

PLEASE BRING THIS NOTICE TO THE MEETING

DATE: JUNE 26th, 2025
MEMO TO: THE OWNERS, STRATA PLAN NW 1860
FROM: FRASER CAMPBELL PROPERTY MANAGEMENT LTD.
#210 - 5500 – 152ND Street, Surrey, B.C. V3S 5J9

TAKE NOTICE that an **ANNUAL GENERAL MEETING**
of Strata Plan NW 1860 will be held:

Date & Time: **WEDNESDAY, JULY 16th, 2025 AT 7:00 P.M.**

Location: **THE CLUBHOUSE OF ENGLESEA PLACE**
1725 SOUTHMERE CRESCENT, SURREY, B.C.

Owners are reminded that eligibility to vote requires that a notice of lien has not been received and/or the notice period has not expired. If you are uncertain of your account status please call 604-585-3276 between 9:00 a.m. and 4:30 p.m. Owners may be represented by proxies -- a blank proxy form is provided on the next page.

AGENDA

6:30 p.m.	Registration
7:00 p.m.	Call to order
	Election of Chairperson
	Quorum Report; Proof of Notice of Meeting
	Approval of the Agenda
	Minutes of Special General Meeting (March 25, 2025)
	President's Report
	Insurance Report
	Ratification of Rule-Pool Hours (majority vote)
	Resolution #1 Budget Approval (majority vote)
	<i>(See attached for details)</i>
	Election of Strata Council (majority vote)
	New Business
	Adjournment

PROXY AUTHORIZATION

If you are unable to attend the meeting, please complete the proxy authorization form on the next page and forward it to someone who will be in attendance.

PROXY AUTHORIZATION

The undersigned owner of Strata Plan NW 1860 hereby appoints:

_____ or failing him/her _____ as the proxy of the undersigned to attend and vote at the Meeting to be held on Wednesday, July 16th, 2025 and at any adjournment thereof, in the same manner, to the same extent and with the same powers as if the undersigned were present at the said meeting or any adjournment thereof. Discretionary authority is conferred on the proxy with respect to such proposals or matters which may properly come before the meetings and at any adjournment thereof.

THE UNDERSIGNED acknowledges receipt of the information circular for the meeting and hereby revokes any proxy previously given.

_____ Unit # _____
Date Signature

If you are unable to attend the meeting, please forward your proxy to someone who will be in attendance.

***This proxy form must be fully completed to be a valid proxy including naming the appointee and/or secondary appointee, dated, unit clearly identified, and signed by the owner of the unit providing the proxy authorization.**

Voting by Proxy

A proxy is a written authorization given to enable the proxy holder to act on behalf of the person appointing the proxy. A proxy:

- must be in writing, and be signed by the person appointing the proxy*
- can be given for general purposes or for a specific resolution or for a specific meeting*
- can be revoked by the person appointing the proxy at any time*
- can be held by any person except the strata corporation's strata manager or an employee of the strata corporation*

A proxy holder may do anything the person appointing the proxy can do, including: voting, proposing and seconding motions and participating in discussion at an annual or special general meeting unless limited in the appointment document.

reference: <https://www2.gov.bc.ca/gov/content/housing-tenancy/strata-housing/operating-a-strata/meetings-and-voting/voting-process#proxy>

Insured: The Owners of Strata Plan NW1860, Englesea Place
c/o Fraser Campbell Property Management Ltd.

Policy Period: From: December 31, 2024 To: December 31, 2025

Location(s): 1725, 1729, 1731 Southmere Crescent, Surrey, BC V4A 7A7

Property Policy Number: CMW M0955

Effective: December 31, 2024

Description Of Coverages	Limits Of Liability	Deductibles
Property of Every Description –Per Occurrence, Form CMWM-APRIL-2023, Appraisal: Dec 31, 2024, Year of Cycle: 1	\$27,014,000.	\$10,000.
Business Interruption	Not Covered	
All Risks (All Other Losses Deductible)		\$10,000.
Earthquake – (Annual Aggregate)	\$27,014,000.	10%, Minimum \$100,000.
Flood – Annual Aggregate	\$27,014,000.	\$25,000.
Water Damage		\$25,000.
Sewer Backup		\$25,000.
Exterior Glass Breakage - Wood Frame Construction Portions of Building		\$250.
Exterior Glass Breakage - All Other		\$1,000.
Commercial Glass Breakage and Canopy Glass Breakage		\$1,000.
Master Key Coverage and Lock and Key Coverage		\$2,500.
Illegal Drug Activity		\$50,000.
All Losses arising from Vacant Units		\$25,000.
Equipment Breakdown - By-laws Included	\$27,014,000.	\$1,000.
Business Interruption - Loss of Profits (Gross Rentals)	Not Covered	
Included Debris Removal; \$500,000 Water Damage; \$500,000 Ammonia Contamination; \$500,000 Hazardous Substances; \$500,000 Professional Fees; \$100,000 Contingent Business Interruption; \$100,000 Brands And Labels; \$100,000 Fungus Clean Up Or Removal Coverage; \$100,000 Service Interruption; \$250,000 Extra Expense; \$1,000,000 Expediting Expense	Included	
General Liability – Bodily Injury, Personal Injury and Property Damage Liability – Each Accident or Occurrence	\$10,000,000.	*\$1,000.
Products and Completed Operations – Aggregate Limit	\$10,000,000.	
Non-Owned Automobile	\$10,000,000.	
Advertising Injury Liability	\$10,000,000.	
Medical Payments – Each Person	\$50,000.	
Tenants’ Legal Liability – Any One Premises	\$500,000.	\$1,000.
Voluntary Compensation Extension – Strata Volunteers Coverage	\$100,000.	
(Weekly Indemnity of 2/3 of Employee's Weekly Wage, but not exceeding \$500/week & set at \$500/week for Volunteer Workers)		
Strata Corporation Directors & Officers Liability – Annual Aggregate – Claims Made; Defense Costs Outside limit of liability - No limitation	\$10,000,000.	Nil
Professional Liability Extension for Property Manager per Wrongful Act – Annual Aggregate – Claims Made	Included	Nil
Discrimination Defense Costs	Included	
Employment Practices Liability	Included	
Broad Form Money & Securities - Loss Inside & Outside Premises, Depositors Forgery, Fraud, Theft, Robbery or Burglary	Not Covered	
Employee Dishonesty, Coverage – Form A – Including Property Manager and Designated Persons	Not Covered	
Pollution Liability – Each Pollution Event, Including Bodily Injury or Property Damage and Clean-up Costs	\$1,000,000.	\$10,000.
Aggregate (Master) Policy Limit	\$5,000,000.	
Terrorism and Sabotage Coverage	\$500,000.	\$2,500
Group Accident & Business Travel (Volunteer Accident Coverage)	\$100,000.	7 Day Waiting Period
Principal Sum - \$100,000 Weekly Accident Indemnity - \$500 (maximum 52 weeks)		
Accident Expenses - various up to \$15,000. (please see wording) Dental Expenses \$5,000.		
Intellect Privacy & Data Breach		Nil.
Liability	\$100,000.	
Expense	\$50,000.	
Earthquake Deductible Buy-Down Coverage – Annual Aggregate	Not Covered	
Platinum Legal Services Retainer Contract	Aggregate Fees Cap per Legal Proceeding	
Per Claim – \$1,500,000 Term Aggregate	\$1,000,000.	
Note: The Legal Services Retainer Contract with Clark Wilson LLP is not a contract of insurance but is a Retainer agreement between the Strata Corporation and Clark Wilson LLP for Legal Services as described in the Contract.		
Premium is fully earned.		

Conditions – Property

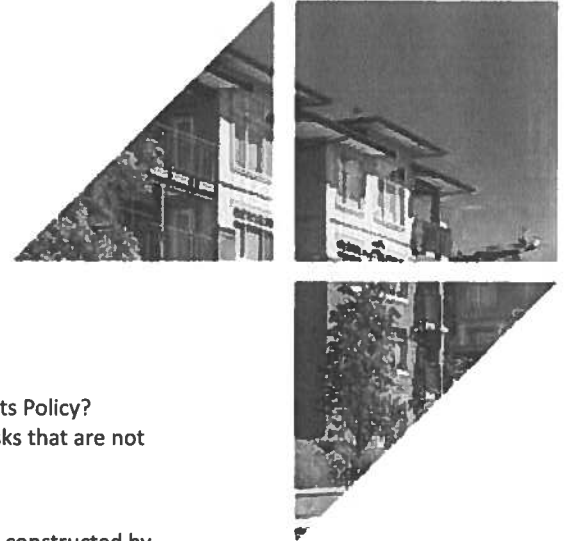
- All Risks of direct physical loss or damage to property described at Location(s) of Risk shown above.
- Basis of Loss Settlement – Replacement Cost including by-laws
- Valuation Basis – Stated Amount
- Extended Replacement Cost – Not Covered
- Any Property additions, renovations or installation work will be subject to a limit of 15% of the insured value, with a maximum of \$1,000,000.

Conditions – General Liability

- Property Manager is an Additional Named Insured for their management of the Strata Plan.
- *\$1,000. Bodily Injury Deductible shall be waived on the first bodily injury loss/claim if there is no prior bodily injury loss within 5 years from the effective date of the coverage term

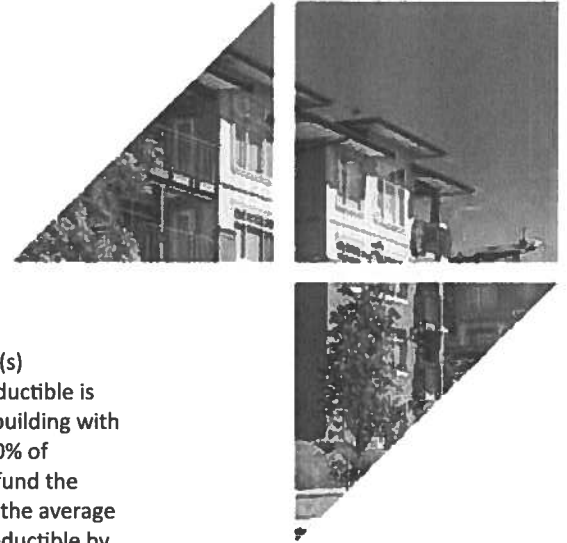
Notable Exclusions & Endorsements

- See Schedule of Forms
- Property Cyber and Data Endorsement / Property & Equipment Breakdown Communicable Disease Exclusion / Virus, Bacteria or Microorganism Exclusion / Declaration of Emergency Endorsement



Frequently Asked Questions

- Q. The Strata Corporation carries insurance, why do I also need a Unit Owners/Tenants Policy?
- A. An owner and tenant are responsible for obtaining insurance coverage to cover risks that are not covered by the Strata Corporation's insurance policy.
- Q. What does the Strata Corporation insurance include?
- A. The intent of the Strata Corporation insurance is to cover the building as originally constructed by the developer.
- Q. What is not covered by the Strata Corporation, which I should be insuring under a Unit Owners/Tenants Policy?
- A. Your personal contents, any improvement or betterment since the original hand over from the developer, additional living expense to cover your relocation costs after a claim, your own personal liability for lawsuits and deductible assessment/loss assessment.
- Q. How do I know whether my policy is for Full Replacement Cost Coverage?
- A. Full Replacement Cost is included unless otherwise noted. If Property of Every Description and Equipment Breakdown have the same limits noted, then Full Replacement Cost is in effect.
- Q. Why are deductibles increasing?
- A. Increasing costs and frequency of claims have led to poor results for insurers in the strata class of business. In response to ongoing financial losses and an analysis of a strata's claims history, insurers are increasing deductibles to new minimum requirements.
- Q. What is the definition of Sprinkler Discharge?
- A. Sprinkler Discharge means activation, discharge and/or leakage of a sprinkler head, a component of the fire suppression system, unless directly resulting from fire, smoke, heat, or explosion. Sprinkler discharge is a type of water damage for which insurers sometimes require a higher deductible applied due to losses from this peril. If there is not a specific deductible noted for sprinkler discharge, insured losses would fall under the All Other Losses or Water Damage Deductible depending on proximate cause of loss.
- Q. What is the definition of Vacant Unit?
- A. A unit which is uninhabited at the time of loss, regardless of the presence of furnishings, due to all previous occupants having terminated their residence without intention of lawfully returning and no new occupants having taken up lawful residence.
- Q. What is the definition of Illegal Drug?
- A. Illegal Drug Activity means any activity relating to either the growing, cultivation, harvesting, manufacturing, distribution or sale of any non-prescription controlled substance or substances enumerated in Schedule (Section 2) of the federal Controlled Drugs and Substances Act Narcotic Control Regulations C.R.C., c 1041 (an amended from time to time), whether or not the Named Insured is aware of such activity. Often, Illegal Drug Activity is excluded entirely from insurance, but coverage is afforded under our policy.
- Q. What is the definition of Flood?
- A. Flood means tsunami, waves, tides, tidal waves or the rising of, the breaking out or the overflow of any body of water whether natural or manmade. For purpose of strata insurance, owners cannot cause a flood (i.e. this is not a potential strata owner deductible assessment). The Flood deductible would be funded by all owners based upon unit entitlement if assessment was required.
- Q. What is the definition of Wildfires of Note?
- A. Wildfires of Note means "wildfires which are highly visible or which pose a potential threat to public safety". The Wildfire deductible would be funded by all owners based upon unit entitlement if assessment was required.



Q. What is my portion of the Earthquake deductible?

A. The earthquake deductible is applied as a percentage of the value of the building(s) damaged. The earthquake deductible minimum only applies if the percentage deductible is lower than the minimum stated, which is very rare. For example, a \$10,000,000. building with a 20% deductible, minimum \$250,000, would have a deductible of \$2,000,000. (20% of \$10,000,000. with minimum of \$250,000. irrelevant). Any special assessment to fund the strata earthquake deductible would be based upon unit entitlement. To calculate the average earthquake deductible assessment to each owner, divide the strata earthquake deductible by the number of units. Using above example, if there were 100 units, the average assessment to each owner would be \$20,000. (\$2,000,000. / 100).

Q. What is Deductible Assessment/Loss Assessment?

A. Most Strata Corporation bylaws allow the Strata Corporation to assess the deductible to the source unit owner. Therefore it is imperative all owners have personal insurance coverage to fund such as assessment in the event the strata loss results from their unit. Owners should carry coverage to the highest potential deductible assessment figure which is typically the water damage deductible or sprinkler discharge deductible, if higher.

Q. What about damage below the Strata Corporation deductible?

A. While the Strata Property Act requires the Strata Corporation to maintain insurance, the Act does not contain a duty to repair the strata lot. This means that if damage to the Strata Corporation property is below the deductible, all unit owners will typically be responsible for repairing their own units. Moreover, you can be responsible to repair your unit even if the damage is caused by another unit or common property. It is imperative that you have insurance to cover repairs to your unit below the strata deductible, and this coverage is often referred to as Unit Additional Protection under a personal insurance policy.

Q. How do I find Deductible Assessment/Loss Assessment Insurance?

A. Get in touch with your current personal insurance provider to get this necessary coverage, share the Summary of Coverage document outlining the Strata Deductibles.

Q. My personal insurer cannot match the policy deductibles.

A. Each personal insurer has different stipulations and limitations. Ask your broker for advice on other potential options. Acera Insurance Services Ltd. is also proud to launch our new Deductible Assessment Buy Up program for unit owners at /deductible-coverage.

Q. What else can I do?

A. Preventing claims is always best, and not limited to but include that you check and replace your supply lines, know where your water shut off valves are located, consider water leak detectors, perform regular and preventative maintenance, never leave your appliances running while away from home, and consider installing sprinkler cages.

RATIFICATION OF RULE *Majority Vote*
Pool Hours

WHEREAS:

- A. Englesea Place has Rules to govern the use, safety and condition of the common property and common assets.
- B. The strata council can create a rule without consulting owners, and it applies to owners, tenants, and visitors until the next annual general meeting (AGM), or special general meeting (SGM) where it must be ratified by a majority vote, or it ceases to have effect.
- C. Council created the following Rule at the council meeting held June 18th, 2025.

Pool opening hours are 10:00 a.m. until 8:00 p.m.

THEREFORE, BE IT RESOLVED BY A MAJORITY VOTE that the owners of Englesea Place, Strata Plan NW 1860, at the Annual General Meeting held on July 16th, 2025, ratify the rule as proposed above.

RESOLUTION #1 *Majority Vote*
Budget Approval (*May 31 Yearend*)

WHEREAS:

- A. In accordance with Section 103(1) and (2) of the Strata Property Act, the strata corporation must prepare a budget for the coming fiscal year for approval by a resolution to be passed by a majority vote at each annual general meeting.
- B. The proposed budget must be distributed with the notice of the annual general meeting under Section 45 and must be accompanied by a financial statement.

BE IT RESOLVED THAT:

- 1. The Owners of Strata Plan NW 1860 Englesea Place, hereby authorize operating expenses in the amount of \$394,135 that includes an allocation in the amount of \$39,055 to the Contingency Reserve Fund for the fiscal year ending May 31st, 2026.

Strata Plan NW 1860 – Englesea Place
Notes to the Proposed Budget for the Year 2025/2026

Account #4000 Strata Fees

There is an approximate 7% increase proposed in strata fees for the 2025/2026 fiscal year.

Account #4950 Surplus Forward

The amount of \$24,500 has been carried forward from the Operating Surplus to offset increases in operating expenses.

Account #5100 Insurance

The Strata Corporation Insurance has been placed with CapriCMW/Acera Insurance Services Ltd. for the 2025 calendar year. The property is insured for \$27,014,000. The premium for the year is \$81,896 (decrease from last year).

Account #5295 Consulting Fees

An update to the Depreciation Report was obtained in 2024. An amendment to the Strata Property Act mandates that a Depreciation Report must be updated every five years (revised from three years).

New legislation mandates that a Strata Corporation must obtain an Electrical Planning Report by December 31, 2026. Funds were allocated for this purpose in last year's budget.

Funds have been allocated in this year's budget for an assessment of the trees on common property.

Account #5400 Miscellaneous

The miscellaneous category covers all administrative expenses relating to bank charges, photocopying, postage, title searches, lien placement on strata lots, lien releases, registration of bylaw amendments, and Annual General Meeting or Special General Meeting costs.

Account #6300 Garbage Removal

The Strata Corporation has a waste removal contract with AJM Disposal services that includes garbage, recycling and organic/yard waste pick up.

Account #6900 Garden Maintenance

The landscape contract has been renewed with Vista Landscape Services Ltd. for the period of February 1st, 2025 through January 31st, 2026.

Account # 6920 Lawn Improvements

Funds have been budgeted for the application of Turf Shark and Chaffer beetle treatment to the lawns. Aeration of lawns is included in the garden maintenance budget.

Account #6940 Landscape Upgrades

Funds have been budgeted for top dressing the side garden beds and minor upgrades to other common property areas.

Account #6950 Large Tree Control

Funds have been allocated for various tree maintenance requirements throughout the complex.

Account #7200 Repairs and Maintenance

This account is used to pay all general repairs and maintenance to the buildings and to the infrastructure of the complex. The complex is getting older and additional work is needed.

Account #7220 Window Repairs

Funds have been allocated for replacement of windows that have been reported by owners as having failed seals. Window repairs are undertaken on a "first come first serve" basis and as budgeted funds permit.

Account #7240 Garage Door Maintenance

Maintenance of garage overhead doors will proceed as weather permits. A priority list for the new fiscal year will be prepared.

Account #7260 Driveway/Sidewalk Pavers

Funds have been allocated for ongoing repairs to driveway and sidewalk pavers.

Account #7280 Roof Moss Treatment

A line item has been added to the budget and funds allocated for annual roof moss treatment.

Account #9000 Contingency Reserve Fund

An allocation of \$39,055 has been made to the Contingency Reserve Fund to save for future capital expenditures.

Contingency Reserve Fund Requirements

Regulation 6.1 in effect as of November 1, 2023

(1) For the purposes of section 93 of the Act, the amount of the annual contribution to the contingency reserve fund for a fiscal year, other than the fiscal year following the first annual general meeting, must be determined after consideration of the most recent depreciation report, if any, obtained under section 94 of the Act.

(2) The amount of the annual contribution must be at least 10% of the total amount budgeted for the contribution to the operating fund for the current fiscal year.

2025/2026 BUDGET - STRATA PLAN NW 1860				20-Jun-25
			MAY 31 YEAR END	
CATEGORY		2024/2025	2024/2025	2025/2026
CODE	NAME	FINAL BUDGET	ACTUAL	PROPOSED
REVENUE				
4000	STRATA FEES	343,335	343,335	367,835
4200	FINES	0	0	0
4300	INTEREST INCOME	1,800	2,230	1,800
4950	SURPLUS FORWARD	10,000	10,000	24,500
TOTAL REVENUE		355,135	355,565	394,135
EXPENDITURES				
	ADMINISTRATION:			
5000	MANAGEMENT FEE	18,900	18,900	19,530
5100	INSURANCE/APPRaisal	97,000	89,167	84,000
5295	CONSULTING	5,500	5,463	3,000
5300	LEGAL	2,500	129	2,750
5400	MISCELLANEOUS	4,050	3,654	4,050
		127,950	117,313	113,330
	UTILITIES:			
6000	GAS	2,000	1,678	2,000
6100	ELECTRICITY	2,750	1,734	2,750
6300	GARBAGE REMOVAL	20,000	20,250	21,000
6500	TELEPHONE	600	576	600
		25,350	24,238	26,350
	PROPERTY AND BUILDINGS:			
6800	PEST CONTROL	14,000	12,424	14,000
6900	GARDEN MAINTENANCE	60,935	61,530	63,000
6920	LAWN IMPROVEMENTS	5,000	2,656	5,000
6940	LANDSCAPE UPGRADE	7,000	6,010	8,000
6950	LARGE TREE CONTROL	5,000	16,123	16,000
6960	IRRIGATION	2,000	677	2,000
7200	REPAIRS & MAINTENANCE	20,000	18,665	20,000
7220	WINDOW REPAIRS	4,800	4,349	10,800
7230	SNOW REMOVAL	9,000	9,616	9,000
7240	GARAGE DOOR MAINTENANCE	12,000	8,400	12,000
7250	GUTTERS/ROOF CLEANING/ANNUAL INP.	16,000	12,909	26,500
7260	DRIVEWAY/SIDEWALK PAVERS	2,000	2,074	4,000
7280	ROOF MOSS TREATMENT	0	0	16,000
8000	CLUBHOUSE	3,100	5,154	3,100
8100	POOL	6,000	7,644	6,000
		166,835	168,231	215,400
SUB-TOTAL		320,135	309,782	355,080
9000	CONTINGENCY	35,000	35,000	39,055
TOTAL EXPENDITURES		355,135	344,782	394,135
SURPLUS (DEFICIT)		-	10,784	-
CONTINGENCY RESERVE FUND				
	BALANCE MAY 31, 2025			239,292
	2025/2026 TRANSFER FROM OPERATING FUND			39,055
	ESTIMATED INTEREST INCOME at 3.00%			4,000
	PROPOSED EXPENDITURES			-
	ESTIMATED BALANCE MAY 31, 2026			282,347

STRATA PLAN NW 1860					13-Jun-25			
STRATA FEE SCHEDULE								
YEAR END MAY 31, 2026								328780
				367,835.00	ANNUAL BUDGET			39055
UNIT	S.L.	U/E	OPERATING	CONTINGENCY	NEW FEE	OLD FEE	CATCHUP***	
1	14	1.95	534.21	63.46	597.67	557.86	79.62	
2	13	1.91	523.26	62.16	585.42	546.42	78.00	
3	12	1.82	498.60	59.23	557.83	520.67	74.32	
4	11	1.95	534.21	63.46	597.67	557.86	79.62	
5	15	1.83	501.34	59.55	560.89	523.53	74.72	
6	16	1.9	520.52	61.83	582.35	543.56	77.58	
7	17	1.82	498.60	59.23	557.83	520.67	74.32	
8	18	2.14	586.27	69.64	655.91	612.22	87.38	
9	19	1.83	501.34	59.55	560.89	523.53	74.72	
10	20	1.96	536.95	63.78	600.73	560.72	80.02	
11	21	1.83	501.34	59.55	560.89	523.53	74.72	
12	22	1.9	520.52	61.83	582.35	543.56	77.58	
13	23	1.83	501.34	59.55	560.89	523.53	74.72	
14	24	1.96	536.95	63.78	600.73	560.72	80.02	
15	25	1.9	520.52	61.83	582.35	543.56	77.58	
16	26	1.9	520.52	61.83	582.35	543.56	77.58	
17	27	1.9	520.52	61.83	582.35	543.56	77.58	
18	28	1.91	523.26	62.16	585.42	546.42	78.00	
19	29	1.9	520.52	61.83	582.35	543.56	77.58	
20	30	1.83	501.34	59.55	560.89	523.53	74.72	
21	31	1.91	523.26	62.16	585.42	546.42	78.00	
22	32	1.83	501.34	59.55	560.89	523.53	74.72	
23	53	1.83	501.34	59.55	560.89	523.53	74.72	
24	52	1.9	520.52	61.83	582.35	543.56	77.58	
25	51	1.92	526.00	62.48	588.48	549.28	78.40	
26	50	1.92	526.00	62.48	588.48	549.28	78.40	
27	49	1.88	515.04	61.18	576.22	537.84	76.76	
28	48	1.82	498.60	59.23	557.83	520.67	74.32	
29	47	1.83	501.34	59.55	560.89	523.53	74.72	
30	46	1.91	523.26	62.16	585.42	546.42	78.00	
31	45	1.93	528.73	62.81	591.54	552.15	78.78	
32	44	1.92	526.00	62.48	588.48	549.28	78.40	
33	43	1.84	504.08	59.88	563.96	526.39	75.14	
34	42	1.9	520.52	61.83	582.35	543.56	77.58	
35	41	1.85	506.82	60.20	567.02	529.25	75.54	
36	40	1.92	526.00	62.48	588.48	549.28	78.40	
37	39	1.9	520.52	61.83	582.35	543.56	77.58	
38	38	1.84	504.08	59.88	563.96	526.39	75.14	
39	37	1.92	526.00	62.48	588.48	549.28	78.40	
40	36	1.84	504.08	59.88	563.96	526.39	75.14	
41	35	1.89	517.78	61.51	579.29	540.70	77.18	
42	34	1.9	520.52	61.83	582.35	543.56	77.58	
43	33	1.83	501.34	59.55	560.89	523.53	74.72	
44	10	1.83	501.34	59.55	560.89	523.53	74.72	
45	9	1.91	523.26	62.16	585.42	546.42	78.00	
46	8	1.84	504.08	59.88	563.96	526.39	75.14	
47	7	1.92	526.00	62.48	588.48	549.28	78.40	
48	6	1.85	506.82	60.20	567.02	529.25	75.54	
49	5	1.9	520.52	61.83	582.35	543.56	77.58	
50	4	1.89	517.78	61.51	579.29	540.70	77.18	
51	3	1.82	498.60	59.23	557.83	520.67	74.32	
1729	2	1.95	534.21	63.46	597.67	557.86	79.62	
1731	1	1.9	520.52	61.83	582.35	543.56	77.58	
TOTAL	U/E	100.01	27398.43	3254.57	30653.00	28611.17	4083.66	
*** Catchup amount is the difference between the old and new strata fees for the months of June 2025 and July 2025. This amount will be withdrawn by PAP during the last week of July 2025. The new strata fee will be withdrawn starting August 1, 2025.								

ELECTION OF STRATA COUNCIL

Pursuant to the Strata Corporation bylaws, **Mike Borch #27, Heather Madden-Jones #8, and Kevin Conolly #32** will remain on council to complete their two-year term.

Gloria Goundrey #21, Cheryl Reilly #18 and Judy Higginbotham #45 have volunteered to stand for reelection.

Per the bylaws, the council must have at least three and no more than seven members. Nominations/volunteers for the 2025-2026 strata council will be taken from the floor at the Annual General Meeting.

**MINUTES OF THE STRATA COUNCIL MEETING
STRATA PLAN NW 1860 – ENGLESEA PLACE
HELD ON WEDNESDAY, JUNE 18th, 2025, at 3:00 P.M.
IN THE CLUBHOUSE
1725 SOUTHMERE CRESCENT, SURREY BC
www.englesea.com**

PRESENT: Cheryl Reilly President/Maintenance #18
Gloria Goundrey Vice-President/Clubhouse #21
Mike Borch Treasurer #27
Kevin Connolly Landscape Liaison #32
Judy Higginbotham Member-at-Large #45

REGRETS: Heather Madden-Johns Member-at-Large #8

AGENT: Stephen Burchell-Davies, Fraser Campbell Property Management Ltd.

Email Notification

To be notified by email when minutes, notices, etc. are posted on the Englesea website, please ensure that the council has your email address either by emailing strata@englesea.com or by dropping a note in the council mailbox with your name, unit number, and email address.

A limited number of printed copies of the minutes are available in the Clubhouse.

The meeting was called to order at 3:01 p.m.

ELECTION OF CHAIRPERSON

A motion was made, seconded, and **carried** to elect Council President, Cheryl Reilly, to chair the meeting.

MINUTES

A motion was made, seconded, and **carried** to adopt the minutes of May 28th, 2025, council meeting as circulated.

COMMITTEE REPORTS

1. Landscape Report

- Discussion was held regarding a tree survey and consulting fees for the same. A meeting will be scheduled with the Vista Landscape arborist.
- An owner who has requested approval to update a patio will be requested to submit a drawing depicting the proposed improvements.

Municipal Watering Restrictions-Effective May 1, 2025

Englesea Place-Odd-numbered address: (1725 Southmere Crescent)
Lawns Sundays only *automatic watering between 5 a.m. and 7 a.m.
manual watering between 6 a.m. and 9 a.m.*

Trees, shrubs, and flowers can be watered with a sprinkler any day between 5 a.m. and 9 a.m., or any time by hand or using drip irrigation.

2. Maintenance Report

Roof Maintenance Report

The roof maintenance inspection report prepared by Phoenix Consultants has been posted on the Englesea website. Quotes are pending from Harvard Roofing and Macbeth Roofing for the proposed maintenance work.

Crawlspace Inspection

A-Z Home Inspections has completed crawlspace inspections. The inspection report has been forwarded to council and is under review. It was noted that small sawdust piles were found in four crawlspaces. This item is addressed in the Pest Control Report. Two units were observed to have small cracks in the foundation wall and MGM has been requested to inspect the two crawlspaces.

Dryer Vent Cleaning

Michael Smith Duct Cleaning has scheduled dryer vent cleaning for July 11th. An owner will be notified prior to the work commencing as they prefer to do their own cleaning.

Water Shutoff Valves

Westech Plumbing completed the exercising of the water shutoff valves on June 10th.

Foundation Crack

MGM has started the excavation of an exterior wall to two feet below the footings of the foundation, the installation of new drainage under the wall and waterproofing of the wall, to prevent recurring water ingress into the crawlspace.

Pest Control Report

Carpenter Ants

Axiom Pest Control has submitted a quotation in the amount of \$700 per unit to spray all crawlspaces for carpenter ants. A 10% discount is offered for multi-units. It was noted by the exterminator that that treatment poses a high level of difficulty due to the height of the crawl space resulting in the inability for the technician to stand up straight during the treatment. Discussion was held regarding cleaning of the crawlspaces and council expressed dissatisfaction at the response received from Axiom.

Council acknowledged receipt of the monthly reports from Axiom Pest Control.

Owners are requested to report any ant activity to the strata.

REMINDER-Do not feed birds or wildlife.

3. Clubhouse Report

Additional volunteers are needed for the pool as not enough residents have stepped forward at this time.

4. **Block Watch Report**

Once again, there has been no activity in Englesea Place to report to Block Watch. Remember Block Watch is designed to help neighbours watch out for each other. If you notice suspicious behaviours or activities, please contact the police at the non-emergency number 604.599.0502, then provide the details and police file number to the Block Watch Captain (Heather Madden-Johns, at hjohns@shaw.ca). The Captain will provide a summary and file number/s to the Block Watch office. The Captain will fan out information to the community as appropriate. *Keep in mind that if there is an immediate threat to a person or property, or when there is a crime in progress, call 911.*

BUSINESS ARISING

1. **Exterior Painting**

Council acknowledged receipt of inspection reports prepared by MPDA Inspection Services. Exterior painting remains in process by Art Vision Painting Ltd. Payment has been issued for two invoices in the amounts of \$14,885 for the startup cost (10% of base price minus holdback) and a progress draw in the amount \$15,155. Questions have been raised by individual owners about the quality assurance of the project. A council member and the agent met with Artvision and MPDA and these matters have been addressed.

2. **Window Repairs**

The agent advised that the spreadsheet for window repairs completed in 2024/2025 has been updated. Owners with failed window seals are requested to please report repair requirements in writing to the council.

