13,913.01	\$48,224.90	\$252.24	\$48,477.14	-\$56,082.70	-\$7,605.56
5	June 30 2020	\$25,322.67	\$25,322.67	\$48,225.44	\$28.42	\$48,253.86	-\$36,844.20	\$11,409.66
6	July 31 2020	\$26,980.23	\$26,980.23	\$48,225.27	\$100.31	\$48,325.58	-\$46,668.02	\$1,657.56
	FORECAST							
7	August 31 2020			\$48,225.00				
8	September 30 2020			\$48,225.00				
9	October 31 2020			\$48,225.00				
10	November 30 2020			\$48,225.00				
11	December 31 2020			\$48,225.00				
12	January 31 2021			\$48,225.00				
	TOTALS			\$578,700.61	\$700.00	\$579,400.00		
	Monthly Avg/Unit			\$634.54		\$635.31		
	Annual Avg/Unit			\$7,614.48		\$7,623.68		

Fiscal 2020 Budget:	\$579,400.00
Insurance Costs	\$255,917.00
Operating Costs	\$214,289.00
CRF Contribution	\$109,194.00

BCS1501 - FISCAL 2020
Petty Cash: BALANCE SHEET as of July 31st, 2020. Fiscal Month FM-06.
Provided for Council Meeting of August 24th, 2020.

STATUS	INVOICE DATE	OPENING	DEBIT/CREDIT	ROUNDING	CASH PAID OUT	CLOSING	PAID TO	UNIT	ITEM DESCRIPTION	ACCOUNT
	mm/dd/yyyy	BALANCE				BALANCE		#		CODE

[illegible]

BCS1501 - FISCAL 2020. FM-06.
Social Committee Funds: OFF BALANCE SHEET
Council Meeting: August 24th, 2020.

06/15/2018	\$14.00	From Golf Tournament Fees
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BCS1501 ELGIN POINTE STRATA COUNCIL MEETING MINUTES

July 27, 2020

Minutes of the BCS1501 Elgin Pointe strata council meeting held **Monday, July 27, 2020**
Location: due to COVID-19 isolation guidelines the meeting was held virtually via Zoom

COUNCILLORS PRESENT: Linda Hensman, President
Pat Douglas, Vice-President
Sylvia Palmer, Secretary
Peter Alpen, Councillor at Large
Helen Maclean, Councillor at Large (Landscaping Liaison)
Glenn Roy, Councillor at Large (Webmaster/Communications Coordinator)

ALSO PRESENT: Cristin Corneille, Property Management Agent
Trudi Heard, Recording Secretary
Michelle Elliott, Insurance Broker (HUB International) (from 3:06 – 3:23 ONLY)

REGRETS: Gordon Buttolph, Treasurer

1. CALL TO ORDER

The meeting was called to order at 3:02 pm.

INSURANCE

At the request of Council, insurance broker Michelle Elliott of HUB International (insurance broker for Elgin Pointe Strata Corp.) attended the meeting to answer Council's questions and to describe the current market conditions for strata properties. Michelle explained:

- The market for strata property risks is still extremely volatile and challenging. This began in the second half of 2019 and by the end of the year the situation was extreme. Many underwriting companies have continued to restrict their exposures in real estate.
- Asked if it would benefit Elgin Pointe if the current policy were cancelled mid-term and re-marketed now, Michelle explained that it is unlikely that HUB would be able to secure enough companies to take 100% of the risk. She noted that two of the companies providing coverage to Elgin Pointe have since withdrawn entirely from real estate/strata market.
- Per Michelle, part of the challenge with this complex is the high property value. This is why there are 11 subscribing companies on the current policy.
- In February this year, the provincial government began discussions around changes to the Strata Property Act which were to benefit strata corporations and owners. Participating in these discussions were underwriting companies, insurance brokers, CHOA and other key stakeholders. While several changes have been proposed none have yet been legislated.

(Michelle exited the meeting at 3:23pm)

2. ADOPTION OF PREVIOUS MINUTES

It was **MOVED (Alpen), SECONDED (Palmer) and CARRIED** that the Elgin Pointe Council approves the minutes for the meeting of June 22, 2020.

3. ADDITIONS TO THE AGENDA

Business Arising: None

New Business: 8.4 Condensation Damage in Basement (Unit XX)

4. FINANCIAL

4.1 **Financial Statements:** to as per attached reports including:

- Monthly Report }
- CRF Reconciliation } All as of June 30, 2020
- Income & Expense Reconciliation } (fiscal month FM 2020.05)
- Petty Cash Balance Sheet }

It was **MOVED (Maclean), SECONDED (Roy), and CARRIED** that Elgin Pointe Council approves the financial statements as above.

4.2 **Accounts Receivable as of June 30, 2020:** \$444.50
(It was noted by Agent Corneille that this amount has cleared as of Jul/27/20.)

4.3 **Petty Cash Reconciliation as of June 30, 2020:** \$135.36 balance on hand.

5. BUSINESS ARISING

5.1 Capital Projects

Irrigation System Upgrade:

President Hensman to discuss with the contractor to determine if any additional work requires immediate attention.

