
**MINUTES OF THE ANNUAL GENERAL MEETING
STRATA PLAN NW 2765 – ENGLESEA MANOR II
HELD ON THURSDAY, NOVEMBER 24, 2025, AT 6:00 PM
IN THE AMENITIES ROOM
1225 MERKLIN STREET, WHITE ROCK, BC**

PRESENT: 30 Owners in person or proxy as per the registration sheet
(18 in person, 12 by proxy)

AGENT: Nicole Verhoeven, Fraser Campbell Property Management Ltd.

CALL TO ORDER

There being a quorum present, the meeting was called to order at 6:05pm by the Agent, Nicole Verhoeven.

CERTIFY PROXIES & QUORUM REPORT

At the call to order, there were 29 owners represented at the Annual General Meeting (17 in person and 12 by proxy).

ELECTION OF CHAIRPERSON

A motion was made, seconded, and **carried** to appoint the Agent, Nicole Verhoeven, to assist with facilitating the meeting. (*all in favour*)

PROOF OF NOTICE

It was moved, seconded, and **carried** to accept the notice dated November 3, 2025, as proper notice of the meeting. (*all in favour*)

APPROVAL OF AGENDA

It was moved, seconded, and **carried** to approve the agenda of the Annual General Meeting. (*all in favour*)

MINUTES

It was moved, seconded, and **carried** to adopt the minutes of the November 21, 2024, Annual General Meeting as circulated. (*all in favour*)

INSURANCE REPORT

The agent summarized the Strata Corporation insurance coverage, provided by BFL for the period of June 1, 2025 through June 1, 2026.

Premium: \$45,415

Appraised Value \$14,076,000

Deductibles

All Property	\$10,000	Deductible
Sewer Backup	\$25,000	Deductible
Water Damage	\$25,000	Deductible
Flood	\$25,000	Deductible
Earthquake	10%	Deductible (Minimum \$100,000)

IMPORTANT NOTES:

Owners are reminded to retain personal insurance coverage for contents, liability, and betterments. Please note that the deductible amounts as listed above for property and water damage may be assessed to an owner if the damage originated from a source for which the owner is responsible to repair and maintain (i.e., in-suite plumbing and appliances).

Repair costs for damage to strata lots that are below the strata insurance deductible are the owner's responsibility and must be reported to the owner's personal insurance provider for consideration.

It is recommended that you provide a copy of the strata insurance certificate to your personal insurance provider to ensure adequate coverage.

It is also recommended that owners are familiar with the location of in suite water shutoff valves and that hoses and valves for appliances and plumbing fittings are checked and replaced before the end of their life span.

Please reach out to info@frasercampbell.com for the current summary of coverages to bring with you to your insurance company. Please also be prepared to update your insurance should the deductibles change at renewal.

RESOLUTION #1A (Majority Vote)

Budget Approval – 5% increase (September 30th year-end)

The following Resolution was presented to the owners for consideration:

WHEREAS:

- A. In accordance with Section 103 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 the financial statements.

BE IT RESOLVED THAT:

1. In accordance with Section 103 of the Strata Property Act and by a majority vote of the Owners of Strata Plan NW 2765 Englesea Manor II hereby authorize operating expenses in the amount of \$288,385 that includes an allocation to the Contingency Reserve Fund in the amount of \$78,685 for the fiscal year ending September 30, 2026.

A motion was made and seconded to consider Resolution #1A, the floor was then opened for discussion. Following discussion, the vote was taken, and the motion for Resolution #1A was **carried.** (*20 in favour, 8 opposed, 1 abstained*)

Since Resolution #1A was carried, consideration was not given to Resolution #1B.

There is a 5% increase in strata fees.

Automatic payments will be adjusted as of December 1, 2025.

PLEASE SEE THE FEE SCHEDULE FOR THE CATCH-UP PAYMENT THAT WILL AUTOMATICALLY BE TAKEN for October and November's strata fees.

If you are not on the pre-authorized payment plan program, please forward twelve (12) new post-dated cheques commencing October 1, 2025, payable to "Strata Plan NW 2765", to the strata management company.

Please see the fee schedule attached to the end of this set of minutes.

RESOLUTION #2 (¾ Vote)

CRF Expenditure - Sanitary Service Line Replacement

The following Resolution was presented to the owners for consideration:

WHEREAS:

- A. Strata Plan NW 2765 Englesea Manor II has experienced multiple sanitary line backups since August 2022, resulting in disruption and concern for residents.
- B. In response, the Strata Council initiated additional cleaning of the sanitary lines and arranged for video inspections of multiple sections to assess the condition and identify potential issues.
- C. The Strata Council has engaged with the City of White Rock on several occasions to discuss the matter and explore possible solutions.
- D. The most recent video inspection revealed a potential issue with the sanitary service line located between the inspection chamber in the southwest corner of the property and the City main line along Buena Vista Avenue.
- E. The Strata Council obtained quotes for both partial and full replacement of the affected service line.
- F. After careful consideration, the Strata Council has determined that a full replacement is the most prudent and effective solution to safeguard the long-term interests of the Strata Corporation.
- G. The proposed work will involve excavation from the inspection chamber to the City main, removal and replacement of the existing pipe, and restoration of the impacted roadway, sidewalk, and landscaping.
- H. A budget of \$75,000.00 has been allocated for this project which includes a 3% project fee payable to Fraser Campbell Property Management Ltd.
- I. The Strata Council emphasizes the urgency of this matter and strongly recommends that owners support this resolution to ensure the continued protection and functionality of the building's sanitary infrastructure.

BE IT RESOLVED THAT:

1. In accordance with section 96 of the Strata Property Act, and by a ¾ vote of the Owners of Strata Plan NW 2765 Englesea Manor II at the Annual General Meeting dated November 24, 2025, the Owners hereby authorize the full replacement of the sanitary service line as outlined above, with a project budget not to exceed \$75,000.00, to be funded from the Contingency Reserve Fund (CRF) which has a balance of \$355,838.30 as at September 30, 2025.
2. If the actual cost of the proposed project is less than the resolution amount, the remaining funds shall remain in the Contingency Reserve Fund (CRF).

At 6:41pm, another owner joined the meeting which brought the total owners represented to 30 (18 in person and 12 by proxy).

A motion was made and seconded to consider Resolution #2, the floor was then opened for discussion. Following discussion, the vote was taken, and the motion was **defeated**. (19 in favour, 8 opposed, 3 abstained)

RESOLUTION #3 ($\frac{3}{4}$ Vote)

CRF Expenditure – Building Envelope Condition Assessment – Design & Plan Report

The following Resolution was presented to the owners for consideration:

WHEREAS:

- A. Strata Plan NW 2765 Englesea Manor II obtained a Building Envelope Condition Assessment (BECA) dated March 28, 2022 written by Apex Building Sciences Inc.
- B. The report identified various repair needs for the building.
- C. The next step for the strata is to obtain the design & plan with tenders for verified pricing for the remediation work.
- D. A quote has been received in the amount of \$41,500 before taxes and change orders.
- E. A budget of \$54,000.00 has been allocated for this project which includes a buffer for tax and overages as well as a 3% project fee payable to Fraser Campbell Property Management Ltd.
- F. Subsequent to the Design & Plan with tender pricing, the owners of strata plan NW 2765 Englesea Manor II would review the plan and determine if the project would proceed based on the tender pricing and a price from Apex Building Sciences Inc. for project management.
- G. The proposed report may take significant time to prepare and could be expected to take a year to complete.
- H. The Strata Council emphasizes the urgency of this matter and strongly recommends that owners support this resolution to ensure the continued protection and functionality of the building's infrastructure.

BE IT RESOLVED THAT:

1. In accordance with section 96 of the Strata Property Act, and by a $\frac{3}{4}$ vote of the Owners of Strata Plan NW 2765 Englesea Manor II at the Annual General Meeting dated November 24, 2025, the Owners hereby authorize the strata corporation to obtain a Design & Plan with tender pricing for the BECA report findings as outlined above and within their report, with a project budget not to exceed \$54,000.00, to be funded from the Contingency Reserve Fund (CRF).
2. If the actual cost of the proposed project is less than the resolution amount, the remaining funds shall remain in the Contingency Reserve Fund (CRF) which has a balance of \$355,838.30 as at September 30, 2025.

A motion was made and seconded to consider Resolution #3, the floor was then opened for discussion. Following discussion, the vote was taken, and the motion was **carried**. (25 in favour, 3 opposed, 2 abstained)

RESOLUTION #4 ($\frac{3}{4}$ Vote)

Special Levy Expenditure – Window Repairs

The following Resolution was presented to the owners for consideration:

WHEREAS:

- A. A Building Envelope Condition Assessment (BECA), prepared by Strata Engineering Inc., was issued on August 26, 2021.
- B. The BECA report identified several deficiencies, including a recommendation for window replacements to address building envelope concerns.
- C. The window replacement project has been divided into phases based on priority. The first group of windows was identified by the Strata Corporation and repaired following approval at the Special General Meeting held on August 21, 2024.
- D. The Strata Council has now identified a second group of windows requiring urgent attention.
- E. A quotation has been received from Broco Glass for window glass replacements totaling \$41,925.00 + GST, with the following breakdown:
 - a. Suite #203: Sealed unit (1 pc, 26" x 14") – \$350.00 + GST
 - b. Suite #303: White vinyl framed window (1 set, 82" x 58") – \$3,000.00 + GST
 - c. Suite #303: solarium pane - \$850 + GST
 - d. Suite #306: Sealed unit (1 pc, 28" x 46") – \$625.00 + GST
 - e. Suite #401: 6 solarium panes – \$5,100.00 + GST
 - f. Suite #401: 2 push out panes and 5 window hinges (set of 2) - \$1,550 + GST
 - g. Suite #411: White vinyl framed windows (2 sets, 22" x 52") – \$3,200.00 + GST
 - h. Suite #501: 4 solarium panes - \$3,400.00 + GST
 - i. Suite #501: 2 push out panes and 2 panes (approx. 68x33) - \$2,350.00 + GST
 - j. Suite #505: 12 solarium panes - \$10,200.00 + GST
 - k. Suite #505: 3 push out panes - \$1,050.00 + GST
 - l. Suite #506: 10 solarium panes - \$8,500.00 + GST
 - m. Suite #506: 3 push out panes and 1 pane (28x58) = \$1,750.00 + GST
- F. A total budget of \$50,000.00 has been allocated for this project which includes a 3% project fee payable to Fraser Campbell Property Management Ltd..
- G. The Strata Council considers this matter urgent and strongly encourages all owners to support this resolution to ensure the continued protection and integrity of the building's infrastructure.

BE IT RESOLVED THAT:

1. In accordance with sections 108 and 109 of the Strata Property Act of British Columbia the Owners of NW 2765 Englesea Manor II at the Annual General Meeting dated November 24, 2025, hereby approve by a $\frac{3}{4}$ vote to expend a sum of money not exceeding \$50,000.00 for

the purpose of hiring Broco Glass to repair windows and as outlined above and that such expenditure be charged upon the Owners as a special levy assessment in proportion to the unit entitlement of their respective strata lots.

2. The special levy shall be assessed on November 24, 2025 and become due and payable in full immediately on passing of the resolution. As a matter of financial convenience only, the owners may pay their special levy on or before December 1, 2025. Any payment not made by December 1, 2025 shall be assessed a fine of \$25.00. The strata corporation may further add interest charges in the amount of 10% per annum.
3. The special levy shall be considered a part of the common expenses of the strata corporation and subject to Part 6, Division 6 of the Strata Property Act (money owing to a strata corporation) and shall be applied if an Owner fails to make the payment as required by the passing of this special resolution.
4. In the event 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 shall apply.

A motion was made and seconded to consider Resolution #4, the floor was then opened for discussion. Following discussion, the vote was taken, and the motion was **carried**. (24 in favour, 3 opposed, 3 abstained)

**Levy payments can be made by cheque or bank draft payable to “Strata Plan NW 2765”.
Please see the levy schedule at the end of these minutes.**

NEW BUSINESS

1. **SGM Interest** – several owners are interested in a Special General Meeting to reconsider the sanitary line project.
2. **Landscaping Concerns** – a unit inquired about the installation of an irrigation system for the south end of the property which currently relies on owners to volunteer to water the area.

ELECTION OF COUNCIL

Sincere thanks and appreciation were extended to the 2024/2025 council members for their dedication as volunteers to strata related matters throughout the year.

Pursuant to the Strata Corporation Bylaws, the 2024/2025 strata council members automatically retire from council. The retiring council members are eligible for re-election.

The floor was opened for volunteers and/or nominations for council.

The following five (5) nominees were nominated and accepted from the floor:

- **Jack Sutherland**
- **Dawn Siemens**
- **Jim Blair**
- **Aren Hansen**
- **Megan Houston**

The following five (5) owners were elected to the 2025/2026 strata council by a majority vote:

- **Jack Sutherland**
- **Dawn Siemens**
- **Jim Blair**
- **Aren Hanson**
- **Megan Houston**

Owners are reminded that Council members are volunteers and that any questions or concerns should be directed to the strata manager. Email correspondence may be directed to info@frasercampbell.com with “NW 2765” in the subject line.

TERMINATION OF THE MEETING

There being no further business, a motion was made, seconded, and **carried** to terminate the meeting at 7:40pm.

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

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 issues such as fire, flood,
or security risks such as 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.