3. **Annual General Meeting**

The Annual General Meeting is scheduled for July 16th, 2025. Agenda items will include ratification of a rule regarding pool hours, budget approval and council election. There is an approximate 7% increase proposed in strata fees.

4. **Insurance Inquiry**

The strata insurance broker, CMW/Acera, will be requested to increase the insurance deductible for water and sewer damage in December 2025.

5. **Sink Drainage Advisory**

Cleveland Doan has advised that "a pipe located within an LCP space is LCP (unless it services another strata lot). As such, the bylaws can be amended to make it the responsibility of an owner. However, a pipe located below a slab is common property and the responsibility of the strata corporation. It cannot be made LCP".

CORRESPONDENCE

Owners are invited to write to the strata council via the management company or via email to strata@englesea.com; landscape issues to landscape@englesea.com. The agent will only be checking the mailbox in the clubhouse on the day of the council meeting.

1. **Security Camera Request**

Council reviewed correspondence from an owner providing further information related to a request for approval to install security cameras at the front and rear entry doors. The owner's request was approved pursuant to the submitted specifications.

2. **Patio Update Request**

Council reviewed correspondence from an owner requesting approval to update a patio. The owner's request was approved pursuant to the submitted specifications.

Discussion ensued regarding a stain on the ceiling which may be from a roof drain.

FINANCIAL REPORT

1. **Financial Statement**

The May 2025 financial statement was reviewed in detail following which, it was moved, seconded, and ***carried*** to adopt the same.

The March 2025 financial statement is available for review on the Strata Corporation website. www.englesea.com

2. **Bank Statement and Reconciliation**

The council treasurer acknowledged receipt of the April 2025 bank statement and reconciliation.

3. **Lien Warning Letter**

A lien warning letter will be sent to owners regarding outstanding balances for the painting levy.

4. **Draft Budget**

Council approved a proposed budget for the next fiscal with an approximate 7% increase in strata fees.

NEW BUSINESS

1. **Guiding Principles Survey**

Council reviewed a draft survey prepared by a council member that can be used to develop an idea of owner priorities to keep in mind moving forward at Englesea. It is not intended to address any current, specific, issue - but rather to shed light on the general leanings of the community as a whole.

2. **New Rule-Pool Hours**

A motion was made, seconded and ***carried*** to implement a new Rule effective immediately as follows:

Pool opening hours are 10:00 a.m. until sunset.

The Rule will be presented to the owners for ratification by a majority vote at the upcoming Annual General Meeting.

ADJOURNMENT

There being no further business, a motion was made, seconded, and **carried** to adjourn the meeting at 5:10 p.m. The next meeting for Strata Plan NW 1860 is the Annual General Meeting scheduled for Wednesday, July 16th, 2025, at 7:00 pm.

REDBOOK REMINDER

The Redbook is a good resource for information pertaining to the strata corporation.
The Redbook can be accessed on the Englesea website.

QR Code and Link to Englesea Newsletter



<https://englesea.blogspot.com/?m=1>

Communication with Council

Please send correspondence, to the Englesea email address strata@englesea.com. For landscaping communications, please send to landscape@englesea.com and cc: strata@englesea.com.

Please include the Strata Plan Number **NW1860** and Unit Number in the subject line. Emails sent to info@frasercampbell.com will receive an autoreply stating that the email will be considered at the next council meeting. If your request is urgent, please include in the subject line "Urgent".

****The mailbox in the club house is scheduled to be picked up only prior to the Council Meeting. Owners are encouraged to send correspondence by email or mail.***

*Please call the agent, Stephen Burchell-Davies, during office hours Monday to Friday 9:00 am-4:30 p.m. for matters of urgent **nature** at 604-585-3276.*

Please do not phone, email, or confront individual council members as they are volunteers and require a majority vote of council to approve a request. If you would like to have a council member inspect something, please submit that request to the strata@englesea.com email address.

Owners may attend council meetings as observers but may not participate in discussions. Owners who wish to attend a council meeting to discuss a specific issue must request a hearing with the council in writing at least seven days in advance of the meeting.

Strata management services provided by



Fraser Campbell Property Management Ltd.

#210 – 5500 152nd St., Surrey, B.C. V3S 5J9

Phone: 604-585-3276

Email: info@frasercampbell.com

www.frasercampbell.com

After-hours (Emergency only): 604-825-8211

**MINUTES OF THE STRATA COUNCIL MEETING
STRATA PLAN NW 1860 – ENGLESEA PLACE
HELD ON WEDNESDAY, MAY 28th, 2025, at 3:00 P.M.
IN THE CLUBHOUSE
1725 SOUTHMERE CRESCENT, SURREY BC
www.englesea.com**

PRESENT:	Cheryl Reilly	President/Maintenance	#18
	Gloria Goundrey	Vice-President/Clubhouse	#21
	Mike Borch	Treasurer	#27
	Kevin Connolly	Landscape Liaison	#32
	Heather Madden-Johns	Member-at-Large	#8
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AGENT:	Stephen Burchell-Davies, Fraser Campbell Property Management Ltd.		

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A limited number of printed copies of the minutes are available in the Clubhouse.

The meeting was called to order at 3:01 p.m.

ELECTION OF CHAIRPERSON

A motion was made, seconded, and **carried** to elect Council President, Cheryl Reilly, to chair the meeting.

MINUTES

A motion was made, seconded, and **carried** to adopt the minutes of April 16th, 2025, council meeting as circulated.

COMMITTEE REPORTS

1. Landscape Report

There is nothing new to report this month except to advise that the sprinkler system has been turned on.

Municipal Watering Restrictions-Effective May 1, 2025

Englesea Place-Odd-numbered address: (1725 Southmere Crescent)
Lawns Sundays only *automatic watering between 5 a.m. and 7 a.m.*
manual watering between 6 a.m. and 9 a.m.

Trees, shrubs, and flowers can be watered with a sprinkler any day between 5 a.m. and 9 a.m., or any time by hand or using drip irrigation.

2. Maintenance Report

Roof Maintenance Report

Phoenix Consultants completed the roof maintenance inspection on May 8th. Council acknowledged receipt of the assessment report. The report will be posted on the website. The agent will obtain quotations for the proposed maintenance work.

Crawlspace Inspection

A-Z Home Inspections has completed crawlspace inspections. The inspection report has been forwarded to council and is under review. It was noted that small sawdust piles were found in four crawlspaces. This item is addressed in the Pest Control Report. A unit was observed to have a small crack in the foundation wall and MGM will be requested to check the crack when they are on site later in the month of June.

Dryer Vent Cleaning

Michael Smith Duct Cleaning has been requested to reschedule dryer vent cleaning for July (after the painting project is complete). An owner will be notified prior to the work commencing as they prefer to do their own cleaning. Correspondence will also be sent to another owner requesting their availability to monitor the dryer vent work.

Water Shutoff Valves

Westech Plumbing has scheduled the exercising of water shutoff valves for June 10th.

Crack in Exterior Wall

MGM has been requested to schedule the excavation of an exterior wall to two feet below the footings of the foundation, the installation of new drainage under the wall and waterproofing of the wall, plus an assessment of the foundations of units facing the city park. Work was scheduled to commence mid-May but will now be done mid-June when dryer conditions are expected.

Gutter Cleaning

Clover Clean Building Maintenance has completed gutter cleaning for the sum of \$2,493 including taxes.

Sink Drainage

Discussion ensued concerning a problem with slow drainage from kitchen sinks and addressing blockages. Legal advice may be obtained on this matter regarding responsibility for addressing the problem. MGM will be requested to advise if they are able to provide future plumbing assistance on this matter.

3. Pest Control Report

Carpenter Ants

Axiom Pest Control applied carpenter ant treatment at the interior and exterior by a sliding glass door at one unit. It was reported that further treatment is required. It was noted from the Crawlspace Inspection that some units had small piles of sawdust in the crawlspaces. Axiom Pest Control has been requested to return and spray for carpenter ants in the

crawlspaces of four units. Axiom Pest Control has also been requested to provide a quotation to spray all the crawlspaces for carpenter ants.

Council acknowledged receipt of the monthly reports from Axiom Pest Control.

Owners are requested to report any ant activity to the strata.

REMINDER-Do not feed birds or wildlife.

4. **Clubhouse Report**

There is nothing new to report. Volunteers are needed for the pool.

5. **Block Watch Report**

Please see attached flyer from the Blockwatch Team.

Residents are requested to report any suspicious activity to the Surrey Non-Emergency line at 604-599-0502 (or 911 for a crime in progress) and to then advise the Block Watch Captain.

BUSINESS ARISING

1. **Exterior Painting**

Council acknowledged receipt of inspection reports prepared by MPDA Inspection Services. Exterior painting is in process by Art Vision Painting Ltd. Payment has been issued for two invoices in the amounts of \$14,885 for the startup cost (10% of base price minus holdback) and a progress draw in the amount \$15,155. Questions have been raised by individual owners about the quality assurance of the project. The agent will address these items with Artvision and MPDA.

2. **Foundation Wall Assessment**

This item was discussed as per the Maintenance Report.

3. **Crawlspace Inspection**

This item was discussed as per the Maintenance Report.

4. **Roof Inspection Report**

This item was discussed as per the Maintenance Report.

5. **Door Cracks**

VanStrata Construction has recommended that the most cost-effective solution for repairs to front entry doors with large cracks present is replacement. Stripping and staining would require that the door is removed, and a temporary door delivered and installed for the duration. In view that a replacement door has been recommended, it was agreed that a door committee will be set up to consider alternative doors that will set the standard for future replacement doors. In the meantime, the door with the crack will be temporarily filled.

6. **Window Repairs**

A motion was made, seconded and **carried** to approve a quote in the amount of \$3,378 plus GST from The Glass Guys for window repair requirements at three units. Council noted that some items will be charged back to owners on this invoice

A motion was made, seconded and **carried** to approve payment of an invoice from The Glass Guys in the amount \$824 plus GST for replacement of failed sealed units in a bay window.

7. **Annual General Meeting**

The Annual General Meeting is scheduled for July 16th, 2025. Agenda items will include budget approval and council election. Final approval of the proposed budget will be made after the fiscal yearend financial reports have been received. Council will hold an in-house budget meeting prior to the next council meeting scheduled for June 18th.

CORRESPONDENCE

Owners are invited to write to the strata council via the management company or via email to strata@englesea.com; landscape issues to landscape@englesea.com. The agent will only be checking the mailbox in the clubhouse on the day of the council meeting.

1. **Owner Information/Alteration Requests**

Council reviewed correspondence from the new owners of a strata lot providing contact information and requesting approval to install two security cameras and replace bathroom fixtures. This item has been addressed.

2. **Window Repair Follow-up**

Council reviewed correspondence from an owner requesting an update on replacement of five failed sealed window units that were reported last year. It was noted that two windows which were cracked and had failed thermal seals were replaced last year and the remaining three will be added to the budget for the next fiscal year.

FINANCIAL REPORT

1. **Financial Statement**

The April 2025 financial statement was reviewed in detail following which, it was moved, seconded, and **carried** to adopt the same.

The March 2025 financial statement is available for review on the Strata Corporation website. **www.englesea.com**

2. **Bank Statements and Reconciliations**

The council treasurer acknowledged receipt of the March 2025 bank statement and reconciliation.

3. **Draft Budget**

A proposed budget for the next fiscal year remains under review and will be finalized at the next council meeting on June 18th

NEW BUSINESS

1. **Backyard Patio**

Correspondence will be sent to an owner requesting that they maintain their back patio which is covered in moss.

2. **Insurance**

The strata insurance broker will be contacted concerning a vacant unit. The water damage deductibles will also be discussed with the strata insurance broker.

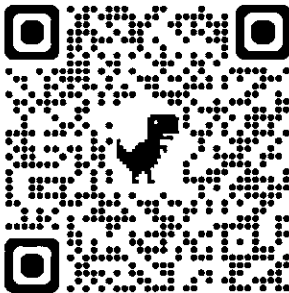
ADJOURNMENT

There being no further business, a motion was made, seconded, and *carried* to adjourn the meeting at 5:07 p.m. The next council meeting for Strata Plan NW 1860 is scheduled for Wednesday, June 18th, 2025, at 3:00 pm.

REDBOOK REMINDER

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QR Code and Link to Englesea Newsletter



<https://englesea.blogspot.com/?m=1>

Communication with Council

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****The mailbox in the club house is scheduled to be picked up only prior to the Council Meeting. Owners are encouraged to send correspondence by email or mail.***

*Please call the agent, Stephen Burchell-Davies, during office hours Monday to Friday 9:00 am-4:30 p.m. for matters of urgent **nature** at 604-585-3276.*

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Owners may attend council meetings as observers but may not participate in discussions. Owners who wish to attend a council meeting to discuss a specific issue must request a hearing with the council in writing at least seven days in advance of the meeting.

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BLOCK TALK SERIES



RSVP to crimeprevention@burnaby.ca
by June 18th to receive the meeting link.



IN COLLABORATION WITH



[This presentation is open to the public]

ELDER ABUSE AWARENESS SEE SOMETHING, SAY SOMETHING

Enhance your and others' personal
safety through awareness

Date: Thursday, June 19th, 2025

Time: 6:00 pm to 7:00 pm

Location: Virtually via Zoom

Join the Metro Vancouver Crime Stoppers to learn how the "See Something, Say Something" program helps seniors report abuse safely and anonymously. This session will cover recognizing and responding to physical, emotional, financial abuse, neglect and fraud, plus practical tips to stay protected. Protecting seniors begins at awareness - because no one should suffer in silence.

**MINUTES OF THE STRATA COUNCIL MEETING
STRATA PLAN NW 1860 – ENGLESEA PLACE
HELD ON WEDNESDAY, APRIL 16, 2025, at 3:00 P.M.
IN THE CLUBHOUSE
1725 SOUTHMERE CRESCENT, SURREY BC
www.englesea.com**

PRESENT:	Cheryl Reilly	President/Maintenance	#18
	Gloria Goundrey	Vice-President/Clubhouse	#21
	Mike Borch	Treasurer	#27
	Judy Higginbotham	Member-at-Large	#45
	Heather Madden-Johns	Member-at-Large	#8
REGRETS:	Kevin Connolly	Landscape Liaison	#32
AGENT:	Stephen Burchell-Davies, Fraser Campbell Property Management Ltd.		

Email Notification

To be notified by email when minutes, notices, etc. are posted on the Englesea website, please ensure that the council has your email address either by emailing strata@englesea.com or by dropping a note in the council mailbox with your name, unit number, and email address.

A limited number of printed copies of the minutes are available in the Clubhouse.

The meeting was called to order at 3:04 p.m.

ELECTION OF CHAIRPERSON

A motion was made, seconded, and **carried** to elect Council President, Cheryl Reilly, to chair the meeting.

MINUTES

A motion was made, seconded, and **carried** to adopt the minutes of the March 19th, 2025 council meeting as circulated.

COMMITTEE REPORTS

1. **Landscape Report**

There is nothing new to report this month.

2. **Maintenance Report**

Roof Moss Treatment

A line item has been added and funds allocated in the operating budget for the next fiscal year for roof moss treatment.

Crack in Exterior Wall

MGM has been requested to proceed with the excavation of an exterior wall to two feet below the footings of the foundation, the installation of new drainage under the wall and waterproofing of the wall pursuant to a submitted estimate in the amount of \$19,500 to \$22,500. Work is scheduled to commence mid-May.

Dryer Vent Cleaning

Michael Smith Duct Cleaning will be requested to reschedule dryer vent cleaning for July (after the painting project is complete).

Catch Basin

Westech Plumbing will be requested to remove the lid from the catch basin that Spectratec was unable to service.

Water Shutoff Valves

Westech Plumbing has been requested to schedule exercising of the water shutoff valves.

3. **Pest Control Report**

Council acknowledged receipt of the monthly reports from Axiom Pest Control.

Owners are requested to report any ant activity to the strata.

REMINDER-Do not feed birds or wildlife.

4. **Clubhouse Report**

There is nothing new to report.

5. **Block Watch Report**

Residents are requested to report any suspicious activity to the Surrey Non-Emergency line at 604-599-0502 (or 911 for a crime in progress) and to then advise the Block Watch Captain.

BUSINESS ARISING

1. **Exterior Painting**

The tender submitted by Art Vision Painting Ltd. for the exterior painting project has been formally accepted by council. A pre-start meeting with the contractor was held on April 16th, prior to the council meeting. **The project will commence April 22nd and is expected to take two months to complete. A detailed notice will be distributed to owners.**

2. **Electrical Planning Report**

Strata Engineering remains in the process of preparing an Electrical Planning Report for Englesea Place. The site inspection was conducted on February 21, 2025.

3. **Foundation Wall Assessment**

MGM Contracting Ltd. has been requested to do an assessment of several foundation walls of the units that face the pond for leaks and cracks. The assessment will be done on a time and material basis as the amount of work is unknown. Two volunteers (one council member) will be monitoring the amount of work being done and deciding on how

much work can be done. The project will be done in phases starting with Units 51-44. Work will commence mid-May.

4. **Crawlspace Inspection**

A-Z Home Inspections has been requested to schedule the crawlspace inspections (last done in 2021) pursuant to a submitted quote in the amount of \$3,400 plus GST. The inspections will take place mid-May, a detailed notice will follow.

5. **Roof Inspection**

Phoenix Consultants has scheduled a roof maintenance inspection for Thursday, May 8th commencing at 9:30 a.m.

6. **Door Cracks**

VanStrata Construction has advised that it would be difficult to repair surface cracks and re-stain an entry door that has previously been stained without removing it. VanStrata will be requested to provide a quote for removal, repair and re-staining of a door and for the option of replacement.

7. **Failed Window Seals**

The Glass Guys have been requested to provide a quote for the replacement of failed-sealed window units that are on the repair list.

CORRESPONDENCE

Owners are invited to write to the strata council via the management company or via email to strata@englesea.com; landscape issues to landscape@englesea.com. The agent will only be checking the mailbox in the clubhouse on the day of the council meeting.

1. **Letter of Response**

Council reviewed correspondence from an owner in response to a letter sent regarding communication at a recent Town Hall Meeting.

FINANCIAL REPORT

1. **Financial Statement**

The March 2025 financial statement was reviewed in detail following which, it was moved, seconded, and ***carried*** to adopt the same.

The March 2025 financial statement is available for review on the Strata Corporation website. **www.englesea.com**

2. **Bank Statements and Reconciliations**

The council treasurer acknowledged receipt of the February 2025 bank statement and reconciliation.

3. **Draft Budget**

The draft budget for the next fiscal year was further reviewed and revised by council. The budget will be finalized following receipt of the April 2025 financial statement. It was noted that there may be a slight increase in strata fees required.

NEW BUSINESS

1. **Annual General Meeting**

The Annual General Meeting has been scheduled for June 23rd, 2025. Agenda items will be finalized at the May council meeting.

2. **Vacant Unit**

The management company representing a vacant unit will be requested to remove an accumulation of flyers from the front door area of the unit.

3. **Paint Colour**

A meeting has been scheduled on April 23 to confirm colour choice(s) for the exterior painting project.

4. **Communication**

WHEN to SEND an EMAIL to COUNCIL and when to CONTACT the MANAGEMENT COMPANY

Financial matters, payment of strata fees, fines should be directed to the management company. Or Emergency ie: (fire, flood etc. if you need assistance with what to do)

- ***Anything related to bylaws, special projects, complaints, renovations, should be directed to the strata council by emailing the strata council or leaving a message in the secure box in the Clubhouse.***
- ***When in doubt, start with the strata council.***
- ***These matters will be discussed at the next council meeting.***
- ***Council will seek advice from the management company if deemed necessary.***

If owners feel the need to communicate with the management company, the management company will be directed to reply to the owner "This will be discussed at the next council meeting".

This process is to streamline decision making and also to be fiscally responsible. There are things the management company can do better including obtaining quotes for repairs, maintenance, insurance etc.

ADJOURNMENT

There being no further business, a motion was made, seconded, and ***carried*** to adjourn the meeting at 5:00 p.m. The next council meeting for Strata Plan NW 1860 is scheduled for Wednesday, May 28th, 2025, at 3:00 pm.

REDBOOK REMINDER

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After-hours (Emergency only): 604-825-8211



4611 Kelly Place
Delta BC
V4K 1G8
Tel: 604-317-3786
Email: ted@phoenixroofconsultants.ca

Notice to Residents **Englesea Place**

Attention Residents:

Phoenix Roof Consultants will be performing a maintenance inspection on

Thursday, May 8, 2025, starting at 9:30am.

We will be accessing the roofs via ladder.

Please ensure your blinds/windows are closed during the
inspection date for privacy.

Thank you,

Phoenix Roof Consultants

**MINUTES OF A SPECIAL GENERAL MEETING
STRATA PLAN NW 1860 - ENGLESEA PLACE
HELD ON TUESDAY, MARCH 25th, 2024
AT 5:00 P.M. IN THE CLUBHOUSE
1725 SOUTHMERE CRESCENT, SURREY, B.C.**

PRESENT: 32 Owners in person or proxy as per the registration sheet
(25 in person, 7 by proxy)

AGENT: Stephen Burchell-Davies, Fraser Campbell Property Management Ltd.

CALL TO ORDER

The meeting was called to order at 5:00 p.m. by the Strata Council President, Cheryl Reilly when there was a quorum of 28 persons present. Ms. Reilly chaired the meeting.

PROOF OF NOTICE

It was moved, seconded and **carried** to adopt the notice dated March 5th, 2025 as proper Notice of Meeting.

At 5:15 there were 32 owners present in person or by proxy.

APPROVAL OF THE AGENDA

A motion was made, seconded and **carried** to amend the agenda of the Special General Meeting by removing Special Resolution #3 (*Special Assessment for Roof Moss Treatment*). A motion was then made, seconded and **carried** to approve the agenda as amended.

MINUTES

A motion was made, seconded and **carried** to adopt the minutes of the June 19th, 2024, Annual General Meeting.

RESOLUTION #1 (*Majority Vote*)

Ratification of Rules-Window Specifications/Standards

The following Resolution was presented to the owners for consideration:

1. Englesea Place has Rules to govern the use, safety and condition of the common property and common assets.
2. A rule applies to owners, tenants, and visitors until the next annual general meeting (AGM), or special general meeting (SGM) where it must be ratified by a majority vote, or it ceases to have effect.
3. Council recommends adopting Guidelines (Specifications/Standards) for Window replacement window specifications for Englesea Place, in order to maintain a consistent aesthetic throughout the complex, and to protect the integrity of the building envelope.

THEREFORE, BE IT RESOLVED BY A MAJORITY VOTE:

That the owners of Englesea Place, Strata Plan NW 1860, at the Special General Meeting held on March 25th, 2025, adopt the Window Specifications/Standards that were distributed as an addendum to the Notice of Meeting on Sunday, March 23rd, 2025.

A motion was made, seconded to consider Resolution #1, the floor was then opened for discussion.

A motion was made seconded and **carried** to amend the proposed specifications by deleting the final subsection of 1.3 Muntin Bars (*Homeowners who wish to replace only some of their windows or patio doors at their owner cost will need to ensure that each bank of windows is consistent with others visible from the same sightline at their own cost.*)

A motion was made, seconded and **carried** to further amend the proposed specifications with an addition to 5.2 The Homeowner as follows:

*The homeowner is responsible for normal wear and tear of window use and damage caused by an owner, **tenant or visitor.***

Following discussion, the vote was taken and Resolution #1 was **carried** as amended (*all in favour*).

SPECIAL RESOLUTION #2 (3/4 Vote)

Special Assessment – Wood Trim and Fence Painting

The following Resolution was presented to the Owners for consideration:

WHEREAS:

1. The Strata Property Act (SPA), Section 3, states in part, that the Strata Corporation is responsible for maintaining the common property and common assets of the strata corporation.
2. Wood trim and fence painting is required.
3. A budget has been established for the painting project in the amount of \$116,602.

THEREFORE BE IT RESOLVED:

- A. In accordance with sections 108 and 109 of the Strata Property Act of British Columbia; that the Owners, Strata Plan NW 1860 expend a sum of money not exceeding \$116,602 for exterior painting, such expenditure to be charged upon the owners as a special assessment in proportion to the unit entitlement of their respective strata lots. The scope of work includes repainting of wood siding, privacy (pony) fences and 16th Ave. perimeter fence.
- B. The special assessment shall be assessed on March 25th, 2025 and become due and payable in full immediately on passing of the resolution and any owner who

sells, conveys or transfers his/her title, including a remortgage, shall pay the full amount outstanding. An owner who fails to pay their share of the Levy on the date that it is due shall be liable to pay interest on the unpaid portion of their share of the Levy at a rate of ten percent (10%) per annum, compounded annually.

C. This special assessment shall be considered as part of the common expenses of the strata corporation and Part 6, Division 6 of the Strata Property Act of British Columbia (money owing to a strata corporation) shall be applicable where an owner fails to make the required payment as authorized by the passing of this special resolution.

D. In the event that the actual cost of the proposed project is less than the resolution amount, provisions set out in Sections 108 (5) and (6) of the Strata Property Act of British Columbia shall apply.

Budget for Painting Project

Base Price	\$ 105,000
FCPM Project Fee (1%)	\$ 1,050
GST 5%	\$ 5,302
Subtotal	\$ 111,352
Contingency for Unforeseen Expenditures <i>5% of base price</i>	\$ 5,250
TOTAL	\$ 116,602

A motion was made and seconded to consider Special Resolution #2, the floor was then opened for discussion.

Following discussion, the vote was taken and Special Resolution #2 was carried (*all in favour, opposed*).

SPECIAL ASSESSMENT

Please refer to the attached schedule for the amount owing. Please note that this amount cannot be automatically withdrawn from your bank account. Please forward a cheque or bank draft payable to Strata Plan NW 1860 to the offices of Fraser Campbell or place in the council mailbox in the Clubhouse. As a matter of financial convenience, payment may be made by April 30th, 2025.

ADJOURNMENT OF MEETING

There being no further business, a motion was made, seconded, and ***carried*** to adjourn the meeting at 6:00 p.m.

COUNCIL MEETING

A brief council meeting was called to order at 6:10 p.m. to discuss the painting project.

Council members, Cheryl Reilly, Gloria Goundrey, Judy Higginbotham and the agent, Stephen Burchell-Davies, were in attendance.

1. **Painting Contract**

A motion was made, seconded and ***carried*** to proceed with the painting project with the contract to be awarded to Art Vision.

2. **Colour Change**

The agent was requested to inquire with the contractor/consultant how much notice is required if a colour change is approved.

The meeting adjourned at 6:20 p.m.

The next council meeting for Strata Plan NW 1860 is scheduled for April 16th, 2025 at 3:00 p.m. in the Clubhouse.

Mission Statement of Englesea Place

As Owners at Englesea Place it is our desire and in our best interests to strive to live together in peace and harmony, to agree to work together to maintain the integrity of our homes and to remember that even though we may not always agree with one another, we will, as responsible adults, treat each other with kindness, consideration and the respect that each of us is deserving of.

Strata management services provided by



Fraser Campbell Property Management Ltd.

#210 – 5500 152nd St., Surrey, B.C. V3S 5J9

Phone: 604-585-3276

Email: info@frasercampbell.com

www.frasercampbell.com

After-hours (Emergency only): 604-825-8211

STRATA PLAN NW 1860			4-Mar-25
SPECIAL LEVY SCHEDULE			
WOOD TRIM AND FENCE PAINTING			
DUE MARCH 25, 2025			116,602
UNIT	S.L.	U/E	TOTAL
1	14	1.95	2,273.51
2	13	1.91	2,226.88
3	12	1.82	2,121.94
4	11	1.95	2,273.51
5	15	1.83	2,133.60
6	16	1.9	2,215.22
7	17	1.82	2,121.94
8	18	2.14	2,495.03
9	19	1.83	2,133.60
10	20	1.96	2,285.17
11	21	1.83	2,133.60
12	22	1.9	2,215.22
13	23	1.83	2,133.60
14	24	1.96	2,285.17
15	25	1.9	2,215.22
16	26	1.9	2,215.22
17	27	1.9	2,215.22
18	28	1.91	2,226.88
19	29	1.9	2,215.22
20	30	1.83	2,133.60
21	31	1.91	2,226.88
22	32	1.83	2,133.60
23	53	1.83	2,133.60
24	52	1.9	2,215.22
25	51	1.92	2,238.53
26	50	1.92	2,238.53
27	49	1.88	2,191.90
28	48	1.82	2,121.94
29	47	1.83	2,133.60
30	46	1.91	2,226.88
31	45	1.93	2,250.19
32	44	1.92	2,238.53
33	43	1.84	2,145.26
34	42	1.9	2,215.22
35	41	1.85	2,156.92
36	40	1.92	2,238.53
37	39	1.9	2,215.22
38	38	1.84	2,145.26
39	37	1.92	2,238.53
40	36	1.84	2,145.26
41	35	1.89	2,203.56
42	34	1.9	2,215.22
43	33	1.83	2,133.60
44	10	1.83	2,133.60
45	9	1.91	2,226.88
46	8	1.84	2,145.26
47	7	1.92	2,238.53
48	6	1.85	2,156.92
49	5	1.9	2,215.22
50	4	1.89	2,203.56
51	3	1.82	2,121.94
1729	2	1.95	2,273.51
1731	1	1.9	2,215.22
TOTAL U/E		100.01	116,601.97



Fraser Campbell Property Management Ltd.

ENGLESEA PLACE

SPECIAL ASSESSMENT

DATE: APRIL 1, 2025

MEMO TO: OWNERS – NW 1860

FROM: STRATA COUNCIL
FRASER CAMPBELL PROPERTY MANAGEMENT

PAYMENT OF SPECIAL ASSESSMENT

For Exterior Painting

- Please refer to the schedule attached to the minutes of the Special General Meeting for the amount owing for your strata lot.
- Please note that this amount cannot be automatically withdrawn from your bank account.
- Please forward a cheque or bank draft payable to Strata Plan NW 1860 to the offices of Fraser Campbell Property Management Ltd. or place in the council mailbox in the Clubhouse.
- As a matter of financial convenience, payment may be made by April 30th, 2025.

Thank you

**MINUTES OF THE STRATA COUNCIL MEETING
STRATA PLAN NW 1860 – ENGLESEA PLACE
HELD ON WEDNESDAY, MARCH 19, 2025, at 3:00 P.M.
IN THE CLUBHOUSE
1725 SOUTHMERE CRESCENT, SURREY BC
www.englesea.com**

PRESENT:

Cheryl Reilly	President/Maintenance	#18
Gloria Goundrey	Vice-President/Clubhouse	#21
Mike Borch	Treasurer	#27
Kevin Connolly	Landscape Liaison	#32
Judy Higginbotham	Member-at-Large	#45
Heather Madden-Johns	Member-at-Large	#8

AGENT: Stephen Burchell-Davies, Fraser Campbell Property Management Ltd.

Email Notification

To be notified by email when minutes, notices, etc. are posted on the Englesea website, please ensure that the council has your email address either by emailing strata@englesea.com or by dropping a note in the council mailbox with your name, unit number, and email address.

A limited number of printed copies of the minutes are available in the Clubhouse.

The meeting was called to order at 3:04 p.m.

ELECTION OF CHAIRPERSON

A motion was made, seconded, and **carried** to elect Council President, Cheryl Reilly, to chair the meeting.

MINUTES

A motion was made, seconded, and **carried** to adopt the minutes of the February 19th, 2025 council meeting as circulated.

COMMITTEE REPORTS

1. **Landscape Report**

There is nothing new to report this month.

2. **Maintenance Report**

Roof Moss Treatment

A Resolution was included with the Notice of the Special General Meeting scheduled for March 25th, 2025 to proceed with roof moss treatment with the funds to be raised by a special assessment. Discussion held at the recent Townhall Meeting indicates that owners

would prefer to have funds allocated in the operating budget for annual roof moss treatment. A motion will be made at the meeting to withdraw the Resolution.

Crack in Exterior Wall

MGM has been requested to proceed with the excavation of an exterior wall to two feet below the footings of the foundation, the installation of new drainage under the wall and waterproofing of the wall pursuant to a submitted estimate in the amount of \$19,500 to \$22,500. Work will commence as the weather permits.

Dryer Vent Cleaning

Michael Smith Duct Cleaning has scheduled exterior dryer vent cleaning for Friday, May 9th commencing at 9:00 a.m. pursuant to a submitted quote in the amount of \$1,325 plus GST.

Retaining Wall

Coast Redwood Landscaping has completed replacement of the wood retaining wall between Units 49/50 with garden stack block. A motion was made, seconded and **carried** to approve payment of the invoice in the amount of \$1,975 plus GST.

Council members will attempt to be proactive with maintenance moving forward to prevent larger problems in the future.