5.2 Condensation Damage in Basement Walls (Unit XX)

Initial inspection and repairs have been completed by contractor and a bill for \$10,929.66 (including tax) has been submitted.

It was **MOVED (Douglas), SECONDED (Maclean), and CARRIED** that Elgin Pointe Council approves payment of \$10,929.66 as above (payable from operating account).

It is yet to be determined if the damaged carpet can be restored by professional stretching and cleaning. Repairs are ongoing. Agent Corneille to follow up.

5.3 LED Lights in Five Exterior Tall Standards

Until US/Canada border restrictions are lifted, this project will be on hold.

5.4 Gutter Remediation

Project ongoing. Awaiting suitable scheduling dates from the contractor.

5.5 **Roof Tile Replacement (Unit XX)**

Project completed.

5.6 **Roof Repairs (3 units)**

Project completed.

5.7 **Miscellaneous Painting (light standards, various touch-ups, 3 front doors)**

Project completed.

6. **COMMUNICATIONS AND COUNCILLOR REPORTS**

6.1 **Landscaping:**

- Mulch has been applied to bedding areas and along the cedar hedge at the main entrance.
- Tree and shrub trimming requests are progressing.
- A couple of wasp nests have been successfully removed by Councillor Buttolph.
- The Elgin Pointe Gardening Group, with social distancing in place, has been performing their magic in their usual areas.
- Thank you to **Jean Sims** for donating a lighter-weight hose for use at the clubhouse to replace the heavier, more cumbersome one that was there.

6.2 **Maintenance:**

- Trim and fascia painting now complete for this season.
- 20 front doors require paint refresh. Scheduling with the contractor needs to be confirmed.
- A major clean-up of the area at the entrance gate, including the forest behind the cedar hedge, has been completed. Tree branches, shrubs and bushes were trimmed and invasive blackberry bushes and morning glory vines were removed. Special thanks to **Councillors Alpen, Buttolph and Maclean and to Willa Alpen** for all their hard work.

6.3 **Webmaster:**

Web Page Visited	Period ending / Reporting Days					
	22-Jul-20	31	21-Jun-20	27	25-May-20	31
Bulletin Board	245		80		260	
Clubhouse Bookings	14		18		21	
Community	25		37		25	
Documents	51		71		67	
Emergency Contact Info	14		14		14	
FAQ	18		20		16	
Home	514		754		711	
Login	173		307		251	
Notices and Bulletins	4		4		12	
Parking Passes	3		5		7	
Visitors	31		64		36	

7. CORRESPONDENCE

As per attached Correspondence Tracking List dated July 27, 2020.

IMPORTANT REMINDER TO OWNERS

**All issues and concerns are to be reported
DIRECTLY TO AGENT CRISTIN CORNEILLE
and NOT to council members.**

**Agent Corneille may be reached by:
email: cristin@peninsulastrata.com
phone: (604) 385-2242 Ext. 101**

***** Always include your unit no. on any correspondence. *****

8. NEW BUSINESS

8.1 **Dumping of Yard Waste in Green Space Surrounding Elgin Pointe**

Reminder to owners that **NOTHING IS TO BE DUMPED IN THE GREEN SPACE** surrounding Elgin Pointe property, not even vegetation or organic waste of any kind. The strata is liable for such defacing of city land and could be fined by the City of Surrey.

8.2 **Insurance – Owner Responsibility Regarding Water Damage**

Reminder to owners that they will be held responsible for the first \$100,00.00 of water damage from any source within their unit such as fridges, dishwashers, washers, sinks, toilets etc. Insurance to this limit should be available under personal condo owners' policies but has to be specifically requested and the limit specified.

In the unfortunate event of any such damage, the owner should immediately notify Agent Corneille even if the damage is not expected to exceed \$100,000.00. See item 7 above for contact information.

8.3 **Irrigation – Front Garden Bed (Along 32 Ave.)**

The garden area at the entry to the complex has limited irrigation. This will be discussed with the irrigation contractor.

9. MEETING ADJOURNED

The meeting adjourned at 4:49 pm.

The next meeting is scheduled for **Monday, August 24, 2020 at 3:00 pm** via Zoom due to the ongoing Covid19 pandemic guidelines and restrictions.

* * * * *

Linda Hensman, President

Trudi Heard, Recording Secretary

Attachments:

- Financial Reports as identified in Item 4.2.
- Correspondence Tracking List dated July 27, 2020 as per Item 7

BCS1501 – ELGIN POINTE: CORRESPONDENCE TRACKING LIST as of JULY 27, 2020

Correspondence type: L = letter E = email P = phone call IP = in person PSM = Peninsula Strata Management

Unit A: Unit owner originating the correspondence

Unit B: Unit subject to the comment/complaint (if not the same)