2025/2026 BUDGET - STRATA PLAN NW 2765				25-Nov-25
	5% INCREASE	SEPTEMBER 30 YEAREND		
CATEGORY		2024/2025	2024/2025	2025/2026
CODE	NAME	FINAL BUDGET	ACTUAL	FINAL BUDGET
REVENUE				
4000	STRATA FEES	273,700	273,700	287,385
4300	INTEREST	1,000	1,154	1,000
4500	MOVE FEES	0	300	0
4800	MISCELLANEOUS	0	0	0
4950	SURPLUS FORWARD	26,680	26,680	0
TOTAL REVENUE		301,380	301,834	288,385
EXPENDITURES				
ADMINISTRATION				
5000	MANAGEMENT FEE	15,750	15,750	17,640
5100	INSURANCE/APPRaisal	47,648	46,751	47,000
5295	ENGINEERING REPORTS	3,500	0	5,000
5400	MISCELLANEOUS	3,500	2,845	3,500
		70,398	65,346	73,140
UTILITIES				
6000	GAS	22,000	20,640	22,000
6100	ELECTRICITY	9,000	7,683	9,000
6200	WATER & SEWER	11,000	11,327	12,000
6300	GARBAGE REMOVAL	11,550	12,522	13,000
		53,550	52,172	56,000
PROPERTY AND BUILDINGS				
6400	ELEVATOR	4,600	4,784	5,000
6500	ENTERPHONE	750	454	500
6700	JANITORIAL	5,544	5,531	6,000
6900	LANDSCAPING	17,250	15,750	18,000
6950	LANDSCAPE IMPROVEMENTS	4,000	2,095	3,000
7200	REPAIRS & MTCE.	35,038	42,043	36,617
7230	SNOW REMOVAL	250	0	0
7400	FIRE/MECHANICAL MTCE	10,000	15,102	10,000
		77,432	85,759	79,117
SUB-TOTAL		201,380	203,277	208,257
9000	CONTINGENCY	100,000	100,000	78,685
9800	DEFICIT RECOVERY	0	0	1,443
TOTAL EXPENDITURES		301,380	303,277	288,385
SURPLUS (DEFICIT)		-	(1,443)	-
CONTINGENCY RESERVE FUND				
	BALANCE SEPTEMBER 30, 2025			355,838
	2025/2026 TRANSFER FROM OPERATING FUND			78,685
	2024/2025 APPROVED EXPENDITURE (bylaw review)			(3,500)
	APPROVED EXPENDITURE-BUILDING ENVELOPE ASSESSMENT			(54,000)
	ESTIMATED INTEREST INCOME at 3.0%			5,000
	ESTIMATED BALANCE SEPTEMBER 30, 2026			382,023

STRATA PLAN NW 2765			25-Nov-25				
STRATA FEE SCHEDULE							
YEAR END SEPTEMBER 30, 2026					78685		
5% INCREASE		287,385.00	ANNUAL BUDGET				
UNIT	S.L.	U/E	NEW FEE	OPERATING	CONTINGENCY	OLD FEE	CATCHUP ***
101	6	267	639.43	464.36	175.07	608.98	60.90
102	5	279	668.17	485.23	182.94	636.35	63.64
103	4	283	677.75	492.18	185.57	645.48	64.54
104	3	266	637.04	462.62	174.42	606.70	60.68
201	2	244	584.35	424.36	159.99	556.52	55.66
203	7	253	605.90	440.01	165.89	577.05	57.70
204	1	254	608.30	441.75	166.55	579.33	57.94
301	14	244	584.35	424.36	159.99	556.52	55.66
302	13	292	699.30	507.83	191.47	666.00	66.60
303	15	252	603.51	438.27	165.24	574.77	57.48
304	12	254	608.30	441.75	166.55	579.33	57.94
305	16	293	701.70	509.58	192.12	668.28	66.84
306	11	284	680.14	493.92	186.22	647.76	64.76
307	17	253	605.90	440.01	165.89	577.05	57.70
308	10	264	632.25	459.14	173.11	602.14	60.22
309	18	253	605.90	440.01	165.89	577.05	57.70
310	9	261	625.06	453.92	171.14	595.30	59.52
311	19	255	610.69	443.48	167.21	581.61	58.16
312	8	256	613.09	445.23	167.86	583.89	58.40
401	26	297	711.28	516.53	194.75	677.41	67.74
402	25	339	811.86	589.57	222.29	773.20	77.32
403	27	253	605.90	440.01	165.89	577.05	57.70
404	24	253	605.90	440.01	165.89	577.05	57.70
405	28	293	701.70	509.58	192.12	668.28	66.84
406	23	285	682.54	495.66	186.88	650.04	65.00
407	29	253	605.90	440.01	165.89	577.05	57.70
408	22	264	632.25	459.14	173.11	602.14	60.22
409	30	253	605.90	440.01	165.89	577.05	57.70
410	21	267	639.43	464.36	175.07	608.98	60.90
411	31	257	615.48	446.96	168.52	586.17	58.62
412	20	255	610.69	443.48	167.21	581.61	58.16
501	35	287	687.33	499.14	188.19	654.60	65.46
502	34	294	704.09	511.31	192.78	670.57	67.04
503	36	253	605.90	440.01	165.89	577.05	57.70
504	33	263	629.85	457.40	172.45	599.86	59.98
505	37	306	732.83	532.18	200.65	697.94	69.78
506	32	321	768.75	558.27	210.48	732.15	73.20
TOTAL		10000	23948.71	17391.64	6557.07	22808.31	2280.80
*** The catchup is the difference between the new strata fee and the old strata fee for the months of October and November. The catchup amount will be withdrawn before the end of November. On December 1, 2025 the new strata fee will be withdrawn.							

****PLEASE NOTE THE CATCH UP FEE**

STRATA PLAN NW 2765			
SPECIAL LEVY SCHEDULE - WINDOW REPAIRS			
PAYABLE UPON PASSING OF RESOLUTION			
UNIT	S.L.	U/E	TOTAL LEVY
101	6	267	1,335.00
102	5	279	1,395.00
103	4	283	1,415.00
104	3	266	1,330.00
201	2	244	1,220.00
203	7	253	1,265.00
204	1	254	1,270.00
301	14	244	1,220.00
302	13	292	1,460.00
303	15	252	1,260.00
304	12	254	1,270.00
305	16	293	1,465.00
306	11	284	1,420.00
307	17	253	1,265.00
308	10	264	1,320.00
309	18	253	1,265.00
310	9	261	1,305.00
311	19	255	1,275.00
312	8	256	1,280.00
401	26	297	1,485.00
402	25	339	1,695.00
403	27	253	1,265.00
404	24	253	1,265.00
405	28	293	1,465.00
406	23	285	1,425.00
407	29	253	1,265.00
408	22	264	1,320.00
409	30	253	1,265.00
410	21	267	1,335.00
411	31	257	1,285.00
412	20	255	1,275.00
501	35	287	1,435.00
502	34	294	1,470.00
503	36	253	1,265.00
504	33	263	1,315.00
505	37	306	1,530.00
506	32	321	1,605.00
TOTAL		10000	50,000.00

	BFL CANADA Risk and Insurance Services Inc. 1177 West Hastings Street, Suite 200 Vancouver, British Columbia, V6E 2K3	Tel: 604-669-9600 Fax: 604-683-9316 Toll Free: 1-866-669-9602
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	SUMMARY OF COVERAGES
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Named Insured	The Owners, Strata Plan NW2765, acting on their own behalf or as a Strata Corporation &/or as Trustees or Agents on behalf of all Registered Unit Owners
Project Name	ENGLESEA MANOR II
Property Manager	Fraser Campbell Property Management Ltd.
Policy Period	June 01, 2025 to June 01, 2026
Policy Number	BFL04NW2765
Insured Location(s)	1225 Merklin Street, White Rock, BC V4B 4B8

INSURING AGREEMENT

PROPERTY (Appraisal Date: June 1, 2025)	DEDUCTIBLE	LIMIT
All Property, Stated Amount Co-Insurance, Replacement Cost, Blanket By-Laws.		\$14,076,000
Property Extensions		Included
Lock & Key	\$2,500	\$25,000
Additional Living Expenses - Per Unit		\$50,000
Additional Living Expenses - Annual Aggregate		\$1,000,000
Excess Property Extensions - Annually Aggregated		Up to \$5,000,000
- Excludes all damage arising from the peril of Earthquake		
All Risks	\$10,000	
Sewer Backup	\$25,000	
Water Damage	\$25,000	
Earthquake (Annual Aggregate)	10% (minimum \$100,000)	100% of the Policy Limit
Flood (Annual Aggregate)	\$25,000	100% of the Policy Limit
Business Interruption (Gross Rentals), 100% Co-Insurance, Indemnity Period (Months) : N/A	N/A	Not Covered
CRIME	DEDUCTIBLE	LIMIT
Employee Dishonesty - Including Property Manager and Elected Officer Theft	Nil	\$1,000,000
Broad Form Money and Securities	Nil	\$10,000
COMMERCIAL GENERAL LIABILITY	DEDUCTIBLE	LIMIT
Bodily Injury & Property Damage	\$1,000	\$30,000,000
Non-Owned Automobile	\$1,000	\$30,000,000
Infectious Agent or Communicable Disease Exclusion – With Limited Exceptions		
Total Pollution Exclusion		
CONDOMINIUM DIRECTORS & OFFICERS LIABILITY	DEDUCTIBLE	LIMIT
Claims Made Form - Including Property Manager	Nil	\$20,000,000
Privacy Event Expenses	N/A	Not Applicable
Cyber Liability	N/A	Not Applicable
BLANKET GLASS - Includes Lobby Glass	DEDUCTIBLE	LIMIT
Residential	\$250	Blanket
Commercial	\$500	
Canopy	\$1,000	

E. & O.E.

	BFL CANADA Risk and Insurance Services Inc. 1177 West Hastings Street, Suite 200 Vancouver, British Columbia, V6E 2K3	Tel: 604-669-9600 Fax: 604-683-9316 Toll Free: 1-866-669-9602
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INSURING AGREEMENT

 EQUIPMENT BREAKDOWN	DEDUCTIBLE	LIMIT
Standard Comprehensive Form including Production Machines and Electronic Equipment	\$1,000	\$14,076,000
- Deductible Waiver Endorsement with respect to losses exceeding \$25,000		
Extra Expense – 100% available in first month	24 Hour Waiting Period	\$1,000,000
- Additional Living Expenses Endorsement - Per Unit		\$25,000
- Additional Living Expenses Endorsement - Annual Aggregate		\$1,000,000
Loss of Profits – Rents, Indemnity Period (Months): N/A	N/A	Not Covered
 POLLUTION LIABILITY	DEDUCTIBLE	LIMIT
Each Event	\$25,000	\$1,000,000 Shared
Aggregate Policy Limit		\$20,000,000 Shared
 VOLUNTEER ACCIDENT	DEDUCTIBLE	LIMIT
Maximum Limit of Loss	See Policy Wordings	\$1,000,000
 LEGAL EXPENSES	DEDUCTIBLE	LIMIT
Each Event	Nil	\$1,000,000
Annual Aggregate		\$5,000,000
 TERRORISM	DEDUCTIBLE	LIMIT
Per Occurrence.	\$1,000	\$350,000
Annual Aggregate		\$350,000
 CYBER, DATA & PRIVACY	DEDUCTIBLE	LIMIT
Cyberboxx	\$5,000	
Annual Policy Aggregate		\$100,000
Hackbuster's Incident response services		Included
Coverage A - Privacy Breach Liability		\$100,000
Coverage B - Privacy Breach Expense		\$50,000
Coverage C - Cyber Extortion & Recovery		\$50,000
Coverage D - Social Engineering		\$25,000
Coverage E - Breach by suppliers		\$50,000

Loss Payable

All Registered Unit Owners &/or other Mortgagees as their interest may appear and as shown in the Land Registration District Office applicable to the said Property.

This record sheet is intended for reference only. Please refer to your policy(ies) for complete details.



Fraser Campbell Property Management Ltd.

ENGLESEA MANOR II IMPORTANT MEMO

DATE: DECEMBER 8, 2025
MEMO TO: OWNERS – NW 2765
FROM: STRATA COUNCIL
FRASER CAMPBELL PROPERTY MANAGEMENT
RE: WINTER REMINDERS

As the winter and holiday season arrives, here are a few reminders regarding owner responsibilities:

Vacationing/Absences

Please be reminded: **Do NOT turn off the heat to your unit while away.** Turning the heat off can contribute to freezing pipes and cause damage to your property (and others). If you plan to be away for an extended period (ie. 7 days or more), please notify the strata manager with an emergency local contact phone number. Also please check your insurance policy regarding regular checking of the unit during your absence. (often a requirement for claim purposes)

Candle Fire

Most candle fires occur during December & January, especially during the holidays. Please take care and attention when using candles to protect your property.

Holiday Decor

Please do not adhere anything to the exterior of the buildings that penetrates the cladding etc. such as nails, screws, tacks, sticky tapes and other adhesives. Use temporary fixatives such as zap straps, clips, twist ties etc.

DISCLAIMER: All information provided by Fraser Campbell Property Management Ltd. is advisory in nature and does not constitute a guarantee nor warrant the safety of any property or operation of property. All decisions made in connection with the reminders issued are the sole responsibility of the recipient of the information.

Plumbing Smarts

Please be aware of how to care for your pipes and drains. Please do not put things down the drains or toilets that can cause blockages, damage equipment, or cause a backup into suites. Please see the below for examples.

WHAT CAN BE FLUSHED DOWN THE TOILET?		THINGS YOU SHOULD NEVER PUT DOWN THE SINK.
YES	NO	
toilet paper	diapers	
	feminine products	cooking oil or grease
	tampons	coffee grounds or tea leaves
	"flushable" wipes	pasta, rice, oatmeal
	baby wipes	egg shells
	paper towels	food waste
	kitty litter	paper towels
	pet waste in bags	flour
	trash	
	food waste	cleaning products
	hair	toxic chemicals
	disposable cleaning cloths	medications
		produce stickers
		paint

Landlords – please advise your tenants of these reminders.

**MINUTES OF THE STRATA COUNCIL MEETING
STRATA PLAN NW 2765 ENGLESEA MANOR II
HELD ON SEPTEMBER 18, 2025 AT 6:00PM
IN THE AMENITY ROOM
1225 MERKLIN STREET, WHITE ROCK, BC**

PRESENT:	Jack Sutherland	Vice President	#204
	Aren Hanson	Member at Large	#201
	Dawn Siemens	Treasurer & Secretary	#203
REGRETS:	Jim Blair	President	#402
AGENT:	Nicole Verhoeven, Fraser Campbell Property Management Ltd.		

The meeting was called to order at 6:07pm.

MINUTES

A motion was made, seconded, and **carried** to approve the minutes of the July 17, 2025, council meeting as circulated.

COUNCIL RESIGNATION

Lori Dowdall resigned from the strata council effective July 23, 2025. Lori is thanked for her time volunteering on council.

BUSINESS ARISING

1. Bylaw Review

The first draft was delivered to the council meeting along with the current bylaws. The strata council will perform the first review.

2. Sewer Backup

- a. **Sanitary Line Excavation & Repair** - a full scope of work for the full replacement of the sanitary service line including City permits, roadway & sidewalk repairs, and landscape repairs will be presented at an SGM.
- b. **Common Hallway Repairs** - The agent followed up with Premium regarding the missing rubber molding and confirmation of carpet sanitization.

COUNCIL IMPORES ALL RESIDENTS to continue to be vigilant about what goes down sinks, drains, and toilets to protect the building.

PLEASE BE AWARE OF ITEMS THAT SHOULD NOT BE FLUSHED OR WASHED DOWN ANY SINK OR TUB. The memo remains at the end of these minutes for reference.

3. Fire Equipment & Safety

- a. **5-Year Dry Standpipe Hydro Test & Dry System Flush** – a motion was made, seconded, and **carried** to approve the invoice from Elite Fire Protection in the amount of \$599.55 for the repair to the faulty alarm pressure switch on the dry valve.
- b. **White Rock Fire Department** –The following items remain on the list to be rectified:
 - i. **lock cylinder** for FD keys – The council directed the agent to arrange for the cylinder to be ordered and then have VanStrata perform the installation.
 - ii. **Fire Plan Box** – this should be installed shortly.
 - iii. **Fire Safety Plan** – the updated plans, evacuation placards, and submission to the Fire Department is complete.
 - iv. **Annual Fire Drill** – this has been recommended by WRFD. This is under review.
 - v. **Fire Department Inspection** – July 2025 – the fire department inspected and found several items that need attention. Some items appear to be recorded in error but there are combustibles in the parkade that need to be removed and an exit sign needs attention. The council directed the agent to follow up with the Fire Department on the discrepancies, arrange quotes for the repairs and advise the unit to remove the items from their parking stall.

If you are a person who would need assistance navigating the stairs during an emergency situation including but not limited to an evacuation or a fire, please write to info@frasercampbell.com with the following information: name, suite number, nature of assistance needed. This list is **CONFIDENTIAL** and would only be used during an emergency.