3. Pest Control Report

Council acknowledged receipt of the monthly reports from Axiom Pest Control.

Owners are requested to report any ant activity to the strata.

REMINDER-Do not feed birds or wildlife.

4. Clubhouse Report

The installation of the defibrillator is complete.

5. Block Watch Report

There have been no recent issues reported. Lighting improvements around the circle by the Clubhouse has increased security in this area.

BUSINESS ARISING

1. Exterior Painting-Special General Meeting

A budget in the amount of \$116,602 has been established for the exterior painting project. A Resolution will be presented at a Special General Meeting scheduled for March 25th, 2025 to proceed with the exterior painting project with the funds to be raised by a special assessment.

A list of questions resulting from owners' discussion at the recent Townhall Hall Meeting was forwarded to the contractor and consultant. Council reviewed the responses. There may be an additional charge if a color change is requested, and more than two coats of paint are required to complete the change. An owner has volunteered to be the liaison regarding colour choice.

2. **Electrical Planning Report**

Strata Engineering remains in the process of preparing an Electrical Planning Report for Englesea Place. The site inspection was conducted on February 21, 2025.

3. **Foundation Wall Assessment**

MGM Contracting Ltd. has been requested to do an assessment of several foundation walls of the units that face the pond for leaks and cracks. The assessment will be done on a time and material basis as the amount of work is unknown. Two volunteers (one council member) will be monitoring the amount of work being done and deciding on how much work can be done. The project will be done in phases starting with Units 51-44.

4. **Crawlspace Inspection**

A-Z Home Inspections will be requested to schedule the crawlspace inspections (last done in 2021) pursuant to a submitted quote in the amount of \$3,400 plus GST.

5. **Roof Inspection**

Phoenix Consultants will be requested to schedule a roof inspection and prepare an assessment report pursuant to a submitted quote in the amount of \$1,750 plus GST.

CORRESPONDENCE

Owners are invited to write to the strata council via the management company or via email to strata@englesea.com; landscape issues to landscape@englesea.com. The agent will only be checking the mailbox in the clubhouse on the day of the council meeting.

1. **Freezing Water Pipe Concern**

Council reviewed correspondence from an owner requesting to be put on record regarding concern over potential freezing of the inside water pipes within their strata lot. Council has reviewed the concern with the owners.

2. **Window Repair List**

Council reviewed correspondence from an owner requesting confirmation that their unit is on the list of window repair requirements. The agent was requested to ensure the unit is on the list and to obtain a quote for the necessary repairs.

FINANCIAL REPORT

1. **Financial Statement**

The February 2025 financial statement was reviewed in detail following which, it was moved, seconded, and **carried** to adopt the same.

The February 2025 financial statement is available for review on the Strata Corporation website. www.englesea.com

2. **Bank Statements and Reconciliations**

The council treasurer acknowledged receipt of the January 2025 bank statement and reconciliation.

NEW BUSINESS

1. **Structural Rot Repair**

MGM Contracting Ltd. has completed repairs to structural rot identified at Unit #5. A motion was made, seconded and **carried** to approve payment of the two invoices totaling \$9,000 plus GST. The repair costs will be charged against the Contingency Reserve Fund in accordance with Section 98(3) of the Strata Property Act regarding emergency expenditures. Part of the work included repair to a cracked drain pipe which caused the structural rot.

2. **Window Specifications**

A council member advised that the Window Specifications distributed with the Notice of the Special General Meeting scheduled for March 25, 2025 was not the final version. **An Addendum to the Notice with the correct version of the document will be distributed to all owners prior to the meeting.**

3. **Draft Budget**

Council reviewed and revised a draft budget for the next fiscal year. Further planning and discussion will take place at the next council meeting.

4. **Addendum to the Agency Agreement**

A motion was made, seconded and **carried** to approve an Addendum to the Agency Agreement with Fraser Campbell Property Management Ltd. to extend management services for the period of June 1, 2025 through May 31, 2026 for the monthly rate of \$1,550 plus GST.

5. **Door Cracks**

Council inquired if the agent had knowledge of a finishing carpenter or similar tradesperson who has the skill to repair cracks in front entry doors.

6. **Patio Door Rollers**

The owner was given the name of the Glass Guy to do repairs that are owner responsibility. **Residents are reminded that working parts on doors and windows are owner responsibility.**

ADJOURNMENT

There being no further business, a motion was made, seconded, and **carried** to adjourn the meeting at 5:00 p.m. The next meeting for Strata Plan NW 1860 is the Special General Meeting scheduled for Wednesday, April 16th, 2025, at 3:00 pm.

REDBOOK REMINDER

The Redbook is a good resource for information pertaining to the strata corporation.
The Redbook can be accessed on the Englesea website.

QR Code and Link to Englesea Newsletter



<https://englesea.blogspot.com/?m=1>

Communication with Council

Please send correspondence, concerns, requests, suggestions etc. to the agent at Fraser Campbell Property Management by email to info@frasercampbell.com and cc the Englesea email address strata@englesea.com. For landscaping communications, please send to landscape@englesea.com and cc: strata@englesea.com.

Please include the Strata Plan Number **NW1860** and Unit Number in the subject line. Emails sent to info@frasercampbell.com will receive an autoreply stating that the email will be considered at the next council meeting. If your request is urgent, please include in the subject line "Urgent".

****The mailbox in the club house is scheduled to be picked up only prior to the Council Meeting. Owners are encouraged to send correspondence by email or mail.***

Please call the agent, Stephen Burchell-Davies, during office hours Monday to Friday 9:00 am-4:30 p.m. for matters of an urgent nature at 604-585-3276.

Please do not phone, email, or confront individual council members as they are volunteers and require a majority vote of council to approve a request. If you would like to have a council member inspect something, please submit that request to the strata@englesea.com email address.

Owners may attend council meetings as observers but may not participate in discussions. Owners who wish to attend a council meeting to discuss a specific issue must request a hearing with the council in writing at least seven days in advance of the meeting.

Strata management services provided by



Fraser Campbell Property Management Ltd.

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Phone: 604-585-3276

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After-hours (Emergency only): 604-825-8211

**MINUTES OF THE STRATA COUNCIL MEETING
STRATA PLAN NW 1860 – ENGLESEA PLACE
HELD ON WEDNESDAY, FEBRUARY 19, 2025, at 3:00 P.M.
IN THE CLUBHOUSE
1725 SOUTHMERE CRESCENT, SURREY BC
www.englesea.com**

PRESENT:	Cheryl Reilly	President/Maintenance	#18
	Gloria Goundrey	Vice-President/Clubhouse	#21
	Mike Borch	Treasurer	#27
	Kevin Connolly	Landscape Liaison	#32
REGRETS:	Judy Higginbotham	Member-at-Large	#45
	Heather Madden-Johns	Member-at-Large	#8
GUESTS:	Gregg McBurnie, RotBan (3:00 p.m. -3:37 p.m.)		
	Lloyd Lees (observer)		#24
AGENT:	Stephen Burchell-Davies, Fraser Campbell Property Management Ltd.		

Email Notification

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A limited number of printed copies of the minutes are available in the Clubhouse.

The meeting was called to order at 3:01 p.m.

ELECTION OF CHAIRPERSON

A motion was made, seconded, and ***carried*** to elect Council President, Cheryl Reilly, to chair the meeting.

GUEST

Gregg McBurnie of RotBan attended the start of the meeting to discuss the council's concerns regarding the recurring active moss growth on some of the roof elevations despite being resprayed under warranty prior to the end of the four-year contract. Mr. McBurnie clarified that the warranty does not include respraying of all roofs but is limited to roofs where moss regrowth has occurred. The new contract terms have been revised, limiting retreatment to two years following which there will be a charge for return visits in the third and fourth years. A new contract proposal will be submitted by RotBan.

MINUTES

A motion was made, seconded, and ***carried*** to adopt the minutes of the January 15th, 2025 council meeting as circulated.

COMMITTEE REPORTS

1. Landscape Report

There is no report this month.

Tree Removal

William Leather, Arborist of Vista Landscaping, has completed the removal of two Red Alder trees on the south property boundary along the 16th Ave. boulevard pursuant to a submitted quote a quote in the amount of \$6,500 plus GST.

2. Maintenance Report

Roof Moss Treatment

Council reviewed additional quotes for roof moss removal, noting that the scope of work from alternate contractors included walking on the roofs and brushing off of debris. The preferred method is spraying only as performed by RotBan. Council will wait to receive and review the new contract proposal from RotBan prior to deciding how to proceed.

Crack in Exterior Wall

MGM has been requested to proceed with the excavation of an exterior wall to two feet below the footings of the foundation, repair of the crack, the installation of new drainage under the wall and waterproofing of the wall pursuant to a submitted estimate in the amount of \$19,500 to \$22,500. MGM will be requested to respond to questions that the council has regarding the project prior to proceeding.

Water Supply

Westech Plumbing has scheduled exercising of the water shutoff valves for Tuesday, February 25th commencing at 9:00 a.m.

Catch Basin Cleaning

Spectratec Services has been requested to schedule cleaning of six roadway catch basins pursuant to a submitted quote in the amount of \$600 plus disposal fees and GST.

Gutter Cleaning

Clover Clean Building Maintenance Ltd completed roof blow off and gutter cleaning from the December service in January. A motion was made, seconded and **carried** to approve payment of the invoice in the amount of \$2,176 plus GST.

Dryer Vent Cleaning

Michael Smith Duct Cleaning has been requested to schedule exterior dryer vent cleaning pursuant to a submitted quote in the amount of \$1,325 plus GST. Scheduling will take place in the Spring following owner's returns from extended winter absences.

3. Pest Control Report

Council acknowledged receipt of the monthly reports from Axiom Pest Control. It was reported that elevated rodent activity was detected along the property's exterior perimeter, however the report indicates that there is no need to increase the frequency of service at this time.

- **Owners are requested to report any ant activity to the strata.**
REMINDER-Do not feed birds or wildlife.

4. **Clubhouse Report**

There is no report this month.

Defibrillator

Installation of the defibrillator remains pending.

5. **Block Watch Report**

There is nothing new to report.

6. **Window Committee Report**

Council reviewed the “Englesea Window and Patio Door Specifications/Standards” (draft) prepared by the window committee. The committee will be requested to make one revision to the document. The agent advised that the document can be ratified as a Rule by a majority vote of the owners at a General Meeting.

BUSINESS ARISING

1. **Exterior Painting** - *Townhall Meeting/Special General Meeting*

A Townhall Meeting will be held on March 12th, 2025 at 7:00 p.m. to discuss SGM agenda items.

A Resolution will be presented at a Special General Meeting scheduled for March 25th, 2025 to proceed with the exterior painting project with the budget to be established based on the proposal submitted by Art Vision Painting Ltd.

Additional SGM agenda items will include roof moss removal and ratification of the window specifications. A formal notice will follow.

2. **Electrical Planning Report**

Strata Engineering remains in the process of preparing an Electrical Planning Report for Englesea Place. A site inspection has been scheduled for February 21, 2025.

3. **Foundation Wall Assessment**

MGM Contracting Ltd. has been requested to do an assessment of several foundation walls of the units that face the pond for leaks and cracks.

CORRESPONDENCE

Owners are invited to write to the strata council via the management company or via email to strata@englesea.com; landscape issues to landscape@englesea.com. The agent will only be checking the mailbox in the clubhouse on the day of the council meeting.

1. **Failed Window Seals**

Council reviewed correspondence from an owner reporting three failed sealed window units with a request to be added to the window replacement list.

2. **Unauthorized Use of Pathway**

Council reviewed correspondence from an owner reporting the unauthorized use of a private pathway from the complex into the park. This matter has been resolved.

3. **Renovation Request**

Council reviewed correspondence from an owner requesting approval to undertake non-structural kitchen alterations with no modifications to plumbing or drainage. The owner's request was approved pursuant to the submitted specifications.

FINANCIAL REPORT

1. **Financial Statement**

The January 2025 financial statement was reviewed in detail following which, it was moved, seconded, and ***carried*** to adopt the same.

The January 2025 financial statement is available for review on the Strata Corporation website. www.englesea.com

2. **Bank Statements and Reconciliations**

The council treasurer acknowledged receipt of the December 2024 bank statement and reconciliation.

3. **CRF Loan** (Insurance Premium)

The agent advised that there is an outstanding balance of \$10,000 on the Contingency Reserve Fund Loan as of January 31, 2025 for prepayment of the insurance premium for the calendar year. The loan will be paid as surplus funds permit prior to the end of the fiscal year.

NEW BUSINESS

1. **Roof Inspection**

Funds will be allocated in the operating budget for the next fiscal year to proceed with a roof inspection.

2. **Crawlspace Inspection**

A-Z Home Inspections will be requested to provide a quote for the bi-annual crawlspace inspection.

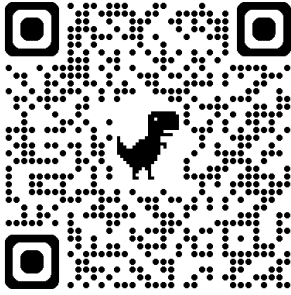
ADJOURNMENT

There being no further business, a motion was made, seconded, and ***carried*** to adjourn the meeting at 5:10 p.m. The next meeting for Strata Plan NW 1860 is the Special General Meeting scheduled for Wednesday, March 19th, 2025, at 7:00 pm.

REDBOOK REMINDER

The Redbook is a good resource for information pertaining to the strata corporation.
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QR Code and Link to Englesea Newsletter



<https://englesea.blogspot.com/?m=1>

Communication with Council

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**MINUTES OF THE STRATA COUNCIL MEETING
STRATA PLAN NW 1860 – ENGLESEA PLACE
HELD ON WEDNESDAY, JANUARY 15th, 2025, at 3:00 P.M.
IN THE CLUBHOUSE
1725 SOUTHMERE CRESCENT, SURREY BC
www.englesea.com**

PRESENT:	Cheryl Reilly	President/Maintenance	#18
	Gloria Goundrey	Vice-President/Clubhouse	#21
	Kevin Connolly	Landscape Liaison	#32
	Judy Higginbotham (3:10 pm – adj.)	Member-at-Large	#45
	Heather Madden-Johns	Member-at-Large	#8
REGRETS:	Mike Borch	Treasurer	#27
AGENT:	Stephen Burchell-Davies, Fraser Campbell Property Management Ltd.		

Email Notification

To be notified by email when minutes, notices, etc. are posted on the Englesea website, please ensure that the council has your email address either by emailing strata@englesea.com or by dropping a note in the council mailbox with your name, unit number, and email address.

A limited number of printed copies of the minutes are available in the Clubhouse.

The meeting was called to order at 3:00 p.m.

ELECTION OF CHAIRPERSON

A motion was made, seconded, and **carried** to elect Council President, Cheryl Reilly, to chair the meeting.

MINUTES

A motion was made, seconded, and **carried** to adopt the minutes of the December 18th, 2024 council meeting as circulated.

COMMITTEE REPORTS

1. **Landscape Report**

Contract Renewal

A motion was made, seconded and **carried** to renew the Landscape and Grounds Maintenance Contract with Vista Landscape Services for the 2025 calendar year for the annual cost of \$59,760 plus GST (3% inflationary increase over last year).

It was noted that the following clause has been added to the contract

“in the event of disruption in service due to events including snow or ice; landscape maintenance work missed will be made up at another time by adding additional crew members for a subsequent service day or rescheduling work to take place on another day other than the regular scheduled service day”.

Tree Removal

The City of Surrey has issued a Tree Cutting Permit for the removal of two Red Alder trees on the south property boundary along the 16th Ave. boulevard. A motion was made, seconded and **carried** to approve a quote in the amount of \$6,500 plus GST (includes disposal fee and tree permit acquisition fee) from William Leather, Arborist of Vista Landscaping to remove the two trees.

2. Maintenance Report

#49/50 Garden Block Wall

This project is in progress.

Roof Moss Treatment

- A representative from Rotban Ultra Cleaning Corp was requested to attend the council meeting to review the recurring active moss growth on some of the roof elevations despite being resprayed under warranty prior to the end of the contract. The meeting has been postponed.
- Clarification has been received from RotBan that the warranty does not include respraying of all roofs but is limited to roofs where moss regrowth has occurred.
- A suggestion was made that the crew be observed on return visits to ensure that all moss regrowth is treated.
- A second proposal for moss treatment has been obtained from High Five Exterior Building Cleaning for the sum of \$14,500. Additional quotes will be obtained.

Crack in Exterior Wall

MGM has been requested to proceed with the excavation of an exterior wall to two feet below the footings of the foundation, repair of the crack, the installation of new drainage under the wall and waterproofing of the wall pursuant to a submitted estimate in the amount of \$19,500 to \$22,500.

Damaged Gutter

Kymar Gutters has completed the removal and replacement of a targeted run of gutter at units 46/47 to eliminate damage above Unit #46 garage. The damage was caused by a Telus vehicle. Council approved payment of the invoice in the amount of \$1,467. Correspondence has been sent to the owner requesting reimbursement and recommending that the owner seeks compensation from Telus.

Leaking Skylight

MacBeth Roofing has completed the replacement of a leaking skylight. It was noted that since the replacement, there is a problem with tree needles blowing in through the skylight frame when the roof is cleaned. MacBeth will be advised.

Water Supply

Exercising of the water shutoff valves will be scheduled in the near future.

Catch Basin Cleaning

A motion was made, seconded and **carried** to approve a quote in the amount of \$600 plus disposal fees and GST from Spectratec Services for cleaning of six roadway catch basins.

3. **Pest Control Report**

Council acknowledged receipt of a written update from an owner regarding an interior pest issue advising that Axiom had attended.

- **Owners are requested to report any ant activity to the strata.**

REMINDER-Do not feed birds or wildlife.

4. **Clubhouse Report**

Pool Pump

At the last council meeting, a loud noise was heard emanating from the pool pump room. The Argosy Pool mechanic attended and advised that the pump bearings were worn out and could not be replaced as parts are obsolete due to the age of the pump. A quote for replacement of the pump (\$1,675 plus GST) was approved by council via email prior to the council meeting.

Argosy Pools Ltd. has completed replacement of the pool pump. A motion was made, second and **carried** to approve payment of the invoice in the amount of \$1,848 including taxes.

Defibrillator

Installation of the defibrillator remains pending.

Carpets

Discussion was held regarding the condition of the carpets in the Clubhouse.

5. **Block Watch Report**

There is nothing new to report.

BUSINESS ARISING

1. **Exterior Painting**

Council revisited the two shortlisted bids for the exterior painting project. A Resolution will be presented at a Special General Meeting to proceed with the painting project with the budget to be established based on the proposal submitted by Art Vision Painting Ltd.

2. **Electrical Planning Report**

Strata Engineering remains in the process of preparing an Electrical Planning Report for Englesea Place.

3. **Dryer Vent Cleaning**

Michael Smith Duct Cleaning will be requested to schedule exterior dryer vent cleaning pursuant to a submitted quote in the amount of \$1,325 plus GST.

4. **Foundation Wall Assessment**

MGM Contracting Ltd. has been requested to do an assessment of several foundation walls of the units that face the pond.

CORRESPONDENCE

Owners are invited to write to the strata council via the management company or via email to strata@englesea.com; landscape issues to landscape@englesea.com. The agent will only be checking the mailbox in the clubhouse on the day of the council meeting.

1. **Furnace Installation**

Council acknowledged receipt of a signed indemnity agreement from an owner for replacement of a furnace. It was noted that the exhaust vent will be painted to match existing vents.

2. **Elevator Installation**

Council acknowledged receipt of a signed indemnity agreement from an owner for the installation of an elevator.

FINANCIAL REPORT

1. **Financial Statements**

Approval of the December 2024 financial statement was tabled as the council treasurer was not present.

The December 2024 financial statement is available for review on the Strata Corporation website. www.englesea.com

2. **Bank Statement and Reconciliation**

Acknowledgement of receipt of the November 2024 bank statement and reconciliation was tabled as the council treasurer was not present.

NEW BUSINESS

1. **Townhall Meeting**

A Townhall Meeting will be scheduled to discuss the exterior painting project and hazardous tree removal. A Special General Meeting will then be scheduled to vote on the proposed expenditures.

2. **Roof Vents**

Discussion was held regarding the colour of vent pipes added during alterations (ie furnace installation). It is suggested that the colour of new vents should match that of existing vents and should be confirmed with the contractor prior to installation.

3. **Security Concern**

Discussion was held regarding tree growth that is obscuring exterior lighting and affecting security.

ADJOURNMENT

There being no further business, a motion was made, seconded, and **carried** to adjourn the meeting at 4:39 p.m. The next council meeting for Strata Plan NW 1860 is scheduled for Wednesday, February 19th, 2025, at 3:00 pm.

REDBOOK REMINDER

The Redbook is a good resource for information pertaining to the strata corporation.
The Redbook can be accessed on the Englesea website.

QR Code and Link to Englesea Newsletter



<https://englesea.blogspot.com/?m=1>

Communication with Council

Please send correspondence, concerns, requests, suggestions etc. to the agent at Fraser Campbell Property Management by email to info@frasercampbell.com and cc the Englesea email address strata@englesea.com. For landscaping communications, please send to landscape@englesea.com and cc: strata@englesea.com.

Please include the Strata Plan Number **NW1860** and Unit Number in the subject line. Emails sent to info@frasercampbell.com will receive an autoreply stating that the email will be considered at the next council meeting. If your request is urgent, please include in the subject line "Urgent".

****The mailbox in the club house is scheduled to be picked up only prior to the Council Meeting. Owners are encouraged to send correspondence by email or mail.***

Please call the agent, Stephen Burchell-Davies, during office hours Monday to Friday 9:00 am-4:30 p.m. for matters of an urgent nature at 604-585-3276.

Please do not phone, email, or confront individual council members as they are volunteers and require a majority vote of council to approve a request. If you would like to have a council member inspect something, please submit that request to the strata@englesea.com email address.

Owners may attend council meetings as observers but may not participate in discussions. Owners who wish to attend a council meeting to discuss a specific issue must request a hearing with the council in writing at least seven days in advance of the meeting.

Fraser Campbell Property Management Ltd.

#210 – 5500 152nd St., Surrey, B.C. V3S 5J9

Phone: 604-585-3276

Emergency (after hours): 604-825-8211

Email: info@frasercampbell.com

www.frasercampbell.com

EMERGENCIES

**In case of strata related emergencies after office hours
call Fraser Campbell Property Management Ltd. at 604-825-8211.**

*Please note that emergencies include fire and flood.
and parkade gate or entry door problems*

If there is a fire or crime in progress call 911 first.

*It is recommended that owners keep copies of the most recent two years of council and general
meeting minutes for future reference.*

**MINUTES OF THE STRATA COUNCIL MEETING
STRATA PLAN NW 1860 – ENGLESEA PLACE
HELD ON WEDNESDAY, DECEMBER 18th, 2024, at 3:00 P.M.
IN THE CLUBHOUSE
1725 SOUTHMERE CRESCENT, SURREY BC
www.englesea.com**

PRESENT:	Cheryl Reilly	President/Maintenance	#18
	Gloria Goundrey	Vice-President/Clubhouse	#21
	Mike Borch	Treasurer	#27
	Kevin Connolly	Landscape Liaison	#32
REGRETS:	Judy Higginbotham	Member-at-Large	#45
	Heather Madden-Johns	Member-at-Large	#8
GUEST:	Lloyd Lees #24 (observer)		
AGENT:	Stephen Burchell-Davies, Fraser Campbell Property Management Ltd.		

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A limited number of printed copies of the minutes are available in the Clubhouse.

The meeting was called to order at 3:00 p.m.

ELECTION OF CHAIRPERSON

A motion was made, seconded, and **carried** to elect Council President, Cheryl Reilly, to chair the meeting.

MINUTES

A motion was made, seconded, and **carried** to adopt the minutes of the November 20th, 2024; council meeting as circulated.

COMMITTEE REPORTS

1. Landscape Report

The process to obtain a tree cutting permit to remove three hazardous trees along 16th Ave has taken approximately three months to complete. The final cost for the tree removal project is estimated to be up to \$10,000.

2. Maintenance Report

Garden Blocks

The cost of installing a block wall around the gardens at Units #49/50 is deemed to be cost prohibitive. This matter has been tabled until a more viable option has been determined.

Roof Moss Treatment

A representative from Rotban Ultra Cleaning Corp will be requested to attend the next council meeting to review the recurring active moss growth on some of the roof elevations despite being resprayed under warranty prior to the end of the contract.

A second proposal for moss treatment has been obtained from High Five Exterior Building Cleaning for the sum of \$14,500. This item will be discussed at the next council meeting.

Crack in Exterior Wall

MGM has further inspected a suspected crack in an exterior wall and submitted an estimate to excavate the exterior of the wall and to perform repairs for an estimated cost of between \$19,500 to \$22,500. The crack in the foundation wall has been actively leaking into the crawlspace of the unit and therefore repairs must be prioritized. The scope of work will require excavation to two feet below the footings of the foundation, repair of the crack, the installation of new drainage under the wall and waterproofing of the wall. A second repair proposal has been received from SWR Drain Services in the amount of \$11,500, however it does not include the full scope of work included in the MGM proposal. Following discussion, a motion was made, seconded and **carried** to proceed with the quotation submitted by MGM Contracting.

Damaged Gutter

Kymar Gutters has completed the removal and replacement of a targeted run of gutter at units 46/47 to eliminate damage above Unit #46 garage. The damage was caused by a Telus vehicle attending a neighbouring unit. The owner of the neighbouring unit will be contacted and requested to seek reimbursement from Telus.

Leaking Skylights

MacBeth Roofing has ordered a replacement skylight, delivery is anticipated in the New Year.

Fence Repair Estimates

MGM Contracting Ltd. has completed repairs to a section of perimeter fence that had blown over during a recent windstorm for the sum of \$1,950 plus taxes.

Exterior Hose Bib

The exterior hose bib has been installed at Unit #9 by MGM Contracting. Additional work was required to complete the repair. The invoice is pending.

Water Supply

Exercising of the water shutoff valves will be scheduled in the New Year.

3. Pest Control Report

Axiom will be requested to attend following a report of ants at one unit.

- **Owners are requested to report any ant activity to the strata.**

REMINDER-Do not feed birds or wildlife.

4. **Clubhouse Report**

There is nothing to report.

5. **Block Watch Report**

Reminder for us to all lock up tight and leave our exterior lights on.

BUSINESS ARISING

1. **Exterior Painting**

The agent updated council on the site meeting held with the consultant and three contractors. Bids were received on November 27th, 2024 but were missing the optional pricing requested for fence painting. Revised bids have now been received. The two shortlisted bids will be reviewed at the next council meeting.

2. **Electrical Planning Report**

Strata Engineering remains in the process of preparing an Electrical Planning Report for Englesea Place.

3. **Wood Border Replacement**

Replacement of wood landscape borders as required throughout the complex has been completed by Lloyd Lees.

4. **Dryer Vent Cleaning**

The agent was requested to obtain a quote for dryer vent cleaning from Michael Smith Duct Cleaning.

CORRESPONDENCE

Owners are invited to write to the strata council via the management company or via email to strata@englesea.com; landscape issues to landscape@englesea.com. The agent will only be checking the mailbox in the clubhouse on the day of the council meeting.

1. **Furnace Installation**

Council reviewed correspondence from an owner providing details for replacement of the furnace. The owner will be sent an indemnity agreement to sign (delayed by the Canada Post strike).

2. **Elevator Installation**

Council reviewed correspondence from an owner providing details for the installation of an elevator. The owner will be sent an indemnity agreement to sign (delayed by the Canada Post strike).

3. Insurance Inquiry

Correspondence was received from an owner inquiring about insurance coverage for homes that are left vacant for a period of time. Subsequent to the meeting, the strata corporation insurance provider has advised the following:

“A vacant unit is one that has been left by the occupant with no intention to return.

A unit that is left alone for two weeks while the owner is on vacation would not be classified as vacant. For extended absences, we would advise having someone periodically checking on it and turning off the water.

*“If an insured loss occurred and the unit responsible, or where the loss originated was found to be vacant; there would be coverage under the strata insurance policy. **Coverage would still apply regardless of how long the unit is vacant.** It is important to note that the policy does have a \$25,000 deductible for losses concerning a vacant unit.”*

Please note that an owner leaving a unit vacant should obtain additional insurance for that purpose on their personal policy.

4. Window Replacement Inquiry

Council reviewed correspondence from an owner requesting contact information for the company used for window seal replacement at Englesea Place and advising of their intention to replace three to four windows in the future at their own expense.

FINANCIAL REPORT

1. Financial Statements

The November 2024 financial statement was reviewed in detail following which, it was moved, seconded, and **carried** to adopt the same.

The November 2024 financial statement is available for review on the Strata Corporation website. www.englesea.com

2. Bank Statement and Reconciliation

The council treasurer acknowledged receipt of the October 2024 bank statement and reconciliation.

NEW BUSINESS

1. Proposed Bylaw Alteration

A proposed bylaw amendment will be presented for consideration at the next General Meeting requiring owners to match the colour of new roof vents (ie furnace vent) to that of existing vents due to a complaint received from an owner expressing their unhappiness with the recent installation of a white furnace vent pipe through the roof of a neighbouring unit.

2. Maintenance Costs

Discussion was held regarding the increased cost of repairs and maintenance throughout the complex.

3. **Christmas Happy Hour**

The Christmas Happy Hour scheduled for Friday, December 13, 2024, was cancelled as a lot of owners were busy on that day.

4. **Red Book Winterizing Information**

Residents are encouraged to familiarize themselves with the Red Book maintenance pages including winterizing of exterior hose bibs.

5. **Assessment of Foundation Walls**

MGM will be requested to do an assessment of several foundation walls of the units that face the pond.

ADJOURNMENT

There being no further business, a motion was made, seconded, and ***carried*** to adjourn the meeting at 4:36 p.m. The next council meeting for Strata Plan NW 1860 is scheduled for Wednesday, January 15th, 2025, at 3:00 pm.

REDBOOK REMINDER

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QR Code and Link to Englesea Newsletter



<https://englesea.blogspot.com/?m=1>

Communication with Council

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EMERGENCIES

**In case of strata related emergencies after office hours
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*Please note that emergencies include fire and flood.
and parkade gate or entry door problems*

If there is a fire or crime in progress call 911 first.

It is recommended that owners keep copies of the most recent two years of council and general meeting minutes for future reference.

FRASER CAMPBELL PROPERTY MANAGEMENT LTD. HOLIDAY HOURS

During the festive season the office hours of Fraser Campbell Property Management Ltd. will be as follows:

Monday	December 23,2024	9:00 – 4:30
Tuesday	December 24,2024	9:00 – 12:00
Wednesday	December 25, 2024	Closed
Thursday	December 26, 2024	Closed
Friday	December 27, 2024	Closed
Monday	December 30, 2024	9:00 – 4:30
Tuesday	December 31, 2024	9:00 – 2:00
Wednesday	January 1, 2025	Closed
Thursday – Friday	January 2 – 3, 2025	9:00 – 4:30

**MINUTES OF THE STRATA COUNCIL MEETING
STRATA PLAN NW 1860 – ENGLESEA PLACE
HELD ON WEDNESDAY, NOVEMBER 20th, 2024, at 3:00 P.M.
IN THE CLUBHOUSE
1725 SOUTHMERE CRESCENT, SURREY BC
www.englesea.com**

PRESENT:	Gloria Goundrey	Vice-President/Clubhouse	#21
	Mike Borch	Treasurer	#27
	Kevin Connolly	Landscape Liaison	#32
	Judy Higginbotham (3:00 to 3:30)	Member-at-Large	#45
REGRETS:	Cheryl Reilly	President/Maintenance	#18
	Heather Madden-Johns	Member-at-Large	#8
GUEST:	Lloyd Lees #24 (observer)		
AGENT:	Stephen Burchell-Davies, Fraser Campbell Property Management Ltd.		

Email Notification

To be notified by email when minutes, notices, etc. are posted on the Englesea website, please ensure that the council has your email address either by emailing strata@englesea.com or by dropping a note in the council mailbox with your name, unit number, and email address.

A limited number of printed copies of the minutes are available in the Clubhouse.

The meeting was called to order at 3:13 p.m.

ELECTION OF CHAIRPERSON

A motion was made, seconded, and **carried** to elect Council Vice-President, Gloria Goundrey, to chair the meeting.

MINUTES

A motion was made, seconded, and **carried** to adopt the minutes of the October 16th, 2024; council meeting as circulated.

COMMITTEE REPORTS

1. Landscape Report

Discussion was held regarding the agenda items that were discussed at the Townhall Meeting held on October 23rd, 2024.