ITEM NO.	DATE (mm/dd)	TYPE	ISSUE	STATUS
1.	10/08/19	E	Pine tree removal in back yard	Ongoing. Removal requires permit from City of Surrey – permit refused. Tree now on list for next scheduled topping/pruning. See also Item 37.
2.	11/07/19	E	a. Brown spots on ceiling b. Concerned that paint feathering won't match.	Ongoing. Quote received but work not completed – on hold at owner's request due to COVID.
3.	01/02	E	Gutter is leaking at the corner of the garage and the sidewalk to the front door. It is starting to affect the fascia board in the area.	Ongoing
4.	01/05	E	Wants flowering shrubs of some sort to replace rhodos	Ongoing
5.	3/10	E	Cedar hedge in backyard needs some branches tied back	Ongoing
6.	3/16	E	Back door window seal	Ongoing
7.	4/9	E	Needs gate repaired	Ongoing
8.	4/14	E	Door seal gone on patio door	Ongoing
9.	4/14	E	Gutter above front door drips	Ongoing
10.	4/22	E	Ash tree in backyard needs pruning	Ongoing. Will be done as part of next general pruning.
11.	4/27	E	Substantial leak in corner of eavestrough, located above the gate entrance to the back yard.	Ongoing
12.	5/5	E	Peeling paint on door	Ongoing
13.	5/11	E	Rotten stairs and gate If gate is replaced, a "see-through" style is preferred if possible.	Ongoing
14.	5/11	E	a. Front door needs painting.	a. Ongoing

			b. Gate is rotten	b. Ongoing
15.	5/4	E	a. One front corner gutter has been leaking for some time. b. After gutters were cleaned, a second corner gutter (in the back) has begun to leak.	a. Ongoing b. Ongoing
16.	5/28	E	Paint peeling on front door	Ongoing.
17.	6/3	E	a. Dead cedar tree in back yard. b. Concern regarding stability of back yard gate.	a. RESOLVED b. RESOLVED
18.	6/3	E	Gutter issue – NE corner of garage. Overflow drips onto concrete planter.	Ongoing
19.	6/8	E	Pergola/canopy	Ongoing
20.	6/7	E	a. Backyard gate – gate post is sagging away from house and gate is rubbing on concrete slab. b. Concerned that fence requires staining.	a. RESOLVED b. RESOLVED
21.	6/11	E	Request to remove large shrub in backyard and a large rhododendron in the front yard.	RESOLVED
22.	6/13	E	Muddy side yard and water pooling on the patio. Possible issue with sprinkler system?	RESOLVED
23.	6/17	E	Common property alteration - stepping stones do not meet complex standards and by-laws.	RESOLVED
24.	6/21	E	Reminder to owners to advise Council of wasp nests if owners are unable to destroy the nests themselves.	RESOLVED
25.	6/23	E	Tree by back gate needs a branch removed.	RESOLVED
26.	6/29	E	Concerns regarding patches of dead grass along the emergency exit by clubhouse. Also, some dead grass in backyard.	RESOLVED
27.	7/2 and 7/23	E	a. Request to have two large trees in the back yard pruned. b. Concerned that privacy in back yard is reduced in the fall when tree loses its leaves. c. One cedar in the back yard is dead.	Ongoing

28.	7/3	E	a. Gate to back yard in need of repair. b. Dear cedar in back yard.	a. RESOLVED b. RESOLVED
29.	7/8	E	Requesting reimbursement for hotel for one night as home must be vacated to allow for repairs from condensation damage.	RESOLVED
30.	7/8	E	Based on June 22 council meeting minutes, concerned that all gutters are to be replaced.	RESOLVED
31.	7/8	E	Concerned about roof repair costs. Suggested renting a lift as an economical means to keep workers off roofs.	RESOLVED
32.	7/9	E	Duplicate of #27.	RESOLVED
33.	7/9	E	Wasp nest on neighbour's roof above front door.	RESOLVED
34.	7/13	E	The N/E corner of the fascia still leaks after the painters were here.	Ongoing
35.	7/20	E	Squirrels' nest in tree behind unit – there are 3 maple trees, nest is in the one nearest the lamp standard.	Ongoing
36.	7/20	E	Landscape contractor reported wetness in the back yard.	Ongoing
37.	7/23	E	Continuation of item 1 regarding request for removal of pine tree from back yard. As removal requires a permit from the City of Surrey and the permit was denied, owner is now requesting that a root of this tree be removed if that is possible. Owner believes the root is coming up through the artificial turf and may also be damaging the concrete patio. This tree is scheduled for topping/pruning but that won't deal with the root problem. Concerned that the City of Surrey employee who inspected the tree was so focused on saving the tree that she did not fully assess the damage the tree may cause if left.	Ongoing
38.	7/27	E	An estimated 1'x1' section of Hardie Board siding appears ready to fall off.	Ongoing

Elgin Pointe Strata Corporation – BCS1501.

Treasurer's Monthly Report as of June 30th, 2020

Fiscal Year 2020, Fiscal Month FM-05.

For Council Meeting of July 27, 2020.