4. Routine Maintenance

- a. **Dryer Vent Cleaning** – this will be considered for the next fiscal year's budget.
- b. **Window Cleaning** – this will be considered for the next fiscal year's budget.
- c. **Power Washing** – this will be considered for the next fiscal year's budget.
- d. **Sump Pump Cleaning** – this will be considered for the next fiscal year's budget.
- e. **Horizontal & Vertical Pipe Cleanout** – this will be considered for the next fiscal year's budget.

f. **Pest Control – Wasps** – three wasp nests have been treated. The first invoice was sent to the former strata agent and has been requested. A motion was made, seconded, and **carried** to approve the invoice from Atlas in the amount of \$498.75.

5. Window Review

- (a) **Phase Two** – this expenditure will be presented at an SGM.
- (b) **Window Caulking** – this expenditure will be presented at an SGM.

6. Other Repairs & Maintenance

- (a) **Electrical Operating Permit** – a motion was made, seconded, and **carried** to approve the invoice from Freeman Electric for the report to be filed with TSBC in the amount of \$840.00.
- (b) **Elevator Upgrades** – the recommended upgrades may form a part of the AGM.
- (c) **Leak into Common Room** – the invoice for the repairs to the common hallway on the 3rd floor is pending. The invoices for emergency services, the leak from a 3rd floor unit into the common room, and the subsequent ceiling repair are pending and will be provided to the 3rd floor unit for payment.
- (d) **Pinhole Leak Common Pipe** – the final repair is pending.

7. **Miscellaneous Handyman Work** - a motion was made, seconded, and **carried** to approve the invoice from VanStrata in the amount of \$13,039.95 for the following repairs:

- (a) **Porch Repair** – two units have the need for repair on the vinyl decking.
- (b) **Uneven Bricks** – the bricks at the front of a townhouse are on the list.
- (c) **Brick area slope** – there is an area near an exit door that needs to be adjusted so the bricks slope away from the building.

Other pending work:

- (a) **Balcony Adhesive** – two units encountered some adhesive dripping. This was cleaned up.
- (b) **Brick Slope @ West Entrance** – the council reviewed a quote from VanStrata in the amount of \$500 for this repair. It was decided that the strata will try to complete this work with volunteers.
- (c) **Stucco Wall Issue** – council will investigate this further.
- (d) **Soil over the Inspection Chamber** – the council reviewed a quote from VanStrata in the amount of \$500 for this repair. It was decided that the strata will try to complete this work with volunteers.

8. Non-Resident Vehicle in Parking Garage

The unit provided proof of insurance which closes this matter.

9. Electrical Planning Report (EPR)

This expenditure was approved within the operating budget at the last AGM. The strata council reviewed 4 quotes ranging from \$3,300 - \$5,820 plus GST. A motion was made, seconded, and **carried** to approve the quote from Apex Building Sciences Incorporated in the amount of \$3,300 plus GST.

10. Intercom Update

The strata council reviewed three quotes and selected the quote from VanDelta to be presented at the AGM as a proposal for replacement.

11. Landscaping – the council tabled the following item until the spring/new budget:

- (a) **Ivy on Pine Trees** – northeast end of the property – this is on hold until the next fiscal year.

12. Moisture Investigation

The restoration company is setting up the repair review.

13. Alteration Request

A unit requested alterations to their unit and was approved for painting, kitchen backsplash, laminate flooring with underlay, and plumbing repairs. The approval was provided by email with an official letter to follow.

14. Watering & Soil Erosion

This issue was resolved by the handyman.

15. Skylight Issue

Abney was going to review this issue during their recent visit. The council directed the agent to follow up as this may have been missed.

16. Balcony Glass

The broken glass was repaired – a motion was made, seconded, and **carried** to approve the invoice from Broco Glass in the amount of \$551.25.

17. Smoking Complaint

A unit wrote in to report that a neighbouring unit's smoke is migrating into their unit. An infraction letter will be issued to remind the other unit that they must contain their smoking and avoid the migration causing a nuisance.

18. Balcony Issue

The agent reached out to a unit who had storage on their balcony and the unit rectified the matter.

19. Gas Range Issue

The unit that installed a gas range without authorization has removed the appliance and arranged for the gas line to be capped by a professional with a permit taken out.

CORRESPONDENCE

1. Plants Near Skylights

A townhouse owner write in to advise the strata council that a contractor recommended plants to be removed near a skylight. The council discussed and advises that the owner may pull those shrubs if they wish.

2. Hose Bib Issue - parkade

A unit reported that the hose bib in the parkade needed repair – this was resolved.

3. Discontent with Minutes

A unit wrote in regarding the last set of minutes and their opinion about a portion related to the townhome hallway. The council notes their concern.

4. Rooftop Deck Quotation

A quote was obtained from VanStrata for a deck replacement on the rooftop in the amount of \$23,680.00 plus GST. The council discussed the quote and determined that the deck issue should be addressed with the overall building envelope.

5. Retractable Door Issue

A unit wrote in to advise that their retractable door was allegedly damaged by a contractor.

6. Sewer Backup Issue

A unit wrote another letter requesting details surrounding the sewer backup. The strata council advises the most of the questions should be directed to the unit insurer, that the SGM notice will be sent out shortly, and timelines cannot be provided as they involve several parties and permits which are not predictable, however the council would like the project completed at the earliest date if it passes.

7. Contractor Feedback

A unit who had 2 vinyl decks repaired and brickwork at their entrance wrote in with feedback. The council reviewed the feedback and advises that the issues are resolved.

8. Dryer Vent Moisture

A unit wrote in to report that their dryer is holding moisture when others are using their dryers. The council discussed this matter and it may be related to the vent housing which will be checked.

9. Tree Pruning

A unit wrote in regarding tree pruning on the west side of the building. This will be investigated further.

10. Exit Sign and Thank You

A unit wrote in to report that an exit sign is needing repair/maintenance. The unit thanked the council for having their unit's balcony glass repaired and thanked Aren for cleaning the north roof on the 5th floor.

11. Balcony Door Issue

A unit wrote in to report that their balcony door is not closing/opening properly. The council will investigate this further.

12. Harassment Allegations & Response

A unit wrote in to report that another unit has been allegedly harassing them and complained about the green edging in the gardens and hand written signage. The council discussed the response from the other unit and advises the following:

- Harassment is a personal issue and should involve the authorities.
- The green garden edging was duly approved and documented within the council meeting minutes.
- The handwritten signage was not solely completed by the other party. The strata council will review the messages and update them as needed.

Please send all correspondence by email to info@frasercampbell.com with your strata plan number and unit number in the subject line and your full name within the email.

FINANCIAL REPORT

1. Financial Statements

The July 2025 financial statements were reviewed, following which it was moved, seconded, and **carried** to adopt the same.

Any owner wishing a copy of the strata corporation's financial statements should contact the agent by email to info@frasercampbell.com with your strata plan number and unit number in the subject line and your full name within the email.

2. Bank Statements and Reconciliations

The council treasurer acknowledged receipt of the June - July 2025 statements and reconciliations pursuant to the legislative requirements.

3. Arrears

The arrears were reviewed.

NEW BUSINESS

1. Fall Memo – please review the reminders attached to these minutes.

2. **Dry Sprinkler Winterization** – a motion was made, seconded, and **carried** to approve the quote from Elite which is an hourly rate for the annual service.
3. **FCPM Addendum** – an addendum to the management agreement was provided to the strata council. The current contract is for \$1,250/month which includes 3 council meeting plus 1 general meeting. The strata agent has provided 4 council meetings plus 1 general meeting since inception in error. The addendum is set for 5 council meetings plus 1 general meeting per year in the amount of \$1,450.00/month. This will be included in the budget proposal for the upcoming AGM.

There being no further business, the meeting was terminated at 9:32 pm.

**The next council meeting for Strata Plan NW 2765 is to be announced.
The SGM is planned for October and the AGM is planned for November.**

Planned Meetings: usually the 3rd Thursday of Jan/Apr/Jul/Oct w September AGM* *subject to change

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

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 issues such as fire, flood,
or security risks such as 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.

ELECTRONIC ACCESS TO MINUTES

- Log in to the FCPM website (www.frasercampbell.com),
- Click on the “owner log in” icon,
- Enter Username: **NW2765** Password: **12252765**
- Once logged in click the **file icon** to access the folders containing the documents.



Fraser Campbell Property Management Ltd.

ENGLESEA MANOR II IMPORTANT MEMO

DATE: OCTOBER 2, 2025
MEMO TO: OWNERS – NW 2765
FROM: STRATA COUNCIL
FRASER CAMPBELL PROPERTY MANAGEMENT
RE: FALL REMINDERS

As the colder weather arrives, here are a few reminders regarding owner responsibilities:

- **Hose Bibs** – please remove any garden hoses or accessories that may be connected to the hose bibs and store them away in your strata lot. The hose bibs are “frost free” however it is recommended and requested that this be completed. **Please protect yourself from freezing pipes and/or hose bibs.** They can cause significant damage to your property if not properly winterized. If the strata places any covering on the hose bib near your unit, please DO NOT remove it. They are strata property and in place to protect the piping.
- **Vacationing/Absences** – please be reminded to shut off your main water valve during absences. **Do NOT turn off the heat to your unit** – this can contribute to freezing pipes and cause damage to your property. If you plan to be away for an extended period (ie. 30 days or more), please notify the strata manager with an emergency local contact phone number and confirm the water is shut off. Also please check your insurance policy regarding regular checking of the unit during your absence. (often a requirement for claim purposes)

Landlords – please advise your tenants of these reminders.

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**MINUTES OF THE STRATA COUNCIL MEETING
STRATA PLAN NW 2765 ENGLESEA MANOR II
HELD ON JULY 17, 2025 AT 6:30PM
IN THE AMENITY ROOM
1225 MERKLIN STREET, WHITE ROCK, BC**

PRESENT:	Jim Blair	President	#402
	Jack Sutherland	Vice President	#204
	Aren Hanson	Member at Large	#201
REGRETS:	Dawn Siemens	Treasurer & Secretary	#203
	Lori Dowdall	Member at Large	#405
AGENT:	Nicole Verhoeven, Fraser Campbell Property Management Ltd.		

The meeting was called to order at 6:36pm.

MINUTES

A motion was made, seconded, and **carried** to approve the minutes of the April 14, 2025, council meeting as circulated.

BUSINESS ARISING

1. Bylaw Review

The review is in progress.

2. Sewer Backup

(a) **Sanitary Line Cleaning** – The full camera inspection of the sanitary lines from the townhomes and from the condominium to the joint line through the inspection chamber and out the service line to the city main was completed. A motion was made, seconded, and **carried** to ratify the email approval of the invoice from SWR in the amount of \$1,625.19.

(c) **Sewer Backup – March 1, 2025** – further to the inspection of the service line to the city main as noted above, the council notes the following:

i. **Sanitary Line Excavation & Repair** - Council reviewed two quotes from SWR for digging up the service line: one for partial dig up valued at \$15,886.80 and a full dig up valued at \$29,035.97. A motion was made, seconded, and **carried** to investigate the full scope of work for the full dig up which will include City permits, roadway & sidewalk

repairs, and landscape repairs after the dig up/repair. The plan is to gather the quotes and then present the matter at a general meeting for a CRF and/or Levy expenditure. Through conversations with the City of White Rock, the council has been advised that any permits that are needed will be expedited.

- ii. **Common Hallway Repairs** - Premium Restoration's repairs to the common hallway were completed however the rubber floor molding has not been replaced. The council directed the agent to follow up with Premium.

COUNCIL IMPLORES ALL RESIDENTS to continue to be vigilant about what goes down sinks, drains, and toilets to protect the building.

PLEASE BE AWARE OF ITEMS THAT SHOULD NOT BE FLUSHED OR WASHED DOWN ANY SINK OR TUB. The memo remains at the end of these minutes for reference.

3. Fire Equipment & Safety

- (a) **5-Year Dry Standpipe Hydro Test & Dry System Flush** – a motion was made, seconded, and **carried** to ratify the email approval of the invoice from Elite Fire Protection in the amount of \$3,256.05. A motion was made, seconded, and **carried** to approve the subsequent quote in the amount of \$599.55 for the repair to the faulty alarm pressure switch on the dry valve.
- (b) **White Rock Fire Department** –The following items remain on the list to be rectified:
 - i. **lock cylinder** for FD keys – after discussion and review by a contractor, alternatives need to be investigated for the location of this piece.
 - ii. **Fire Plan Box** –this was approved and is pending delivery.
 - iii. **Fire Safety Plan** – the updated plans, evacuation placards, and submission to the Fire Department is in progress.
 - iv. **Annual Fire Drill** –this has been recommended by WRFD. This is under review.

If you are a person who would need assistance navigating the stairs during an emergency situation including but not limited to an evacuation or a fire, please write to info@frasercampbell.com with the following information: name, suite number, nature of assistance needed. This list is **CONFIDENTIAL** and would only be used during an emergency.

4. Routine Maintenance

- (a) **Irrigation Startup** – a motion was made, seconded, and **carried** to ratify the email approval of the invoice from Atlas Irrigation in the amount of \$172.28.
- (b) **Dryer Vent Cleaning** – due to budgetary constraints, this maintenance will be postponed to the next fiscal year.
- (c) **Window Cleaning** – due to budgetary constraints, this maintenance will be postponed to the next fiscal year.
- (d) **Power Washing** – due to budgetary constraints, this maintenance will be postponed to the next fiscal year.
- (e) **Sump Pump Cleaning** – due to budgetary constraints, this maintenance will be postponed to the next fiscal year.

5. Window Review

- (a) **Phase Two** –The strata council is finalizing the details in preparation for a general meeting vote for expenditure.
- (b) **Window Caulking** this will form a part of this phased project.

6. Other Repairs & Maintenance

- (a) **Roof Leak/Water Ingress** – a motion was made, seconded, and **carried** to ratify the email approval of the invoice from Abney Roofing for the gutter repair and the roof hatch replacement in the amount of \$4,195.53.
- (b) **Electrical Operating Permit** – the invoice for the report is pending. Once received, it will be uploaded to the TSBC website for obtaining the permit and receiving the fee invoice.
- (c) **Tree Pruning** – due to budgetary constraints, this maintenance will be postponed to the next fiscal year.
- (d) **Elevator Upgrades** – the recommended upgrades may form a part of the AGM.
- (e) **Leak into Common Room** – a motion was made, seconded, and **carried** to ratify the approval of the invoices from Westech Plumbing for investigation and repair to a common pipe between the 3rd and 4th floors in the amounts of \$136.50 and \$838.58. The invoice for the repairs to the common hallway on the 3rd floor is pending. The invoices for emergency services, the leak from a 3rd floor unit into the common room, and the subsequent ceiling repair are pending and will be provided to the 3rd floor unit for payment.
- (f) **Pinhole Leak Common Pipe** – the final repair is pending.

7. Miscellaneous Handyman Work

VanStrata has been working on various needs:

- (a) **Porch Repair** – two units have the need for repair on the vinyl decking.