Tree Care Proposals

Council reviewed proposals from BC Plant Health Care and Bartlett Tree Services for the removal of an Alder tree at the rear of Unit #28 and for the crown cleaning (or option to remove) two Alder trees at the rear of Unit #26. It was noted that the scope of work does not include obtaining Tree Cutting Permits from the City. A motion was made, seconded and **carried** to approve the proposal in the amount of \$2,907 from Bartlett Tree Services.

2. Maintenance Report

Garden Blocks

Further discussion was held regarding the installation of a block wall around the gardens at Units #49/50 which was an agenda item at the recent Townhall Meeting. The Landscape Liaison will meet with the owners to discuss finalizing plans.

Roof Moss Treatment

A quote in the amount of \$40,500 has been received from Rotban Ultra Cleaning Corp for the application of a four-year warranted roof moss treatment on all buildings. A second proposal will be obtained from an alternate contractor.

Crack in Exterior Wall

MGM has further inspected a suspected crack in an exterior wall and will submit a repair proposal shortly.

Damaged Gutter

Following review of two quotes, a motion was made, seconded and **carried** to have Kymar Gutters proceed with the removal and replacement of a targeted run of gutter at units 46/47 to eliminate damage above Unit #46 garage.

Leaking Skylights

Council reviewed a quote from MacBeth Roofing for the replacement of two leaking skylights. It was noted that one of the two skylights is owner responsibility to repair/replace as it is an alteration to common property. A motion was made, seconded and **carried** to have MacBeth Roofing proceed with replacement of skylight at Unit #18 pursuant to the submitted quote of \$3,175 plus GST.

Fence Repair Estimates

Council reviewed two proposals for repair to section of the South side perimeter fence to include replacement of rotted posts. A third quote is pending from MGM Contracting Ltd.

Exterior Hose Bib

The exterior hose bib was installed at Unit #9.

Water Supply

Cleaning of the water supply lines into the pods is due.

3. Pest Control Report

There is nothing new to report.

- Owners are requested to report any ant activity to the strata.

REMINDER-Do not feed birds or wildlife.

4. **Clubhouse Report**

All fire extinguishers in the Clubhouse and pool room have been inspected.

5. **Block Watch Report**

There were two separate reports of a person trying to enter garages in Englesea. Both were caught on camera, without having gained entry. Rumour has it that a couple more doors may also have been tested. It's a good reminder for us to all lock up tight and leave our exterior lights on. The first week of November was Crime Prevention week, and a number of great tips were shared in the Englesea Newsletter (blog).

BUSINESS ARISING

1. **Exterior Painting**

MPDA Specifications Services has completed the specifications for painting the upper-level cedar siding on all buildings with the option to include pony fences and painting of the fence along 16th Ave. in the tender. The agent updated council on the site meeting held with the consultant and three contractors. Bids are expected November 27th, 2024.

2. **Electrical Planning Report**

Strata Engineering remains in the process of preparing an Electrical Planning Report for Englesea Place.

3. **Wood Border Replacement**

Replacement of wood landscape borders as required throughout the complex remains in progress by Lloyd Lees pursuant to a submitted quote in the amount of \$2,300.

6. **Ice Melt**

A council member has confirmed that there is an adequate supply of ice melt on hand for the upcoming winter season.

7. **Townhall Meeting**

A town hall meeting was held on October 23rd to discuss landscaping issues, criteria for windows and a general question and answer session.

8. **Defibrillator (AED)**

The AED has been delivered and will be installed in the clubhouse. Although the AED has voice commands, once it is activated there will be a chance for owners who are interested to receive advance instructions on its use. A notice will be sent out as to the date and time.

CORRESPONDENCE

Owners are invited to write to the strata council via the management company or via email to strata@englesea.com; landscape issues to landscape@englesea.com. The agent will only be checking the mailbox in the clubhouse on the day of the council meeting.

1. **Sewer Backup**

Council reviewed correspondence from an owner reporting a sewer backup into the unit advising that a camera inspection by a plumber identified the issue as a sag in the sewer pipe under the garage floor. Following discussion, a decision was made that the owner will be reimbursed for the cost of having the sewer line flushed as it is common property. A quote will be obtained for regular cleaning of the line to prevent further blockages.

FINANCIAL REPORT

1. **Financial Statements**

The October 2024 financial statement was reviewed in detail following which, it was moved, seconded, and ***carried*** to adopt the same.

The October 2024 financial statement is available for review on the Strata Corporation website. www.englesea.com

2. **Bank Statement and Reconciliation**

The council treasurer acknowledged receipt of the September 2024 bank statement and reconciliation.

NEW BUSINESS

1. **Roof Inspection**

Council reviewed communication from BC Roof Inspections inquiring if the strata corporation would like to schedule a roof inspection this year, advising that the last inspection completed by BCRI was in 2019. BCRI is thanked for the follow up, however Phoenix Roof Consultants performed the most recent roof inspection in 2022.

2. **Repair Projects**

Discussion was held regarding the length of time taken to initiate repair projects including the gathering of quotes. Council and the agent will work together to speed up the process.

3. **Dryer Vent Cleaning**

Council reviewed a quote in the amount of \$800 plus GST from Air-Vac Services Canada Ltd. for exterior dryer vent cleaning. Council advised that they would prefer to use the services of an alternate contractor and requested the agent to obtain a quote from Michael Smith Duct Cleaning.

4. **Insurance Renewal**

A motion was made, seconded and ***carried*** to approve the insurance renewal proposal from Acera Insurance for the period of December 31, 2024 through December 31, 2025. It was noted that the premium has decreased from last year.

Premium:	\$81,896	Appraised Value:	\$27,014,000
Property	\$10,000.00	Deductible	
Water Damage	\$25,000.00	Deductible	

Sewer Backup	\$25,000.00	Deductible
Flood	\$25,000.00	Deductible
Glass	\$250.00	Deductible
Earthquake	10%	Deductible (minimum \$100,000)

Owners are reminded to retain personal insurance coverage for contents, liability and betterments and unit additional protection. Please note that the deductible amounts as listed above for property and water damage may be assessed to an owner if damage originated from a source for which the owner is responsible to repair and maintain (i.e., in suite plumbing and appliances). Repair cost for damage to strata lots that is below the strata insurance deductible is owner responsibility and must be reported the owner's personal insurance provider for consideration.

5. Leaf Guards

Discussion was held regarding the installation of gutter leaf guards at strategic locations throughout the complex.

6. Christmas Happy Hour

A Christmas Happy Hour has been tentatively scheduled for Friday, December 13, 2024, depending on owner's interest.

Any further new business was tabled for discussion at the next council meeting including two suggestions from the Block watch Captain for safety improvements.

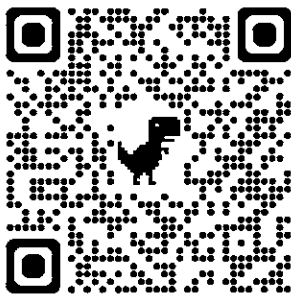
ADJOURNMENT

There being no further business, a motion was made, seconded, and **carried** to adjourn the meeting at 4:35 p.m. The next council meeting for Strata Plan NW 1860 is scheduled for Wednesday, December 18th, 2024, at 3:00 pm.

REDBOOK REMINDER

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QR Code and Link to Englesea Newsletter



<https://englesea.blogspot.com/?m=1>

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Fraser Campbell Property Management Ltd.
#210 – 5500 152nd St., Surrey, B.C. V3S 5J9
Phone: 604-585-3276
Emergency (after hours): 604-825-8211
Email: info@frasercampbell.com
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EMERGENCIES

**In case of strata related emergencies after office hours
call Fraser Campbell Property Management Ltd. at 604-825-8211.**

*Please note that emergencies include fire and flood.
and parkade gate or entry door problems*

If there is a fire or crime in progress call 911 first.

It is recommended that owners keep copies of the most recent two years of council and general meeting minutes for future reference.

FRASER CAMPBELL PROPERTY MANAGEMENT LTD. HOLIDAY HOURS

During the festive season the office hours of Fraser Campbell Property Management Ltd. will be as follows:

Monday	December 23, 2024	9:00 – 4:30
Tuesday	December 24, 2024	9:00 – 12:00
Wednesday	December 25, 2024	Closed
Thursday	December 26, 2024	Closed
Friday	December 27, 2024	Closed
Monday	December 30, 2024	9:00 – 4:30
Tuesday	December 31, 2024	9:00 – 2:00
Wednesday	January 1, 2025	Closed
Thursday – Friday	January 2 – 3, 2025	9:00 – 4:30

BLOCK TALK

SERIES



Evolution of an Investigation

A real case study

Zoom, Wed., December 4th, 2024

Time: 6:30pm to 7:30pm

Please join Detective Constable Kerry-Anne Horgan and VPD Civilian Special Investigations Crime Analyst Linh Riddick as they take us on an in-depth journey to explain how an investigation works from the 9-1-1 call to when it goes to court.

This session is open to the public.

[CLICK HERE TO REGISTER](#)



WITH SUPPORT FROM



VANCOUVER POLICE
FOUNDATION



@ bcblockwatch

**MINUTES OF THE STRATA COUNCIL MEETING
STRATA PLAN NW 1860 – ENGLESEA PLACE
HELD ON WEDNESDAY, OCTOBER 16th, 2024, at 3:00 P.M.
IN THE CLUBHOUSE
1725 SOUTHMERE CRESCENT, SURREY BC
www.englesea.com**

PRESENT:

Cheryl Reilly	President/Maintenance	#18
Gloria Goundrey	Vice-President/Clubhouse	#21
Mike Borch	Treasurer	#27
Kevin Connolly	Landscape Liaison	#32
Heather Madden-Johns (3:30 to adj.)	Member-at-Large	#8
Judy Higginbotham (3:05 to adj.)	Member-at-Large	#45

AGENT: Stephen Burchell-Davies, Fraser Campbell Property Management Ltd.

Email Notification

To be notified by email when minutes, notices, etc. are posted on the Englesea website, please ensure that the council has your email address either by emailing strata@englesea.com or by dropping a note in the council mailbox with your name, unit number, and email address.

A limited number of printed copies of the minutes are available in the Clubhouse.

The meeting was called to order at 3:00 p.m.

ELECTION OF CHAIRPERSON

A motion was made, seconded, and **carried** to elect Council President, Cheryl Reilly, to chair the meeting.

MINUTES

A motion was made, seconded, and **carried** to adopt the minutes of the September 18th, 2024; council meeting as circulated.

COMMITTEE REPORTS

1. **Landscape Report**

Discussion was held regarding the agenda items that will be presented at the Townhall Meeting scheduled for October 23rd, 2024.

2. **Maintenance Report**

Garden Blocks

Further discussion regarding the installation of a block wall around the gardens at Units #49/50 will be held at the upcoming Townhall Meeting.

Roof Moss Treatment

A quote in the amount of \$40,500 has been received from Rotban Ultra Cleaning Corp for the application of a four-year warranted roof moss treatment on all buildings. A second proposal will be obtained from an alternate contractor for roof moss treatment.

Council will monitor the moss on one roof to determine if the spray treatment is effective otherwise Rotban will be requested to return and re-spray.

Crack in Exterior Wall

MGM has inspected a report of a possible crack in an exterior wall and will return for further inspection following the removal of a section of drywall inside the unit.

Damaged Gutter

Precision Gutters has submitted a quote in the amount of \$1,513 plus GST for the removal and replacement of a targeted run of gutter at units 46/47 to eliminate damage above Unit #46 garage. A second quote is pending from Kymar Gutters.

Spotted Windows

My Glass Guys has inspected a newly installed window that was reported as having spots between the panes and advised that once cleaned on the outside, the window is fine. A window at a second unit has been reported with a similar issue, My Glass Guys will be requested to attend.

Crawlspace Inspection

A motion was made, seconded and **carried** to approve a quote in the amount of \$3,200 plus GST from A-Z Home Inspection to inspect all crawlspaces and provide a report regarding the same. The inspection will be scheduled in the Spring.

3. **Pest Control Report**

Council reviewed a summary report from Axiom Pest Management advising that all rodent bait stations throughout the complex are found to be completely empty of bait on a bi-monthly basis noting that each station is filled to capacity, exceeding government recommended usage. Axiom has requested a copy of a site map in order to depict the locations of all bait stations and moving forward to indicate the percentage of bait consumed from each bait box on bi-monthly reports. It is recommended that service be increased to three times a month or weekly. Following discussion, council decided to continue with the current bi-monthly treatment at this time.

- **Owners are requested to report any ant activity to the strata.**

REMINDER-Do not feed birds or wildlife.

4. **Clubhouse Report/Social Committee**

Cleaning of the Clubhouse carpets will be scheduled.

Defibrillator

The Stevens Company Ltd. has been requested to proceed with the supply of an automated external defibrillator (AED) to be installed at the pool area pursuant to a submitted quote in the amount of \$1,899 plus GST. The agent was requested to forward payment to the supplier prior to delivery/install.

Pool Rules

Rule (o) is amended as follows:

The gate to the pool area must be kept closed at all times.

5. **Block Watch Report**

Owners are reminded to be diligent of their surroundings and are advised to keep garage doors closed as unauthorized persons have been observed attempting to enter garages.

BUSINESS ARISING

1. **Exterior Painting**

MPDA Specifications Services has completed the specifications for painting the upper-level cedar siding on all buildings with the option to include pony fences. MPDA will be requested to include a third option in the tender, to include painting of the fence along 16th Ave. The bid process will commence in November.

2. **Electrical Planning Report**

Strata Engineering remains in the process of preparing an Electrical Planning Report for Englesea Place. The agent is in the process of obtaining the required drawings from the City of Surrey.

3. **Wood Border Replacement**

Replacement of wood landscape borders as required throughout the complex is in progress by Lloyd Lees pursuant to a submitted quote in the amount of \$2,300.

4. **Ice Melt**

A council member will check the supply of ice melt on hand to determine if an additional supply is required.

5. **Townhall Meeting**

A town hall meeting is scheduled for October 23rd to discuss landscaping issues, criteria for windows and a general question and answer session.

6. **Indemnity Agreement**

The agent advised that there is no record on file for an alteration to an owner's strata lot.

7. **Public Trustee and Guardian**

Public Trustee paperwork has been started on behalf of an owner.

CORRESPONDENCE

Owners are invited to write to the strata council via the management company or via email to strata@englesea.com; landscape issues to landscape@englesea.com. The agent will only be checking the mailbox in the clubhouse on the day of the council meeting.

1. **Alteration Request**

Council reviewed an Alteration Request Form from an owner requesting approval to install an alcove cover over the front entrance. The owner's request was approved pursuant to the submitted specifications and signing of an indemnity agreement.

2. **Walkway**

Council reviewed correspondence from an owner regarding the neighbour's landscaping. A letter of response will be sent to the owner thanking him for his suggestions and advising that a meeting will be scheduled with the Landscape Committee to review options.

FINANCIAL REPORT

1. **Financial Statements**

The September 2024 financial statement was reviewed in detail following which, it was moved, seconded, and ***carried*** to adopt the same.

The September 2024 financial statement is available for review on the Strata Corporation website. www.englesea.com

2. **Bank Statement and Reconciliation**

The council treasurer acknowledged receipt of the August 2024 bank statement and reconciliation.

NEW BUSINESS

1. **Addendum to the Agency Agreement**

A motion was made, seconded and ***carried*** to approve an addendum to the Agency Agreement with Fraser Campbell Property Management Ltd. to add an annual insurance placement fee (\$500) and to amend the hourly fee for assistance with CRT actions to \$150 plus GST.

2. **Alterations**

The agent advised that there is no record on file of council approval for alterations to a west facing yard.

3. **Window Specifications**

This matter will be discussed at the upcoming Townhall Meeting.

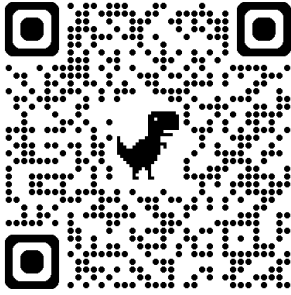
ADJOURNMENT

There being no further business, a motion was made, seconded, and ***carried*** to adjourn the meeting at 4:48 p.m. The next council meeting for Strata Plan NW 1860 is scheduled for Wednesday, November 20th, 2024, at 3:00 pm.

REDBOOK REMINDER

The Redbook is a good resource for information pertaining to the strata corporation.
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QR Code and Link to Englesea Newsletter



<https://englesea.blogspot.com/?m=1>

Communication with Council

Please send correspondence, concerns, requests, suggestions etc. to the agent at Fraser Campbell Property Management by email to info@frasercampbell.com and cc the Englesea email address strata@englesea.com. For landscaping communications, please send to landscape@englesea.com and cc: strata@englesea.com.

Please include the Strata Plan Number **NW1860** and Unit Number in the subject line. Emails sent to info@frasercampbell.com will receive an autoreply stating that the email will be considered at the next council meeting. If your request is urgent, please include in the subject line "Urgent".

****The mailbox in the club house is scheduled to be picked up only prior to the Council Meeting. Owners are encouraged to send correspondence by email or mail.***

Please call the agent, Stephen Burchell-Davies, during office hours Monday to Friday 9:00 am-4:30 p.m. for matters of an urgent nature at 604-585-3276.

Please do not phone, email, or confront individual council members as they are volunteers and require a majority vote of council to approve a request. If you would like to have a council member inspect something, please submit that request to the strata@englesea.com email address.

Owners may attend council meetings as observers but may not participate in discussions. Owners who wish to attend a council meeting to discuss a specific issue must request a hearing with the council in writing at least seven days in advance of the meeting.

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and parkade gate or entry door problems

If there is a fire or crime in progress call 911 first.

It is recommended that owners keep copies of the most recent two years of council and general meeting minutes for future reference.

**MINUTES OF THE STRATA COUNCIL MEETING
STRATA PLAN NW 1860 – ENGLESEA PLACE
HELD ON WEDNESDAY, SEPTEMBER 18th, 2024, at 3:00 P.M.
IN THE CLUBHOUSE
1725 SOUTHMERE CRESCENT, SURREY BC
www.englesea.com**

PRESENT:	Cheryl Reilly	President/Maintenance	#18
	Gloria Goundrey	Vice-President/Clubhouse	#21
	Mike Borch	Treasurer	#27
	Kevin Connolly	Landscape Liaison	#32
	Heather Madden-Johns	Member-at-Large	#8
REGRETS:	Judy Higginbotham	Member-at-Large	#45
AGENT:	Stephen Burchell-Davies, Fraser Campbell Property Management Ltd.		

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A limited number of printed copies of the minutes are available in the Clubhouse.

The meeting was called to order at 3:00 p.m.

ELECTION OF CHAIRPERSON

A motion was made, seconded, and **carried** to elect Council President, Cheryl Reilly, to chair the meeting.

MINUTES

A motion was made, seconded, and **carried** to adopt the minutes of the August 21, 2024; council meeting as circulated.

COMMITTEE REPORTS

1. **Landscape Report**

Please refer to the attached Report.

Discussion was held regarding tree care and pruning requirements throughout the complex. due to a large limb recently breaking off a tree on our side of the fence and falling across 16th Avenue and council is having an arborist assess the remaining trees along the fence to identify which ones could present similar problems in the future. A suggestion

was made by council member Heather Madden-Johns that the strata corporation should obtain a report with an inventory of trees and attach identifying numbered tags to each tree that the Strata Corporation is responsible to maintain. Council will further review the suggestion.

Lawn Watering Reminder (in effect until October 15th)

Sundays only Automatic watering 5:00 am-7:00 am, Manual 6:00 a.m.-9:00 a.m.

2. Maintenance Report

Garden Blocks

The price quoted for the installation of a block wall around the gardens at Units #49/50 remains under negotiation with the contractor. Further discussion on this matter will be held at a townhall meeting..

Roof Moss Treatment

Rotban completed the re-treatment of moss on the roofs on September 16th. The four-year unconditional warranty has now expired. Rotban provided a copy of the new Pro-Rated Warranty for the council's review (Rotban is no longer able to provide an unconditional warranty).

A quote remains pending to continue moss treatment in future years.

Front Entry Door

A front door with a tiny crack in it was repaired by the handyman.

Crack in Exterior Wall

MGM has been requested to contact an owner concerning a possible crack in their exterior wall.

Damaged Gutter

Precision Gutter has been requested to quote on a gutter that was damaged by a Telus vehicle.

Spotted Windows

An owner has reported that their replacement windows are spotty. The agent will contact the glazier that installed the windows.

3. Pest Control Report

Axiom has reported increased activity in bait bx. Axiom has recommended doubling the service calls to once a week. Council asked which bait bx had increased activity. Council will not be doubling the service calls at this time. If mice become an issue we will re-visit this.

- **Owners are requested to report any ant activity to the strata.**

REMINDER-Do not feed birds or wildlife.

4. Clubhouse Report/Social Committee

Cleaning of the Clubhouse carpets will be scheduled.

Defibrillator

The Stevens Company Ltd. has been requested to proceed with the supply of an automated external defibrillator (AED) to be installed at the pool area pursuant to a submitted quote in the amount of \$1,899 plus GST. The agent was requested to follow up with the supplier regarding delivery/install.

5. Block Watch Report

There was a recent report of an overnight trespasser on the back patio of a unit. The owner took the right action by reporting the incident to the police who attended and escorted the person off of the premises. Residents are reminded to be alert and diligent of suspicious behavior and keep lights on at the front of the units at night time.

BUSINESS ARISING

1. Exterior Painting

MPDA Specifications Services has been requested to prepare specifications for painting of the upper-level cedar siding on all buildings with the option to include pony fences pursuant to a submitted quote in the amount of \$500 plus GST.

2. Electrical Planning Report

Strata Engineering is in the process of preparing an Electrical Planning Report for Englesea Place. The agent had provided some electrical drawings, however they were inadequate for the purpose. Council agreed that the necessary drawings may be obtained from the City of Surrey.

3. Pool Rules

Proposed amendments to the Pool Rules have been reviewed and approved. **The following Rules are in effect immediately:**

(5) *Pool area rules are:*

- (a) *Hours of use 8:00 a.m. to 8:00 p.m.***
- (b) *All visitors using the pool must be accompanied by an owner.***
- (c) *A Shower must be taken before using the pool.***
- (d) *Children 14 or younger must be accompanied by an adult owner.***
- (e) *Infants who are not toilet trained are not permitted in the pool.***
- (f) *Breakable glasses, cups or bottles are not permitted in the pool area***
- (g) *No alcohol is to be consumed in the pool area.***
- (h) *Diving and jumping are prohibited.***
- (i) *Pool facilities cannot be reserved***
- (j) *Contaminating or fouling the pool is prohibited.***

- (k) Any injury suffered while in the pool enclosure, and contamination or fouling of the pool must be reported to the pool operator immediately.*
- (l) Entering the pool with open sores or bandages or with an illness such as a head cold, discharging ears or nose or infected eyes is prohibited.*
- (m) Running, fighting or engaging in misconduct while in the pool enclosure is prohibited.*
- (n) No pets are allowed in the pool area other than service animals.*
- (o) Please ensure the entry gate to the pool is closed at all times.*
- (p) The annual opening and closing dates of the pool shall be determined by the Strata Corporation from time to time and the Strata Corporation may close the pool, if in the opinion of the strata council, closure is warranted.*

CORRESPONDENCE

Owners are invited to write to the strata council via the management company or via email to strata@englesea.com; landscape issues to landscape@englesea.com. The agent will only be checking the mailbox in the clubhouse on the day of the council meeting.

1. Trespasser

Council reviewed correspondence from an owner reporting an unauthorized person found sleeping on the back patio. The police attended to escort the person from the property.

2. Walkway

Council reviewed correspondence from an owner requesting inspection/repair of the woodwork and pavers on the walkway by the corner of the garage.

3. Exterior Blinds

Correspondence will be sent to the executor of a unit that the blinds above the garage must be removed before selling. The agent will check the Assumption of Liability.

FINANCIAL REPORT

1. Financial Statements

The August 2024 financial statement was reviewed in detail following which, it was moved, seconded, and ***carried*** to adopt the same.

The August 2024 financial statement is available for review on the Strata Corporation website. www.englesea.com

2. Bank Statements and Reconciliations

The council treasurer acknowledged receipt of the June and July 2024 bank statements and reconciliations.

NEW BUSINESS

1. **Wood Border Replacement**

Council reviewed an estimate from Lloyd Lees in the amount of \$2,300 for replacement of wooden landscape borders as required throughout the complex.

2. **Bylaw Reminder**

A bylaw reminder letter has been sent to an owner regarding parking on the driveway apron.

3. **Snow Removal/Ice Melt**

Vista Landscaping Services approved a quotation to provide snow clearing and de-icing services for the upcoming winter season. A council member will check the supply of ice melt on hand to determine if an additional supply is required.

4. **Townhall Meeting**

A townhall meeting is scheduled for October 23rd to discuss landscaping.

5. **Follow Up**

The agent will follow up with the Public Guardian Office concerning the owner of one unit.

ADJOURNMENT

There being no further business, a motion was made, seconded, and ***carried*** to adjourn the meeting at 4:37 p.m. The next council meeting for Strata Plan NW 1860 is scheduled for Wednesday, October 16th, 2024, at 3:00 pm.

REDBOOK REMINDER

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QR Code and Link to Englesea Newsletter



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Please include the Strata Plan Number **NW1860** and Unit Number in the subject line. Emails sent to info@frasercampbell.com will receive an autoreply stating that the email will be considered at the next council meeting. If your request is urgent, please include in the subject line "Urgent".

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LANDSCAPE REPORT

SEPTEMBER 18/24

1. Identify trees with potential danger to 16th Ave.
2. Identify funding for large tree removal and heavy pruning.
3. Fertilizer and lime applied to lawns Sept. 17.
4. Shrub reduction will be our primary focus over the next 4 years.
5. Landscape focus for spring:
 - A. Plant balance at entrance
 - B. Lawn upgrading
 - C. Large tree management
 - D. Rotary design options

**MINUTES OF THE STRATA COUNCIL MEETING
STRATA PLAN NW 1860 – ENGLESEA PLACE
HELD ON WEDNESDAY, AUGUST 21st, 2024, at 3:30 P.M.
IN THE CLUBHOUSE
1725 SOUTHMERE CRESCENT, SURREY BC
www.englesea.com**

PRESENT:	Cheryl Reilly	President/Maintenance	#18
	Gloria Goundrey	Vice-President/Clubhouse	#21
	Kevin Connolly	Landscape Liaison	#32
	Heather Madden-Johns (3:30-4:58)	Member-at-Large	#8
	Judy Higginbotham (3:35-adj.)	Member-at-Large	#45
REGRETS:	Mike Borch	Treasurer	#27
AGENT:	Stephen Burchell-Davies, Fraser Campbell Property Management Ltd.		

Email Notification

To be notified by email when minutes, notices, etc. are posted on the Englesea website, please ensure that the council has your email address either by emailing strata@englesea.com or by dropping a note in the council mailbox with your name, unit number, and email address.

A limited number of printed copies of the minutes are available in the Clubhouse.

The meeting was called to order at 3:31 p.m.

ELECTION OF CHAIRPERSON

A motion was made, seconded, and **carried** to elect Council President, Cheryl Reilly, to chair the meeting.

MINUTES

A motion was made, seconded, and **carried** to adopt the minutes of the July 17th, 2024; council meeting as circulated.

COMMITTEE REPORTS

1. **Landscape Report**

Please refer to the attached Report.

Council discussed providing a safer environment by lowering the height and density of trees and shrubbery in some areas. i.e. in the circle area to expose streetlights.

Council also discussed the possibility of having a Townhall meeting in the future to discuss landscaping.

Lawn Watering Reminder

Sundays only Automatic watering 5:00 am-7:00 am, Manual 6:00 a.m.-9:00 a.m.

2. Maintenance Report

Garden Blocks

The price quoted for the installation of a block wall around the gardens at Units #49/50 remains under negotiation with the contractor. Discussion was held regarding a budget for the project which has not been confirmed yet.

Roof Moss Treatment

Rotban will be on site Tuesday, September 3rd (after 9:00 a.m.) to complete the roof de-moss re-treatment.

A quote is pending to continue moss treatment in future years once the warranty has expired.

3. Pest Control Report

The agent was requested to follow up with Axiom Pest Control regarding the feasibility of more frequent visits to high traffic areas.

- **Owners are requested to report any ant activity to the strata.**

REMINDER-Do not feed birds or wildlife.

4. Clubhouse Report/Social Committee

Cleaning of the Clubhouse carpets will be scheduled.

Defibrillator

The Stevens Company Ltd. has been requested to proceed with the supply of an automated external defibrillator (AED) to be installed at the pool area pursuant to a submitted quote in the amount of \$1,899 plus GST. The agent was requested to follow up with the supplier regarding delivery/install.

5. Block Watch Report

The Block Watch Coordinator will do a Safety Assessment Report on August 28th followed by a meeting in the clubhouse at 2pm. All owners are invited to attend.

6. Window Committee Report

Council acknowledged receipt of a draft document outlining Englesea Window and Patio Door Specifications/Standards prepared by the window committee. The document will be reviewed and further discussed at the next council meeting.

BUSINESS ARISING

1. **Exterior Painting**

Further discussion was held regarding options for the bid/tender process. A motion was made, seconded and **carried** to approve a quote in the amount of \$500 plus GST from MPDA Specifications Services to prepare specifications for painting of the upper-level cedar siding on all buildings with the option to include pony fences.

2. **Electrical Planning Report**

Strata Engineering has been requested to proceed with preparing an Electrical Planning Report for Englesea Place.

3. **Bylaw Registration**

The bylaw amendment that was approved by a $\frac{3}{4}$ vote of the Owners at the Annual General Meeting held June 19th, 2024 has been registered in the Land Title Office (registration # CB1470287) and is in effect as of July 26, 2024. The updated bylaws will be available on the Englesea website very shortly.

4. **Pool Rules**

The Pool Rules have been reviewed. Proposed amendments will be finalized at the next council meeting.

5. **Garage Door Staining**

A motion was made, seconded and **carried** to approve a quote in the amount of \$8,000 plus GST from Chromextyn Exterior Painting for staining of 18 garage doors and power washing, prepping and repairing damaged squares of an additional 9 garage doors.

Following discussion regarding reports of front entry doors with cracked panels, council members agreed that the doors will be inspected by a professional specializing in this area.

CORRESPONDENCE

Owners are invited to write to the strata council via the management company or via email to strata@englesea.com; landscape issues to landscape@englesea.com. The agent will only be checking the mailbox in the clubhouse on the day of the council meeting.

1. **Front Door Panel**

Council reviewed correspondence from an owner reporting a crack in a previously repaired front door panel. The door will be inspected by a professional.

2. **Neighbourly Concern**

Council reviewed correspondence from an owner expressing concern for the health and safety of a neighbouring resident. It was noted that these are not matters that council is responsible to address.

3. **Front Door Cracks**

Council reviewed correspondence from an owner reporting cracks in the front entry door. The door will be inspected by a professional.

4. **Pathway Edging**

Council reviewed correspondence from an owner requesting approval to replace the edging on the bank side of the pathway. The owner's request was approved pursuant to the submitted specifications.

FINANCIAL REPORT

1. **Financial Statement**

Approval of the July 2024 financial statement was tabled until the next meeting as the council treasurer was absent.

The July 2024 financial statement is available for review on the Strata Corporation website. **www.englesea.com**

2. **Bank Statement and Reconciliation**

Acknowledgement of receipt of the June 2024 bank statement and reconciliation was tabled until the next meeting as the council treasurer was absent.

NEW BUSINESS

1. **Sealing of Pavers**

Following discussion, council members agreed that sealing of pavers on common property may not be undertaken by owners.

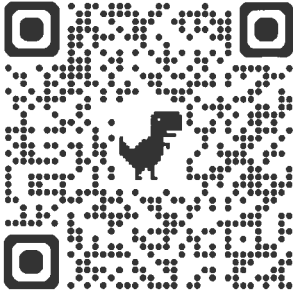
2. **Mice Activity**

Please refer to the attached guidelines for deterring mice activity in and around your strata lot to be inserted into the Redbook.

ADJOURNMENT

There being no further business, a motion was made, seconded, and ***carried*** to adjourn the meeting at 5:01 p.m. The next council meeting for Strata Plan NW 1860 is scheduled for Wednesday, September 18th, 2024, at 3:00 pm.

QR Code and Link to Englesea Newsletter



<https://englesea.blogspot.com/?m=1>

Communication with Council

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meeting minutes for future reference.*

LANDSCAPE REPORT

AUGUST 21, 2024 3:30

1. Argentina Gheorghiu has volunteered to be on our landscape team. Audrey and I welcome her experience and energy.
2. Mulching has been completed throughout the complex for this summer. We are hoping to have a smaller application in March for areas that needed more weeding prior to mulch application.
3. We will continue to focus on two areas:
 1. Reduction of shrubbery
 2. Lawn upgrades, 2025
 3. Improve shrub balance at entrance
4. We will be reviewing the current landscape design this winter for the following areas:
 - A. Englesea Entrance
 - B. Rotary
 - C. Fire hydrant at the intersection

Stephen Burchell-Davies

To: strata@englesea.com
Subject: RE: how to prevent mice in your house.