- 1) CRF fund stands at \$239,502.30
 - a. The record low bank rate means our expected income from interest will be lower than expected.
- 2) AR total outstanding = \$444.50. (will clear July 1st, 2020)
- 3) Operating Budget: Current Year Profit (income) & Loss (expenses) = \$25,322.67
 - a. A lot of work was completed in June and July related to Basement and Roof repairs, the invoices for these costs will be due for payment in July & August.
- 4) Petty Cash balance on hand (as of June 30th) = \$135.36
- 5) Detailed reports sent as separate PDF files:
 - 1) Income & Expense Reconciliation
 - 2) CRF Reconciliation
 - 3) Petty Cash Reconciliation

INSURANCE:

COVID-19 has managed to move the Condo Insurance crisis off the front page. Council is continuing to watch what is happening in the Insurance market and will keep you updated.

Update: the BC Government released recommended changes to the Strata Act. However, the fine detail was missing and will be clarified in the tabled legislation changes which is expected to occur in the Fall session.

Regards,

Gordon Buttolph (Treasurer for BCS1501)

Unit #45

BCS1501 CRF - 2020 FISCAL MONTH FM-05.

BCS1501 CRF Reconciliation to (June 30th, 2020) and Forecast to Year-End (January 31st, 2021).

GREEN = ACTUAL (Balanced to the Financial Statements)

RED = FORECAST (Based on 2020 Budget)

FISCAL MONTH		Closing CRF Balance (from statements)	Closing Balance (CRF Term Deposit)	Closing CRF Value (from statements)	Closing Balance (calculated)	CRF Monthly Contribution (from Strata fees)	CRF Payments (to O/A)	CRF Payments (from O/A)	CRF Loans (to O/A)	CRF Loan Repayments (from O/A)	CRF Interest Gain	CRF Payments (to Term Deposit)	CRF Term Deposit Interest Paid
	ACTUAL												
	January 31, 2020	\$323,856.94	\$0.00	\$323,856.94									
1	February 29, 2020	\$272,401.42	\$0.00	\$272,401.42	\$272,401.42	\$8,272.25	\$0.00	\$0.00	-\$85,305.67	\$25,000.00	\$577.90	\$0.00	\$0.00
2	March 31, 2020	\$195,915.86	\$0.00	\$195,915.86	\$195,915.86	\$8,272.25	\$0.00	\$0.00	-\$85,305.67	\$0.00	\$547.86	\$0.00	\$0.00
3	April 30, 2020	\$185,635.28	\$0.00	\$185,635.28	\$185,635.28	\$10,754.00	\$0.00	\$4.00	-\$85,305.67	\$63,979.26	\$287.83	\$0.00	\$0.00
4	May 31, 2020	\$212,275.98	\$0.00	\$212,275.98	\$212,275.98	\$9,099.50	-\$3,861.38	-\$4.00	\$0.00	\$21,326.42	\$80.16	\$0.00	\$0.00
5	June 30, 2020	\$239,502.30	\$0.00	\$239,502.30	\$239,502.30	\$9,099.50	-\$3,302.78	\$0.00	\$0.00	\$21,326.42	\$103.18	\$0.00	\$0.00
	FORECAST												
6	July 31, 2020					\$9,099.50						\$0.00	\$0.00
7	August 31, 2020					\$9,099.50						\$0.00	\$0.00
8	September 30, 2020					\$9,099.50						\$0.00	\$0.00
9	October 31, 2020					\$9,099.50						\$0.00	\$0.00
10	November 30, 2020					\$9,099.50						\$0.00	\$0.00
11	December 31, 2020					\$9,099.50						\$0.00	\$0.00
12	January 31, 2021					\$9,099.50						\$0.00	\$0.00
	Year-End Totals					\$109,194.00						\$0.00	\$0.00
	Average/Unit												

2020 Budget	\$579,400.00
Insurance Costs	\$255,917.00
Operating Costs	\$214,289.00
CRF Contribution	\$109,194.00

BCS1501 OPERATING BUDGET - 2020 FISCAL MONTH FM-05.

BCS1501 Income & Expense Reconciliation (to June 30th, 2020) and Forecast to Year-End (January 31st, 2021).

GREEN = ACTUAL (Balanced to the Financial Statements)

RED = FORECAST (Based on AGM approved 2020 Budget)

FISCAL MONTH	ACTUAL	M/E BALANCE P & L Account (from Statements)	M/E BALANCE P & L Account (calculated)	INCOME (MONTHLY) (from Strata Fees)	INCOME (MONTHLY) (Miscellaneous)	TOTAL INCOME (MONTHLY)	TOTAL EXPENSES (MONTHLY)	DELTA +/- (MONTHLY)
	January 31 2020	\$0.00	\$0.00					
1	February 29 2020	-\$3,682.59	-\$3,682.59	\$33,089.24	\$154.75	\$33,243.99	-\$36,926.58	-\$3,682.59
2	March 31 2020	\$20,639.35	\$20,639.35	\$63,360.76	\$117.67	\$63,478.43	-\$39,156.49	\$24,321.94
3	April 30 2020	\$21,518.57	\$21,518.57	\$48,225.00	\$142.94	\$48,367.94	-\$47,488.72	\$879.22
4	May 31 2020	\$13,913.01	\$13,913.01	\$48,224.90	\$252.24	\$48,477.14	-\$56,082.70	-\$7,605.56
5	June 30 2020	\$25,322.67	\$25,322.67	\$48,225.44	\$28.42	\$48,253.86	-\$36,844.20	\$11,409.66
	FORECAST							
6	July 31 2020			\$48,225.00				
7	August 31 2020			\$48,225.00				
8	September 30 2020			\$48,225.00				
9	October 31 2020			\$48,225.00				
10	November 30 2020			\$48,225.00				
11	December 31 2020			\$48,225.00				
12	January 31 2021			\$48,225.00				
	TOTALS			\$578,700.34	\$700.00	\$579,400.00		
	Monthly Avg/Unit			\$634.54		\$635.31		
	Annual Avg/Unit			\$7,614.48		\$7,623.68		