- (b) **Uneven Bricks** – the bricks at the front of a townhouse are on the list.
- (c) **Brick area slope** – there is an area near an exit door that needs to be adjusted so the bricks slope away from the building.
- (d) **Bollard for Fire Department Key Installation** – the contractor.
- (e) **Balcony Adhesive** – two units have encountered some adhesive dripping. This will be addressed.

8. Non-Resident Vehicle in Parking Garage

The unit has updated ownership of the vehicle however proof of insurance is pending.

9. Electrical Planning Report (EPR)

This expenditure was approved within the operating budget at the last AGM. Quotes are pending.

10. Intercom Update

Quotes were received and may form a part of an SGM for replacement.

11. Landscaping – the council is reviewing landscape improvements that include:

- (a) **Cedar Tree Replacement** – a motion was made, seconded, and **carried** to ratify the email approval of the invoice from Diamante in the amount of \$1,695.00 plus GST.
- (b) **Ivy on Pine Trees** – northeast end of the property – this is on hold until the next fiscal year.

12. Moisture Investigation

A motion was made, seconded, and **carried** to ratify the email approval of the invoice from Platinum Restoration in the amount of \$1,380.90 for emergency services. The restoration company is setting up the repair review.

13. Alteration Request

A unit requested alterations to their unit and was approved for painting, kitchen backsplash, laminate flooring with underlay, and plumbing repairs. The approval was provided by email with an official letter to follow.

14. Power Use in Garage

The unit responded to the letter of complaint. After discussion, a motion was made, seconded, and **carried** to leave the letter as a warning.

15. Insurance Renewal

The strata insurance policy was renewed and the policy was distributed by memo June 10th and also appears at the end of these minutes.

16. Common Door Handle Replacements

A motion was made, seconded, and **carried** to approve the expense payable to Jim Blair for lever style door handles for common doors in the amount of \$708.33.

CORRESPONDENCE

1. Garbage Bin Issues

There were reports about light bulb tubes being disposed in the strata garbage. Please be advised that those items are required to be taken to a return it depot. **Please see the end of these minutes and/or refer to the Return It website for guidance.**

2. Front Door Issues

A unit reported that the front door was not closing properly. It has been adjusted however residents are asked to kindly monitor the door when using it to ensure it closes and latches and report any further issues.

3. Cedar Trees

A unit has wrote in regarding the state of the new cedar trees being placed in pots. This has since been resolved and the trees were planted in the ground.

4. Stucco Wall Concerns

A unit wrote in regarding their unit's stucco wall. A review of this matter is in progress.

5. Watering & Soil Erosion

A unit wrote in to advise that the garden near their suite was encountering soil erosion when the landscaping is watered. Council is seeking a solution.

6. Skylight Issue

A unit wrote in regarding their skylight. Abney was going to review this issue during their recent visit. The council directed the agent to follow up.

7. Railing Glass

A unit wrote in to report that a panel of glass on their balcony has broken. The council directed the agent to reach out to Broco to review this matter.

8. Adhesive Issue

A unit wrote in to report that the adhesive on their balcony was seeping. This will be handled by the handyman company.

9. Cedar Tree Issue

A unit wrote in to report that a cedar tree fell over. The agent reached out to the landscaper who remedied the situation.

10. Soil on the Inspection Chamber

A unit wrote in to report that the soil has covered the inspection chamber. The handyman company will investigate and advise council of the options.

11. Smoking Complaint

A unit wrote in to report that a neighbouring unit's smoke is migrating into their unit. An infraction letter will be issued to remind the other unit that they must contain their smoking and avoid the migration causing a nuisance.

12. Balcony Issue

A unit wrote in to report that another unit's balcony is full of storage items. An infraction letter will be issued.

Please send all correspondence by email to info@frasercampbell.com with your strata plan number and unit number in the subject line and your full name within the email.

FINANCIAL REPORT

1. Financial Statements

The March - June 2025 financial statements were reviewed, following which it was moved, seconded, and **carried** to adopt the same.

Any owner wishing a copy of the strata corporation's financial statements should contact the agent by email to info@frasercampbell.com with your strata plan number and unit number in the subject line and your full name within the email.

2. Bank Statements and Reconciliations

The council treasurer acknowledged receipt of the February – May 2025 statements and reconciliations pursuant to the legislative requirements.

3. Arrears

The arrears were reviewed.

NEW BUSINESS

- 1. Summer Memo** – please review the reminders attached to these minutes.
- 2. Gas Range Issue** – a unit installed a gas range by way of connecting with the common line. An infraction letter was issued, the unit responded, and the strata council decided that it must be removed. The line was properly capped and disconnected accordingly.

3. **Uneven Bricks @ West Entrance** – a report was received that there are uneven bricks posing a trip hazard. The handyman company VanStrata will be asked to review and repair this.
4. **Painting Quote** – a quote was received regarding painting the exterior of the building. The council noted the quote and will hold for future consideration.
5. **Parkade Gate** – A motion was made, seconded, and **carried** to ratify the email approval of the quote and invoice from Valley All-Door in the amount of \$708.75 for the replacement of the safety edge assembly.
6. **Parkade Gate** – A motion was made, seconded, and **carried** to approve the invoice from Valley All-Door in the amount of \$228.38 for the call out regarding the door cycling on its own. A second callout was made and that invoice is pending.
7. **Pest Control** - A unit wrote in to advise of a wasp nest. Atlas Pest Control was contacted. Another unit reported silverfish. Please see below for advice on how to manage silverfish.

Silverfish require moisture, warmth, darkness and can move along pipes etc. The presence of one or two silverfish is not indicative of an infestation. A treatment option for residents is to utilize alternatives such as Diatomaceous Earth or Epsom Salt to eliminate silverfish and cedar shavings, lavender essential oil spray, or dehumidifiers to keep them away. **Please note such treatments may not be pet-friendly thus research is essential prior to using.** There are lots of articles on the internet to review.

8. **Washing Machine Valves** - A unit wrote in to request assistance with a water shut down and valve change. A second unit also called in about the same matter. Westech Plumbing was contacted and a date is pending.

There being no further business, the meeting was terminated at 7:25 pm.

**The next council meeting for Strata Plan NW 2765
is scheduled for Sept 18th, 2025 at 6:00 pm.**

Planned Meetings: usually the 3rd Thursday of Jan/Apr/Jul/Oct w September AGM*
*subject to change

Strata management services provided by



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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.

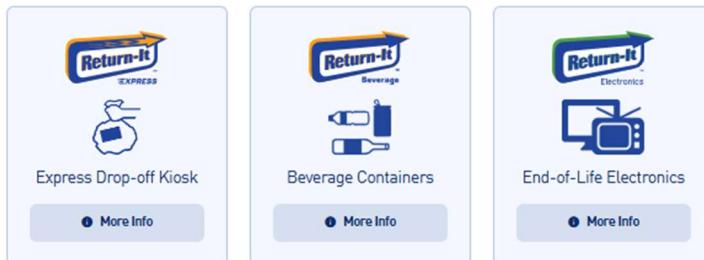
ELECTRONIC ACCESS TO MINUTES

- Log in to the FCPM website (www.frasercampbell.com),
- Click on the “owner log in” icon,
- Enter Username: **NW2765** Password: **12252765**
- Once logged in click the **file icon** to access the folders containing the documents.

Please click on these links for more information:
[White Rock Return-It Depot | Return-It](#)

Recycling types accepted:

RETURN-IT



OTHER MATERIALS ACCEPTED



Before you go

Leave the caps on

When [returning](#) your beverage containers, leave the caps on to ensure all plastic pieces are recycled.

Aluminum Alcohol Containers and Refillable Beer Bottles: Refund Rate Varies

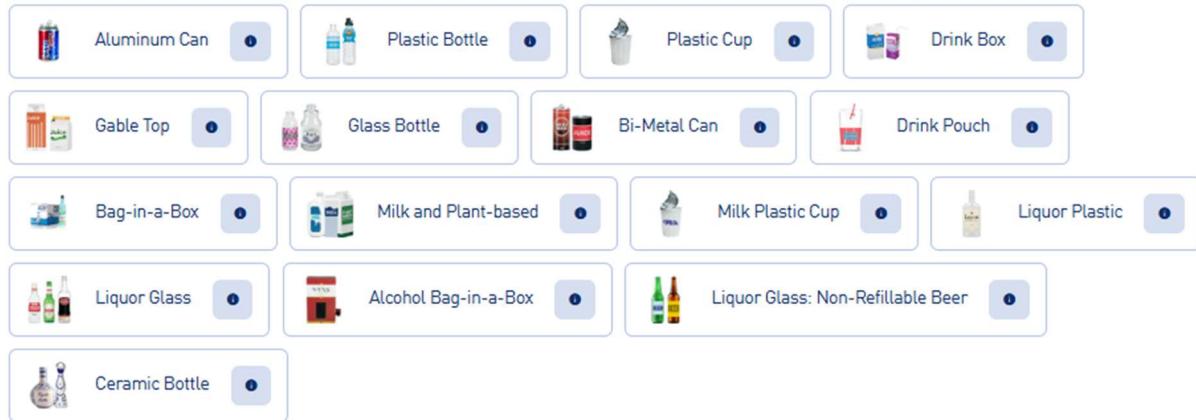
Alcohol beverage containers registered with Encorp Pacific's Return-It system are guaranteed to receive a full deposit refund at all locations. To understand which beverage containers are managed by Encorp Pacific, please see our [Registered Brands Database](#).

Refillable beer bottles and some aluminum alcohol containers are not managed by Encorp Pacific and are the responsibility of [BC Brewers Recycled Container Council \(BRCCC\)](#) and are covered under BRCCC's Stewardship Plan.

Return-It sites that are not licensed by BRCCC may still accept these containers, but you may only receive a partial deposit refund. Please check with each [Return-It site](#) to understand what BRCCC materials and products are accepted there and the refund you can expect to receive.

If you have any questions about these products, please contact BRCCC directly at stewardship@bdl.ca or call 1-800-661-2337.

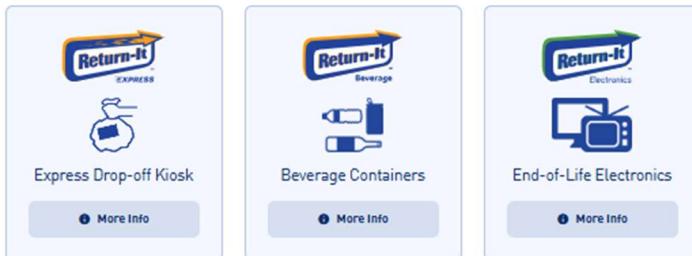
Beverage containers accepted:



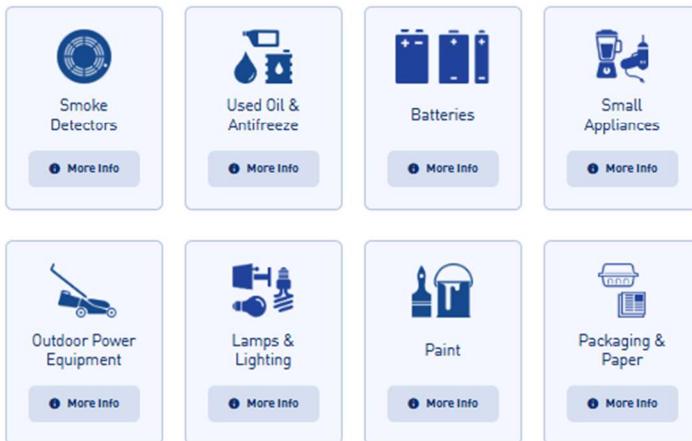
Semiahmoo Bottle Depot | Return-It
***STYROFOAM IS COLLECTED HERE**

Recycling types accepted:

RETURN-IT



OTHER MATERIALS ACCEPTED



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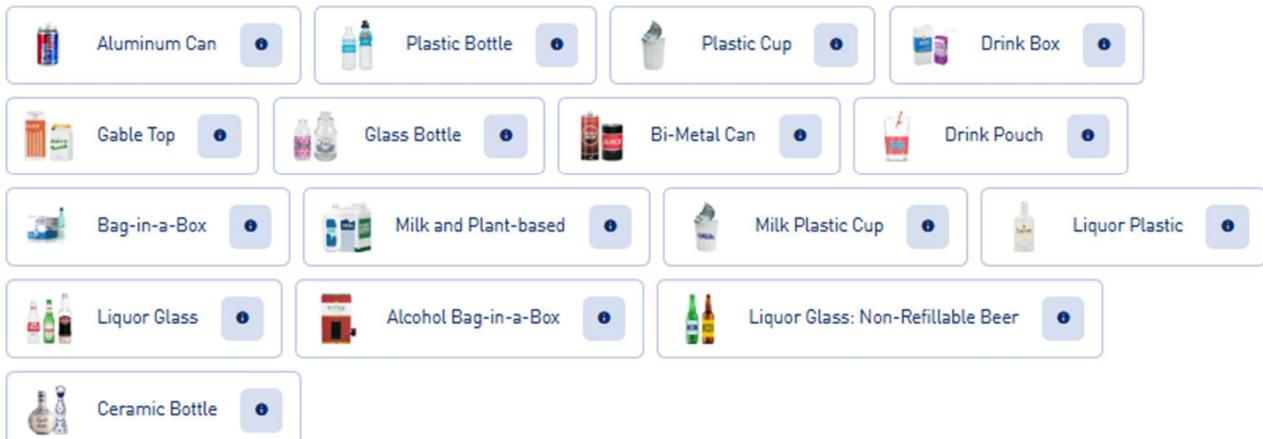
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Beverage containers accepted:





Fraser Campbell Property Management Ltd.

NW 2765 ENGLESEA MANOR II

IMPORTANT MEMO

DATE: JUNE 10, 2025
MEMO TO: OWNERS - NW 2765
FROM: STRATA COUNCIL
FRASER CAMPBELL PROPERTY MANAGEMENT
RE: STRATA CORPORATION INSURANCE POLICY

Please find attached the recent renewal summary of coverages for the strata insurance for the period of June 1, 2025 to June 1, 2026.

Deductible Highlights:	Appraised Value \$14,076,000
• All Risks	\$10,000
• Flood	\$25,000
• Water Damage	\$25,000
• Sewer Backup	\$25,000
• Earthquake	10% (minimum \$100,000)

It is highly recommended that you present this summary to your insurance provider to review your current policy for adequate coverage.

Owners are reminded to retain personal insurance coverage for contents, liability, and betterments. Please note that the deductible amounts listed above for property and water damage may be assessed to an owner if the damage originated from a source for which the owner is responsible to repair and maintain (i.e., in-suite plumbing and appliances).

Repair costs for damage to strata lots that are below the strata insurance deductible are the owner's responsibility and must be reported to the owner's personal insurance provider for consideration.

It is recommended that you provide a copy of the strata insurance certificate to your personal insurance provider to ensure adequate coverage.

It is also recommended that owners are familiar with the location of in suite water shutoff valves and that hoses and valves for appliances and plumbing fittings are checked and replaced before the end of their life span.

Your insurance provider is the expert resource that will identify any deficiencies so that you have the best coverage possible.

Thank you.