How to Get Rid of Mice

Follow these expert-approved tips to keep every part of your space rodent-free, including the attic and walls.

1. Locate their entry points.

Before mice can nest in your home, they need to find a way inside.

Basements, attics, crawlspaces and cracks around windows and doors are all possible entry points. "Figure out where they're coming from because putting traps randomly all over your basement floor isn't going to do you any good 2. Set humane mouse traps.

Mouse traps are one of the most effective ways to get rid of mice that have taken up residence inside your home. Place mouse traps in the more vulnerable areas of your house, like along walls and behind trash cans.

We recommend the following types of mouse traps:

- Snap traps: This popular quick-trigger system stops mice in their tracks. When used correctly, snap traps kill mice quickly, making it an efficient and more humane way to wipe out an entire population.

Different kinds of snap traps include bar, clam and hidden kill.

- Electric traps: These mouse traps lure mice into the chamber before killing them with electric shocks. They're specifically engineered to prevent humans and pets from being shocked.

All mouse traps require bait of some kind — peanut butter is by far the most commonly used bait, but you can also use chocolate, hot dogs, bacon, bird seed or nuts to lure mice into the trap.

3. Clear out the garage.

Mice like cars just as much as houses. "If they get into the garage, they might just decide to live under your car hood, where the engine is nice and warm," warns Mannes. Once they start chewing on wires, they can seriously damage your car. Wrapping problem areas in rodent tape (which is treated with components also found in chili peppers) can help prevent mice from returning.

While setting a few mouse traps in your garage to rule out any unwanted pests is great, preventing them from entering your space is even better.

"It's important to seal off the garage," says DiClerico. "Weather stripping under the garage door can help keep the pests out." Most importantly, you should keep any food that would attract pests out of reach. "Never store trash, pet food or any other items that attract mice in your garage," he adds.

4. When all else fails, call an exterminator.

Everyone has their own threshold for what they can put up with until they ask for help. If you get to the point of needing a professional please call or email Stephen at Fraser Campbell and he will arrange for an exterminator to come.

How to prevent future mice infestations

Unfortunately, there's no single cure-all solution to pest control.

After you've removed any mice roaming through your house, work your way down this list to make sure they — and any other rodents, for that matter — don't return.

1. Seal off entry points.

Seal narrow gaps with 100% silicone caulk. For holes that are larger than 1/2-inch wide, first stuff them with steel wool or copper mesh, which will prevent mice from chewing through, then seal them with joint compound; a foam insulation pest blocker is another option. "Pay close attention to where pipes enter the house, and check basement foundations," says Mannes. Attach door sweeps to the bottom of outside-facing doors to keep mice from scurrying underneath.

2. Prune branches from your house.

Shrubby and branches are basically inviting mice and insects into your home. Cut off their highway to the house by trimming shrubbery back from the exterior of your house. While spring is generally the best time for pruning, if you're

just removing dead or broken branches, that can safely be done any time of year. "It's also important to keep stacks of firewood at least 20 feet from the house, since mice — not to mention termites and carpenter ants — like to nest in the piles 3. Cut off food sources.

Especially in colder temperatures, mice are looking for warmth and a constant food supply. Try to keep your kitchen shelves, cabinets and countertops clean, and store unsealed food in airtight food storage containers to limit their access. Same goes for pet food: Try not to leave food out in a cat or dog bowl all day long since it will attract rodents. Mice will also munch on paper products and cardboard, so it's best to toss or recycle any excessive food packaging during your weekly kitchen cleanup.

4. Make your garbage off-limits.

Like insects and other pests, mice are also attracted to trash cans. For a mouse-proof can, go with a trash can that has a tight lid or use rubber cords to keep it shut; metal bins are best. Clean the cans regularly, inside and out, to prevent rodent-attracting smells.

5. Break out the essential oils.

Although Mannes argues that homemade remedies aren't the best way to get rid of mice, some claim that the smell of peppermint and clove oil repel mice. There's no harm in trying out natural deterrents, so if you want to give it a shot, soak cotton balls with these essential oils and stick them in areas that frequently attract mice like drawers, cabinets and entryways.

"There are some 'potpourri'-like mixes that are advertised to keep mice out of enclosed spaces (such as farm tractor cabs over winter), but they are ineffective in large or open areas," Lerman says. "And they are way too aromatic — stinky — to tolerate in homes."

6. Think about getting a cat.

A study out of the Scripps Research Institute has found that "mice are hard-wired to feel fear if they smell pheromones from cat urine."

Another academic report noted that the one-two combination of a cat and a dog at home is especially effective at scaring off rodents. Of course, this shouldn't be the only reason to get a four-legged friend, and there are tradeoffs to consider, from the cost of feeding and care to all that pet hair.

The bottom line

Mice are a major nuisance that can get worse in a hurry if left unchecked. As with most pest infestations, the cause may be the result of other household issues — for example, cracks around windows and doors that also let in water and cold air. Fortunately, the fixes are usually straightforward, and when done in tandem with eliminating food sources, they're almost certain to resolve your mouse problem. It might take a couple of weeks to achieve, but a mouse-free home is well within your reach.

**MINUTES OF THE STRATA COUNCIL MEETING
STRATA PLAN NW 1860 – ENGLESEA PLACE
HELD ON WEDNESDAY, JULY 17th, 2024, at 5:30 P.M.
IN THE CLUBHOUSE
1725 SOUTHMERE CRESCENT, SURREY BC
www.englesea.com**

PRESENT: Cheryl Reilly President/Maintenance #18
Gloria Goundrey Vice-President/Clubhouse #21
Mike Borch Treasurer #27
Kevin Connolly Landscape Liaison #32
Heather Madden-Johns Member-at-Large #8

REGRETS: Judy Higginbotham Member-at-Large #45

AGENT: Stephen Burchell-Davies, Fraser Campbell Property Management Ltd.

Email Notification

To be notified by email when minutes, notices, etc. are posted on the Englesea website, please ensure that the council has your email address either by emailing strata@englesea.com or by dropping a note in the council mailbox with your name, unit number, and email address.

A limited number of printed copies of the minutes are available in the Clubhouse.

The meeting was called to order at 5:31 p.m.

ELECTION OF CHAIRPERSON

A motion was made, seconded, and **carried** to elect Council President, Cheryl Reilly, to chair the meeting.

ELECTION OF OFFICERS

Council members were elected to the positions of office as noted above for the current fiscal year.

MINUTES

A motion was made, seconded, and **carried** to adopt the minutes of the May 29th, 2024; council meeting as circulated.

COMMITTEE REPORTS

1. **Landscape Report**

Removal of the Douglas Fir tree at Unit #19 has been scheduled for July 24th. A replacement tree will be planted in accordance with the City tree cutting bylaws.

Lawn Watering Reminder

Sundays only Automatic watering 5:00 am-7:00 am, Manual 6:00 a.m.-9:00 a.m.

2. **Maintenance Report**

Garden Blocks

The price quoted for the installation of a block wall around the gardens at Units #49/50 is under negotiation with the contractor.

Skylight

Macbeth Roofing has completed skylight repairs at Unit #19 pursuant to a submitted quote in the amount of \$575 plus GST.

Gutter Replacement

Kymar Gutters has completed the replacement of the gutters at units 1729 and 1731 pursuant to a submitted quote in the amount of \$2,025 plus GST.

Roof Moss Treatment

Re-treatment of moss on the roofs (under warranty) is in progress by RotBan. A quote is pending for further treatment in future years once the warranty has expired.

3. **Pest Control Report**

A mouse sighting has been reported inside one unit, activity will be monitored to determine if further action is required. A notice regarding mice activity and the process for abatement will be redistributed to all residents.

- **Owners are requested to report any ant activity to the strata.**

REMINDER-Do not feed birds or wildlife.

4. **Clubhouse Report/Social Committee**

There is nothing new to report.

Thank You to Volunteers!

Defibrillator

A motion was made, seconded and **carried** to approve a quote in the amount of \$1,899 plus GST from The Stevens Company Ltd. for the purchase of an automated external defibrillator (AED) to be installed at the pool area.

5. **Block Watch Report**

Residents are reminded to be vigilant following a report of a recent break-in.

6. **Window Committee Report**

The window committee is in the process of developing standards for window repairs/replacement.

BUSINESS ARISING

1. **Depreciation Report**

The Depreciation Report update prepared by WSP Levelton has been finalized and is available to owners on the Englesea website.

2. **Exterior Painting**

Quotes are pending for exterior painting. Discussion was held regarding options for the bid/tender process. The agent was requested to obtain proposals for consulting services to include specifications, tendering, bid review and inspections.

3. **Electrical Planning Report**

A motion was made, seconded and **carried** to authorize Strata Engineering to proceed with preparing an Electrical Planning Report for Englesea Place.

CORRESPONDENCE

Owners are invited to write to the strata council via the management company or via email to strata@englesea.com; landscape issues to landscape@englesea.com. The agent will only be checking the mailbox in the clubhouse on the day of the council meeting.

1. **Rodents**

Council reviewed correspondence from an owner reporting the sighting of a rat on the back patio and a mouse inside the home. The owner inquired about the recommended procedure for pest control. A response has been sent to the owner regarding the placement of bait stations.

FINANCIAL REPORT

1. **Financial Statements**

The May and June 2024 financial statements were reviewed in detail following which, it was moved, seconded, and **carried** to adopt the same.

The June 2024 financial statement is available for review on the Strata Corporation website. www.englesea.com

2. **Bank Statements and Reconciliations**

The council treasurer acknowledged receipt of the April and May 2024 bank statements and reconciliations.

NEW BUSINESS

1. **Form I-Bylaw Registration**

Two council members signed the Form I required by the Land Title Office to register the bylaw amendment that was approved by a $\frac{3}{4}$ of the Owners at the Annual General Meeting held June 19th, 2024.

2. **Alteration Request Form**

Council reviewed and approved a standard form to be completed by owners requesting approval to undertake alterations to their strata lot. The form will be available for download on the Englesea website and the FCPM website.

3. **Form B** (Information Certificate)

The agent was requested to check information recorded on the Form B of a strata lot.

4. **Pool Rules**

The Pool Rules will be reviewed at the next council meeting.

ADJOURNMENT

There being no further business, a motion was made, seconded, and **carried** to adjourn the meeting at 6:48 p.m. The next council meeting for Strata Plan NW 1860 is scheduled for Wednesday, August 21, 2024, at 3:30 pm.

Communication with Council

Please send correspondence, concerns, requests, suggestions etc. to the agent at Fraser Campbell Property Management by email to info@frasercampbell.com and cc the Englesea email address strata@englesea.com. For landscaping communications, please send to landscape@englesea.com and cc: strata@englesea.com.

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meeting minutes for future reference.*

**MINUTES OF AN ANNUAL GENERAL MEETING
STRATA PLAN NW 1860 - ENGLESEA PLACE
HELD ON WEDNESDAY, JUNE 19th, 2024
AT 7:00 P.M. IN THE CLUBHOUSE
1725 SOUTHMERE CRESCENT, SURREY, B.C.**

PRESENT: 38 Owners in person or proxy as per the registration sheet
(27 in person, 11 by proxy)

AGENT: Stephen Burchell-Davies, Fraser Campbell Property Management Ltd.

CALL TO ORDER

The meeting was called to order at 7:03 p.m. by the Strata Council President, Cheryl Reilly. Ms. Reilly chaired the meeting.

PROOF OF NOTICE

It was moved, seconded and ***carried*** to adopt the notice dated May 29th, 2024 as proper Notice of Meeting.

APPROVAL OF THE AGENDA

It was moved, seconded and ***carried*** to adopt the agenda of the Annual General Meeting as circulated.

MINUTES

It was moved, seconded and ***carried*** to adopt the minutes of the June 14th, 2023, Annual General Meeting as circulated.

PRESIDENT'S REPORT

Council President, Cheryl Reilly, presented a report summarizing the events of the past year. A copy of the report is attached to these minutes.

INSURANCE

The Strata Corporation Insurance has been renewed with Capri/CMW Acera Insurance for the period of December 31, 2023 through December 31, 2024.

Premium:	\$92,065	Appraised Value: \$26,010,000
	Property	\$10,000.00 Deductible
	Water Damage	\$25,000.00 Deductible
	Sewer Backup	\$25,000.00 Deductible
	Flood	\$25,000.00 Deductible
	Glass	\$250.00 Deductible
	Earthquake	10% Deductible (minimum \$100,000)

Owners are reminded to retain personal insurance coverage for contents, liability and betterments and unit additional protection. Please note that the deductible amounts as listed above for property and water damage may be assessed to an owner if damage originated from a source for which the owner is responsible to repair and maintain (i.e., in suite plumbing and appliances). Repair cost for damage to strata lots that is below the strata insurance deductible is owner responsibility and must be reported the owner's personal insurance provider for consideration.

RESOLUTION #1 (Majority Vote)

Budget Approval (May 31st Yearend)

The following Resolution was presented to the owners:

WHEREAS:

- A. In accordance with Section 103(1) and (2) of the Strata Property Act, the strata corporation must prepare a budget for the coming fiscal year for approval by a resolution to be passed by a majority vote at each annual general meeting.
- B. The proposed budget must be distributed with the notice of the annual general meeting under Section 45 and must be accompanied by a financial statement.

BE IT RESOLVED THAT:

- 1. The Owners of Strata Plan NW 1860 Englesea Place, hereby authorize operating expenses in the amount of \$357,535 that includes an allocation in the amount of \$35,000 to the Contingency Reserve Fund for the fiscal year ending May 31st, 2025.

A motion was made and seconded to consider the proposed budget; the floor was then opened for discussion. The vote was taken, and the motion was **carried** to adopt the 2024/2025 budget in the amount of \$357,535 (34 in favour, 4 opposed).

Strata Fee Increase and Catch-up Fee

There is an approximate 8% increase in strata fees for the new fiscal year commencing June 1, 2024. If you are on the PAC automatic withdrawal program, the fees will be automatically adjusted as of July 1, 2024. Please note that the catchup amount for the month of June 2024 will be withdrawn by way of PAC during the last week of June (please refer to the attached schedules).

If you are not on the PAC automatic payment program, please forward twelve (12) new post-dated cheques commencing June 1st, 2024, payable to "Strata Plan NW 1860", to the management company.

SPECIAL RESOLUTION #2 (75% Vote)

Window Muntin Bar Removal- (Change in Appearance of Common Property)

The following Resolution was presented to the Owners:

WHEREAS:

1. The existing windows at NW 1860, Englesea Place have muntin bars for aesthetic purposes that are not structurally integral to the windows
2. The cost to replace a window with muntin bars is approximately 20% more than to replace a window without muntin bars.
3. The Strata Property Act of British Columbia Section 71 (Change in use of Common Property) mandates that "*Subject to the regulations, the strata corporation must not make a significant change in the use or appearance of common property or land that is a common asset unless (b) the change is approved by a resolution passed at an annual or special general meeting (ii) by a 3/4 vote*".

THEREFORE, BE IT RESOLVED:

- A. By a ¾ vote of the owners at the Special General Meeting held June 19th, 2024 and in accordance with Section 71 of the Strata Property Act of BC to approve the gradual removal of muntin bars.

A motion was made and seconded to consider Special Resolution #2; the floor was then opened for discussion. Following discussion, the vote was taken and Special Resolution #2 was **carried** (33 in favour, 5 opposed).

SPECIAL RESOLUTION #3 (75% Vote)

Bylaw Amendment–Council Decisions by Email

The following Resolution was presented to the Owners:

WHEREAS:

- A. In accordance with section 126 and section 128(1) of the Strata Property Act of British Columbia, the Owners Strata Plan NW 1860, Englesea, wish to amend Strata Corporation Bylaw 16 with the addition of sections (5,6 &7) regarding approval of council decisions made by email.

BE IT RESOLVED:

1. By a 3/4 vote of the owners of Strata Plan NW 1860, Englesea Place at the Annual General Meeting held June 19th, 2024 to amend Strata Corporation Bylaw 16 with the addition of sections (5,6 &7) as follows:
 - 16.(5) At the option of the council, council meetings may be held by electronic means, so long as all council members and other participants can communicate with each other.
 - 16.(6) For the purposes of this bylaw, a decision made by email or any other electronic messaging system or platform shall be deemed a meeting "held by electronic means" provided that:
 - (a) all council members (except any who would be excluded under

s.32 of the Act) were sent the original email or message seeking a decision be made in relation to a particular issue;

- (b) one of the following has occurred:
 - (i) all council members (except any who would be excluded under s.32 of the Act) have responded to the original email or message with a vote in favour or against the decision being requested; or
 - (ii) one week has passed since the original email or message was sent and enough council members to constitute a quorum have responded to the original email or message with a vote either in favour or against the decision being requested; or
 - (iii) an immediate decision is necessary to prevent significant loss or damage and enough council members to constitute a quorum have responded to the original email or message with a vote in favour or against the decision being requested;
- (c) the decision is recorded in the minutes of the next strata council meeting not conducted by email or similar means; and
- (d) a copy of the email or message exchange is retained as a record of the strata corporation pursuant to s.35 of the Act.

16(7) If a council meeting is held by electronic means and a council member attends or council members participate as provided for in subsection (6)(b), those council members are deemed to be present in person.

A motion was made and seconded to consider Special Resolution #3; the floor was then opened for discussion.

A second motion was made, seconded and **carried** to amend the Resolution by deleting subsection 16.(6)(b)(iii) (30 in favour, 8 opposed).

Following discussion, the vote was taken and Special Resolution #3 was **carried** as amended (36 in favour, 2 opposed).

ELECTION OF COUNCIL

A warm round of applause was extended to the council members for their volunteer time and efforts over the past year.

Pursuant to the Strata Corporation bylaws, **Gloria Goundrey #21, Cheryl Reilly #18 and Judy Higginbotham #45** will remain on council to complete their two-year term.

Mike Borch #27, Heather Madden-Jones #8, and Kevin Conolly #32 have volunteered to stand for reelection. There were no further volunteers or nominations. Mike Borch #27,

Heather Madden-Jones #8, and Kevin Connolly #32 were elected to council by majority vote.

Council for the 2024/2025 Fiscal Year:

Gloria Goundrey	#21
Cheryl Reilly	#18
Judy Higginbotham	#45
Mike Borch	#27
Kevin Connolly	#32
Heather Madden-Johns	#8

NEW BUSINESS

1. **Defibrillator** (at pool)

A recommendation was made to purchase a defibrillator to have on site. A straw vote of the owners was held, and approval was gained to purchase a defibrillator and to provide volunteers with the requisite training to use the device.

2. **Landscape Request**

An owner requested that the empty planters at the front entrance of the complex be either planted or removed.

3. **Depreciation Report**

The Depreciation Report has been finalized and will be posted on the website shortly.

4. **Window Committee**

The window committee will reconvene now that the muntin bar removal process has been approved by the owners.

5. **Fence Maintenance-Thank You**

Sincere thanks and appreciation are extended to Lloyd Lees for his work in maintaining the perimeter fencing.

6. **Roof Inspection**

An owner inquired if the roofs are inspected annually.

ADJOURNMENT OF MEETING

There being no further business, a motion was made, seconded, and ***carried*** to adjourn the meeting at 8:15 p.m. The next council meeting for Strata Plan NW 1860 is scheduled for July 19th, 2024 at 5:30 p.m. in the Clubhouse.

Mission Statement of Englesea Place

As Owners at Englesea Place it is our desire and in our best interests to strive to live together in peace and harmony, to agree to work together to maintain the integrity of our homes and to remember that even though we may not always agree with one another, we will, as responsible adults, treat each other with kindness, consideration and the respect that each of us is deserving of.

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general meeting minutes for future reference.*

The landscape liaison has been busy this year. Some of our trees and shrubs were in dire need of cutting back. Kevin has been getting this done as much as he can each year within the budget.

Problem with mice. Axion was contacted and extra bait stations were put out. Every unit has at least one bait station. There continues to be activity in bait stations. We will continue with the number of bait stations for the time being. We may reduce the number next year if we have no further rodent issues.

Please remember all fruit and vegetable gardens and fruit trees are not allowed. They attract rodents.

The pool chlorinator and pool cover were replaced. The pool had a couple of repairs that need to be done before the city would pass it for opening. These were done and the pool is now open. Gloria and Phil are not able to open and close the pool any more. I would like to thank them for all the years they have been doing it. Volunteers are needed to help with opening and closing the pool.

If we don't get enough volunteers, the cover will have to be left off and the bill for heating the pool will be a lot higher.

It doesn't take very long and usually it is one - two weeks a summer commitment.

Gloria will be happy to show volunteers how to do it.

Attic inspections were done, and the report is on the Englesea web page. An email was sent to owners with any concerns the inspection showed.

Heather organized a window company to come and do a group price for owner's to have repairs on their window's. Many owners took advantage of this.

We discussed at a precious town hall deferring the depreciation report. We could defer it if we had 75% of the owner vote for it. Council decided not to defer it. We are planning on having the complex painted and decided it would be a good idea to do the report and it would give us information on cost and life span.

The depreciation report has been done.

We have had a particularly bad year for gutter cleaning. They come twice a year for a full gutter cleaning and as needed for troublesome areas.

Please make sure you clean out your traps on your downspouts. This year some of them needed checking daily when we had the big rain and wind storms.

All the gutters were inspected and repaired as needed. There were 2 units that need to be replaced. The contractors would not guarantee repairs.

Heather arranged for a block watch representative to come and give a presentation on block watch. If you would like to be a part of block watch you must register. If you are interested please contact Heather in unit 8.

Lloyd has tried to identify everyone's external water shut offs. He has tagged them. He has also tagged shut off's for hose bib shut off's. If any one doe's not have there external shutoff valves tagged please send an email to the strata email and I will let Lloyd know and he will get in touch with you. It is important for everyone to close the hose bibs during the winter. We narrowly escaped some broken pipes during the very cold spell last winter. Jean and Lloyd went into high gear checking with owner's to make sure there hose bibs were shut off. Shutting off hose bibs in winter is owner's responsibility.

Katherine, Jean, and Gloria did an update to the red book. Updates were distributed to owners. Please make sure to put updates in your copy of the red book. The red book is on line but some owners prefer the hard copy.

We have put an Electrical planning report in the budget for this year. The strata law states we have to have one done by 2026. After much discussion council decided we should do one now, as we are getting more requests for EV chargers and heat pumps, we may in the future have to allow heat pumps. We do not have the electrical capacity at this time for everyone to have an EV charger and a heat pump.

Judy researched lighting for some of our dark areas, eg; visitor parking. It was decided that camera's were not an option as we don't have wifi. Hard wired light would be very expensive. She then did some research on solar lights and could find nothing that would suit our needs at this time.

We had our junk removal. At this time we do every 2 years.

We seem to be wild kingdom this year. There was a goose nesting on a roof. Skunks wandering around at night. At least one possibly more coyotes wandering thru the strata. Strata can not do anything about this. Owners must not feed wildlife or bird. Be careful when walking dogs.

This is the last year the Roban moss protection is under warranty. We will be looking at doing it again next year. I have been told by owners who have lived here longer than me, it is much better than having to find someone every year and the cost difference was worth it.

Some owners have concerns regarding soapy water going down the storm drains for environmental reasons. Please check the city of Surrey guidelines regarding this issue.

Some of the front doors have developed cracks in the middle of them. If this happens to your door, please send an email to the strata email. We are not sure how wide spread this problem is. We will be waiting for the colder weather before doing repairs, due to shrinking and expanding of the wood.

There have been some issues with a vacant unit. These issues are being addressed by our management company with input from our lawyer.

We have had a number of drainage issues. We were able to pay for most of them within the operating budget. We had one very large and urgent drainage problem. It was causing structural damage to the garage. It turned out to be a much bigger problem than anticipated. It was repaired and is now structurally sound. This had to be paid for out of the CRF (contingency replacement reserve). After discussion with our property manager, we were told, because we put an adequate amount in our CRF each year we do not have to replace it. This is what the CRF is for.

There was discussion at the last town hall regarding muntin bars on the windows. Council felt the general consensus was due to the expense of the muntin bars most owners were happy to not replace them. We have put a special resolution forward for a vote.

I would like to thank all the owners who volunteer their time to help keep this place maintained and looking beautiful.

We would like to encourage owners to stand for office or volunteer.

I would like to remind everyone if they have any issues that are strata responsibility, please send an email to the strata email, and or Fraser Campbell.

These email address's are on the Englesea phone list. If it is an emergency Fraser Campbell has an emergency call out phone number.

Cheryl

2024/2025 BUDGET - STRATA PLAN NW 1860				20-Jun-24
		MAY 31 YEAR END		
CATEGORY		2023/2024	2023/2024	2024/2025
CODE	NAME	FINAL BUDGET	ACTUAL	FINAL BUDGET
REVENUE				
4000	STRATA FEES	319,904	319,904	343,335
4200	FINES	0	0	0
4300	INTEREST INCOME	1,800	2,746	1,800
4950	SURPLUS FORWARD	10,000	10,000	10,000
TOTAL REVENUE		331,704	332,650	355,135
EXPENDITURES				
ADMINISTRATION:				
5000	MANAGEMENT FEE	16,380	16,380	18,900
5100	INSURANCE/APPRaisal	86,184	86,240	97,000
5295	DEPRECIATION/ ELECT PLAN REPORT	6,000	4,515	5,500
5300	LEGAL	1,000	1,204	2,500
5400	MISCELLANEOUS	4,050	4,045	4,050
		113,614	112,384	127,950
UTILITIES:				
6000	GAS	2,750	1,496	2,000
6100	ELECTRICITY	3,090	1,991	2,750
6300	GARBAGE REMOVAL	18,420	21,309	20,000
6500	TELEPHONE	600	550	600
		24,860	25,346	25,350
PROPERTY AND BUILDINGS:				
6800	PEST CONTROL	10,000	13,317	14,000
6900	GARDEN MAINTENANCE	59,740	59,745	60,935
6920	LAWN IMPROVEMENTS	4,000	4,631	5,000
6940	LANDSCAPE UPGRADE	7,000	1,412	7,000
6950	LARGE TREE CONTROL	4,000	2,937	5,000
6960	IRRIGATION	1,000	3,001	2,000
7200	REPAIRS & MAINTENANCE	18,000	12,076	20,000
7220	WINDOW REPAIRS	4,800	4,873	4,800
7230	SNOW REMOVAL	9,000	7,703	9,000
7235	INSURANCE DEDUCTIBLE	10,000	0	0
7240	DOOR MAINTENANCE	12,000	9,135	12,000
7250	GUTTERS/ROOF CLEANING/ANNUAL INP.	16,000	11,463	16,000
7260	DRIVEWAY/SIDEWALK PAVERS	2,000	0	2,000
8000	CLUBHOUSE	3,100	1,984	3,100
8100	POOL	6,000	13,736	6,000
		166,640	146,013	166,835
SUB-TOTAL		305,114	283,743	320,135
9000	CONTINGENCY	26,590	26,590	35,000
TOTAL EXPENDITURES		331,704	310,333	355,135
SURPLUS (DEFICIT)		-	22,317	-
CONTINGENCY RESERVE FUND				
BALANCE MAY 31, 2024				203,409
2024/2025 TRANSFER FROM OPERATING FUND				35,000
ESTIMATED INTEREST INCOME at 5.20%				10,000
APPROVED EXPENDITURES				-
ESTIMATED BALANCE MAY 31, 2025				248,409

STRATA PLAN NW 1860					30-May-24			
STRATA FEE SCHEDULE								
YEAR END MAY 31, 2025								308335
					343,335.00	ANNUAL BUDGET		35000
UNIT	S.L.	U/E	OPERATING	CONTINGENCY	NEW FEE	OLD FEE	CATCHUP***	
1	14	1.95	500.99	56.87	557.86	519.79	38.07	
2	13	1.91	490.72	55.70	546.42	509.13	37.29	
3	12	1.82	467.59	53.08	520.67	485.14	35.53	
4	11	1.95	500.99	56.87	557.86	519.79	38.07	
5	15	1.83	470.16	53.37	523.53	487.81	35.72	
6	16	1.9	488.15	55.41	543.56	506.46	37.10	
7	17	1.82	467.59	53.08	520.67	485.14	35.53	
8	18	2.14	549.81	62.41	612.22	570.44	41.78	
9	19	1.83	470.16	53.37	523.53	487.81	35.72	
10	20	1.96	503.56	57.16	560.72	522.46	38.26	
11	21	1.83	470.16	53.37	523.53	487.81	35.72	
12	22	1.9	488.15	55.41	543.56	506.46	37.10	
13	23	1.83	470.16	53.37	523.53	487.81	35.72	
14	24	1.96	503.56	57.16	560.72	522.46	38.26	
15	25	1.9	488.15	55.41	543.56	506.46	37.10	
16	26	1.9	488.15	55.41	543.56	506.46	37.10	
17	27	1.9	488.15	55.41	543.56	506.46	37.10	
18	28	1.91	490.72	55.70	546.42	509.13	37.29	
19	29	1.9	488.15	55.41	543.56	506.46	37.10	
20	30	1.83	470.16	53.37	523.53	487.81	35.72	
21	31	1.91	490.72	55.70	546.42	509.13	37.29	
22	32	1.83	470.16	53.37	523.53	487.81	35.72	
23	53	1.83	470.16	53.37	523.53	487.81	35.72	
24	52	1.9	488.15	55.41	543.56	506.46	37.10	
25	51	1.92	493.29	55.99	549.28	511.80	37.48	
26	50	1.92	493.29	55.99	549.28	511.80	37.48	
27	49	1.88	483.01	54.83	537.84	501.13	36.71	
28	48	1.82	467.59	53.08	520.67	485.14	35.53	
29	47	1.83	470.16	53.37	523.53	487.81	35.72	
30	46	1.91	490.72	55.70	546.42	509.13	37.29	
31	45	1.93	495.86	56.29	552.15	514.46	37.69	
32	44	1.92	493.29	55.99	549.28	511.80	37.48	
33	43	1.84	472.73	53.66	526.39	490.48	35.91	
34	42	1.9	488.15	55.41	543.56	506.46	37.10	
35	41	1.85	475.30	53.95	529.25	493.13	36.12	
36	40	1.92	493.29	55.99	549.28	511.80	37.48	
37	39	1.9	488.15	55.41	543.56	506.46	37.10	
38	38	1.84	472.73	53.66	526.39	490.48	35.91	
39	37	1.92	493.29	55.99	549.28	511.80	37.48	
40	36	1.84	472.73	53.66	526.39	490.48	35.91	
41	35	1.89	485.58	55.12	540.70	503.80	36.90	
42	34	1.9	488.15	55.41	543.56	506.46	37.10	
43	33	1.83	470.16	53.37	523.53	487.81	35.72	
44	10	1.83	470.16	53.37	523.53	487.81	35.72	
45	9	1.91	490.72	55.70	546.42	509.13	37.29	

**MINUTES OF THE STRATA COUNCIL MEETING
STRATA PLAN NW 1860 – ENGLESEA PLACE
HELD ON WEDNESDAY, MAY 29th, 2024, at 5:30 P.M.
IN THE CLUBHOUSE
1725 SOUTHMERE CRESCENT, SURREY BC
www.englesea.com**

PRESENT:	Cheryl Reilly	President/Maintenance	#18
	Gloria Goundrey	Vice-President/Clubhouse	#21
	Mike Borch	Treasurer	#27
	Kevin Connolly	Landscape Liaison	#32
	Joanne Kaulius	Member-at-Large	#15
	Judy Higginbotham	Member-at-Large	#45
REGRETS:	Heather Madden-Johns	Member-at-Large	#8
AGENT:	Stephen Burchell-Davies, Fraser Campbell Property Management Ltd.		

Email Notification

To be notified by email when minutes, notices, etc. are posted on the Englesea website, please ensure that the council has your email address either by emailing strata@englesea.com or by dropping a note in the council mailbox with your name, unit number, and email address.

A limited number of printed copies of the minutes are available in the Clubhouse.

The meeting was called to order at 5:31 p.m.

ELECTION OF CHAIRPERSON

A motion was made, seconded, and **carried** to elect Council President, Cheryl Reilly, to chair the meeting.

MINUTES

A motion was made, seconded, and **carried** to adopt the minutes of the April 17th, 2024; council meeting as circulated.

COMMITTEE REPORTS

1. **Landscape Report**

There is nothing new to report.

Stage 1 Municipal Watering Restrictions are in place from May 1st to Oct.15th.

Lawn Watering

Sundays only

Automatic watering 5:00 am-7:00 am

Manual 6:00 a.m.-9:00 a.m.