Fiscal 2020 Budget:	\$579,400.00
Insurance Costs	\$255,917.00
Operating Costs	\$214,289.00
CRF Contribution	\$109,194.00

BCS1501 - FISCAL 2020
Petty Cash: BALANCE SHEET as of June 30th, 2020. Fiscal Month FM-05.
Provided for Council Meeting of July 27th, 2020.

[illegible]

BCS1501 - FISCAL 2020. FM-05.
Social Committee Funds: OFF BALANCE SHEET
Council Meeting: July 27th, 2020.

06/15/2018	\$14.00	From Golf Tournament Fees
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BCS1501 ELGIN POINTE STRATA COUNCIL MEETING MINUTES

June 22, 2020

Minutes of the BCS1501 Elgin Pointe strata council meeting held **Monday, June 22, 2020**

Location: due to COVID-19 isolation guidelines the meeting was held virtually via Zoom

COUNCILLORS PRESENT: Linda Hensman, President
Pat Douglas, Vice-President
Gordon Buttolph, Treasurer
Sylvia Palmer, Secretary
Peter Alpen, Councillor at Large
Helen Maclean, Councillor at Large (Landscaping Liaison)
Glenn Roy, Councillor at Large (Webmaster / Communications Coordinator)

ALSO PRESENT: Cristin Corneille, Property Management Agent
Trudi Heard, Recording Secretary

REGRETS: None

1. CALL TO ORDER

The meeting was called to order at 3:03pm.

2. ADOPTION OF PREVIOUS MINUTES

Three errors were noted on the minutes of the May 25 council meeting:

Item 5.2: Heading to be amended to read "Water Damage at a Unit"

Item 5.4: Heading to be amended to read "Water Ingress at a Unit"

Correspondence Tracking List – Item 37: Issue to be amended to read "Email response regarding fine"

Subject to these amendments, it was **MOVED (Maclean), SECONDED (Roy) and CARRIED** that the Elgin Pointe Council approves the minutes for the meeting of May 25, 2020.

3. ADDITIONS TO THE AGENDA

Business Arising: None

New Business: None

4. FINANCIAL

4.1 **Financial Statements:** to as per attached reports including:

- Monthly Report }
- CRF Reconciliation } All as of May 31, 2020
- Income & Expense Reconciliation } (fiscal month 2020.04)
- Petty Cash Balance Sheet }

It was **MOVED (Buttolph), SECONDED (Douglas), and CARRIED** that Elgin Pointe Council approves the financial statements as above.

4.2 **Accounts Receivable as of May 31, 2020:** \$450.72 (It was noted by Agent Corneille that this amount is expected to be cleared by the end of June.)

4.3 **Petty Cash Reconciliation as of May 31, 2020:** \$234.36 balance on hand.

5. BUSINESS ARISING

5.1 Capital Projects

5.1.1 Depreciation Report Update: The updated report has been received and posted on the Elgin Pointe website.

5.1.2 Irrigation System Upgrade: As part of the upgrade, an additional expense was incurred to cover the purchase and set-up of the three Wi-Fi modules plus one battery back-up unit to the clubhouse controller.

It was **MOVED (Maclean), SECONDED (Palmer), and CARRIED** that Elgin Pointe Council approves the expense of \$1,597.28 + tax as above. This money will be taken from the CRF.

5.2 Water Damage (Unit XX)

5.2.1 Condensation Damage in Basement Walls: This is NOT water ingress but the same condensation problem as previously encountered in other units and relates to the design and construction of the exterior basement walls. The method of repair which has proven to be successful with this issue is spray foam insulation. The contractor has confirmed that the foam has been applied. The next step in the repair process is to replace damaged drywall.

Regarding damage to carpets, Council will work with the owners to find a satisfactory solution.

5.2.2 Leak or Break in Perimeter Drain: Further investigation has not identified any hydrostatic issue or problem.

Agent Corneille to send a letter of explanation to the owners.

5.3 Water Ingress in Garage (Unit XX)

Repairs have been completed.

It was **MOVED (Douglas), SECONDED (Roy), and CARRIED** that Elgin Pointe Council approves payment of \$3,450.30 + tax for the repairs.

5.4 **Water Ingress in Basement (Unit XX)**

Repairs have been completed.

It was **MOVED (Buttolph), SECONDED (Palmer), and CARRIED** that Elgin Pointe Council approves payment of \$1,949.64 + tax for the repairs.