BFL CANADA Risk and Insurance Services Inc.
1177 West Hastings Street, Suite 200
Vancouver, British Columbia, V6E 2K3

Tel.: 604-669-9600
Fax: 604-683-9316
Toll Free: 1-866-669-9602



Strata
PROTECT

SUMMARY OF COVERAGES

Named Insured	The Owners, Strata Plan NW2765, acting on their own behalf or as a Strata Corporation &/or as Trustees or Agents on behalf of all Registered Unit Owners
Project Name	ENGLESEA MANOR II
Property Manager	Fraser Campbell Property Management Ltd.
Policy Period	June 01, 2025 to June 01, 2026
Policy Number	BFL04NW2765
Insured Location(s)	1225 Merkin Street, White Rock, BC V4B 4B8

INSURING AGREEMENT

PROPERTY (Appraisal Date: June 1, 2025)	DEDUCTIBLE	LIMIT
All Property, Stated Amount Co-insurance, Replacement Cost, Blanket By-Laws.		\$14,076,000
Property Extensions	Included	
Lock & Key	\$2,500	\$25,000
Additional Living Expenses - Per Unit		\$50,000
Additional Living Expenses - Annual Aggregate		\$1,000,000
Excess Property Extensions - Annually Aggregated	Up to \$5,000,000	
- Excludes all damage arising from the peril of Earthquake		
All Risks	\$10,000	
Sewer Backup	\$25,000	
Water Damage	\$25,000	
Earthquake (Annual Aggregate)	10% (minimum \$100,000)	100% of the Policy Limit
Flood (Annual Aggregate)	\$25,000	100% of the Policy Limit
Business Interruption (Gross Rentals), 100% Co-Insurance, Indemnity Period (Months) : N/A	N/A	Not Covered
CRIME	DEDUCTIBLE	LIMIT
Employee Dishonesty - Including Property Manager and Elected Officer Theft	Nil	\$1,000,000
Broad Form Money and Securities	Nil	\$10,000
COMMERCIAL GENERAL LIABILITY	DEDUCTIBLE	LIMIT
Bodily Injury & Property Damage	\$1,000	\$30,000,000
Non-Owned Automobile	\$1,000	\$30,000,000
Infectious Agent or Communicable Disease Exclusion - With Limited Exceptions		
Total Pollution Exclusion		
CONDOMINIUM DIRECTORS & OFFICERS LIABILITY	DEDUCTIBLE	LIMIT
Claims Made Form - Including Property Manager	Nil	\$20,000,000
Privacy Event Expenses	N/A	Not Applicable
Cyber Liability	N/A	Not Applicable
BLANKET GLASS - Includes Lobby Glass	DEDUCTIBLE	LIMIT
Residential	\$250	Blanket
Commercial	\$500	
Canopy	\$1,000	

E & O.E.



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Tel.: 604-669-9600
Fax: 604-683-9316
Toll Free: 1-866-669-9602

INSURING AGREEMENT

	EQUIPMENT BREAKDOWN	DEDUCTIBLE	LIMIT
Standard Comprehensive Form including Production Machines and Electronic Equipment		\$1,000	\$14,076,000
- Deductible Waiver Endorsement with respect to losses exceeding \$25,000			
Extra Expense – 100% available in first month	24 Hour Waiting Period		\$1,000,000
- Additional Living Expenses Endorsement - Per Unit			\$25,000
- Additional Living Expenses Endorsement - Annual Aggregate			\$1,000,000
Loss of Profits – Rents, Indemnity Period (Months): N/A	N/A		Not Covered
	POLLUTION LIABILITY	DEDUCTIBLE	LIMIT
Each Event	\$25,000	\$1,000,000 Shared	
Aggregate Policy Limit		\$20,000,000 Shared	
	VOLUNTEER ACCIDENT	DEDUCTIBLE	LIMIT
Maximum Limit of Loss	See Policy Wordings		\$1,000,000
	LEGAL EXPENSES	DEDUCTIBLE	LIMIT
Each Event	Nil	\$1,000,000	
Annual Aggregate		\$5,000,000	
	TERRORISM	DEDUCTIBLE	LIMIT
Per Occurrence.	\$1,000	\$350,000	
Annual Aggregate		\$350,000	
	CYBER, DATA & PRIVACY	DEDUCTIBLE	LIMIT
Cyberboxx	\$5,000		
Annual Policy Aggregate		\$100,000	
Hackbuster's Incident response services		Included	
Coverage A - Privacy Breach Liability		\$100,000	
Coverage B - Privacy Breach Expense		\$50,000	
Coverage C - Cyber Extortion & Recovery		\$50,000	
Coverage D - Social Engineering		\$25,000	
Coverage E - Breach by suppliers		\$50,000	

Loss Payable

All Registered Unit Owners &/or other Mortgagees as their interest may appear and as shown in the Land Registration District Office applicable to the said Property.

This record sheet is intended for reference only. Please refer to your policy(ies) for complete details.



Fraser Campbell Property Management Ltd.

ENGLESEA MANOR II

IMPORTANT MEMO

DATE: JULY 25, 2025

MEMO TO: OWNERS – NW 2765

FROM: STRATA COUNCIL
FRASER CAMPBELL PROPERTY MANAGEMENT

RE: SUMMER REMINDERS

Here are a few reminders regarding owner responsibilities:

Gardens & Watering

As a reminder, gardens near units are generally limited common property or common property and require approval for alterations. When watering, please be mindful of units below by not overwatering and using trays to catch excess water. All watering needs to comply with City restrictions if/when they are in place.

Flammables

Did you know that households contain many common items which are flammable? This may include: spray paint, paint solvents, liquid pesticides, aerosol sprays, hand sanitizer, antifreeze, kerosene, propane, motor oil, nail polish and polish remover. Please follow manufacturers recommendations for proper storage, always store these items in their original containers, only keep the minimum amounts necessary, and keep a fire extinguisher nearby.

Bathroom Vents

Maintenance of bathroom vents is important to ensure proper air circulation. Dust collection can inhibit the proper operation of the fan. Follow manufacturer's instructions for maintenance and cleaning.

Extreme Heat

As summer approaches, please ensure you are prepared for extreme heat. The City of White Rock provides cooling centres and other resources. See their website at whiterockcity.ca/heatevent for more information.

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Fraser Campbell Property Management Ltd.

Plumbing Smarts

Please be aware of how to care for your pipes and drains. Please do not put things down the drains or toilets that can cause blockages, damage equipment, or cause a backup into suites. **Please see below** for examples.

WHAT CAN BE FLUSHED DOWN THE TOILET?		THINGS YOU SHOULD NEVER PUT DOWN THE SINK.
YES	NO	
toilet paper		
		
		
		These items go in the compost bin.
		
		Please follow the City guidelines for these items.
		
		<ul style="list-style-type: none">• cooking oil or grease• coffee grounds or tea leaves• pasta, rice, oatmeal• egg shells• food waste• paper towels• flour
		<ul style="list-style-type: none">• cleaning products• toxic chemicals• medications• produce stickers• paint

Cigarette Disposal

Please be reminded that the summer months mean the foliage and lawns are drier than normal and pose a fire risk with discarded cigarettes. Flower pots and planters often contain highly combustible materials like peat moss, vermiculite, and fertilizer. Please do not use these for your cigarette butts.

Other smoking reminders:

- Do not toss butts over a balcony or out a window.
- Do not toss butts in the trash or planters.
- Do not place ashtrays on chairs or sofas.
- Soak butts and ashes in water prior to disposal.
- Never smoke in bed.

Landlords – please advise your tenants of these reminders.

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**MINUTES OF THE STRATA COUNCIL MEETING
STRATA PLAN NW 2765 ENGLESEA MANOR II
HELD ON APRIL 14, 2025 AT 5:00PM
IN THE AMENITY ROOM
1225 MERKLIN STREET, WHITE ROCK, BC**

PRESENT:	Jim Blair	President	#402
	Jack Sutherland	Vice President	#204
	Dawn Siemens	Treasurer & Secretary	#203
	Lori Dowdall	Member at Large	#405
	Aren Hanson	Member at Large	#201

AGENT: Nicole Verhoeven, Fraser Campbell Property Management Ltd.

OBSERVERS: Unit 101, and Unit 407

The meeting was called to order at 5:11pm.

MINUTES

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

ELECTION OF OFFICERS

A motion was made, seconded, and **carried** to elect the strata council members to the following positions:

Jim Blair	President
Dawn Siemens	Treasurer & Secretary
Jack Sutherland	Vice President

BUSINESS ARISING

1. Bylaw Review

An expenditure of up to \$3,500 from the Contingency Reserve Fund (CRF) was approved at the AGM. The contract with Cleveland Doan is pending.

2. Sewer Backup

(a) **Sanitary Line Cleaning** –The cleaning planned for the clean out of the sanitary lines from the townhomes to the inspection chamber was decided to hold and instead request the contractor to do a full camera inspection of the sanitary lines from the townhomes and

from the condominium to the joint line through the inspection chamber and out the service line to the city main. The adjusted quote is pending.

(b) **Horizontal & Vertical Cleanout** – A motion was made, seconded, and *carried* to approve the service performed in February in the amount of \$5,873.03.

(c) **Sewer Backup – October 17, 2024** – the strata council has completed several tasks associated with this issue as outlined below:

- i. One townhome's chargeback for emergency services to their units by Premium Restoration is pending payment.
- ii. Premium Restoration's repairs to the common hallway were in progress when the March 1, 2025 backup occurred (see New Business). The invoice for the repairs up to that time is pending.

COUNCIL IMPLORES ALL RESIDENTS to continue to be vigilant about what goes down sinks, drains, and toilets to protect the building.

PLEASE BE AWARE OF ITEMS THAT SHOULD NOT BE FLUSHED OR WASHED DOWN ANY SINK OR TUB. The memo remains at the end of these minutes for reference.

3. Fire Equipment & Safety

(a) **5-Year Dry Standpipe Hydro Test & Dry System Flush** – a motion was made, seconded, and *carried* to approve the quote in the amount of \$3,256.05 from Elite Fire Protection.

(b) **White Rock Fire Department** –The following items remain on the list to be rectified:

- i. lock cylinder for FD keys – after discussion and review by a contractor, alternatives need to be investigated for the location of this piece.
- ii. Fire Plan Box – this was approved and is pending delivery.
- iii. Fire Safety Plan – a motion was made, seconded, and *carried* to approve the quote in the amount of \$2,830.00 plus tax from Elite Fire Protection for updated plans, evacuation placards, submission to the Fire Department, and includes the Fire Plan Box previously approved.

(c) **Annual Fire Equipment Inspection** – a motion was made, seconded, and *carried* to ratify the deficiency quote from Elite in the amount of \$1,531.95.

If you are a person who would need assistance navigating the stairs during an emergency situation including but not limited to an evacuation or a fire, please write to info@frasercampbell.com with the following information: name, suite number, nature of assistance needed. This list is **CONFIDENTIAL** and would only be used during an emergency.

4. Routine Maintenance

- (a) **Carpet Cleaning** – a motion was made, seconded, and ***carried*** to ratify the email approval of the quote from Aero Carpet Services and to approve the subsequent invoice in the amount of \$2,045.14.

5. Window Review

- (a) **Phase Two** – the agent provided the strata council with a spreadsheet of those owners who wrote in to advise of window issues. The strata council completed preliminary reviews of the windows and is finalizing the details to then obtain quotes.
- (b) **Window Caulking** – it has been identified that this is needed and will form a part of this phase.

6. Other Repairs & Maintenance

- (a) **Roof Leak/Water Ingress** – the approved repairs have been scheduled for April 25th.
- (b) **Electrical Operating Permit** – a motion was made, seconded, and ***carried*** to approve the quote from Freeman Electric in the amount of \$840.00 as required by Technical Safety BC.
- (c) **Tree Pruning** – the review by Bartlett is pending.

7. Miscellaneous Handyman Work

The agent will ask VanStrata for a quote regarding the list of needs:

- (a) **Porch Repair** – two units have reported the need for repair on the vinyl decking. This is noted by council and on the repair list here.
- (b) **Uneven Bricks** – this repair request has been noted.
- (c) **Brick area slope** – there is an area near an exit door that needs to be adjusted so the bricks slope away from the building.
- (d) **Bollard for Fire Department Key Installation** – tied to Business Arising #3.b.i.

8. Non-Resident Vehicle in Parking Garage

The exception granted expired in October 2024. The strata council directed the agent to advise the unit that they have until the end of May 2025 to deal with the vehicle as per the strata bylaws.

9. Electrical Planning Report (EPR)

This expenditure was approved within the operating budget at the last AGM. Quotes are pending.

10. Intercom Update

The intercom isn't working for all owners. Quotes were received but need updating to ensure they are current. This may form a part of an SGM for replacement.

11. Landscaping – the council is reviewing landscape improvements that include:

- (a) **Cedar Tree Replacement** - south end of the property; pending review of the entire property prior to making any decisions.
- (b) **Ivy on Pine Trees** – northeast end of the property – council requested a quote on this.

12. Moisture Investigation

The strata council and a restoration contractor have been in contact with the unit but haven't been able to reach the unit recently. A follow-up will be done to continue with this investigation.

CORRESPONDENCE

1. Water Staining on Ceiling

Two units reported some water staining on their ceiling. This related to a dishwasher from the unit above which has been replaced. The units below are responsible for the subsequent repairs.

2. Alteration Request

A unit requested alterations to their unit. The strata council declined the installation of tile flooring but approved the rest of the request which includes painting, kitchen backsplash, laminate flooring with underlay, and plumbing repairs. The approval was provided by email with an official letter to follow.

3. Power Use in Garage

A unit has been using the common plugs in the parking garage which is against the strata bylaws. A letter will be sent accordingly. Please note that should you need temporary use of an outlet, send the request to council so it can be properly documented and reviewed for approval.

4. Unit Door Handle

A unit wrote in regarding their unit's broken front door handle. This is a unit responsibility, and it has been replaced accordingly.

5. Skunk Report

The skunk hasn't been seen in awhile and this item was tabled accordingly.

6. Inquiries

A unit wrote in with several inquiries regarding the status of common area repairs. One repair is already listed in Business Arising #7 and the other is covered in Business Arising #2.c.ii.

7. Outside Noise

A unit wrote in to complain about noise outside their unit. Upon investigation by council, they advise that this noise was coming from a generator at the City Hall across the street, and not something associated with the strata corporation.

Please send all correspondence by email to info@frasercampbell.com with your strata plan number and unit number in the subject line and your full name within the email.

FINANCIAL REPORT

1. Financial Statements

The January – February 2025 financial statements were reviewed, following which it was moved, seconded, and **carried** to adopt the same.

Any owner wishing a copy of the strata corporation's financial statements should contact the agent by email to info@frasercampbell.com with your strata plan number and unit number in the subject line and your full name within the email.

2. Bank Statements and Reconciliations

The council treasurer acknowledged receipt of the December 2024 – January 2025 statements and reconciliations pursuant to the legislative requirements.

3. Arrears

The outstanding levy fees were collected.