Trees , shrubs and flowers

5:00 a.m.-9:00 a.m. -sprinklers any day

Water at any time if hand watering or using drip irrigation.

Please refer to the City of Surrey website for further details.

2. Maintenance Report

Garden Blocks

A quote remains pending for the installation of a block wall around the gardens at Units #49/50 following foundation repairs.

Skylight

Following review of proposals from Harvard Roofing and Macbeth Roofing for repairs to the skylight at Unit#19, a motion was made, seconded and **carried** to have Macbeth Roofing proceed with removal of the skylight, replacement of the weatherstripping and reinstall, pursuant to a submitted quote in the amount of \$575 plus GST.

Curbside Junk Removal

Check Sammy completed the curbside junk pick up on May 25th. It was noted that excessive amounts of junk were disposed of at some units resulting in a higher disposal cost than budgeted for. The number of items per unit may be limited for future pickups.

Gutter Replacement

Following review of three quotes for replacement of the gutters at units 1729 and 1731, a motion was made, seconded and **carried** to have Kymar Gutters proceed pursuant to a submitted quote in the amount of \$2,025 plus GST.

Roof Moss Treatment

RotBan has advised that due to the forecast of heavy rains, a site visit scheduled for June 3 to re-treat moss on the roofs (under warranty) has been delayed for a month until July 3.

3. Pest Control Report

In accordance with advice from the Strata Corporation legal counsel regarding a chargeback to an owner for cleanup of an in suite rodent infestation, the Public Guardian and Trustee of British Columbia has responded that they will provide assistance to obtain reimbursement for all charges including legal fees within the next three months.

Council reviewed and approved payment of invoices from Axiom Pest Control for regular monthly service.

- **Owners are requested to report any ant activity to the strata.**
- Two owners have reported ant activity to date; Axiom has been advised.

REMINDER-Do not feed birds or wildlife.

4. Clubhouse Report/Social Committee

Argosy Pools has completed pool repair requirements. Fraser Health Authority has reinspected and approved the pool operating permit for the current season. The pool will open once the outside temperature reaches 20 degrees C.

Volunteers are needed to assist in opening and closing the pool when the pool opens. Please contact Gloria regarding this matter if you are interested.

5. **Block Watch Report**

There is nothing new to report.

BUSINESS ARISING

1. **Depreciation Report**

Council has approved the draft copy of the three-year update to the Depreciation Report to be finalized by WSP Levelton. A motion was made, seconded and **carried** to approve payment of the invoice in the amount of \$3,655 plus GST.

2. **Exterior Painting**

Quotations are being obtained for painting of all units including preparation and painting of the fences. A Resolution for a special assessment may be presented for consideration in 2025.

3. **Annual General Meeting**

The Annual General Meeting has been scheduled for Wednesday, June 19th, 2024. A motion was made, seconded and **carried** to present a Resolution for a bylaw amendment to permit council decisions to be made by email. A second Resolution will be presented for a bylaw amendment to permit the gradual removal of muntin bars from windows (change in the appearance of common property).

4. **Electrical Planning Report**

Following review of three proposals for the preparation of an Electrical Planning Report for Englesea Place, a motion was made, seconded and **carried** to allocate funds in the operating budget based on the quote from Strata Engineering as the scope of work included in the proposal meets all of the strata requirements.

CORRESPONDENCE

Owners are invited to write to the strata council via the management company or via email to strata@englesea.com; landscape issues to landscape@englesea.com. The agent will only be checking the mailbox in the clubhouse on the day of the council meeting.

1. **Renovation Inquiry**

Council reviewed correspondence from a new owner inquiring if approval is required to replace the furnace and upgrade the front door lock. The furnace installation has been approved with the provision that no new penetration of the building envelope is required for the vent installation. The owner has been advised that heat pumps are not permitted.

2. **Air Conditioner Request**

Council reviewed correspondence from an owner requesting approval to install a portable air conditioner. The owner's request was approved pursuant to the submitted specifications.

3. **Ants**

Council reviewed correspondence from an owner reporting ant activity on the paver walkways and driveway. Axiom Pest Control attended.

4. **Crack in Front Door**

Council reviewed correspondence from an owner reporting a crack in the front door. The door will be inspected/repared in the Fall.

5. **Failed Window Seals**

Council reviewed correspondence from an owner reporting five failed sealed window units. The unit has been added to the list of window replacement requirements.

6. **Gazebo**

Council approved an owner's request to install a gazebo on the patio with the provision that the dimensions of the gazebo do not exceed the footprint of the patio.

FINANCIAL REPORT

1. **Financial Statements**

The March and April 2024 financial statements were reviewed in detail following which, it was moved, seconded, and **carried** to adopt the same.

The April 2024 financial statement is available for review on the Strata Corporation website. www.englesea.com

2. **Bank Statements and Reconciliations**

The council treasurer acknowledged receipt of the February and March 2024 bank statements and reconciliations.

3. **Draft Budget**

Council reviewed and approved a draft budget for the next fiscal year. There is an approximate 7% increase in strata fees.

NEW BUSINESS

1. **Roof Inspection**

Council acknowledged receipt of a proposal from Pheonix Roof Consultants in the amount of \$1,750 plus GST for the annual inspection of the roofs (last done in May 2022).

2. **Partial Gutter Cleaning**

Clover Clean Building maintenance will be on site June 7th to complete partial and spot gutter cleaning at priority areas. Residents are requested to please check/clear the leaf traps located near the bottom of downspouts.

3. **Window Latch**

A window in the Clubhouse that is not latching will be added to the repair requirement list.

4. **Clubhouse Chair**

The lift chair in the Clubhouse will be removed and donated to someone who can use it.

5. **Vegetables and Fruit Trees (Prohibited)**

Residents are reminded that the growing/planting of vegetables or fruit bearing trees is prohibited as they are an attractant to rodents and other wildlife.

6. **Soapy Water Disposal**

Please ensure that soapy water is not disposed of in the roadway storm drains. Please refer to the City of Surrey website for further information.

ADJOURNMENT

There being no further business, a motion was made, seconded, and ***carried*** to adjourn the meeting at 7:01 p.m. The next meeting for Strata Plan NW 1860 is the Annual General Meeting scheduled for Wednesday, June 19th, 2024, at 7:00 pm.

Communication with Council

Please send correspondence, concerns, requests, suggestions etc. to the agent at Fraser Campbell Property Management by email to info@frasercampbell.com and cc the Englesea email address strata@englesea.com. For landscaping communications, please send to landscape@englesea.com and cc: strata@englesea.com.

Please include the Strata Plan Number **NW1860** and Unit Number in the subject line. Emails sent to info@frasercampbell.com will receive an autoreply stating that the email will be considered at the next council meeting. If your request is urgent, please include in the subject line "Urgent".

****The mailbox in the club house is scheduled to be picked up only prior to the Council Meeting. Owners are encouraged to send correspondence by email or mail.***

Please call the agent, Stephen Burchell-Davies, during office hours Monday to Friday 9:00 am-4:30 p.m. for matters of an urgent nature at 604-585-3276.

Please do not phone, email, or confront individual council members as they are volunteers and require a majority vote of council to approve a request. If you would like to have a council member inspect something, please submit that request to the strata@englesea.com email address.

Owners may attend council meetings as observers but may not participate in discussions. Owners who wish to attend a council meeting to discuss a specific issue must request a hearing with the council in writing at least seven days in advance of the meeting.

REDBOOK REMINDER

The Redbook is a good resource for information pertaining to the strata corporation.
The Redbook can be accessed on the Englesea website.

Fraser Campbell Property Management Ltd.

#210 – 5500 152nd St., Surrey, B.C. V3S 5J9

Phone: 604-585-3276

Emergency (after hours): 604-825-8211

Email: info@frasercampbell.com

www.frasercampbell.com

EMERGENCIES

**In case of strata related emergencies after office hours
call Fraser Campbell Property Management Ltd. at 604-825-8211.**

*Please note that emergencies include fire and flood.
and parkade gate or entry door problems*

If there is a fire or crime in progress call 911 first.

*It is recommended that owners keep copies of the most recent two years of council and general
meeting minutes for future reference.*

**MINUTES OF THE STRATA COUNCIL MEETING
STRATA PLAN NW 1860 – ENGLESEA PLACE
HELD ON WEDNESDAY, APRIL 17th, 2024, at 5:30 P.M.
IN THE CLUBHOUSE
1725 SOUTHMERE CRESCENT, SURREY BC
www.englesea.com**

PRESENT:	Cheryl Reilly	President/Maintenance	#18
	Gloria Goundrey	Vice-President/Clubhouse	#21
	Kevin Connolly	Landscape Liaison	#32
	Heather Madden-Johns	Member-at-Large	#8
	Joanne Kaulius	Member-at-Large	#15
REGRETS:	Mike Borch	Treasurer	#27
	Judy Higginbotham	Member-at-Large	#45
AGENT:	Stephen Burchell-Davies, Fraser Campbell Property Management Ltd.		

Email Notification

To be notified by email when minutes, notices, etc. are posted on the Englesea website, please ensure that the council has your email address either by emailing strata@englesea.com or by dropping a note in the council mailbox with your name, unit number, and email address.

A limited number of printed copies of the minutes are available in the Clubhouse.

The meeting was called to order at 5:30 p.m.

ELECTION OF CHAIRPERSON

A motion was made, seconded, and **carried** to elect Council President, Cheryl Reilly, to chair the meeting.

MINUTES

A motion was made, seconded, and **carried** to adopt the minutes of the March 20th, 2024; council meeting as circulated.

COMMITTEE REPORTS

1. **Landscape Report**

There is nothing new to report this month.
Discussion was held regarding repair requirements to the irrigation system.

2. **Maintenance Report**

Miscellaneous Repairs

A motion was made, seconded and **carried** to approve payment of an invoice in the amount of \$109 from Lloyd Lees for various repairs including digging the dirt away from

the foundations of three units, filling gaps with steel wool and replacement of Clubhouse floodlights.

Spring Cleaning

Bulk pricing has been obtained by an owner for window cleaning and power washing at individual units at the owner's expense. Owners are requested to contact Revive directly to schedule. Please refer to the attached notice.

Garden Blocks

A quote is pending from MGM Contracting for installing a block wall around the gardens at Unit #49/50 following foundation repairs.

Roof Moss Spray

Rotban will be on site April 24th to undertake spraying of moss re-growth (under warranty) and weather permitting.

Skylight

A quote is pending from MGM Contracting for repair to a skylight at #19. A second quote has been requested from a roofing contractor.

Curbside Junk Removal

Check Sammy has been requested to schedule the curbside junk pick up for **Saturday May 25th**. Council requested that the notice for the pick-up be revised to the same format as the notice that was distributed in 2022.

Gutter Repairs

A motion was made, seconded and **carried** to approve an invoice from Kymar Gutters in the amount of \$525 plus GST for various gutter leak repairs. The agent was requested to obtain quotes for replacement of the gutters on units 1729 and 1731.

3. **Pest Control Report**

Following review of additional advice from the Strata Corporation legal counsel regarding a chargeback to an owner for cleanup of an in suite rodent infestation, a decision was made to request assistance from the Public Guardian and Trustee of British Columbia to obtain reimbursement for all charges including legal fees.

Council reviewed and approved payment of invoices from Axiom Pest Control for regular monthly service and two emergency visits for rodent abatement.

- Additional rodent bait stations have been installed outside of two units.
- **Owners are requested to report any ant activity to the strata.**
- The agent was requested to provide clarification of the scope of work included in the Axiom service agreement for ant abatement.

REMINDER-Do not feed birds or wildlife.

4. **Clubhouse Report/Social Committee**

As required by Fraser Health, Argosy Pools has been asked to provide specifications to the new drain they installed in 2022 and to replace the missing tiles on the pool steps as well as a section along the side of the pool which fell off this winter, in order for the pool to be opened this season.

Council is considering making changes to the pool times and rules. Volunteers are needed to assist in opening and closing the pool when the pool opens. Please contact Gloria on this matter if you are interested.

5. **Block Watch Report**

There is nothing new to report.

BUSINESS ARISING

1. **Depreciation Report**

Council has completed review of a **draft** copy of the three-year update to the Depreciation Report prepared by WSP Levelton. The agent presented budget options for the next fiscal year based on the four funding models in the report, each of which included a significant increase in the contribution to the Contingency Reserve Fund.

2. **Exterior Painting Requirements**

Quotations are being obtained for painting of all units including paint preparation and painting of the fences. A Resolution for a special assessment may be presented for consideration in 2025.

3. **Addendum to the Agency Agreement**

A motion was made, seconded and **carried** to approve an addendum to the Agency Agreement with Fraser Campbell Property Management Ltd. to extend management services for the period of June 1, 2024 through May 31, 2025 for the monthly rate of \$1,500 plus GST.

4. **Annual General Meeting**

The Annual General Meeting has been scheduled for Wednesday, June 19th, 2024. Agenda items including proposed bylaw amendments will be finalized at the May council meeting.

5. **Electrical Planning Report**

Council reviewed a proposal from Prism Engineering in the amount of \$3,500 plus GST for the preparation of an Electrical Planning Report for Englesea Place.

CORRESPONDENCE

Owners are invited to write to the strata council via the management company or via email to strata@englesea.com; landscape issues to landscape@englesea.com. The agent will only be checking the mailbox in the clubhouse on the day of the council meeting.

1. **Landscape Alteration Request**

A council member recused themselves from the decision by council by leaving the meeting. Council reviewed correspondence from an owner requesting approval to undertake landscape alterations to include extension of a back patio (on common

property) and construction of a brick retaining wall. A motion was made, seconded and ***carried*** to decline the owner's request until an overall landscape plan can be discussed at a Townhall Meeting.

2. **Move-In Information**

Council reviewed correspondence from a new owner providing details of a June move in date and requesting approval for the moving truck to park in front of the unit for the duration of the move while maintaining access to the roadway.

3. **Canopy Request**

Council reviewed correspondence from an owner requesting approval to install a freestanding canopy on the back patio. The owner will be requested to provide further information before approval is considered.

4. **Gate Request**

Council reviewed correspondence from an owner requesting approval to install a gate at the access to the front garden similar in style to that of a neighbouring unit. The owner's request was approved.

5. **Sidelights**

Council reviewed correspondence from an owner requesting approval to replace the sidelights at the front entry door at their own expense. The owner's request was approved.

6. **Irrigation System Request**

Council reviewed correspondence from an owner requesting approval to install an irrigation system. The owner will be requested to provide further information including a drawing of the proposed location before approval is considered.

FINANCIAL REPORT

1. **Financial Statement**

Approval of the March 2024 financial statement was tabled until the May council meeting as the council treasurer was not present.

The March 2024 financial statement is available for review on the Strata Corporation website. www.englesea.com

2. **Bank Statement and Reconciliation**

The council treasurer was not present at the meeting to acknowledge receipt of the February 2024 bank statement and reconciliation.

NEW BUSINESS

1. **Watering Restrictions**

Stage 1 Municipal Watering Restrictions are in place from May 1st to Oct.15th.

Lawn Watering

Sundays only

Automatic watering 5:00 am-7:00 am

Manual 6:00 a.m.-9:00 a.m.

Trees , shrubs and flowers

5:00 a.m.-9:00 a.m. -sprinklers any day

Water at any time if hand watering or using drip irrigation.

Please refer to the City of Surrey website for further details.

2. Goose Nest

There is a goose nesting on the roof of Unit #43. The nest cannot be disturbed in accordance with the Wildlife Act.

3. Redbook Update

When updates arrive in your mailbox, please update your red book

4. Coyote Sighting

There have been multiple coyote sightings day and evening. Please be careful of pets.

5. Electrical Room Inspections

Mr. Lloyd Lees will inspect all electrical rooms for signs of rodent activity and fill any holes.

6. Exterior Faucet Leak

An owner reported that their exterior faucet was leaking. Pacific Western Plumbing has been requested to attend to the repair.

ADJOURNMENT

There being no further business, a motion was made, seconded, and **carried** to adjourn the meeting at 7:58 p.m. The next council meeting for Strata Plan NW 1860 is scheduled for Wednesday, May 15th, 2024, at 5:30 pm.

Fraser Campbell Property Management Ltd.

#210 – 5500 152nd St., Surrey, B.C. V3S 5J9

Phone: 604-585-3276

Emergency (after hours): 604-825-8211

Email: info@frasercampbell.com

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EMERGENCIES

**In case of strata related emergencies after office hours
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Please note that emergencies include fire and flood.

and parkade gate or entry door problems

If there is a fire or crime in progress call 911 first.

It is recommended that owners keep copies of the most recent two years of council and general meeting minutes for future reference.

Communication with Council

Please send correspondence, concerns, requests, suggestions etc. to the agent at Fraser Campbell Property Management by email to info@frasercampbell.com and cc the Englesea email address strata@englesea.com. For landscaping communications, please send to landscape@englesea.com and cc: strata@englesea.com.

Please include the Strata Plan Number **NW1860** and Unit Number in the subject line. Emails sent to info@frasercampbell.com will receive an autoreply stating that the email will be considered at the next council meeting. If your request is urgent, please include in the subject line "Urgent".

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Please call the agent, Stephen Burchell-Davies, during office hours Monday to Friday 9:00 am-4:30 p.m. for matters of an urgent nature at 604-585-3276.

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REDBOOK REMINDER

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**MINUTES OF THE STRATA COUNCIL MEETING
STRATA PLAN NW 1860 – ENGLESEA PLACE
HELD ON WEDNESDAY, MARCH 20th, 2024, at 5:30 P.M.
IN THE CLUBHOUSE
1725 SOUTHMERE CRESCENT, SURREY BC
www.englesea.com**

PRESENT:	Cheryl Reilly	President/Maintenance	#18
	Gloria Goundrey	Vice-President/Clubhouse	#21
	Kevin Connolly	Landscape Liaison	#32
	Heather Madden-Johns	Member-at-Large	#8
	Joanne Kaulius	Member-at-Large	#15
REGRETS:	Mike Borch	Treasurer	#27
	Judy Higginbotham	Member-at-Large	#45
AGENT:	Stephen Burchell-Davies, Fraser Campbell Property Management Ltd.		

Email Notification

To be notified by email when minutes, notices, etc. are posted on the Englesea website, please ensure that the council has your email address either by emailing strata@englesea.com or by dropping a note in the council mailbox with your name, unit number, and email address.

A limited number of printed copies of the minutes are available in the Clubhouse.

The meeting was called to order at 5:30 p.m.

CHAIRPERSON

A motion was made, seconded, and **carried** to appoint Cheryl Reilly to chair the meeting.

MINUTES

A motion was made, seconded, and **carried** to adopt the minutes of the February 21, 2024; council meeting as circulated.

COMMITTEE REPORTS

1. **Landscape Report**

Please refer to the attached report.

Discussion was held regarding budgets for irrigation, tree, and lawn maintenance for the next fiscal year.

2. **Maintenance Report**

Window Repairs

Replacement of failed sealed window units has been completed by My Glass Guys. A motion was made, seconded and **carried** to approve payment of the invoice in the amount of \$4,873.

Gutter Repairs

Kymar Gutters has completed remediation of deficiencies that were reported following gutter repairs that were undertaken in January. The original scope of work was quoted at \$3,075. Additional work was completed for a cost of \$725 plus GST. A motion was made, seconded and **carried** to approve payment of the invoice in the amount of \$3,990 now that the deficiencies have been completed.

Gutter Quotes

Kymar Gutters submitted a quotation in the amount of \$425 for replacing a split downspout and a leaking outlet at one unit. Council declined the quote as the work has already been done by others. A second quote was declined to replace downspouts on two units for the sum of \$2,235. The strata corporation has purchased a small quantity of downpipes and leaf catchers from Precision Gutters for a cost of \$376 for future repairs.

Gutter repair requirements at one of the Southmere Crescent facing units will be further investigated.

Gutter Cleaning

Clover Clean Building Maintenance has completed a full complex roof blowoff and gutter cleanout. A motion was made, seconded and **carried** to approve payment of the invoice in the amount of \$3,561.

Chain Link Fence

The agent has contacted the Barclay Arms management to advise of cuts in the chain-link fence.

Roof Moss

Rot Ban has been advised of new moss growth and has responded that they will inspect the roofs accordingly and spray those areas covered under warranty.

Insulate Pipe

A main shutoff pipe/valve was insulated by the strata.

3. Pest Control Report

- Correspondence will be sent to an owner advising that there are gaps under the weather stripping at the bottom of the garage door which is potentially allowing mice into the garage. Weather stripping under the garage door is an owner's responsibility.
- The strata corporation has inspected the foundations of two units and any small holes were filled with steel wool. Additional inspections of other units may occur soon.
- Axiom Pest Control inspected the interior of two units and made recommendations on infilling any holes in walls where mice can enter the unit. It was also noted that food scraps were observed behind appliances. Correspondence will be sent to the two owners on this matter.
- Axiom Pest Control will be requested to put a bait station inside the garage of one unit and on the outside of another where access is difficult.
- Following discussion regarding a vacant unit that had a severe mice infestation on a previous occasion, it was agreed by council that correspondence will be sent by a lawyer to the owner and family members requesting that the unit be attended to prevent further problems.

REMINDER-Do not feed birds or wildlife.

4. Clubhouse Report/Social Committee

There is nothing new to report.

5. Window Committee Report

The committee has nothing new to report and is awaiting the outcome of the "muntin bar resolution" at the next General meeting.

6. Block Watch Report

The Block Watch Program held a meeting on March 16th with Heather Paradis, the Block Watch Community Coordinator, and 28 owners in attendance. The Block Watch Team extended their appreciation to Ms. Cheryl Reilly for providing cookies for the presentation. Thirty owners have now signed up for Block Watch and are thanked for their participation. Heather will be contacting other owners in the coming days to see who else is interested in joining. Owners will be contacted to subscribe to an electronic newsletter for Block Watch and Strata related business. Please note that residents will be asked to sign up for the electronic newsletter and not join facebook.

The link to the newsletter is as follows:

<https://englesea.blogspot.com/2024/03/welcome-to-englesea-place-newsletter.html>

Council also thanked owners who leave their garage lights on overnight.

BUSINESS ARISING

1. Depreciation Report

Council acknowledged receipt of a **draft** copy of three-year update to the Depreciation Report prepared by WSP Levelton. The draft report was reviewed by the council prior to finalizing, and some changes have been recommended which will be forwarded to the engineer.

2. Foundation Repairs

MGM Contracting Ltd. has completed drainage repairs at one unit and drainage and structural repairs to the garage foundation at the neighbouring unit including unforeseen repair requirements (\$15,500 plus GST), that were identified during the repair process. A motion was made, seconded and **carried** to approve payment of the two invoices totaling \$45,727 incl. GST. The expense will be charged against the Contingency Reserve Fund in accordance with Section 98(3) of the Strata Property Act regarding emergency expenditures.

3. Pest Control

Council reviewed legal advice regarding a chargeback for cleanup of an in suite rodent infestation and the process for gaining access for further treatment that is required within the unit. As per discussion under pest control, it was agreed that a letter will be sent by the strata lawyer to the owner.

CORRESPONDENCE

Owners are invited to write to the strata council via the management company or via email to strata@englesea.com; landscape issues to landscape@englesea.com. The agent will only be checking the mailbox in the clubhouse on the day of the council meeting.

1. Skylight

Council reviewed correspondence from an owner reporting tree debris including pine needles entering the unit through the skylight. It was noted that MacBeth Roofing repaired the skylight to remediate the same problem in 2021. Macbeth reported that the work is no longer under warranty and quoted \$525 to do an inspection service call. Following discussion, the agent was requested to obtain additional quotations.

FINANCIAL REPORT

1. Financial Statement

The February 2024 financial statement was reviewed in detail following which, it was moved, seconded, and **carried** to adopt the same.

The February 2024 financial statement is available for review on the Strata Corporation's website. www.englesea.com

2. Bank Statement and Reconciliation

The council treasurer acknowledged receipt by email of the January 2024 bank statement and reconciliation.

NEW BUSINESS

1. Peeling Paint

It was noted that there is peeling paint on exterior siding/roof top fascia boards at specific locations. In preparation for this work, quotations will be obtained, and a possible special assessment may be voted on in 2025.

2. Key Authorization

A council member acknowledged receipt of a letter of authorization to obtain copies of common area keys.

3. Curbside Junk Removal

The council approved a quotation received from Check Sammy for curbside junk pick up. The council agreed that **Saturday May 25th** would be the date of the pick-up service.

4. Gate Approval

Council approved a request from an owner to install a gate.

5. **Addendum To Agency Agreement**

Council reviewed a proposed addendum to the Agency Agreement to include an increase in management fees and a change to the meeting schedule based on evening meetings. It was agreed that the strata corporation will conduct daytime monthly council meetings after the AGM. The agent will provide further information including the agency agreement and a timeline for minute delivery and correspondence.

6. **Annual General Meeting Budget**

The agent presented council with a draft budget for review. The budget will include a provision to obtain an Electrical Planning Report. The budget will be finalized at the April council meeting.

7. **Information Booklet Report**

The red book will be updated to include recommendations on how to winterize exterior faucets and pipes.

ADJOURNMENT

There being no further business, a motion was made, seconded, and ***carried*** to adjourn the meeting at 7:08 p.m. The next council meeting for Strata Plan NW 1860 is scheduled for Wednesday, April 17th, 2024, at 5:30 pm.

Communication with Council

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and parkade gate or entry door problems*

If there is a fire or crime in progress call 911 first.

*It is recommended that owners keep copies of the most recent two years of council and general
meeting minutes for future reference.*

LANDSCAPE REPORT

MARCH 20/24

- Key focus remains reducing size and shape of trees and shrubs. Thinning trees is roughly 40% of this program.
- Vista was on site Tuesday March 19th and will likely be back for some minor touch ups. Our focus has been on the front along the street. This fall and winter we will be working on side areas and the back.
- The combination of a dry summer and a few major temperature drops really put strain on our plants. If the arborist was concerned about a plants' health, we left it alone for now.
- Some plants will not recover, but the arborist feels that the majority will bounce back. Keep your fingers crossed.

**MINUTES OF A STRATA COUNCIL MEETING
STRATA PLAN NW 1860 – ENGLESEA PLACE
HELD ON THURSDAY, JANUARY 11, 2024, at 5:30 P.M.
IN THE CLUBHOUSE
1725 SOUTHMERE CRESCENT, SURREY BC
www.englesea.com**

PRESENT:	Cheryl Reilly	President/Maintenance	#18
	Gloria Goundrey (5:29 p.m.-7:06 p.m.)	Vice-President/Clubhouse	#21
	Mike Borch	Treasurer	#27
	Heather Madden-Johns	Member-at-Large	#8
	Judy Higginbotham (5:45 p.m.-7:17 p.m.)	Member-at-Large	#45
REGRETS:	Kevin Connolly	Landscape Liaison	#32
	Joanne Kaulius	Member-at-Large	#15
AGENT:	Stephen Burchell-Davies, Fraser Campbell Property Management Ltd.		

Email Notification

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A limited number of printed copies of the minutes are available in the Clubhouse.

The meeting was called to order at 5:35 p.m.

CHAIRPERSON

A motion was made, seconded, and **carried** to appoint the agent, Stephen Burchell-Davies, to chair the meeting.

MINUTES

A motion was made, seconded, and **carried** to adopt the minutes of the November 15th, 2023 council meeting as circulated.

COMMITTEE REPORTS

1. **Landscape Report**

The landscape liaison was unable to attend the meeting.

Landscape Contract Renewal

A motion was made, seconded and **carried** to renew the Landscape and Grounds Maintenance Contract with Vista Landscape Services Ltd. for the twelve-month period of February 1, 2024 through January 31, 2025 to include lawn maintenance, garden

maintenance and the pruning of 8 Weeping Birch trees for an annual cost of \$58,020 plus GST.

Vista will be requested to add to the terms of the contract that missed visits due to inclement weather will be made up at a later date.

2. **Maintenance Report**

Gutter Cleaning

Clover Clean Building Maintenance completed a full gutter cleaning on December 4th. A motion was made, seconded and **carried** to approve payment of the invoice in the amount of 3,392 plus GST.

Window Repairs

Council reviewed a quote in the amount of \$6,730 plus GST from the Glass Guys for window repair requirements at eight units and the Clubhouse. Following discussion, the scope of work was revised with some items being removed and other priority items added. Correspondence will be sent to an owner advising of the change in the scope of work to be performed at their unit.

3. **Pest Control Report**

There is nothing new to report.

4. **Clubhouse Report/Social Committee**

There is nothing new to report.

5. **Window Committee Report**

The following draft documents submitted by the committee were discussed by the owners at the Townhall meeting held January 10, 2024:

- Resolution for the removal of muntin bars (requires a $\frac{3}{4}$ vote at a General Meeting).
- Owner window replacement process
- Englesea window specifications

A Special General Meeting will be scheduled to consider a Resolution regarding the removal of muntin bars. Council reviewed and approved a draft Resolution prepared by the agent.

6. **Block Watch Report**

The Block Watch Program for Englesea Place has officially “kicked off”. Thank you to the owners who have signed up to be members of the Block Watch Team. Heather will be contacting other owners in the coming days to see who else is interested in joining. The creation of an Englesea Block Watch Facebook page is in progress.

BUSINESS ARISING

1. **Depreciation Report**

WSP Levelton remains in the process of preparing a three-year update to the Depreciation Report dated August 5th, 2020.

2. **Foundation**

MGM Contracting Ltd. has been requested to proceed with drainage repairs at one unit and drainage and structural repairs to the garage foundation at the neighbouring unit, pursuant to a submitted quote in the amount of \$28,050 plus GST. The expense will be charged against the Contingency Reserve Fund in accordance with Section 98(3) of the Strata Property Act regarding emergency expenditures. The work is expected to commence mid-January as the weather permits.

3. **Gutter Repairs**

Kymar Gutters has completed gutter repair requirements pursuant to a submitted quote in the amount of \$2,075 plus GST. It was noted that there was additional work required due to a leak that was noted during repairs which was not included in the original quote.

4. **Special General Meeting**

A Special General Meeting will be scheduled to consider a Resolution regarding the removal of muntin bars. A formal notice will follow.

CORRESPONDENCE

Owners are invited to write to the strata council via the management company or via email to strata@englesea.com; landscape issues to landscape@englesea.com. The agent will only be checking the mailbox in the clubhouse on the day of the council meeting.

1. **Window Repair Request**

Council reviewed correspondence from an owner requesting repair to two snap-in window seals. A quote will be obtained from the Glass Guys.

2. **Shrub Request**

Council reviewed correspondence from an owner requesting the removal or relocation of rhododendron bushes to increase visibility when exiting the garage. The landscape liaison will address this matter.

3. **Rock Re-alignment**

Council reviewed correspondence from an owner requesting that rocks in a driveway garden bed that have been pushed out of place by an unknown vehicle be realigned. The landscape liaison will address.

Bylaw Reminder-No Birdfeeders Permitted

3 11 (h)A owner, tenant or occupant must not feed pigeons, gulls or other birds, squirrels, rodents or other animals from a strata lot or anywhere on or in close proximity to the common property or any limited common property, but this shall not apply to a pet permitted to be kept in a strata lot pursuant to these bylaws and the rules made hereunder, which pet shall be fed only in a strata lot;

FINANCIAL REPORT

1. Financial Statements

The November and December 2023 financial statements were reviewed in detail following which, it was moved, seconded, and **carried** to adopt the same.

The November and December 2023 financial statements are available for review on the Strata Corporation's website. www.englesea.com

2. Bank Statement and Reconciliation

The council treasurer acknowledged receipt of the November 2023 bank statement and reconciliation. The December 2023 bank statement and reconciliation. will be forwarded to the council treasurer upon receipt.

NEW BUSINESS

1. AJM Disposal Rate Increase

AJM Disposal Services Ltd. has provided notification of a 6% rate increase in waste collection fees and a 2% increase in current fuel surcharge rates effective January 1, 2024.

The agent will contact AJM to request that all their drivers SLOW DOWN and abide by the posted speed limit when driving within the complex.

2. Insurance Appraisal

Council acknowledged receipt of the Annual Update of Insurance Appraisal (3 of 3-year program) from Valuations West Property Appraisals. For insurance purposes, the Cost of Reproduction New for Englesea Place is estimated at \$26,010,000.

3. Insurance Renewal

A motion was made, seconded and **carried** to approve the insurance renewal proposal from Capri/CMW Acera Insurance for the period of December 31, 2023 through December 31, 2024.