5.5 **LED Lights in Five Exterior Tall Standards**

This conversion project continues to be delayed because of ongoing Canada/US border restrictions and backlog relating to the COVID-19 pandemic.

5.6 **Gutter Remediation**

Project ongoing. Awaiting date from the gutter contractor.

As requested by Council, the contractor has agreed to provide an estimate of cost to replace all gutters (for information purposes). It was specifically noted by the contractor that downspouts are in good condition and need not be replaced.

5.7 **Roof Tile Replacement (Unit XX)**

The roofing contractor has quoted \$5,300 + tax to replace all compromised roof tiles.

It was **MOVED (Buttolph), SECONDED (Roy), and CARRIED** that Elgin Pointe Council approves spending up to \$5,300 + tax as above.

5.8 **Roof Inspection**

Project is complete. All roofs were inspected, all cracked tiles replaced and any issues of concern identified. (Refer items 8.1 and 8.2 of these minutes.) An invoice in the amount of \$2,500.00 + tax has been received for this inspection.

It was **MOVED (Buttolph), SECONDED (Maclean), and CARRIED** that Elgin Pointe Council approves payment of \$2,500+ tax as above.

6. **COMMUNICATIONS AND COUNCILLOR REPORTS**

6.1 **Landscaping:**

- A wasp nest in a large tree by Unit XX must be removed.

Councillors Buttolph and Alpen will inspect to determine if it can be removed without involving the extermination contractor.

- Mulch is required along the front (south) side of the 32nd Avenue plantings.

Agent Corneille to obtain quote, including delivery and application, from landscaping contractor.

It was **MOVED (Buttolph), SECONDED (Roy), and CARRIED** that Elgin Pointe Council approves spending up to \$1,500 + tax for mulch, including delivery and application.

6.2 Maintenance:

- Various window wells and two sinkholes were filled with gravel this past month. This was a heavy-duty two-day program.

A special thank you to **Robert Smith, Bill Baker, Glenn Roy, Gordon Buttolph and Peter Alpen** for volunteering their time and their backs!

- The painting contractor has confirmed they will be on site during the week of June 22nd. The project is to paint lamp standards and trim paint on a few homes.
- The access gate onto Semiahmoo Trail has been replaced. A special thank you to **Blake Stewart and Gordon Buttolph** for another job well done!

6.3 Webmaster:

Web Page Visited	Period ending / Reporting Days					
	21-Jun-20	27	25-May-20	31	24-Apr-20	60
Bulletin Board	80		260		197	
Clubhouse Bookings	18		21		49	
Community	37		25		96	
Documents	71		67		219	
Emergencies	14		14		31	
FAQ	20		16		68	
Home	754		711		1389	
Login	307		251		625	
Notices and Bulletins	4		12		36	
Parking Passes	5		7		9	
Visitors	64		36		91	

7. CORRESPONDENCE

As per attached Correspondence Tracking List dated June 22, 2020.

IMPORTANT REMINDER TO OWNERS

***All issues and concerns are to be reported
DIRECTLY TO AGENT CRISTIN CORNEILLE
and NOT to council members.***

***Agent Corneille may be reached by:
email: cristin@peninsulastrata.com
phone: (604) 385-2242 Ext. 101***

****** Always include your unit no. on any correspondence. ******

8. NEW BUSINESS

8.1 Roof Repairs (3 Units):

The roof inspection (item 5.8 of these minutes) identified three roofs in urgent need of repair. The total cost quoted for these repairs is \$4,210.00 + tax.

It was **MOVED (Buttolph), SECONDED (Alpen), and CARRIED** that Elgin Pointe Council approves the expense of \$4,210.00 + tax for the roof repairs as above.

8.2 Rainwater Leaders:

Based on the roof inspection (item 5.8 of these minutes), the contractor quoted \$9,830 + tax to install rainwater leaders on all upper level roofs to carry water to lower gutters and help preserve roof tiles.

Due to other substantial and unanticipated costs facing the strata, and that this is not an urgent matter, Council did not approve this expenditure at this time but agreed to reconsider next year.

8.3 Club House Rentals and Potential Liability:

Council unanimously agreed that the clubhouse will remain closed and unavailable for any purpose. The requirements to meet government guidelines, WorkSafe BC requirements, etc. relating to COVID-19 are extensive. Failure to meet these raises liability issues for the Strata Corporation.

Until further notice all council meetings will continue to be held virtually.

8.4 A Note of Thanks to Council:

Agent Corneille extended her thanks and appreciation to all Councillors for their support and understanding as she and her team transitioned to working exclusively from home during the pandemic lock-down. These are challenging times for all.

9. MEETING ADJOURNED

The meeting adjourned at 4:47pm.

The next meeting is scheduled for **Monday, July 27, 2020 at 3:00 pm** via Zoom due to the ongoing COVID19 pandemic guidelines and restrictions.

* * * * *

Linda Hensman, President

Trudi Heard, Recording Secretary

Attachments:

- Financial Reports as identified in Item 4.2.
- Correspondence Tracking List dated June 22, 2020 as per Item 7.