NEW BUSINESS

1. Sewer Backup – March 1, 2025 – a backup occurred on March 1st resulting in damage to all 4 townhomes.

a. **SWR Emergency Invoice** – a motion was made, seconded, and **carried** to ratify the approval of the invoice for the emergency clearing of the lines in the amount of \$1,545.08 from the CRF per sections 96 & 98 of the Strata Property Act.

b. **Premium Restoration Emergency Invoice** – a motion was made, seconded, and **carried** to approve the invoice for the emergency services to the common area in the amount of \$2,756.09 from the CRF per sections 96 & 98 of the Strata Property Act.

c. **City of White Rock Conversations** – the strata council called the City during the backup, coordinated letters from the townhome owners to send to the City, and followed up with the City regarding the potential issues that may

be associated with their line. The City correspondence has been inconsistent and unclear in terms of their email reporting of events. A motion was made, seconded, and **carried** to reach out to a lawyer to see if they would accept a retainer to write a letter to the City to request clear reporting and cooperation on this matter.

- d. **SWR Sanitary Line Investigation** - as per Business Arising 2.a, the strata council is requesting a full video recorded evaluation of the lines.
- e. **SWR Sanitary Service Line Excavation Quote** – a quote was received from SWR in the amount of \$15,886.80 for the excavation of the sanitary line at its connection not the city sewer main. This does not include City permits, roadway closure costs, roadway repair costs, or other unknown required expenses. The strata council would like to use the results from the sanitary line investigation to better determine/confirm which area(s) may require excavation. The adjusted quotation will be obtained thereafter and the associated fees, permits, and other repairs to concrete and/or landscaping will also be investigated. All the potential costs will be organized to provide a comprehensive quote which may then be required to be approved by the Owners of Strata Plan NW 2765. The Strata Corporation may need legal advice to determine what would be required should this expenditure be recommended.

2. Routine Maintenance

- a. **Irrigation/Hose Bib Startup** – a council member will arrange for the hose bibs to be started and the council directed the agent to reach out to the contractor to schedule the startup of the irrigation system.
- b. **Dryer & Kitchen Vent Cleaning** – the strata council directed the agent to obtain a quote for the annual servicing.
- c. **Window Cleaning** – the strata council directed the agent to obtain a quote for this servicing.
- d. **Power Washing** - the strata council directed the agent to obtain a quote for cleaning the ramp including the retaining wall on the ramp, and the two entrance areas.
- e. **Sump Pump Cleaning** - the strata council directed the agent to obtain a quote for this servicing.

3. Spring Memo – please review the reminders attached to these minutes.

4. Garage Gate Accident – a collision occurred between a resident and the parking garage gate on a day when there was snow on the ground. A motion was made, seconded, and **carried** to ratify the original approval to charge the unit the cost of

the repairs which amounted to \$625.97. The unit requested the council reconsider the charge. After deliberation at the council meeting, a motion was made, seconded, and **carried** to maintain the chargeback. A letter of explanation will be sent to the owners.

5. **Elevator Upgrades** – the strata council reviewed a schedule of recommended upgrades for the elevator. The recommendations will likely be presented at an SGM (Special General Meeting).
6. **Leak into the Common Room** – a leak was discovered in the ceiling of the common room washroom. The investigation was scheduled for April 16th, just after this meeting. Further updates to what happens will be provided at the next council meeting..
7. **Common Room Toilet** – the agent requested Westech Plumbing to check/repair on the next routine maintenance visit. This appears to have been completed.
8. **Pinhole Leak** – a pinhole leak was identified in a wall. The repair needs to be coordinated with two units. A motion was made, seconded, and **carried** to approve the investigation invoice from Westech Plumbing in the amount of \$136.50.
9. **Fire Alarm Event – March 20** – an alarm occurred on March 20th from a unit that encountered a cooking incident. During the debrief, it has been reported that some units did not hear the bells, residents did not make their way to the muster area, and an owner reported that they needed assistance to evacuate. The strata council directed the agent to find out if the bells can be louder. It is also recommended that an annual fire drill be executed by the strata corporation.

IMPORTANT NOTICE

Evacuation Muster Location – in an evacuation event, residents are to report to the area in front of City Hall across the street.

Evacuation Assistance – if you require assistance to evacuate, it is important that you identify that need by reaching out to the strata agent so a list can be placed in the Fire Plan Box for the Fire Department.

10. **Insurance Appraisal** – the annual appraisal for insurance purposes (not related to market value) is \$14,076,000. Renewal of the strata policy is due June 1, 2025.

11. Door Issues - A motion was made, seconded, and **carried** to ratify the email decision to approve the invoice from A Priority Locksmiths in the amount of \$210.00 to repair and fix various door issues. The council then reviewed a quote to replace the common doorknobs with levers. A motion was made, seconded, and **carried** to transition those by volunteers purchasing and replacing door handles over time.

12. Landscaping Contract - A motion was made, seconded, and **carried** to ratify the email decision to approve the annual contract with Diamante Lawncapes Inc. in the amount of \$16,500/year plus tax as well as the quote for grub treatment in the amount of \$300.00.

There being no further business, the meeting was terminated at 6:30 pm.

**The next council meeting for Strata Plan NW 2765
is scheduled for July 17th, 2025 at 6:00 pm.**

Planned Meetings: usually the 3rd Thursday of Jan/Apr/Jul/Oct w September AGM*
*subject to change

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

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 issues such as fire, flood,
or security risks such as 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.

ELECTRONIC ACCESS TO MINUTES

- Log in to the FCPM website (www.frasercampbell.com),
- Click on the “**owner log in**” icon,
- Enter Username: **NW2765** Password: **12252765**
- Once logged in click the **file icon** to access the folders containing the documents.



Fraser Campbell Property Management Ltd.

ENGLESEA MANOR II

IMPORTANT MEMO

DATE: APRIL 22, 2025

MEMO TO: OWNERS – NW 2765

FROM: STRATA COUNCIL
FRASER CAMPBELL PROPERTY MANAGEMENT

RE: SPRING REMINDERS

As you transition from freezing temperatures into spring, here are a few reminders regarding owner responsibilities:

Fire Extinguishers

Fire extinguishers can help save lives and property. Please follow the manufacturer's guidelines for maintenance and use. Routinely check your extinguisher accordingly. If you have an extinguisher, place it where there is clear access.

Water Damage

It is recommended that owners are familiar with the location of every in-suite water shutoff valve and that hoses and valves for appliances and plumbing fittings are checked and replaced before the end of their life span. Other recommendations include replacing rubber appliance supply hoses with steel braided hoses, seal tile grout, and routinely checking under sinks for any evidence of water leaks.

Hose Bibs

If you have a hose bib, please follow the below once there is no further risk of frost:

1. Remove any garden hoses or accessories that may still be connected to the hose bibs.
2. Turn off/close the exterior valve.
3. Slowly open the interior shut off valve.
4. Carefully open the exterior hose bib and let the water run.
5. Check all areas for leaks. If there are any issues, turn off the water at the valve inside.

Landlords – please advise your tenants of these reminders.

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Fraser Campbell Property Management Ltd.

**MINUTES OF THE STRATA COUNCIL MEETING
STRATA PLAN NW 2765 ENGLESEA MANOR II
HELD ON JANUARY 16, 2025 AT 5:00PM
IN THE AMENITY ROOM
1225 MERKLIN STREET, WHITE ROCK, BC**

PRESENT:	Jim Blair	President	#402
	Jack Sutherland	Vice President	#204
	Dawn Siemens	Treasurer & Secretary	#203
	Lori Dowdall	Member at Large	#405
	Aren Hanson	Member at Large	#201

AGENT: Nicole Verhoeven, Fraser Campbell Property Management Ltd.

The meeting was called to order at 5:01pm.

MINUTES

A motion was made, seconded, and ***carried*** to approve the minutes of the October 17, 2024, council meeting as circulated.

BUSINESS ARISING

1. Bylaw Review

An expenditure of up to \$3,500 from the Contingency Reserve Fund (CRF) was approved at the AGM. The contract with Cleveland Doan is pending.

2. Sewer Backup

- (a) **Sanitary Line Cleaning** – A motion was made, seconded, and ***carried*** to have this cleaned prior to the originally planned service in April 2025. The cleaning will be extended to also clean out the sanitary lines from the townhomes to the inspection chamber. The cleaning of the sanitary lines goes all the way out to the city main.
- (b) **Horizontal & Vertical Cleanout** – The strata council directed the agent to arrange this alongside the above service.
- (c) **Sewer Backup – October 17, 2024** – the strata council has completed several tasks associated with this issue as outlined below:
 - i. A motion was made, seconded, and ***carried*** to ratify the email approval of the invoice from SWR Drain Service Ltd. in the

amount of \$755.37 from the CRF for emergency services during the backup.

- ii. A motion was made, seconded, and **carried** to ratify the email approval of the expense reimbursement to Jim Blair in the amount of \$55.00 for mechanical plans obtained from the City of White Rock.
- iii. A motion was made, seconded, and **carried** to ratify the email approval of the invoice from Premium Restoration from Repairs and Maintenance in the amount of \$1,244.02 for emergency services in the common hallway from the backup.
- iv. The three affected townhomes received chargeback letters for the emergency services to their units by Premium Restoration December 20, 2024.
- v. A motion was made, seconded, and **carried** to approve the invoice from SWR Drain Service Ltd. in the amount of \$1,189.14 for a camera inspection performed December 23, 2024 of the sanitary lines for all 4 townhouse units. No deficiencies were observed in those lines and they were reported as clear. It was confirmed that the townhouse sanitary line joins the line from the condominiums and exits as one (1) sanitary line from the property to the City main. During the inspection, the camera got stuck underwater on the City side.
- vi. The agent sent the report to the City of White Rock and a response is pending.
- vii. The strata council discussed the matter and decided to move the sanitary line cleaning up from the originally planned April date, add in the extra cleaning on the townhouse side, and do the planned horizontal and vertical cleaning as per Business Arising 2a & 2b.
- viii. A motion was made, seconded, and **carried** to approve the quotation from Premium Restoration in the amount of \$1,416.24 for the repairs to the common hallway.
- ix. Various emails were received from the three units involved. The strata council noted all the concerns and directed the agent to send a letter to all townhome owners with the summary of activity and copies of the invoices from SWR Drain Service Ltd.
- x. Two of the townhouse owners emailed a request for a hearing. The agent immediately responded and provided a

document from CHOA which outlines how hearings work. Hearings are for owners to be heard only. There is no back and forth discussion. The agent asked each of the requestors to confirm if they wished to proceed. Neither of the two owners responded or confirmed.

COUNCIL IMPLORES ALL RESIDENTS to continue to be vigilant about what goes down sinks, drains, and toilets to protect the building.

PLEASE BE AWARE OF ITEMS THAT SHOULD NOT BE FLUSHED OR WASHED DOWN ANY SINK OR TUB. The memo remains at the end of these minutes for reference.

3. Fire Equipment & Safety

- (a) **Annual Fire Equipment Inspection** – a motion was made, seconded, and *carried* to ratify the email approval of the invoice in the amount of \$384.30 from Elite Fire Protection to move a smoke detector found above the t-bar roofing in a common area.
- (b) **Annual Dry Sprinkler Winterization** – a motion was made, seconded, and *carried* to approve the annual dry sprinkler winterization invoice from Elite Fire Protection in the amount of @289.80.
- (c) **5-Year Internal Pipe (dry system) Assessment & 5 Year Fire Department Connection Hydrostatic Test** – a motion was made, seconded, and *carried* to approve the invoice in the amount of \$1,654.80 from Elite Fire Protection. A quote for additional work to flush the dry sprinkler system and do the 5-year dry standpipe hydro test in the amount of \$3,256.05. This approval has been postponed until spring due to the dry sprinkler system being winterized.
- (d) **White Rock Fire Department** –The following items remain on the list to be rectified:
 - i. lock cylinder for FD keys – quote pending
 - ii. Fire Plan Box - a motion was made, seconded, and *carried* to ratify the email approval of the quote from Elite Fire Protection in the amount of \$160.00.
 - iii. Fire Safety Plan – the strata council reviewed a quotation and directed the agent to ask some questions prior to approving.

If you are a person who would need assistance navigating the stairs during an emergency situation including but not limited to an evacuation or a fire, please write to info@frasercampbell.com with the following information: name, suite number, nature of assistance needed. This list is **CONFIDENTIAL and would only be used during an emergency.**

4. Routine Maintenance

- (a) **Hallway Fan Duct Cleaning** – a motion was made, seconded, and *carried* to ratify the email approval of the invoice from National Air Technologies in the amount of \$1,181.25. The report notes that it is recommended to perform this cleaning every 2-3 years. Some of the grills could not be removed and had to be cleaned in place. When/if the walls are re-painted, the grills should be removed and replaced so they can be properly serviced.

5. Window Review

- (a) **Phase One** - a motion was made, seconded, and *carried* to ratify the email approvals to pay the final invoices as follows: Oasis Windows \$4,290.28, Broco Glass \$1,437.50, and Doors Galore \$1,488.91. Phase One is now complete and totals \$14,673.42. A balance of \$5,905.78 as of December 31, 2024 remains in the levy fund. As per section 108 of the Strata Property Act, the remaining funds shall be distributed back to the owners in proportion to their unit entitlement.
- (b) **Phase Two** – the agent provided the strata council with a spreadsheet of those owners who wrote in to adviser of window issues. The strata council will begin some preliminary reviews of the windows to then determine how the quoting will proceed.

6. Other Repairs & Maintenance

- (a) **Roof Leak/Water Ingress** – the approved repairs are awaiting a date from Abney.
- (b) **Electrical Operating Permit** – quotes are pending for an electrician certified for this permit required by Technical Safety BC.
- (c) **Window Trim Caulking** – the strata council will include these needs with Phase 2 Window Project planning.
- (d) **Tree Pruning** – the strata council directed the agent to have Bartlett do a fresh review with recommendations.
- (e) **Irrigation Winterization** – a motion was made, seconded, and *carried* to ratify the email approval of the invoice from Atlas Irrigation in the amount of \$235.20.

7. Miscellaneous Handyman Work

The strata council directed the agent to see if a quote can be obtained for:

- (a) **Porch Repair** – two units have reported the need for repair on the vinyl decking. This is noted by council and on the repair list here.
- (b) **Uneven Bricks** – this repair request has been noted.
- (c) **Brick area slope** – there is an area near an exit door that needs to be adjusted so the bricks slope away from the building.

8. Non-Resident Vehicle in Parking Garage

The strata council reviewed the email from the unit with a regular visitor parking in the residential parking lot to consider an exception. A motion was made, seconded, and **carried** to permit the exception on the condition that it only applies to that specific vehicle, to be reviewed annually, and can be revoked in writing by the strata council.

9. Electrical Planning Report (EPR)

This expenditure was approved within the operating budget at the last AGM. Quotes are pending.

10. Intercom Update

The intercom isn't working for all owners. Quotes are currently being obtained to review the potential for replacement.

11. Non-Resident Vehicle in Parking Garage

The agent will check in with the unit that was updating registration of a vehicle in the parkade by October 2, 2024.

12. Water Ingress

Quotes were obtained regarding the repair of water ingress for a unit. One quote was to excavate and repair from the outside from Bole Construction in the amount of \$11,400 plus GST and the other was to do a concrete injection by Huinink Ventures from the inside in the amount of \$1,800 plus GST. A motion was made, seconded, and **carried** to approve both the email decision to proceed with Huinink Ventures and to pay the invoice in the amount of \$1,890.00.