Premium: \$92,065	Appraised Value: \$92,065,000
Property	\$10,000.00 Deductible
Water Damage	\$25,000.00 Deductible
Sewer Backup	\$25,000.00 Deductible
Flood	\$25,000.00 Deductible
Glass	\$250.00 Deductible
Earthquake	10% Deductible (minimum \$100,000)

Owners are reminded to retain personal insurance coverage for contents, liability and betterments and unit additional protection. Please note that the deductible amounts as listed above for property and water damage may be assessed to an owner if damage originated from a source for which the owner is responsible to repair and maintain (i.e., in suite plumbing and appliances). Repair cost for damage to strata lots that is below the strata insurance deductible is owner responsibility and must be reported the owner's personal insurance provider for consideration.

The council requested that additional quotes be obtained prior to the next insurance renewal term.

4. **Electrical Planning Report**

Discussion was held regarding recent amendments to the Strata Property Act pertaining to HVAC and EV Charging. The new legislation mandates that strata corporations are required to obtain an electric planning report prepared by a qualified person by December 31, 2026. The agent is seeking qualified contractors to provide proposals for a report.

5. **CRT Decision**-*Council Decisions by Email*

The agent advised that in accordance with a recent Civil Resolution Tribunal decision, the council cannot ratify or act upon an email decision unless it is an emergency or there is a Strata Corporation bylaw in place permitting council to make email decisions. A proposed bylaw amendment will be considered at the next General Meeting to allow email decisions (with restrictions).

ADJOURNMENT

There being no further business, a motion was made, seconded, and **carried** to adjourn the meeting at 7:17 p.m. The next council meeting for Strata Plan NW 1860 is scheduled for Wednesday, February 21, 2024 at 5:30 pm.

Communication with Council

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EMERGENCIES

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*Please note that emergencies include fire, flood
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If there is a fire or crime in progress call 911 first.

*It is recommended that owners keep copies of the most recent two years of council and general
meeting minutes for future reference.*

**MINUTES OF A STRATA COUNCIL MEETING
STRATA PLAN NW 1860 – ENGLESEA PLACE
HELD ON TUESDAY, NOVEMBER 15th, 2023, at 5:30 P.M.
IN THE CLUBHOUSE
1725 SOUTHMERE CRESCENT, SURREY BC
www.englesea.com**

PRESENT:	Gloria Goundrey	Vice-President/Clubhouse	#21
	Mike Borch	Treasurer	#27
	Kevin Connolly	Landscape Liaison	#32
	Heather Madden-Johns	Member-at-Large	#8
REGRETS:	Cheryl Reilly	President/Maintenance	#18
	Judy Higginbotham	Member-at-Large	#45
	Joanne Kaulius	Member-at-Large	#15
AGENT:	Stephen Burchell-Davies, Fraser Campbell Property Management Ltd.		

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A limited number of printed copies of the minutes are available in the Clubhouse.

The meeting was called to order at 5:35 p.m.

CHAIRPERSON

A motion was made, seconded, and **carried** to appoint the agent, Stephen Burchell-Davies, to chair the meeting.

MINUTES

A motion was made, seconded, and **carried** to adopt the minutes of the October 24th, 2023 council meeting as circulated.

COMMITTEE REPORTS

1. **Landscape Report**

There is nothing new to report.

2. **Maintenance Report**

Gutter Cleaning

Clover Clean Building Maintenance has scheduled a full gutter cleaning for December 4th.

Window Repairs

The council clarified which windows require replacement of failed sealed units and which require new silica beads. The agent will coordinate with Grant Hicks and The Glass Guys to obtain quotes for repair requirements.

3. Pest Control Report

There is nothing new to report.

4. Clubhouse Report/Social Committee

The Surrey Fire Department inspected the Clubhouse fire extinguisher and advised that it is due for testing/servicing.

It is suggested that owners check the tags on any fire extinguishers that they may have in their homes to determine if testing/servicing is required.

5. Window Committee Report

The following draft documents submitted by the committee will be discussed at the Townhall meeting scheduled for January 10, 2024:

- Resolution for the removal of muntin bars (requires a $\frac{3}{4}$ vote at a General Meeting).
- Owner window replacement process
- Englesea window specifications

A Special General Meeting will be scheduled to consider the Resolution regarding muntin bars. The agent was requested to draft a Resolution for the council's review at the December council meeting.

BUSINESS ARISING

1. Depreciation Report

WSP is in the process of preparing an update to the Depreciation Report dated August 5th, 2020.

3. Foundation

Council reviewed two quotes (one revised), from MGM Contracting Ltd. for drainage repairs at one unit and drainage and structural repairs to the garage foundation at the neighbouring unit. A motion was made, seconded and **carried** to approve the quotes in the amount of \$28,050 plus GST with the expense to be charged against the Contingency Reserve Fund in accordance with Section 98(3) of the Strata Property Act regarding emergency expenditures.

4. Gutter Repairs

A quote from the Gutter Guys for gutter repair requirements was approved at the October council meeting, however, it was subsequently determined that the contractor does not have liability insurance. A motion was made, seconded and **carried** to have Precision Gutters proceed with the repairs pending clarification that the sealant to be used is 'all weather'.

CORRESPONDENCE

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1. Gutter Sealant

Council reviewed correspondence from an owner requesting confirmation that the gutter sealant to be used for gutter repairs is “all weather”.

Reminder Alterations

Owners are advised that alterations require Council approval. Please refer to the bylaws as to items that need approval. Sufficient lead time is needed so that it can be discussed at the next council meeting.

Fire Extinguisher/Smoke Alarms

Owners are reminded to have smoke detectors and fire extinguishers inspected in order to check that they are still functioning. It is recommended by the Fire Department that smoke alarms that are older than 10 years should be replaced.

FINANCIAL REPORT

1. Financial Statement

The October 2023 financial statement was reviewed in detail following which, it was moved, seconded, and **carried** to adopt the same.

The September 2023 financial statement is available for review on the Strata Corporation's website. www.englesea.com

2. Bank Statement and Reconciliation

The October 2023 bank statement and reconciliation will be forwarded to the council treasurer upon receipt.

NEW BUSINESS

1. Special General Meeting

Council will meet independently to determine the date of the Special General Meeting with proposed dates to be following the Townhall Meeting on January 10th or on January 17th.

2. Snow Removal

The strata council president, Cheryl Reilly will be the point of contact with Vista for snow removal and de-icing.

ADJOURNMENT

There being no further business, a motion was made, seconded, and **carried** to adjourn the meeting at 6:53 p.m. The next council meeting for Strata Plan NW 1860 is scheduled for Wednesday, December 20th, 2023 at 5:30 pm.

Communication with Council

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*Please note that emergencies include fire, flood
and parkade gate or entry door problems*

If there is a fire or crime in progress call 911 first.

It is recommended that owners keep copies of the most recent two years of council and general meeting minutes for future reference.

**MINUTES OF A STRATA COUNCIL MEETING
STRATA PLAN NW 1860 – ENGLESEA PLACE
HELD ON TUESDAY, OCTOBER 24th, 2023, at 5:30 P.M.
IN THE CLUBHOUSE
1725 SOUTHMERE CRESCENT, SURREY BC
www.englesea.com**

PRESENT:	Cheryl Reilly	President/Maintenance	#18
	Gloria Goundrey	Vice-President/Clubhouse	#21
	Mike Borch	Treasurer	#27
	Heather Madden-Johns	Member-at-Large	#8
	Judy Higginbotham	Member-at-Large	#45
	Joanne Kaulius (5:40 to adj.)	Member-at-Large	#15
REGRETS:	Kevin Connolly	Landscape Liaison	#32
AGENT:	Stephen Burchell-Davies, Fraser Campbell Property Management Ltd.		

Email Notification

To be notified by email when minutes, notices, etc. are posted on the Englesea website, please ensure that the council has your email address either by emailing strata@englesea.com or by dropping a note in the council mailbox with your name, unit number, and email address.

A limited number of printed copies of the minutes are available in the Clubhouse.

The meeting was called to order at 5:35 p.m.

CHAIRPERSON

A motion was made, seconded, and **carried** to appoint the agent, Stephen Burchell-Davies, to chair the meeting.

MINUTES

A motion was made, seconded, and **carried** to adopt the minutes of the September 20th, 2023 council meeting as circulated.

COMMITTEE REPORTS

1. **Landscape Report**

No formal report was submitted this month as the Landscape Liaison was absent. It was noted that the irrigation system has been winterized and a window damaged by the landscape crew is expected to take 6-8 weeks to repair.

2. **Maintenance Report**

- Clover Clean Building Maintenance has completed a partial gutter clean at the high maintenance areas.

- **Owners are reminded to check smoke detectors; October is fire prevention month.** Please refer to the information on Page 4 of these minutes.

Hose Bib Reminder

Exterior faucets must be shutoff and winterized and outdoor hoses should be disconnected. If you do not know the location of the shutoff for your strata lot, please contact the council.

3. Pest Control Report

The mice infestation within the complex is under control. Axiom Pest Control has been requested to schedule a follow-up inspection at one unit.

4. Clubhouse Report/Social Committee

There is nothing new to report. Outstanding invoices from Argosy Pools were approved for payment.

5. Window Committee Report

Council reviewed the following draft documents submitted by the committee:

- Resolution for the removal of muntin bars (requires a $\frac{3}{4}$ vote at a General Meeting).
- Owner window replacement process
- Englesea window specifications

A Townhall Meeting will be on January 10th, 2024 at 7:00 p.m., following which a Special General Meeting will be scheduled to consider the Resolution regarding muntin bars. The agent was requested to draft a Resolution for the council's review.

BUSINESS ARISING

1. Patio Door

Council reviewed a quote in the amount of \$1,354 including GST from M&M Glass Ltd. for the replacement of a failed sealed window unit in a sliding patio door. A second quote will be obtained from My Glass Guys.

2. Depreciation Report

WSP has been requested to proceed with preparing an update to the Depreciation Report dated August 5th, 2020. An Update Startup Letter and Questionnaire has been received. The agent and council will provide WSP with the required information.

3. Ice Melt

A council member has advised that there is an adequate supply of ice melt on site for the upcoming winter season.

4. Foundation

MGM Contracting Ltd. and SWR Drain Service have completed inspection of the foundation near the garage door of a unit to determine if there is a problem with building stability. A

report and quote for repairs is pending. SWR is seeking advice from an engineer prior to providing a proposal for remediation. The agent suggested that a larger contracting firm such as Centra Restoration may be better equipped to handle the project.

5. **Gutter Repairs**

Council reviewed a quote in the amount of \$5,485 plus GST from Precision Gutters for the sealing of 56 leaking gutter corners throughout the complex. A second quote was obtained in the amount of \$2,250 from The Gutter Guys. Following discussion, a motion was made, seconded and **carried** to have The Gutter Guys proceed.

It was noted that the gutters at two units are not included in the scope of work due to corrosion, possibly due to a previously applied moss removal product. The Gutter Guys will be requested to replace the corroded gutters.

A strata representative met on site with Precision Gutters and summarized the information in writing for the council's review.

CORRESPONDENCE

Owners are invited to write to the strata council via the management company or via email to strata@englesea.com; landscape issues to landscape@englesea.com. The agent will only be checking the mailbox in the clubhouse on the day of the council meeting.

1. **Paver Proposal**

Council reviewed correspondence written on behalf of an owner regarding the lowering of pavers at the owner's front entry courtyard. The owner has agreed to pay the cost of removing and resetting the pavers which are currently raised above the flashing line due to a previous alteration. The owner submitted a quote for the project which was approved by the council.

2. **Minutes Delivery**

Council reviewed correspondence from an owner expressing concern regarding the delay in the distribution of minutes of meetings following council meetings. Council noted the owner's comment and took it under advisement.

Reminder Alterations

Owners are advised that alterations require Council approval. Please refer to the bylaws as to items that need approval. Sufficient lead time is needed so that it can be discussed at the next council meeting.

FINANCIAL REPORT

1. **Financial Statement**

The September 2023 financial statement was reviewed in detail following which, it was moved, seconded, and **carried** to adopt the same.

The September 2023 financial statement is available for review on the Strata Corporation's website. www.englesea.com

2. **Bank Statement and Reconciliation**

The council treasurer acknowledged receipt of the September 2023 bank statement and reconciliation in accordance with legislative requirements.

NEW BUSINESS

1. **Roof Inspection**

Pheonix Roof Consultants completed an inspection of the roofs last year following which all repair and maintenance recommendations identified in the report were completed.

2. **Furnace and Hot Water Tank Replacement**

Due to changes in BC code for venting of gas furnaces and hot water tanks, any owner planning to replace a furnace or hot water tank must submit a written request providing details of the proposed venting for council approval prior to proceeding.

3. **Block Watch Startup**

Heather Madden-Jones has kindly volunteered to be the Block Watch Captain for Englesea Place. Heather will provide further information regarding Block Watch at the Townhall Meeting in January.

4. **CHOA Seminar**

A council member attended a recent seminar hosted by the Condominium Homeowners' Association regarding the installation of air conditioners, heat pumps and electric vehicle chargers in strata corporations. The council volunteer will present information regarding this matter at the Town Hall Meeting scheduled for January.

5. **Transient**

It was reported that there may be a homeless person residing in a treed area adjacent to common property.

October is Fire Prevention Month

- ***Check your smoke alarm upstairs (2 storey units) for a steady green light, indicating there is power to the alarm. Rancher units will also have one of these smoke alarms. This alarm should be 110V with battery backup. The green light (if it's there) tells you it is 110V and has power to it. Test it for alarm function (push 'test' button).***
- ***If you have additional battery-operated alarms in other areas of your unit, check for a tiny red strobe light approximately once per minute. Some alarm units will notify by an occasional beep when the battery is low. Test the alarm function.***
- ***The smoke alarms (110V or battery operated) are only guaranteed for 10 years, so check the manufacturer dates and replace as needed. If you are buying a battery operated one, try to find an alarm that has a 10 year battery, so you don't have to replace those 9V batteries every 6 months as suggested. Also, consider getting the combination smoke alarm and Carbon Monoxide detection for either 110V alarms or battery operated alarms, if replacing them.***

- ***If you have portable fire extinguishers in your unit, check the pressure is in the green area on the gauge. It should be kept in a familiar area near an exterior exit of your unit. Extinguishers also have a lifespan, so check the labels and manufacturers dates.***

ADJOURNMENT

There being no further business, a motion was made, seconded, and **carried** to adjourn the meeting at 7:29 p.m. The next council meeting for Strata Plan NW 1860 is scheduled for Wednesday, November 15th, 2023 at 5:30 pm.

Communication with Council

Please send correspondence, concerns, requests, suggestions etc. to the agent at Fraser Campbell Property Management by email to info@frasercampbell.com and cc the Englesea email address strata@englesea.com. For landscaping communications, please send to landscape@englesea.com and cc: strata@englesea.com.

Please include the Strata Plan Number **NW1860** and Unit Number in the subject line. Emails sent to info@frasercampbell.com will receive an autoreply stating that the email will be considered at the next council meeting. If your request is urgent, please include in the subject line "Urgent".

****The mail box in the club house is scheduled to be picked up only prior to the Council Meeting. Owners are encouraged to send correspondence by email or mail.***

Please call the agent, Stephen Burchell-Davies, during office hours Monday to Friday 9:00 am-4:30 p.m. for matters of an urgent nature at 604-585-3276.

Please do not phone, email, or confront individual council members as they are volunteers and require a majority vote of council to approve a request. If you would like to have a council member inspect something, please submit that request to the strata@englesea.com email address.

Owners may attend council meetings as observers but may not participate in discussions. Owners who wish to attend a council meeting to discuss a specific issue must request a hearing with the council in writing at least seven days in advance of the meeting.

REDBOOK REMINDER

The Redbook is a good resource for information pertaining to the strata corporation.
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Fraser Campbell Property Management Ltd.

#210 – 5500 152nd St., Surrey, B.C. V3S 5J9

Phone: 604-585-3276

Emergency (after hours): 604-825-8211

Email: info@frasercampbell.com

www.frasercampbell.com

EMERGENCIES

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It is recommended that owners keep copies of the most recent two years of council and general meeting minutes for future reference.

**MINUTES OF A STRATA COUNCIL MEETING
STRATA PLAN NW 1860 – ENGLESEA PLACE
HELD ON WEDNESDAY, SEPTEMBER, 20th 2023 at 5:30 P.M.
IN THE CLUBHOUSE
1725 SOUTHMERE CRESCENT, SURREY BC
www.englesea.com**

PRESENT:	Cheryl Reilly	President/Maintenance	#18
	Gloria Goundrey	Vice-President/Clubhouse	#21
	Mike Borch	Treasurer	#27
	Kevin Connolly	Landscaping	#32
	Heather Madden-Johns	Member-at-Large	#8
	Judy Higginbotham	Member-at-Large	#45
	Joanne Kaulius	Member-at-Large	#15

AGENT: Stephen Burchell-Davies, Fraser Campbell Property Management Ltd.

Email Notification

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A limited number of printed copies of the minutes are available in the Clubhouse.

The meeting was called to order at 5:30 p.m.

CHAIRPERSON

A motion was made, seconded, and **carried** to appoint the agent, Stephen Burchell-Davies, to chair the meeting.

MINUTES

A motion was made, seconded, and **carried** to adopt the minutes of the August 16th, 2023 council meeting as circulated.

COMMITTEE REPORTS

1. **Landscape Report**

1. The irrigation budget needs to be increased for next year's budget (\$1,500 suggested).
2. Lawn remediation requires a plan.
We are looking at multiple options, residents will be involved for their input.
3. Englesea entrance will likely require repositioning of plants next Spring due to growth.
4. The rotary garden bed will require redesigning.
The current design is 12 years plus, it is usually updated every 10 years.
5. Vines at #6 & #7 were inspected, further growth is required before pruning.
6. Unit #9 has had backyard turfed at owner's expense.

Another unit owner has requested to have the yard renovated at owner expense.

7. Large or leggy Rhodos will be pruned this Fall.
8. A Town Hall Meeting will be held re landscaping to advise residents of upcoming plans and to obtain the owner's ideas and suggestions.

2. **Maintenance Report**

- Wood landscape edging repairs have been completed.
- Garage door painting priorities have been completed.

3. **Pest Control Report**

Axiom Pest Management Inc. has placed bait stations at the exterior of every unit and the Clubhouse to mitigate mice infestation. The mice issues appears to be under control in two units that had a problem.

Reminder: Please do not feed birds or wildlife as this attracts rodents.

4. **Clubhouse Report/Social Committee**

The pool was now closed for winter.

5. **Window Committee Report**

A second survey and information package was distributed to all owners in August related to muntin bars and bulk pricing for opening window maintenance.

Muntin Bars Survey Results

Owners were asked if they wanted to maintain muntin bars regardless of the cost or if they would prefer clear windows. There was a total of 30 responses, with 7 owners in favour of keeping the muntin bars, 13 wanting to remove them and 10 owners commenting on the subject.

Opening Window Maintenance

A voluntary group project used My Glass Guys to perform window maintenance including replacement of draft seals, new or reinstalled locks, new rollers and/or new screens. Seventeen homes will be included in the scheduled maintenance for September 21 and 22.

BUSINESS ARISING

1. **Crawlspace-Drainage Repair**

SWR Drain Service Ltd. has completed repair to the perimeter drainage system at one unit to prevent crawlspace water ingress. The excavation work included removal of a section of the patio at the source unit and that of the adjacent strata lot. A motion was made, seconded and **carried** to approve payment of the invoice in the amount of \$7,280 plus GST.

2. **Crawlspace-Floor Repair**

A quote was reviewed in the amount of \$1,470 from MGM Contracting Ltd. for repair to a crack in the floor of a crawlspace that was identified during the recent crawl space inspection. This matter has been deferred for future consideration, following review of other priority repairs.

3. **Patio Door**

A quote is pending for replacement of a failed sealed window unit in a patio door.

CORRESPONDENCE

Owners are invited to write to the strata council via the management company or via email to strata@englesea.com; landscape issues to landscape@englesea.com. The agent will only be checking the mailbox in the clubhouse on the day of the council meeting.

1. **Paver Proposal**

Council reviewed further correspondence from an owner regarding a previous request to lower the courtyard pavers at his own expense. The agent was requested to respond in writing.

Exterior Door Maintenance Reminder

Owners are reminded that exterior doors are strata responsibility UNLESS owners have painted or stained them themselves, then the strata is no longer responsible for them.

Reminder Alterations

Owners are advised that alterations require Council approval. Please refer to the bylaws as to items that need approval. Sufficient lead time is needed so that it can be discussed at the next council meeting.

FINANCIAL REPORT

1. **Financial Statement**

The August 2023 financial statement was reviewed in detail following which, it was moved, seconded, and ***carried*** to adopt the same.

The August 2023 financial statement is available for review on the Strata Corporation's website. www.englesea.com

2. **Bank Statement and Reconciliation**

The August 2023 bank statement and reconciliation will be forwarded to the council treasurer upon receipt.

NEW BUSINESS

1. **Depreciation Report Update**

WSP will be requested to proceed with preparing an update to the Depreciation Report dated August 5th, 2020.

2. **Snow Removal/De-Icing**

Council reviewed two proposals for snow removal and de-icing services for the upcoming winter season. A motion was made, seconded and **carried** to award the contract to Vista Landscape Services Ltd.

3. **Ice Melt**

An inventory of the ice melt on site will be taken to ensure an adequate supply for the upcoming winter season.

4. **Foundation Concern**

MGM Contracting Ltd. has completed an inspection of the foundation near the garage door of a unit to determine if there is a problem with building stability. A report and quote for repairs is pending.

5. **CHOA Seminars**

Council members are encouraged to attend upcoming educational seminars hosted by the Condominium Homeowners Association on October 11, 2023 including a session on the installation of heat pumps, air conditioners and EV chargers. Legislative changes will also be discussed including age restriction, rentals and short-term accommodation.

ADJOURNMENT

There being no further business, a motion was made, seconded, and **carried** to adjourn the meeting at 7:25 p.m. The next council meeting for Strata Plan NW 1860 is scheduled for Monday, October 23rd, 2023 at 5:30 pm.

Communication with Council

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meeting minutes for future reference.*

**MINUTES OF A STRATA COUNCIL MEETING
STRATA PLAN NW 1860 – ENGLESEA PLACE
HELD ON WEDNESDAY, AUGUST 16th, 2023 at 5:30 P.M.
IN THE CLUBHOUSE
1725 SOUTHMERE CRESCENT, SURREY BC
www.englesea.com**

PRESENT:	Cheryl Reilly	President/Maintenance	#18
	Gloria Goundrey	Vice-President/Clubhouse	#21
	Kevin Connolly	Landscaping	#32
	Heather Madden-Johns		#8
	Judy Higginbotham	Member-at-Large	#45
	Joanne Kaulius	Member-at-Large	#15
ABSENT:	Mike Borch	Treasurer	#27
AGENT:	Stephen Burchell-Davies, Fraser Campbell Property Management Ltd.		

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A limited number of printed copies of the minutes are available in the Clubhouse.

The meeting was called to order at 5:30 p.m.

CHAIRPERSON

A motion was made, seconded, and **carried** to appoint the agent, Stephen Burchell-Davies, to chair the meeting.

MINUTES

A motion was made, seconded, and **carried** to adopt the minutes of the July 19, 2023 council meeting as circulated.

COMMITTEE REPORTS

1. **Landscape Report**

Please see attached.

2. **Maintenance Report**

- MGM Contracting has been requested to inspect and provide a proposal for repairing a crack in the floor of a crawlspace.
- The agent was requested to contact the handyman to obtain an updated list of gutter repair requirements in order to obtain quotes for the same.
- Additional funds will be allocated for replacement of wood landscape edging.

3. **Pest Control Report**

Axiom Pest Management Inc. has been requested to provide a quote for the supply, placement, and maintenance of rodent bait stations at the exterior of every unit and the Clubhouse to mitigate mice infestation.

Access to a vacant strata lot was provided to Axiom Pest Management Inc. for the purpose of eradicating rodent droppings and professional cleaning which has now been completed. The cost of the services will be charged back to the owner of the strata lot. Axiom will be requested to undertake a follow up visit to ensure eradication is complete.

The recent attic inspection report (copy available on the strata website) has identified several units in which rodent droppings are present and recommended cleaning. Please note that this is owner responsibility. Axiom Pest will charge approximately \$1,500 per unit to provide this service. Owners may contact Axiom directly for an estimate and to schedule.

Reminder: Please do not feed birds or wildlife as this attracts rodents.

4. **Clubhouse Report/Social Committee**

Residents are reminded that there is No Smoking permitted anywhere within the complex including on the pool deck. Please remind your visitors, contractors etc. of the same. It was reported that there were recently two cigarette butts found in the herb garden.

5. **Window Committee Report**

The recently completed group of window and patio door repairs proved to be successful.

The window committee will be distributing a second survey and information package to owners in the near future.

BUSINESS ARISING

1. **Crawlspace-Drainage Repair**

SWR Drain Service Ltd. has scheduled repair to the perimeter drainage system at one unit to prevent crawlspace water ingress to be undertaken August 21 and 22 pursuant to a submitted quote in the amount of \$7,280 plus GST. The excavation work will include removal of a section of the patio at the source unit and that of the adjacent strata lot.

2. **Pest Control**

A motion was made, seconded and **carried** to chargeback an invoice from Axiom Pest Management Inc. in the amount of \$4,500 plus GST and the amount of \$57 for miscellaneous supplies to the owner of a vacant strata lot for recent rodent eradication and cleaning.

3. **Legal Correspondence**

Council reviewed further correspondence from an owner's legal counsel requesting documents related to drainage repairs at his client's strata lot and the adjoining strata lot.

The owner of the strata lot has requested approval to lower the height of the courtyard pavers at his own expense if the Strata Corporation will provide a catch basin. The council agreed that the owner may lower the pavers subject to providing specifications from a licensed contractor and in accordance with the City of Surrey building guidelines. The Strata Corporation will not provide a catch basin.

4. **Stage 2 Watering Restrictions**

Metro Vancouver Stage 2 Watering Restrictions are in effect as of August 4th, 2023.

- **Lawn watering is PROHIBITED.**
- **Watering trees, shrubs and flowers** is permitted and day from 5:00 a.m. to 9:00 a.m. if using a sprinkler, or any time if hand watering or using drip irrigation. All hoses must have an automatic shut-off device.
- **Edible plants** are exempt from regulations.

Columbia Irrigation has adjusted the irrigation system accordingly.

CORRESPONDENCE

Owners are invited to write to the strata council via the management company or via email to strata@englesea.com; landscape issues to landscape@englesea.com. The agent will only be checking the mailbox in the clubhouse on the day of the council meeting.

1. **Attic Inspection**

Council correspondence from an owner regarding the recent attic inspection including a request to remediate a structural crack in the garage attic ceiling. A council member will review and discuss the matter with the owner.

2. **Patio Door**

Council reviewed correspondence from an owner reporting a failed sealed unit in the patio door. The door has been added to the list of window repair requirements. It was noted that Window Craft does not do patio door glass repairs/replacement. Quotes will be obtained from alternate contractors.

3. **Air Conditioner**

Council reviewed a physician's report supporting an owner's request to install central air conditioning (mini split) for medical reasons. Following discussion, a motion was made, seconded and **carried** to approve the owner's request subject to the requisite Indemnity Form being signed, the City of Surrey permit obtained, and a shield installed with the design to be pre-approved by the council.

Reminder Alterations

Owners are advised that alterations require Council approval. Please refer to the bylaws as to items that need approval. Sufficient lead time is needed so that it can be discussed at the next council meeting.

FINANCIAL REPORT

1. Financial Statement

The July 2023 financial statement was reviewed in detail following which, it was moved, seconded, and ***carried*** to adopt the same.

The July 2023 financial statement is available for review on the Strata Corporation's website. **www.englesea.com**

2. Bank Statement and Reconciliation

The council treasurer acknowledged receipt of the July 2023 bank statement and reconciliation via email prior to the meeting in accordance with legislative requirements.

NEW BUSINESS

1. Curbside Junk Removal

The next bi-annual curbside junk removal will be scheduled to take place in June 2024.

ADJOURNMENT

There being no further business, a motion was made, seconded, and ***carried*** to adjourn the meeting at 7:23 p.m. The next council meeting for Strata Plan NW 1860 is scheduled for September 20th, 2023 at 5:30 pm.

REDBOOK REMINDER

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Communication with Council

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It is recommended that owners keep copies of the most recent two years of council and general meeting minutes for future reference.

LANDSCAPE REPORT AUGUST 16,2023

1. Invasive toxic plants – Strata has been removing invasive plants for the last 3 years+
 - Many mainstream plants are considered toxic ie, yews, boxwood and skimmia
 - Landscape team and Vista remove invasive plants when they are found.
2. Vista arborist inspected the large fir trees behind units 19 & 20. Arborist will monitor tree as it appears to be weakening. At present the tree would not be given a permit to remove. Removal is likely spring of 2024.
3. The natural retaining wall behind number 44 has been reinforced with cement blocks for weight and strength and will be covered over with mulch to retain a natural look.
4. The irrigation system is being evaluated on how best to operate it. Over the years numerous changes were added, some good, some bad. We will be looking to streamline the network and simplify the operational aspects.
5. The current weather conditions are taking a toll on our plants in Englesea. Residents are requested to water the plants around their unit following the Surrey water restrictions.

**MINUTES OF A STRATA COUNCIL MEETING
STRATA PLAN NW 1860 – ENGLESEA PLACE
HELD ON WEDNESDAY, JULY 19th, 2023 at 5:30 P.M.
IN THE CLUBHOUSE
1725 SOUTHMERE CRESCENT, SURREY BC
www.englesea.com**

PRESENT:	Cheryl Reilly	President/Maintenance	#18
	Gloria Goundrey	Vice-President/Clubhouse	#21
	Mike Borch	Treasurer	#27
	Kevin Connolly	Landscaping	#32
	Heather Madden-Johns		#8
REGRETS:	Judy Higginbotham	Member-at-Large	#45
	Joanne Kaulius	Member-at-Large	#15
GUEST:	Bernd Firnung Unit #46 (observer 5:33 p.m.-6:50 p.m.)		
AGENT:	Stephen Burchell-Davies, Fraser Campbell Property Management Ltd.		

Email Notification

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The meeting was called to order at 5:32 p.m.

CHAIRPERSON

A motion was made, seconded, and **carried** to appoint the agent, Stephen Burchell-Davies, to chair the meeting.

MINUTES

A motion was made, seconded, and **carried** to adopt the minutes of the May 17th, 2023 council meeting as circulated.

ELECTION OF OFFICERS

Council members were elected to the positions of office as noted above for the current fiscal year.

COMMITTEE REPORTS

1. **Landscape Report**

Front Entrance Upgrades

Vista has supplied and planted boxwoods, hostas, ornamental grasses and ferns on the east side of the front entrance to duplicate the west side.

Boxwood and ferns were added to the west side to fill in areas and provide a more balanced appearance to the entrance.

Sprinkler System

Thank you to John Rostron and Jean Kaltenbach for the work they did to organize the irrigation system and identify repair requirements.

Landscape Team

Thanks to Audrey Mainwaring and Merle Volway for their efforts working on the landscape team. They have put a lot of time into making Englesea a better place.

Tree Inspection

A City of Surrey Arborist has inspected the two replacement trees planted on the south side of #15 and advised that the two trees are not acceptable as they are dead. The arborist has requested that two new trees be planted, and an inspection booked.

2. Maintenance Report

- Replacement of wood edging around garden beds is substantially complete.
- Units #20 and #50 have been added to the list of window repair requirements.
- MGM Contracting will be requested to inspect and provide a proposal for repairing a crack in the floor of a crawlspace.
- Council will undertake a second walkabout to identify current gutter repair requirements.

3. Pest Control Report

Axiom Pest Management Inc. will be requested to provide a quote for the supply, placement, and maintenance of rodent bait stations at the exterior of every unit and the Clubhouse to mitigate mice infestation. Two traps between Unit 43&44 require removal.

The recent attic inspection report (copy available on the strata website) has identified several units in which rodent droppings are present and recommended cleaning. Please note that this is owner responsibility. Axiom Pest will charge approximately \$1,500 per unit to provide this service. Owners may contact Axiom directly for an estimate and to schedule.

It was noted that wasp treatment is not included in the pest management contract (available at an additional cost). A council member had volunteered to inspect/spray a wasp nest that has been reported by an owner.

Reminder: Please do not feed birds or wildlife as this attracts rodents.

4. Clubhouse Report/Social Committee

Argosy Pools has replaced the pool chlorinator (\$1284) and installed a new pool cover (\$3354). ***Please refer to the attached report for further details.***

5. Window Committee Report

The window committee will be distributing a second survey and information package to owners in the near future.

BUSINESS ARISING

1. Backyard Drainage Improvements

Drainage improvements at the side patio and backyard of #1729, including the supply and installation of a French drain system have been completed by Tim Baker Construction.

2. Crawlspace

This matter was deferred for In Camera discussion at the end of the meeting.