BCS1501 – ELGIN POINTE: CORRESPONDENCE TRACKING LIST as of JUNE 22, 2020

Correspondence type: L = letter E = email P = phone call IP = in person PSM = Peninsula Strata Management

Unit A: Unit owner originating the correspondence

Unit B: Unit subject to the comment/complaint (if not the same)

ITEM NO.	DATE (mm/dd)	TYPE	ISSUE	STATUS
1.	10/08/19	E	Pine tree removal in back yard	Ongoing.
2.	11/07/19	E	a. Brown spots on ceiling b. Concerned that paint feathering won't match.	Ongoing. Quote received but work not completed – on hold at owner's request due to COVID.
3.	01/02	E	Gutter is leaking at the corner of the garage and the sidewalk to the front door. It is starting to affect the fascia board in the area.	Ongoing
4.	01/05	E	Wants flowering shrubs of some sort to replace rhodos	Ongoing
5.	3/10	E	Cedar hedge in backyard needs some branches tied back	Ongoing
6.	3/16	E	Back door window seal	Ongoing
7.	4/9	E	Needs gate repaired	Ongoing
8.	4/14	E	Door seal gone on patio door	Ongoing
9.	4/14	E	Gutter above front door drips	Ongoing
10.	4/16	E	Wasps	RESOLVED
11.	4/22	E	Ash tree in backyard needs pruning	Ongoing. Will be done as part of next general pruning.
12.	4/27	E	Substantial leak in a corner of eaves-trough, located above the gate entrance to the back yard.	Ongoing
13.	5/1	E	Dead tree between two units.	RESOLVED
14.	5/5	E	Peeling paint on door	Ongoing

15.	5/11	E	Rotten stairs and gate	Ongoing
16.	5/11	E	a. Front door needs painting and b. Gate is rotten	a. Ongoing b. Ongoing
17.	5/12	E	Request for pruning of the side cedars in the back yard	RESOLVED
18.	5/4	E	a. One front corner gutter has been leaking for some time. b. After gutters were cleaned, a second corner gutter (in the back) has begun to leak.	Ongoing
19.	5/28	E	Paint peeling on front door	Ongoing.
20.	6/3	E	a. Dead cedar tree in back yard. b. Concern regarding stability of back yard gate. c. Painting of gate and fence. .	a. Ongoing b. Ongoing c. RESOLVED
21.	6/3	E	Gutter issue – NE corner of garage. Overflow drips onto concrete planter.	Ongoing
22.	6/8	E	Response to letter about pergola/canopy	Ongoing
23.	6/5	E	Complaint regarding gathering of owners and music.	RESOLVED
24.	6/7	E	a. Backyard gate – gate post is sagging away from house and gate is rubbing on concrete slab. b. Concerned that fence requires staining.	a. Ongoing. b. Ongoing
25.	6/7	E	Suggestion to install "No Soliciting" sign at the main entrance.	RESOLVED
26.	6/8	E	Irrigation head is stuck.	RESOLVED
27.	6/8	E	Broken roof tile.	RESOLVED
28.	6/8	E	Query about CRF insurance loan.	RESOLVED
29.	6/8	E	Request to replace blinds with shutters.	RESOLVED
30.	6/11	E	Request to remove large shrub in backyard and a large rhododendron in the front yard.	Ongoing
31.	6/12	E	Mould on the baseboards in their basement.	Ongoing
32.	6/13	E	Muddy side yard and water pooling on the patio. Possible issue with sprinkler system?	Ongoing

33.	6/15	E	Pricing of strata insurance.	RESOLVED
34.	6/16	E	Wanting to order a Form B.	RESOLVED
35.	6/17	E	Common property alteration - stepping stones do not meet complex standards and by-laws.	Ongoing.
36.	6/19	E	Missing roof tiles on the north side of the roof.	RESOLVED

Elgin Pointe Strata Corporation – BCS1501.

Treasurer's Monthly Report as of May 31st, 2020

Fiscal Year 2020, Fiscal Month FM-04.

For Council Meeting of June 22nd, 2020.

- 1) CRF fund stands at \$212,275.98.
- 2) AR total outstanding = \$450.72.
- 3) Operating Budget: Current Year Profit (income) & Loss (expenses) = \$13,913.01.
- 4) Petty Cash balance on hand (as of May 31st) = \$234.36
- 5) Detailed reports sent as separate PDF files:
 - 1) Income & Expense Reconciliation
 - 2) CRF Reconciliation
 - 3) Petty Cash Reconciliation

INSURANCE:

COVID-19 has managed to move the Condo Insurance crisis off the front page. Council is continuing to watch what is happening in the Insurance market and will keep you updated.

Update: the BC Government has indicated it is preparing to release recommendations related to the Condo Insurance crisis.

Regards,

Gordon Buttolph (Treasurer for BCS1501)

Unit #45

BCS1501 CRF - 2020 FISCAL MONTH FM-04.

BCS1501 CRF Reconciliation to (May 31st, 2020) and Forecast to Year-End (January 31st, 2021).