The unit received a letter to chargeback the cost of the restoration work completed.

Premium Restoration performed water testing after the concrete injection and no further ingress was detected. The unit is now undergoing the repairs under their unit insurance claim.

13. Storage in Parking Stall

After the Fire Department report, a unit received a letter regarding removal of storage in their parking stall. This has since been cleared accordingly.

CORRESPONDENCE

1. Cedar Tree

A unit requested that a replacement cedar be planted where a dead one was removed. The strata council will review the property for all landscape improvements including other dead shrubs that need to be removed prior to determining where new plantings may go and if there is room in the budget.

2. Door Hardware

A unit reported the door closing hardware in their unit was broken. The unit was advised that the repair is a cost and task borne by the unit.

3. Moisture Inquiry

A unit reported some moisture in their unit. The strata council has attempted several times to contact the unit to see the issue but have not been able to reach the unit yet.

4. AGM Comments

A unit wrote in with comments about the AGM. The strata council notes the letter.

5. Plugged Sink

A unit called in regarding their kitchen sink being plugged. Normally this is a unit issue for repair but this particular unit has this issue due to the location of strata piping. The agent arranged for the plumber to do the repair. A motion was made, seconded, and **carried** to approve the invoice from Westech Plumbing and Heating in the amount of \$351.75.

Please send all correspondence by email to info@frasercampbell.com with your strata plan number and unit number in the subject line and your full name within the email.

FINANCIAL REPORT

1. Financial Statements

The September - December 2024 financial statements were reviewed, following which it was moved, seconded, and **carried** to adopt the same.

Any owner wishing a copy of the strata corporation's financial statements should contact the agent by email to info@frasercampbell.com with your strata plan number and unit number in the subject line and your full name within the email.

2. Bank Statements and Reconciliations

The council treasurer acknowledged receipt of the August - November 2024 statements and reconciliations pursuant to the legislative requirements.

3. Arrears

Two units have not paid their levy. One unit will be sent their second letter with a lien warning and the other will be sent the third letter which is a final notice 21-day demand letter with a lien warning.

NEW BUSINESS

1. Routine Maintenance

- a. **Carpet Cleaning** – a quote will be obtained for carpet cleaning of hallways, lobbies, and stairwell landings (no stairs).
- b. **Roof & Ground Drain Clearing** – Ivan cleared these in November.

2. **Winter Memo** – please review the winter reminders attached to these minutes.
3. **Maple Leaf** – the waste removal company advised there is an increase to their fees.
4. **AGM New Business**
 - a. **Hedge Replacements** – this request was repeated and has been addressed in Correspondence #1.
 - b. **Additional Council Meeting** – an additional meeting costs \$300 plus tax and has been noted by council to consider.
 - c. **Pine Trees with Ivy** – the strata council directed the agent to speak with the landscaping team regarding this issue.
5. **Woodpecker in Garage** – a woodpecker was evacuated after pecking insulation onto the garage floor.
6. **Snow & Salt Log** – the agent sent the log to the strata council. If you are volunteering, please document actions in the log.
7. **Annual Fire Equipment Inspection** – this was scheduled for January 21, 2025.
8. **Unit Smoke Detector Replacements** – a series of smoke detectors required replacement prior to the inspection. A motion was made, seconded, and **carried** to ratify the email decisions to approve the invoices from Elite Fire Protection in the amounts of \$406.35, \$406.35, and \$555.45.
9. **Front Door Repair** – A motion was made, seconded, and **carried** to ratify the email decision to approve the invoice from DSM Installations for necessary repairs in the amount of \$743.93.
10. **Common Room Kitchen Sink Invoice** - A motion was made, seconded, and **carried** to ratify the email decision to approve the invoice from Westech Plumbing and Heating in the amount of \$257.25.
11. **Navien Repair** - A motion was made, seconded, and **carried** to ratify the email decision to approve the invoice from Westech Plumbing and Heating in the amount of \$174.83.
12. **Mechanical Room Pipe Leak** - A motion was made, seconded, and **carried** to ratify the email decision to approve the invoice from Westech Plumbing and Heating in the amount of \$1,291.08.

There being no further business, the meeting adjourned at 7:16 pm.

**The next council meeting for Strata Plan NW 2765
is scheduled for January 16th, 2025 at 5:00 pm.**

Planned Meetings: usually the 3rd Thursday of Jan/Apr/Jul/Oct w September AGM*
*subject to change

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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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.

ELECTRONIC ACCESS TO MINUTES

- Log in to the FCPM website (www.frasercampbell.com),
- Click on the “owner log in” icon,
- Enter Username: **NW2765** Password: **12252765**
- Once logged in click the **file icon** to access the folders containing the documents.



Fraser Campbell Property Management Ltd.

ENGLESEA MANOR II **IMPORTANT MEMO**

DATE: JANUARY 23, 2025

MEMO TO: OWNERS – NW 2765

FROM: STRATA COUNCIL
FRASER CAMPBELL PROPERTY MANAGEMENT

RE: LATE WINTER REMINDERS

As the freezing temperatures and winter weather arrives, here are a few reminders regarding owner responsibilities:

Vacationing/Absences

Please be reminded: Do NOT turn off the heat to your unit while away. Turning the heat off can contribute to freezing pipes and cause damage to your property (and others). If you plan to be away for an extended period (ie. 14 days or more), please notify the strata manager with an emergency local contact phone number. Also please check your insurance policy regarding regular checking of the unit during your absence. (often a requirement for claim purposes)

Holiday Decor

If you haven't already done so, this is a friendly reminder to remove holiday décor.

Electric Space Heaters

Electric space heaters are a fire risk and should be used carefully:

- Place heaters on solid, level surfaces at least 3 feet away from flammable items.
- Plug directly into an outlet – do not use an extension cord or power bar.
- Keep them clean and follow all manufacturer's instructions for use and care.
- Purchase heaters that automatically shut off if tipped over.

Bathroom Vents

Maintenance of bathroom vents is important to ensure proper air circulation. Dust collection can inhibit the proper operation of the fan. Follow manufacturer's instructions for maintenance and cleaning.

Plumbing Smarts

Please be aware of how to care for your pipes and drains. Please do not put things down the drains or toilets that can cause blockages, damage equipment, or cause a backup into suites. Please see the below for examples.

WHAT CAN BE FLUSHED DOWN THE TOILET?		THINGS YOU SHOULD NEVER PUT DOWN THE SINK.
YES toilet paper  	NO diapers feminine products tampons "flushable" wipes baby wipes paper towels kitty litter pet waste in bags trash food waste hair disposable cleaning cloths	<p>These items go in the compost bin.</p> <ul style="list-style-type: none">cooking oil or greasecoffee grounds or tea leavespasta, rice, oatmealegg shellsfood wastepaper towelsflour <p>Please follow the City of Surrey guidelines for these items.</p> <ul style="list-style-type: none">cleaning productstoxic chemicalsmedicationsproduce stickerspaint 

Landlords – please advise your tenants of these reminders.

DISCLAIMER: All information provided by Fraser Campbell Property Management Ltd. is advisory in nature and does not constitute a guarantee nor warrant the safety of any property or operation of property. All decisions made in connection with the reminders issued are the sole responsibility of the recipient of the information.



Fraser Campbell Property Management Ltd.

**MINUTES OF THE ANNUAL GENERAL MEETING
STRATA PLAN NW 2765 – ENGLESEA MANOR II
HELD ON THURSDAY, NOVEMBER 21, 2024, AT 6:00 PM
IN THE AMENITIES ROOM
1225 MERKLIN STREET, WHITE ROCK, BC**

PRESENT: 22 Owners in person or proxy as per the registration sheet
(15 in person, 7 by proxy)

AGENT: Nicole Verhoeven, Fraser Campbell Property Management Ltd.

There being a quorum present, the meeting was called to order at 6:05pm by the Agent, Nicole Verhoeven.

PROOF OF NOTICE

It was moved, seconded, and **carried** to accept the notice dated October 31, 2024, as proper notice of the meeting. (*all in favour*)

ELECTION OF CHAIRPERSON

A motion was made, seconded, and **carried** to appoint the Agent, Nicole Verhoeven, to assist with facilitating the meeting. (*all in favour*)

APPROVAL OF AGENDA

It was moved, seconded, and **carried** to approve the agenda of the Annual General Meeting. (*all in favour*)

MINUTES

It was moved, seconded, and **carried** to adopt the minutes of the August 21, 2024; Special General Meeting as circulated. (*all in favour*)

INSURANCE REPORT

The agent summarized the Strata Corporation insurance coverage, provided by BFL for the period of June 1, 2024 through June 1, 2025.

Premium: **\$46,631** **Appraised Value \$13,626,000**

Deductibles

All Property	\$10,000	Deductible
Sewer Backup	\$25,000	Deductible
Water Damage	\$25,000	Deductible
Flood	\$25,000	Deductible
Earthquake	15%	Deductible (Minimum \$250,000)

IMPORTANT NOTES:

Owners are reminded to retain personal insurance coverage for contents, liability, and betterments. Please note that the deductible amounts as listed above for property and water damage may be assessed to an owner if the damage originated from a source for which the owner is responsible to repair and maintain (i.e., in-suite plumbing and appliances).

Repair costs for damage to strata lots that are below the strata insurance deductible are the owner's responsibility and must be reported to the owner's personal insurance provider for consideration.

It is recommended that you provide a copy of the strata insurance certificate to your personal insurance provider to ensure adequate coverage.

It is also recommended that owners are familiar with the location of in suite water shutoff valves and that hoses and valves for appliances and plumbing fittings are checked and replaced before the end of their life span.

Please reach out to info@frasercampbell.com for the current summary of coverages to bring with you to your insurance company. Please also be prepared to update your insurance should the deductibles change at renewal.

Resolution #1: Approval of Budget – No Strata Fee Increase (Majority Vote)

September 30th year-end

The following Resolution was presented to the owners for consideration:

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 the financial statements.

BE IT RESOLVED THAT:

1. That the Owners of Strata Plan NW 2765 Englesea Manor II hereby authorize operating expenses in the amount of \$301,380 that includes an allocation to the Contingency Reserve Fund in the amount of \$100,000 for the fiscal year ending September 30, 2025.

A motion was made and seconded to consider Resolution #1, the floor was then opened for discussion. Following discussion, the vote was taken, and the motion was ***carried.*** (*22 in favour, 0 opposed, 0 abstained*)

RESOLUTION #2 ($\frac{3}{4}$ Vote)

CRF Expenditure: Bylaw Legal Review & Update

The following Resolution was presented to the owners for consideration:

WHEREAS:

1. The legislation has evolved over the past few years, and
2. The bylaws and rules of Strata Plan NW 2765 Englesea Manor II have not had a legal review in recent years.
3. It is proposed that Strata Plan NW 2765 Englesea Manor II engage with a lawyer to review and update the bylaws and rules.

BE IT RESOLVED:

- a. In accordance with section 96 of the Strata Property Act and by a $\frac{3}{4}$ vote of the owners of Strata Plan NW 2765 Englesea Manor II at the Annual General Meeting held November 21, 2024, to expend a sum of money not exceeding \$3,500 from the Contingency Reserve Fund (CRF) for the purpose of obtaining a legal review and update of the strata bylaws and rules.
- b. If the actual cost of the proposed project is less than the resolution amount, the remaining funds shall remain in the Contingency Reserve Fund (CRF).

A motion was made and seconded to consider Resolution #2, the floor was then opened for discussion. Following discussion, the vote was taken, and the motion was **carried**. (*22 in favour, 0 opposed, 0 abstained*)

NEW BUSINESS

1. **Hedge Replacements** – a unit asked for the landscaping to be reviewed for hedge replacements.
2. **Additional Council Meeting** – a unit inquired to see if another council meeting could be added to the current agency agreement schedule.
3. **Pine Trees with Ivy** – the trees at the north end have excessive ivy and need attention.

ELECTION OF COUNCIL

Sincere thanks and appreciation were extended to the 2023/2024 council members for their dedication as volunteers to strata related matters throughout the year.

Pursuant to the Strata Corporation Bylaws, the 2023/2024 strata council members automatically retire from council. The retiring council members are eligible for re-election.

The floor was opened for volunteers and/or nominations for council.

The following five (5) nominees were nominated and accepted from the floor:

- **Jack Sutherland**
- **Dawn Siemens**
- **Jim Blair**
- **Aren Hansen**
- **Lori Dowdall**

The following five (5) owners were elected to the 2024/2025 strata council by a majority vote:

- **Jack Sutherland**
- **Dawn Siemens**
- **Jim Blair**
- **Aren Hanson**
- **Lori Dowdall**

Owners are reminded that Council members are volunteers and that any questions or concerns should be directed to the strata manager. Email correspondence may be directed to info@frasercampbell.com with "NW 2765" in the subject line.

ADJOURNMENT OF MEETING

There being no further business, a motion was made, seconded, and **carried** to adjourn the meeting at 6:33pm.

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of council and general meeting minutes for future reference.