3. Drainage Repair

Tim Baker Construction has completed a drainage repair at Unit #32 by connecting two existing down pipes directly to an adjacent sump. The project included the installation of a PVC clean for the drain tile at surface level. A motion was made, seconded and **carried** to approve payment of the invoice in the amount of \$2,450 plus GST.

4. Front Courtyard Repair

This matter was deferred for In Camera discussion at the end of the meeting.

5. Pest Control Inspection

This matter was deferred for In Camera discussion at the end of the meeting.

CORRESPONDENCE

Owners are invited to write to the strata council via the management company or via email to strata@englesea.com; landscape issues to landscape@englesea.com. The agent will only be checking the mailbox in the clubhouse on the day of the council meeting.

1. Various Requests

Council reviewed two items of correspondence from an owner requesting approval to install an irrigation system and an EV charger and advising of repair requirements to the wood border surrounding the driveway.

2. Cracked Windows

Council reviewed correspondence from an owner reporting two cracked windows. The unit has been added to the list of window repair requirements.

Reminder Alterations

Owners are advised that alterations require Council approval. Please refer to the bylaws as to items that need approval. Sufficient lead time is needed so that it can be discussed at the next council meeting.

FINANCIAL REPORT

1. Financial Statements

The May and June 2023 financial statements were reviewed in detail following which, it was moved, seconded, and **carried** to adopt the same.

The May and June 2023 financial statements are available for review on the Strata Corporation's website. www.englesea.com

2. **Bank Statement and Reconciliation**

The council treasurer acknowledged receipt of the May and June 2023 bank statements and reconciliations in accordance with legislative requirements.

NEW BUSINESS

1. **Bylaw Registration**

Amendments to the Strata Corporation Bylaws that were approved by a $\frac{3}{4}$ vote of the Owners at the Annual General Meeting held June 14th, 2023 have been registered in the Land Title Office (Reg.# CB727508) and are in effect as of July 4th, 2023.

Bernd Firnung left the meeting at this time.

IN CAMERA

1. **Crawlspace**

Tim Baker Construction and SWR Drain Service Ltd. have both completed investigation of recurring moisture ingress in a crawlspace. It was reported that a previous interior repair to a crack in the foundation wall had been professionally done with epoxy grout and is well sealed. Further repairs will need to be undertaken to the exterior.

A motion was made, seconded and ***carried*** to have SWR Drain Service Ltd. proceed with repair to the perimeter drainage system pursuant to a submitted quote in the amount of \$7,280 plus GST. It was noted that the scope of work does not include repair to the adjacent concrete patio, a portion of which will require removal. The affected owners will be notified once the repair has been scheduled.

2. **Front Courtyard Repair**

Council has declined an owner's request to undertake drainage improvements at the front courtyard.

Council reviewed correspondence from an owner's legal counsel requesting follow up to a previous letter. A letter of response was sent to the lawyer on June 7th. A second follow up letter will be sent to the lawyer and to the owner.

3. **Pest Control Inspection**

Council reviewed a pest control inspection report from Axiom Pest Management Inc. for the interior of a vacant strata lot. The report concludes that the entire unit needs to be professionally cleaned to eradicate rodent droppings. Legal advice has been sought on gaining access to the unit for this purpose with the cost to be charged back to the owner. A family member has been contacted and requested to contact Axiom directly to schedule the cleanup. To date, this has not been done. Council agreed that legal action will be taken as the situation is impacting a neighbouring strata lot owner.

Correspondence was reviewed relating to a request for access to the vacant strata lot for the purpose of eradicating rodent droppings and professionally cleaning.

ADJOURNMENT

There being no further business, a motion was made, seconded, and **carried** to adjourn the meeting at 7:30 p.m. The next council meeting for Strata Plan NW 1860 is scheduled for August 16th, 2023 at 5:30 pm.

REDBOOK REMINDER

The Redbook is a good resource for information pertaining to the strata corporation.
The Redbook can be accessed on the Englesea website.

Communication with Council

Please send correspondence, concerns, requests, suggestions etc. to the agent at Fraser Campbell Property Management by email to info@frasercampbell.com and cc the Englesea email address strata@englesea.com. For landscaping communications, please send to landscape@englesea.com and cc: strata@englesea.com.

Please include the Strata Plan Number **NW1860** and Unit Number in the subject line. Emails sent to info@frasercampbell.com will receive an autoreply stating that the email will be considered at the next council meeting. If your request is urgent, please include in the subject line "Urgent".

****The mail box in the club house is scheduled to be picked up only prior to the Council Meeting. Owners are encouraged to send correspondence by email or mail.***

Please call the agent, Stephen Burchell-Davies, during office hours Monday to Friday 9:00 am-4:30 p.m. for matters of an urgent nature at 604-585-3276.

Please do not phone, email, or confront individual council members as they are volunteers and require a majority vote of council to approve a request. If you would like to have a council member inspect something, please submit that request to the strata@englesea.com email address.

Owners may attend council meetings as observers but may not participate in discussions. Owners who wish to attend a council meeting to discuss a specific issue must request a hearing with the council in writing at least seven days in advance of the meeting.

Fraser Campbell Property Management Ltd.
#210 – 5500 152nd St., Surrey, B.C. V3S 5J9
Phone: 604-585-3276
Emergency (after hours): 604-825-8211
Email: info@frasercampbell.com
www.frasercampbell.com

EMERGENCIES

**In case of strata related emergencies after office hours
call Fraser Campbell Property Management Ltd. at 604-825-8211.**

*Please note that emergencies include fire, flood
and parkade gate or entry door problems*

If there is a fire or crime in progress call 911 first.

*It is recommended that owners keep copies of the most recent two years of council and general
meeting minutes for future reference.*

**MINUTES OF AN ANNUAL GENERAL MEETING
STRATA PLAN NW 1860 - ENGLESEA PLACE
HELD ON WEDNESDAY, JUNE 14th, 2023
AT 7:00 P.M. IN THE CLUBHOUSE
1725 SOUTHMERE CRESCENT, SURREY, B.C.**

PRESENT: 50 Owners in person or proxy as per the registration sheet
(37 in person, 13 by proxy)

AGENT: Stephen Burchell-Davies, Fraser Campbell Property Management Ltd.

CALL TO ORDER

The meeting was called to order at 7:06 p.m. by the Strata Council President, Cheryl Reilly.

ELECTION OF CHAIRPERSON

A motion was made, seconded and **carried** to elect the agent, Stephen Burchell-Davies to chair the meeting.

PROOF OF NOTICE

It was moved, seconded and **carried** to adopt the notice dated May 25th, 2023 as proper Notice of Meeting.

APPROVAL OF THE AGENDA

It was moved, seconded and **carried** to adopt the agenda of the Annual General Meeting as circulated.

MINUTES

It was moved, seconded and **carried** to adopt the minutes of the June 16th, 2022 Annual General Meeting as circulated.

PRESIDENT'S REPORT

Council President, Cheryl Reilly, presented a report summarizing the events of the past year. A copy of the report is attached to these minutes.

INSURANCE

The Strata Corporation Insurance has been renewed with CMW Insurance Services Ltd. for the period of December 31, 2022 through December 31, 2023.

Premium: \$82,080

Appraised Value: \$25,257,000

Property	\$10,000.00	Deductible
Water Damage	\$25,000.00	Deductible
Sewer Backup	\$25,000.00	Deductible
Flood	\$25,000.00	Deductible
Glass	\$250.00	Deductible
Earthquake	10% Deductible (minimum	\$100,000)

Owners are reminded to retain personal insurance coverage for contents, liability and betterments and unit additional protection. Please note that the deductible amounts as listed above for property and water damage may be assessed to an owner if damage originated from a source for which the owner is responsible to repair and maintain (i.e., in suite plumbing and appliances). Repair cost for damage to strata lots that is below the strata insurance deductible is owner responsibility and must be reported the owner's personal insurance provider for consideration.

RESOLUTION #1 (Majority Vote)
Budget Approval (May 31st Yearend)

The following Resolution was presented to the owners:

WHEREAS:

- A. In accordance with Section 103(1) and (2) of the Strata Property Act, the strata corporation must prepare a budget for the coming fiscal year for approval by a resolution to be passed by a majority vote at each annual general meeting.
- B. The proposed budget must be distributed with the notice of the annual general meeting under Section 45 and must be accompanied by a financial statement.

BE IT RESOLVED THAT:

1. The Owners of Strata Plan NW 1860 Englesea Place, hereby authorize operating expenses in the amount of \$331,704 that includes an allocation in the amount of \$26,590 to the Contingency Reserve Fund for the fiscal year ending May 31st, 2024.

The budget was reviewed in detail, following which, a motion was made and seconded to consider the proposed budget; the floor was then opened for discussion. Discussion ensued with regards to deferral of the Depreciation Report. The agent highlighted the pros and cons of deferring the report. Following discussion, it was agreed that the funds for obtaining an update to the Depreciation Report will remain in the budget. The vote was taken and the motion was **carried** to adopt the 2023/2024 budget in the amount of \$392,440 (49 in favour, 1 opposed).

There is no increase in strata fees for the fiscal year commencing June 1, 2023.

SPECIAL RESOLUTION #2 (75% Vote)
CRF Expenditure-Window Maintenance Enhancement Program

The following Resolution was presented to the owners:

WHEREAS

1. A Maintenance Enhancement Program has been recommended following extensive research including a survey of the owners.

2. A budget has been established in the amount of \$100,000 to implement the program.

BE IT RESOLVED:

- A. In accordance with sections 108 and 109 of the Strata Property Act of British Columbia; that the Owners, Strata Plan NW 1860 expend a sum of money not exceeding \$100,000.00 for the purpose of funding a Window Maintenance Enhancement Program to include a professional inspection of each strata lot to identify and repair such items as weather stripping around opening windows and patio doors and repair/replacement of broken frames, broken seals, handles, drop locks, rollers/wheels and screen clips, such expenditure to be charged upon the owners as a special assessment in proportion to the unit entitlement of their respective strata lots.
- B. The special assessment shall be assessed on June 14th, 2023 and become due and payable in full immediately on passing of the resolution and any owner who sells, conveys or transfers his/her title, including a remortgage, shall pay the full amount outstanding. As a matter of financial convenience, the owners may pay their special assessment on or before July 1, 2023 subject to the strata corporation obtaining appropriate quotations for the scope of work. 186Any payment not made on the due date shall be assessed a fine of \$25. The Strata Corporation may further add interest charges.
- C. The special assessment shall be considered as part of the common expenses of the strata corporation and Part 6, Division 6 of the Strata Property Act of British Columbia (money owing to a strata corporation) shall be applicable where an owner fails to make the required payment as authorized by the passing of this special resolution.
- D. In the event that the actual cost of the proposed project is less than the resolution amount, provisions set out in Sections 108 (5) and (108) (6) of the Strata Property Act of British Columbia shall apply.

A motion was made and seconded to consider Special Resolution #2; the floor was then opened for discussion. Following discussion, the vote was taken by secret ballot and the motion was **defeated** to adopt Special Resolution #2 (25 in favour, 25 opposed). The chair requested approval from the Owners present at the meeting to destroy the ballots. A motion was made, motioned, seconded and **carried** to destroy the ballots.

SPECIAL RESOLUTION #3 (75% Vote)

Bylaw Amendment—Prohibit Short Term Rentals

The following Resolution was presented to the owners:

WHEREAS:

- A. The owners wish to pass a bylaw which restricts the use of strata lots for short term accommodation and provide for the maximum fine allowed;
- B. S.119(2) of the Strata Property Act permits the strata corporation to pass bylaws pertaining to the use of strata lots;
- C. S.128 of the Strata Property Act allows a strata corporation to amend its bylaws by way of a $\frac{3}{4}$ vote;

THEREFORE BE IT RESOLVED BY WAY OF A $\frac{3}{4}$ VOTE OF THE OWNERS THAT:

1. Bylaw 38 (2) is repealed in its entirety and replaced with the following:

Short Term Accommodation

An owner, tenant or occupant must not:

- (a) use or allow their strata lot (or any part of it) to be used for the purposes of providing temporary accommodation for the general public including, but not limited to:
 - (i) as vacation or travel accommodation;
 - (ii) any sort of paid temporary accommodation;
 - (iii) for a home exchange or other similar arrangement; or
 - (iv) as a rooming house;
 - (b) allow, permit, agree or otherwise grant, in exchange for money, a license to a person who ordinarily resides outside the strata corporation to occupy their strata lot while that owner, tenant or occupant is absent from the strata lot.
2. Repeal Bylaw 25(1) and replace it with the following:
 - (1) The Strata corporation may fine an owner or a tenant a maximum of:
 - (a) Except as otherwise set out below, a fine of up to \$200 for each contravention of a bylaw;
 - (b) \$1,000 per day for a contravention of Bylaw 38(2)(a);
 - (c) \$50 for each contravention of a rule.
3. Repeal Bylaw 25(2) and replace with the following:

Except in relation to Bylaw 38(2)(a) (for which a fine may be imposed for each day), if an activity or lack of activity that constitutes a contravention of a bylaw or rule continues, without interruption, for longer than 7 days, a fine may be imposed every 7 days.

A motion was made and seconded to consider Special Resolution #3; the floor was then opened for discussion. Following discussion, the vote was taken by secret ballot and the motion was **carried** to adopt Special Resolution #3 (47 in favour, 3 opposed). A motion was made, motioned, seconded and **carried** to destroy the ballots.

SPECIAL RESOLUTION #4 (75% Vote)
Bylaw Amendment—Rental Restrictions

The following Resolution was presented to the owners:

WHEREAS:

- A. The bylaws of the strata corporation currently restrict the rental of strata lots;
- B. S.141 of the Strata Property Act (SPA) prohibits the strata corporation from restricting the rental of strata lots;
- C. S.121 the SPA makes any bylaw which contravenes s.141 unenforceable;
- D. The owners wish to repeal the existing rental bylaw;

- E. S.128 of the SPA allows a strata corporation to amend its bylaws by way of a $\frac{3}{4}$ vote;

THEREFORE BE IT RESOLVED BY WAY OF A $\frac{3}{4}$ VOTE OF THE OWNERS, STRATA PLAN NW 1860 THAT:

1. The Bylaw 38 (1) be repealed in its entirety and replaced with the following:

Rentals

- (1) Should an owner rent all or part of a strata lot, that owner must submit a signed Notice of Tenant's Responsibility (Form K) to the strata corporation within 2 weeks of renting it.
- (2) An owner who fails to submit a signed Notice of Tenant's Responsibility (Form K) within the time limit above shall be subject to a fine in the amount of \$200.00 for every week or part thereof that the strata lot is rented and the strata corporation is not in receipt of the same.

2. The following be enacted as Bylaw 4(4):

Inform Strata Corporation

- (4) Within 2 weeks of a tenant residing in a strata lot, the owner of that strata lot must provide the strata corporation with the tenant's name, strata lot number and a means (telephone number or email address) for contacting them.

A motion was made and seconded to consider Special Resolution #4; the floor was then opened for discussion. Following discussion, the vote was taken by secret ballot and the motion was **carried** to adopt Special Resolution #4 (49 in favour, 0 opposed). A motion was made, motioned, seconded and **carried** to destroy the ballots.

SPECIAL RESOLUTION #5 (75% Vote)

Bylaw Amendment—Occupancy Limit (4 persons)

The following Resolution was presented to the owners:

WHEREAS:

- A. The owners wish to amend the strata corporation's bylaws pertaining to the number of persons who may occupy a strata lot and restrict the same to single family use;
- B. S.119(2) of the Strata Property Act permits the strata corporation to pass bylaws pertaining to the use of a strata lot;
- C. S.128 of the Strata Property Act allows a strata corporation to amend its bylaws by way of a $\frac{3}{4}$ vote;

THEREFORE, BE IT RESOLVED BY WAY OF A $\frac{3}{4}$ VOTE OF THE OWNERS STRATA PLAN NW 1860 THAT:

1. The following bylaw be enacted as Bylaw 48:

Occupancy Limit

Each strata lot shall be subject to a limit of 4 persons who may reside in the strata lot at any given time.

A motion was made and seconded to consider Special Resolution #5; the floor was then opened for discussion. Following discussion, the vote was taken by secret ballot and the motion was **carried** to adopt Special Resolution #5 (*41 in favour, 8 opposed and 1 abstention*). The owners agreed that the ballots be destroyed.

SPECIAL RESOLUTION #6 (75% Vote)

Bylaw Amendment—Age Restriction all occupants 55 plus

The following Resolution was presented to the owners:

WHEREAS:

- A. S.123.1 of the Strata Property Act ("SPA") permits a strata corporation to restrict the age of persons who reside in a strata lot to an age which is 55 years or greater;
- B. The owners wish to pass a bylaw which restricts the age of persons who may reside in a strata lot;
- C. S.128 of the SPA allows a strata corporation to amend its bylaws by way of a $\frac{3}{4}$ vote;

THEREFORE, BE IT RESOLVED BY WAY OF A $\frac{3}{4}$ VOTE OF THE OWNERS STRATA PLAN NW 1860 THAT:

1. The following bylaw be enacted as Bylaw 46:

Age Restriction

- (1) Subject to the exemptions set out in the Strata Property Act¹, no person under the age of 55 years shall reside in a strata lot.
- (2) For the purposes of this bylaw, any person occupying a strata lot for more than 30 days (cumulatively or consecutively) in a calendar year shall be deemed to reside in the strata lot.

¹ The following persons are exempt from the age restriction bylaw:

(a) a person who meets all of the following criteria:

(i) immediately before the bylaw was passed,

(A) the person resided in the strata lot, and

(B) by residing in the strata lot, the person was not contravening any bylaw restricting the age of persons who may reside in the strata lot;

(ii) the person continues to reside in the strata lot after the bylaw is passed;

(b) a caregiver who resides in the strata lot for the purpose of providing care to another person who

- (i) resides in the strata lot, and
- (ii) is dependent on caregivers for continuing assistance or direction because of disability, illness or frailty;
- (c) a person in a prescribed class of persons.

A motion was made and seconded to consider Special Resolution #6; the floor was then opened for discussion. A motion was made, seconded and **carried** to add the word plus to 55 so that the resolution would read 55 plus instead of 55. Following discussion, the vote was taken by secret ballot and the motion was **defeated** to adopt the amended Special Resolution #6 (28 in favour, 20 opposed, 2 abstentions. Total votes cast was 48 as abstentions do not count. 75% Threshold to pass is 36 votes). A motion was made, motioned, seconded and **carried** to destroy the ballots.

As Special Resolution #6 was defeated consideration was given to Special Resolution #7 as follows:

SPECIAL RESOLUTION #7 (75% Vote)

Bylaw Amendment—Age Restriction one occupant 55 plus

WHEREAS:

- A. S.123.1 of the Strata Property Act ("SPA") permits a strata corporation to restrict the age of persons who reside in a strata lot to an age which is 55 years or greater;
- B. The owners wish to pass a bylaw which restricts the age of persons who may reside in a strata lot;
- C. Section 128 of the SPA allows a strata corporation to amend its bylaws by way of a $\frac{3}{4}$ vote;

THEREFORE BE IT RESOLVED BY WAY OF A $\frac{3}{4}$ VOTE OF THE OWNERS STRATA PLAN NW 1860 THAT:

- 2. The following bylaw be enacted as Bylaw 46:

Age Restriction

- (3) Subject to the exemptions set out in the Strata Property Act, at least one person must be the age of 55 years to reside in a strata lot.
- (4) For the purposes of this bylaw, any person occupying a strata lot for more than 30 days (cumulatively or consecutively) in a calendar year shall be deemed to reside in the strata lot.

A motion was made and seconded to consider Special Resolution #7; the floor was then opened for discussion. Following discussion, the vote was taken by secret ballot and the motion was **defeated** to adopt Special Resolution #7 (31 in favour, 14 opposed, 3 abstentions. Total votes cast was 45 as abstentions do not count. 75% Threshold to pass is 34 votes). A motion was made, motioned, seconded and **carried** to destroy the ballots.

ELECTION OF COUNCIL

A warm round of applause was extended to the council members for their volunteer time and efforts over the past year.

Mike Borch #27, Kevin Connolly #32, Heather Madden-Johns #8 and Joanne Kaulius #15 will remain on council to complete their two-year term. **Gloria Goundrey #21, Cheryl Reilly #18 and Judy Higginbotham #45** have volunteered to stand for reelection. There were no further volunteers or nominations. Gloria Goundrey #21, Cheryl Reilly #18 and Judy Higginbotham #45 were elected to council by majority vote.

Council for the 2023/2024 Fiscal Year:

Gloria Goundrey	#21
Joanne Kaulius	#15
Cheryl Reilly	#18
Judy Higginbotham	#45
Mike Borch	#27
Kevin Connolly	#32
Heather Madden-Johns	#8

ADJOURNMENT OF MEETING

There being no further business, a motion was made, seconded, and **carried** to adjourn the meeting at 9:28 p.m. The next council meeting for Strata Plan NW 1860 is scheduled for July 19th, 2023 at 5:30 p.m. in the Clubhouse.

Mission Statement of Englesea Place

As Owners at Englesea Place it is our desire and in our best interests to strive to live together in peace and harmony, to agree to work together to maintain the integrity of our homes and to remember that even though we may not always agree with one another, we will, as responsible adults, treat each other with kindness, consideration and the respect that each of us is deserving of.

Fraser Campbell Property Management Ltd.
#210 – 5500 152nd St., Surrey, B.C. V3S 5J9
Phone: 604-585-3276
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EMERGENCIES

**In case of strata related emergencies after office hours
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*Please note that emergencies include fire, flood
and parkade gate or entry door problems*

If there is a fire or crime in progress call 911 first.

It is recommended that owners keep copies of the most recent two years of council and general meeting minutes for future reference.

2023/2024 BUDGET - STRATA PLAN NW 1860				15-Jun-23
				MAY 31 YEAR END
CATEGORY		2022/2023	2022/2023	2023/2024
CODE	NAME	FINAL BUDGET	ACTUAL	FINAL BUDGET
REVENUE				
4000	STRATA FEES	319,904	319,904	319,904
4200	FINES	0	0	0
4300	INTEREST INCOME	300	1,918	1,800
4850	CABLEVISION RECOVERIES	36,000	23,170	0
4860	INTERNET RECOVERIES	31,200	20,467	0
4950	SURPLUS FORWARD	5,000	5,000	10,000
TOTAL REVENUE		392,404	370,459	331,704
EXPENDITURES				
ADMINISTRATION:				
5000	MANAGEMENT FEE	16,380	16,380	16,380
5100	INSURANCE/APPRaisal	97,721	84,371	86,184
5295	DEPRECIATION REPORT	6,000	0	6,000
5300	LEGAL	1,000	318	1,000
5400	MISCELLANEOUS	4,050	4,055	4,050
		125,151	105,124	113,614
UTILITIES:				
6000	GAS	2,575	2,976	2,750
6100	ELECTRICITY	3,090	1,858	3,090
6300	GARBAGE REMOVAL	17,330	17,465	18,420
6500	TELEPHONE	600	550	600
6550	INTERNET	32,664	22,412	0
6600	CABLEVISION	36,300	25,214	0
		92,559	70,475	24,860
PROPERTY AND BUILDINGS:				
6800	PEST CONTROL	7,600	12,725	10,000
6900	GARDEN MAINTENANCE	59,740	57,645	59,740
6920	LAWN IMPROVEMENTS	3,193	5,030	4,000
6940	LANDSCAPE UPGRADE	6,100	4,858	7,000
6950	LARGE TREE CONTROL	2,000	12,022	4,000
6960	IRRIGATION	1,000	692	1,000
7200	REPAIRS & MAINTENANCE	19,000	17,018	18,000
7220	WINDOW REPAIRS	4,800	3,761	4,800
7230	SNOW REMOVAL	4,600	10,739	9,000
7235	INSURANCE DEDUCTIBLE	10,000	0	10,000
7240	DOOR MAINTENANCE	12,000	10,177	12,000
7250	GUTTERS/ROOF CLEANING/ANNUAL INP.	22,000	14,944	16,000
7260	DRIVEWAY/SIDEWALK PAVERS	2,000	0	2,000
8000	CLUBHOUSE	3,100	2,969	3,100
8100	POOL	6,000	5,474	6,000
		163,133	158,054	166,640
SUB-TOTAL		380,843	333,653	305,114
9000	CONTINGENCY	11,561	11,561	26,590
TOTAL EXPENDITURES		392,404	345,214	331,704
SURPLUS (DEFICIT)		-	25,245	-
CONTINGENCY RESERVE FUND				
BALANCE MAY 31, 2023				218,029
2023/2024 TRANSFER FROM OPERATING FUND				26,590
ESTIMATED INTEREST INCOME at 4.95%				10,000
APPROVED EXPENDITURES				-
ESTIMATED BALANCE MAY 31, 2024				254,619

STRATA PLAN NW 1860				23-May-23	
STRATA FEE SCHEDULE					
YEAR END MAY 31, 2024					
				319,904.00	ANNUAL BUDGET 2023/2024
					26590
UNIT	S.L.	U/E	OPERATING	CONTINGENCY	TOTAL DUE
1	14	1.95	476.59	43.20	519.79
2	13	1.91	466.81	42.32	509.13
3	12	1.82	444.82	40.32	485.14
4	11	1.95	476.59	43.20	519.79
5	15	1.83	447.25	40.55	487.80
6	16	1.9	464.36	42.10	506.46
7	17	1.82	444.82	40.32	485.14
8	18	2.14	523.03	47.41	570.44
9	19	1.83	447.25	40.55	487.80
10	20	1.96	479.03	43.43	522.46
11	21	1.83	447.25	40.55	487.80
12	22	1.9	464.36	42.10	506.46
13	23	1.83	447.25	40.55	487.80
14	24	1.96	479.03	43.43	522.46
15	25	1.9	464.36	42.10	506.46
16	26	1.9	464.36	42.10	506.46
17	27	1.9	464.36	42.10	506.46
18	28	1.91	466.81	42.32	509.13
19	29	1.9	464.36	42.10	506.46
20	30	1.83	447.25	40.55	487.80
21	31	1.91	466.81	42.32	509.13
22	32	1.83	447.25	40.55	487.80
23	53	1.83	447.25	40.55	487.80
24	52	1.9	464.36	42.10	506.46
25	51	1.92	469.26	42.54	511.80
26	50	1.92	469.26	42.54	511.80
27	49	1.88	459.48	41.65	501.13
28	48	1.82	444.82	40.32	485.14
29	47	1.83	447.25	40.55	487.80
30	46	1.91	466.81	42.32	509.13
31	45	1.93	471.70	42.76	514.46
32	44	1.92	469.26	42.54	511.80
33	43	1.84	449.70	40.77	490.47
34	42	1.9	464.36	42.10	506.46
35	41	1.85	452.15	40.99	493.14
36	40	1.92	469.26	42.54	511.80
37	39	1.9	464.36	42.10	506.46
38	38	1.84	449.70	40.77	490.47
39	37	1.92	469.26	42.54	511.80
40	36	1.84	449.70	40.77	490.47
41	35	1.89	461.92	41.88	503.80
42	34	1.9	464.36	42.10	506.46
43	33	1.83	447.25	40.55	487.80
44	10	1.83	447.25	40.55	487.80
45	9	1.91	466.81	42.32	509.13
46	8	1.84	449.70	40.77	490.47
47	7	1.92	469.26	42.54	511.80
48	6	1.85	452.15	40.99	493.14
49	5	1.9	464.36	42.10	506.46
50	4	1.89	461.92	41.88	503.80
51	3	1.82	444.82	40.32	485.14
1729	2	1.95	476.59	43.20	519.79
1731	1	1.9	464.36	42.10	506.46
TOTAL U/E	100.01		24442.69	2215.92	26658.61

Presidents report

We've had a very busy year.

We passed a resolution to cancel the group cable and internet plan.

We saved \$5000 since cancelling it because the strata was subsidizing this program.

We passed a bylaw regarding air conditioners.

Portable air conditioner that meet the criteria in bylaw 47. are allowed. Please check the bylaw before purchasing one.

Heat pumps are not allowed.

The windows committee was formed to compile information about new windows. It became apparent that most owners do not want new windows. The committee pivoted and came up with an enhanced maintenance plan that will be voted on at this meeting..

The windows committee is now looking into criteria for new windows should some owners want to install new windows at their own expense. This is ongoing.

There was some interest in EV chargers. A council member did considerable research including a survey of EV owners. It was determined there was no demand for EV charger's at this time

The poly B project is now 100% complete.

We had a few parking issues this year, these were settled with a letter and no follow up was needed.

Residents were reminded to shut off the water to their outside hose bibs for the winter. If any one doesn't know where they are, send an email to the englesea email and we will assist you.

Crawl space inspections were done.

The report can be found on the website.

Attic inspections were done.

The report is on the website.

We are due for a depreciation report this year. We have put the \$6000 it would cost in the budget. If a .75% majority of owners would like to defer this we can defer it for a year

We are keeping an eye on the previous depreciation report and doing things as needed.

There were some damaged gutters during the big wind storms this year. We called the company who repairs gutter's and their cost was going to be very high just for the call out. We opted to have Lloyd do his magic. We have some other issues with gutters that Lloyd cannot fix. Stephen will be keeping a list and will call in the gutter repair people when we have a few to be done.

We have a pest problem. I hear it is everywhere. Many cities have banned some of the poisons.

We will meet with Axiom to figure out a strategy to curtail this.

We spent a lot of money this year on pest control.

Another expense was having another company come in and close off any areas where skunks could nest behind the club house.

We had a couple of town hall's. I think they went well.

We will continue to have them when there are issues that need explaining or,if owners feel the need for one.

The club house has a new hot water tank. We needed a new pool cover. We purchased a better quality cover. It will last years longer and make a big difference in our gas bill for heating the pool. The pool pump and heater are still working fine.

We do not have enough volunteers to open and close the pool everyday. If you could volunteer please see Gloria Goundrey and schedule you and show you how it is done.

She will

There have been a few happy hours. They have been a lot of fun. Any one who would like to host one is welcome to do so. They have historically been held on Friday evenings. Information regarding Happy Hour can be found in the Red Book or website, or you can call Gloria.

The landscape committee has been working very hard this year. A lot of work has been done to bring back a lot of the overgrown plants.

There are some owners who are having difficulty keeping up with their gardens the way they used to.

Kevin has been helping owners with the neighbours helping neighbours program.

If owner's would like to volunteer for this please contact Kevin Connolly for more information. There is also a Englesea landscape email to contact Kevin.

The provincial government created new strata laws title Bill 44 including but not limited to rentals..

We must allow owners to rent out their unit if they so choose.

Because we have **a no rental bylaw** that is unenforceable, we must recind it. Some strata's have chosen not to change there **no rental** by law and see what happens. If we choose to go this route we would essentially have no rental bylaw and no conditions such as fine's at our disposal.

By creating a new bylaw we can have conditions that need to be met.

There are some other components to Bill 44.,we don't have to have a bylaw for, eg: zoom meetings, service animals, and our contingency fund must double from 5% to 10% These are the law.

Some owners want to restrict the age of people living in our complex to 55plus.

If you want age restrictions, you can vote yes to the following options.

There are 2 proposals

One person living in the unit must be over 55

All persons living in the unit must be over 55

Or if you do not want age restrictions you can vote no and we will have no age restrictions

There was discussion that the strata might not need to increase our contingency contribution input until the end of the year. Council decided to start with this budget.

Because of these new laws, lawyer's have been very busy.

Through his role as a property manager, Stephen has regular contact with our lawyer, Stephen was able to get advice from our lawyer which resulted in fewer meetings for me and keeping our costs down.

Maintenance is ongoing, Lloyd has been busy fixing pony wall's, fences and other maintenance project's.

Please be reminded if you have a maintenance issue to send an email to the Englesea email or to Stephen. The information will be forwarded to whomever the appropriate person is to address it. Please do not contact Lloyd directly for strata maintenance issues.

We had a couple of instances of vandalism,.

Council will discuss deterrents. One thought is motion detector lights in the visitors parking lots. Some people have suggested camera's. We do not have wifi to support cameras.

Please make sure and keep your garage, doors and windows locked when you are not home, or at night.

Thank you to all of the owners who have volunteered there time this year

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Maintenance

Lloyd Lees

Landscape committee,
Kevin Connolly, Audrey Mainwaring, Merle Volway

Windows
Heather Madden-Johns, Christine Ellison, Judy Higginbottom,
Lloyd Lees, Jean Kaltenbach, Roland Kepfer

Pool and club house
Gloria and Phil Goundrey

Website
Katherine Volway, turned over to Hayley Yin

John Roston for irrigation

And of course all the members of council
Mike Borch, Kevin Connolly, Judy Higginbottom, Gloria
Goundry, Heather Madden-Johns, Joanne Kaulius

As you can see it takes a lot of people to keep this place going,
We are always looking for volunteers.