GREEN = ACTUAL (Balanced to the Financial Statements)

RED = FORECAST (Based on 2020 Budget)

FISCAL MONTH		Closing CRF Balance (from statements)	Closing Balance (CRF Term Deposit)	Closing CRF Value (from statements)	Closing Balance (calculated)	CRF Monthly Contribution (from Strata fees)	CRF Payments (to O/A)	CRF Payments (from O/A)	CRF Loans (to O/A)	CRF Loan Repayments (from O/A)	CRF Interest Gain	CRF Payments (to Term Deposit)	CRF Term Deposit Interest Paid
	ACTUAL												
	January 31, 2020	\$323,856.94	\$0.00	\$323,856.94									
1	February 29, 2020	\$272,401.42	\$0.00	\$272,401.42	\$272,401.42	\$8,272.25	\$0.00	\$0.00	-\$85,305.67	\$25,000.00	\$577.90	\$0.00	\$0.00
2	March 31, 2020	\$195,915.86	\$0.00	\$195,915.86	\$195,915.86	\$8,272.25	\$0.00	\$0.00	-\$85,305.67	\$0.00	\$547.86	\$0.00	\$0.00
3	April 30, 2020	\$185,635.28	\$0.00	\$185,635.28	\$185,635.28	\$10,754.00	\$0.00	\$4.00	-\$85,305.67	\$63,979.26	\$287.83	\$0.00	\$0.00
4	May 31, 2020	\$212,275.98	\$0.00	\$212,275.98	\$212,275.98	\$9,099.50	-\$3,861.38	-\$4.00	\$0.00	\$21,326.42	\$80.16	\$0.00	\$0.00
	FORECAST												
5	June 30, 2020					\$9,099.50						\$0.00	\$0.00
6	July 31, 2020					\$9,099.50						\$0.00	\$0.00
7	August 31, 2020					\$9,099.50						\$0.00	\$0.00
8	September 30, 2020					\$9,099.50						\$0.00	\$0.00
9	October 31, 2020					\$9,099.50						\$0.00	\$0.00
10	November 30, 2020					\$9,099.50						\$0.00	\$0.00
11	December 31, 2020					\$9,099.50						\$0.00	\$0.00
12	January 31, 2021					\$9,099.50						\$0.00	\$0.00
	Year-End Totals					\$109,194.00						\$0.00	\$0.00
	Average/Unit												

2020 Budget	\$579,400.00
Insurance Costs	\$255,917.00
Operating Costs	\$214,289.00
CRF Contribution	\$109,194.00

BCS1501 OPERATING BUDGET - 2020 FISCAL MONTH FM-04.

BCS1501 Income & Expense Reconciliation (to May 31st, 2020) and Forecast to Year-End (January 31st, 2021).

GREEN = ACTUAL (Balanced to the Financial Statements)

RED = FORECAST (Based on AGM approved 2020 Budget)

FISCAL MONTH	ACTUAL	M/E BALANCE P & L Account (from Statements)	M/E BALANCE P & L Account (calculated)	INCOME (MONTHLY) (from Strata Fees)	INCOME (MONTHLY) (Miscellaneous)	TOTAL INCOME (MONTHLY)	TOTAL EXPENSES (MONTHLY)	DELTA +/- (MONTHLY)
	January 31 2020	\$0.00	\$0.00					
1	February 29 2020	-\$3,682.59	-\$3,682.59	\$33,089.24	\$154.75	\$33,243.99	-\$36,926.58	-\$3,682.59
2	March 31 2020	\$20,639.35	\$20,639.35	\$63,360.76	\$117.67	\$63,478.43	-\$39,156.49	\$24,321.94
3	April 30 2020	\$21,518.57	\$21,518.57	\$48,225.00	\$142.94	\$48,367.94	-\$47,488.72	\$879.22
4	May 31 2020	\$13,913.01	\$13,913.01	\$48,224.90	\$252.24	\$48,477.14	-\$56,082.70	-\$7,605.56
	FORECAST							
5	June 30 2020			\$48,225.00				
6	July 31 2020			\$48,225.00				
7	August 31 2020			\$48,225.00				
8	September 30 2020			\$48,225.00				
9	October 31 2020			\$48,225.00				
10	November 30 2020			\$48,225.00				
11	December 31 2020			\$48,225.00				
12	January 31 2021			\$48,225.00				
	TOTALS			\$578,699.90	\$700.00	\$579,400.00		
	Monthly Avg/Unit			\$634.54		\$635.31		
	Annual Avg/Unit			\$7,614.47		\$7,623.68		

Fiscal 2020 Budget:	\$579,400.00
Insurance Costs	\$255,917.00
Operating Costs	\$214,289.00
CRF Contribution	\$109,194.00

BCS1501 - FISCAL 2020
Petty Cash: BALANCE SHEET as of May 31st, 2020. Fiscal Month FM-04.
Provided for Council Meeting of June 22nd, 2020.

[illegible]

BCS1501 - FISCAL 2020. FM-04.
Social Committee Funds: OFF BALANCE SHEET
Council Meeting: June 22nd, 2020.

06/15/2018	\$14.00	From Golf Tournament Fees
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