2024/2025 BUDGET - STRATA PLAN NW 2765				22-Nov-24
			SEPTEMBER 30 YEarend	
CATEGORY		2023/2024	2023/2024	2024/2025
CODE	NAME	FINAL BUDGET	ACTUAL	FINAL BUDGET
REVENUE				
4000	STRATA FEES	273,700	273,700	273,700
4300	INTEREST	400	1,797	1,000
4500	MOVE FEES	0	0	0
4800	MISCELLANEOUS	0	0	0
4950	SURPLUS FORWARD	0	0	26,680
TOTAL REVENUE		274,100	275,497	301,380
EXPENDITURES				
ADMINISTRATION				
5000	MANAGEMENT FEE	15,750	15,750	15,750
5100	INSURANCE/APPRaisal	46,440	45,307	47,648
5295	ENGINEERING REPORTS	0	0	3,500
5400	MISCELLANEOUS	3,500	3,235	3,500
		65,690	64,292	70,398
UTILITIES				
6000	GAS	16,000	21,429	22,000
6100	ELECTRICITY	12,000	8,514	9,000
6200	WATER & SEWER	10,500	10,501	11,000
6300	GARBAGE REMOVAL	10,500	11,550	11,550
		49,000	51,993	53,550
PROPERTY AND BUILDINGS				
6400	ELEVATOR	4,500	4,560	4,600
6500	ENTERPHONE	800	733	750
6700	JANITORIAL	5,200	5,372	5,544
6900	LANDSCAPING	17,325	15,750	17,250
6950	LANDSCAPE IMPROVEMENTS	4,000	7,204	4,000
7200	REPAIRS & MTCE.	45,000	14,732	35,038
7230	SNOW REMOVAL	3,000	0	250
7400	FIRE/MECHANICAL MTCE	5,000	9,596	10,000
		84,825	57,947	77,432
SUB-TOTAL		199,515	174,232	201,380
9000	CONTINGENCY	74,585	74,585	100,000
9800	DEFICIT RECOVERY	0	0	0
TOTAL EXPENDITURES		274,100	248,817	301,380
SURPLUS (DEFICIT)		-	26,680	-
CONTINGENCY RESERVE FUND				
	BALANCE SEPTEMBER 30, 2024			239,296
	2024/2025 TRANSFER FROM OPERATING FUND			100,000
	APPROVED EXPENDITURES			(3,500)
	ESTIMATED INTEREST INCOME at 4.5%			11,000
	ESTIMATED BALANCE SEPTEMBER 30, 2025			346,796

STRATA PLAN NW 2765				30-Oct-24	
STRATA FEE SCHEDULE					
YEAR END SEPTEMBER 30, 2025					
			273,700.00	ANNUAL BUDGET	
UNIT	S.L.	U/E	NEW FEE	OPERATING	CONTINGENCY
101	6	267	608.98	386.48	222.50
102	5	279	636.35	403.85	232.50
103	4	283	645.48	409.65	235.83
104	3	266	606.70	385.03	221.67
201	2	244	556.52	353.19	203.33
203	7	253	577.05	366.22	210.83
204	1	254	579.33	367.66	211.67
301	14	244	556.52	353.19	203.33
302	13	292	666.00	422.67	243.33
303	15	252	574.77	364.77	210.00
304	12	254	579.33	367.66	211.67
305	16	293	668.28	424.11	244.17
306	11	284	647.76	411.09	236.67
307	17	253	577.05	366.22	210.83
308	10	264	602.14	382.14	220.00
309	18	253	577.05	366.22	210.83
310	9	261	595.30	377.80	217.50
311	19	255	581.61	369.11	212.50
312	8	256	583.89	370.56	213.33
401	26	297	677.41	429.91	247.50
402	25	339	773.20	490.70	282.50
403	27	253	577.05	366.22	210.83
404	24	253	577.05	366.22	210.83
405	28	293	668.28	424.11	244.17
406	23	285	650.04	412.54	237.50
407	29	253	577.05	366.22	210.83
408	22	264	602.14	382.14	220.00
409	30	253	577.05	366.22	210.83
410	21	267	608.98	386.48	222.50
411	31	257	586.17	372.00	214.17
412	20	255	581.61	369.11	212.50
501	35	287	654.60	415.43	239.17
502	34	294	670.57	425.57	245.00
503	36	253	577.05	366.22	210.83
504	33	263	599.86	380.69	219.17
505	37	306	697.94	442.94	255.00
506	32	321	732.15	464.65	267.50
TOTAL		10000	22808.31	14474.99	8333.32



Fraser Campbell Property Management Ltd.

**MINUTES OF THE STRATA COUNCIL MEETING
STRATA PLAN NW 2765 ENGLESEA MANOR II
HELD ON OCTOBER 17, 2024 AT 5:00PM
IN THE AMENITY ROOM
1225 MERKLIN STREET, WHITE ROCK, BC**

PRESENT:	Christopher Cooper	Vice President	#304
	Dawn Siemens	Treasurer & Secretary	#203
	Jim Blair	President	#402
	Ivan Weis	Member at Large	#408
REGRETS:	Galina Birger	Member at Large	#404
GUESTS:	Jack Sutherland (observer)		#204
AGENTS:	Nicole Verhoeven, Fraser Campbell Property Management Ltd.		

The meeting was called to order at 5:20pm.

MINUTES

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

BUSINESS ARISING

1. Bylaw Review

This will be a consideration at the AGM.

2. Sewer Backup

- (a) **Sanitary Line Cleaning** – This routine maintenance was completed October 15, 2024. A motion was made, seconded, and ***carried*** to approve the routine maintenance invoice from SWR in the amount of \$618.03.
- (b) **Horizontal & Vertical Cleanout** – The next date for this routine maintenance is expected in January 2025.
- (c) **Emergency Services Bill (Feb 2023)** – the invoices were distributed to the owners' insurance providers for payment.

(d) **NEW Sewer Backup – October 17, 2024** another backup occurred in all 4 townhouses. At the time of the meeting, the issue had just occurred, SWR was there to clear any blockages and restoration crews were dispatched during the council meeting.

COUNCIL IMPLORES ALL RESIDENTS to continue to be vigilant about what goes down sinks, drains, and toilets to protect the building.

PLEASE BE AWARE OF ITEMS THAT SHOULD NOT BE FLUSHED OR WASHED DOWN ANY SINK OR TUB. The memo remains at the end of these minutes for reference.

3. Fire Equipment & Safety

(a) **Annual Fire Equipment Inspection** – a motion was made, seconded, and *carried* to ratify approval of the invoice by email for deficiency work in the amount of \$5,431.65. A motion was made, seconded, and *carried* to approve another deficiency to move a smoke detector found above some t-bar roofing in the amount of \$384.30.

(b) **Fire Safety Plan** – council would like to update the list for persons needing assistance in an emergency.

If you are a person who would need assistance navigating the stairs during an emergency situation including but not limited to an evacuation or a fire, please write to info@frasercampbell.com with the following information: name, suite number, nature of assistance needed. This list is **CONFIDENTIAL** and would only be used during an emergency.

(c) **5-Year Internal Pipe (dry system) Assessment & 5 Year Fire Department Connection Hydrostatic Test** – this work is planned for November 7th.

(d) **Annual Dry Sprinkler Winterization** – a motion was made, seconded, and *carried* to approve the annual dry sprinkler winterization.

(e) **White Rock Fire Department** – A recent inspection failed and the following items need to be rectified: lock cylinder for FD keys, Fire Plan Box, Fire Safety Plan, and removal of storage from parking stalls. All of these will be followed up to ensure the building is onside.

4. Routine Maintenance

(a) **Hallway Fan Duct Cleaning** –The dryer vent contractor is scheduled for this work December 23rd.

5. Window Review

(a) **Phase One** - underway.

(b) **Phase Two** – preliminary information is in progress.

6. Other Repairs & Maintenance

- (a) **Roof Leak/Water Ingress** – the approved repairs are awaiting a date from Abney.
- (b) **Electrical Operating Permit** – quotes are pending for an electrician certified for this permit required by Technical Safety BC.
- (c) **Door Replacement Request** – this will form a part of Phase Two of the window project.

7. Miscellaneous Handyman Work

- (a) **Porch Repair** – two units have reported the need for repair on the vinyl decking. This is noted by council and on the repair list here.
- (b) **Uneven Bricks** – this repair request has been noted.

8. Non-Resident Vehicle in Parking Garage

The unit with a regular visitor parking in the residential parking lot responded to the letter issued by council. Council directed the agent to respond.

9. AGM Project Quotes

Council may consider these when planning the AGM.

- (a) **Walkway Rubber Stone** \$7,056.00 – \$7,967.40; varies by product type; for front and back entrances currently with tile.
- (b) **Lobby Renovation** - \$50,000 - \$99,400 pre-estimate before tax

10. AGM Planning

Council had some preliminary discussions about the AGM.

11. Non-Resident Vehicle in Parking Garage

The agent will check in with the unit that was updating registration of a vehicle in the parkade by October 2, 2024.

CORRESPONDENCE

1. Intercom Update Request

A unit requested that a new intercom be considered.

2. Wet Carpet

A unit reported wet carpet in a hallway. This area is being monitored and has not been wet since that report.

3. Opposition to the Sanitary Cleanout Schedule

One of the townhome owners voiced their opposition to the extension of the frequency of the sanitary line cleanout from every 4 months to every 6 months as noted in the April 18, 2024 council meeting minutes.

4. Water Ingress

A unit reported water ingress into their basement. Emergency restoration was dispatched and the source was not clear. Council is gathering various quotes for repairs.

5. Noise Complaint

A unit wrote in to complain about the noise from a neighbouring unit under renovations.

6. Gardening Complaint

A unit wrote in to complain about the gardening practices.

Please send all correspondence by email to info@frasercampbell.com with your strata plan number and unit number in the subject line and your full name within the email.

FINANCIAL REPORT

1. Financial Statements

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

Any owner wishing a copy of the strata corporation's financial statements should contact the agent by email to info@frasercampbell.com with your strata plan number and unit number in the subject line and your full name within the email.

2. Bank Statements and Reconciliations

The council treasurer acknowledged receipt of the June - July 2024 statements and reconciliations pursuant to the legislative requirements.

3. Arrears

Some units have not paid their levy. Arrears letters will be issued.

NEW BUSINESS

1. Routine Maintenance

- a. **Irrigation Clearout** – this is expected to be completed shortly.
- b. **Hose Bib Winterization** – Volunteers will attend to this.

2. Window Trim Caulking – it appears that some windows require attention.

3. Tree Trimming – a volunteer cleared some overgrown branches. The agent will send council the last report from Bartlett.

4. Parking Stalls with Storage – as per the White Rock Fire Department Inspection failure, all stalls with storage must clear them immediately. Letters will be sent to those who have unauthorized items.

5. Cleaning Contract Update – McBeath sent in the updated contract. A motion was made, seconded, and **carried** to approve the updated contract for \$462.00/month (up from \$428.40/month).

6. Fall/Winter Memo – please see the memo attached to these minutes for some important reminders to help protect your property.

There being no further business, the meeting adjourned at 6:47 pm.

**The next council meeting for Strata Plan NW 2765
is scheduled for January 16th, 2025 at 5:00 pm.**

The Annual General Meeting is planned for November 21, 2024.

Planned Meetings: usually the 3rd Thursday of Jan/Apr/Jul/Oct w September AGM*
*subject to change

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.

ELECTRONIC ACCESS TO MINUTES

- Log in to the FCPM website (www.frasercampbell.com),
- Click on the “owner log in” icon,
- Enter Username: **NW2765** Password: **12252765**
- Once logged in click the **file icon** to access the folders containing the documents.



Fraser Campbell Property Management Ltd.

NW 2765 ENGLESEA MANOR II

IMPORTANT MEMO

DATE: OCTOBER 31, 2024

MEMO TO: OWNERS – NW 2765

FROM: STRATA COUNCIL
FRASER CAMPBELL PROPERTY MANAGEMENT

RE: FALL/WINTER REMINDERS

Plumbing Smarts

Please be aware of how to care for your pipes and drains. Please do not put things down the drains or toilets that can cause blockages, damage equipment, or cause a backup into suites. Please see the below for examples.

WHAT CAN BE FLUSHED DOWN THE TOILET?		THINGS YOU SHOULD NEVER PUT DOWN THE SINK.
YES	NO	
toilet paper 	diapers feminine products tampons "flushable" wipes baby wipes paper towels kitty litter pet waste in bags trash food waste hair disposable cleaning cloths	 These items go in the compost bin. Please follow the City guidelines for these items.  

Continued on the next page...

210 – 5500 – 152nd Street, Surrey, British Columbia, Canada V3S 5J9
Telephone 604-585-FCPM (3276) Fax 604-585-3233 www.frasercampbell.com



Fraser Campbell Property Management Ltd.

Vacationing/Absences

Please be reminded: Do NOT turn off the heat to your unit while away. Turning the heat off can contribute to freezing pipes and cause damage to your property (and others). If you plan to be away for an extended period (ie. 14 days or more), please notify the strata manager with an emergency local contact phone number. Also please check your insurance policy regarding regular checking of the unit during your absence. (often a requirement for claim purposes)

Candle Fire

Most candle fires occur during December & January, especially during the holidays. Please take care and attention when using candles to protect your property.

Holiday Decor

Please do not adhere anything to the exterior of the buildings that penetrates the cladding etc. such as nails, screws, tacks, sticky tapes and other adhesives. Use temporary fixatives such as zap straps, clips, twist ties etc.

Landlords – please advise your tenants of these reminders.



Fraser Campbell Property Management Ltd.

**MINUTES OF THE SPECIAL GENERAL MEETING
STRATA PLAN NW 2765 – ENGLESEA MANOR II
HELD ON WEDNESDAY, AUGUST 21, 2024, AT 6:00 PM
IN THE AMENITIES ROOM
1225 MERKLIN STREET, WHITE ROCK, BC**

PRESENT: 22 Owners in person or proxy as per the registration sheet
(14 in person, 8 by proxy)

AGENT: Nicole Verhoeven, Fraser Campbell Property Management Ltd.

There being a quorum present, the meeting was called to order at 6:03pm by the Agent, Nicole Verhoeven.

PROOF OF NOTICE

It was moved, seconded, and **carried** to accept the notice dated August 21, 2024 as proper notice of the meeting. *(all in favour)*

ELECTION OF CHAIRPERSON

A motion was made, seconded, and **carried** to appoint the Agent, Nicole Verhoeven, to assist with facilitating the meeting. *(all in favour)*

APPROVAL OF AGENDA

It was moved, seconded, and **carried** to approve the agenda of the Special General Meeting. *(all in favour)*

MINUTES

It was moved, seconded, and **carried** to adopt the minutes of the November 16, 2023, Annual General Meeting as circulated. *(all in favour)*

SPECIAL RESOLUTION #1 – Window Repairs (¾ Vote)

The following Resolution was presented to the owners for consideration:

WHEREAS:

- A. A Building Envelope Condition Assessment (BECA) was performed by Strata Engineering Inc. and the report was issued August 26, 2021.
- B. Strata Engineering Inc. identified deficiencies which included a recommendation for window replacements within the BECA report.
- C. Council has identified a set of windows that have been determined to be a priority.
- D. Quotations have been obtained as follows:
 - i. Oasis Windows (full replacement/retrofit 9 windows) - \$7,708.25 tax included
 - Unit 203 - Living Room
 - Unit 405 - large living room, bedroom, 3x pushout
 - Unit 408 - large living room, up down slider
 - Unit 501 - kitchen window
 - ii. Broco Glass (11 window glass replacement of pushout windows, one kitchen window, and one unit hardware only) - \$4,709.60 tax included
 - Unit 102 x 1
 - Unit 104 – hardware only
 - Unit 401 x 1
 - Unit 402 x 3
 - Unit 402 large kitchen window
 - Unit 406 x 2
 - Unit 412 x 1
 - Unit 502 x 1
 - Unit 503 x 1
 - Unit 504 x 1
 - iii. Doors Galore – (glass insert doors leading to deck) - \$4,592.00 tax included
 - Unit 501 – glass door to deck
 - Unit 502 – glass door to deck
- E. The total proposed budget includes a 20% buffer for unknown costs. The total proposed budget is \$20,500.00.

BE IT RESOLVED THAT:

1. In accordance with sections 108 and 109 of the Strata Property Act of British Columbia the Owners of NW 2765 Englesea Manor II, hereby approve by a $\frac{3}{4}$ vote to expend a sum of money not exceeding \$20,500.00 for the purpose of hiring Oasis Windows, Broco Glass, and Doors Galore to repair windows specified above and that such expenditure be charged upon the Owners as a special levy assessment in proportion to the unit entitlement of their respective strata lots.
2. The special levy shall be assessed on August 21, 2024 and become due and payable in full immediately on passing of the resolution. As a matter of financial convenience only, the owners may pay their special levy on or before October 1, 2024. Any payment not made by October 1, 2024 shall be assessed a fine of \$25.00. The strata corporation may further add interest charges in the amount of 10% per annum.
3. The special levy shall be considered a part of the common expenses of the strata corporation and subject to Part 6, Division 6 of the Strata Property Act (money owing to a strata corporation) and shall be applied if an Owner fails to make the payment as required by the passing of this special resolution.
4. In the event 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 shall apply.

A motion was made and seconded to consider Special Resolution #1, the floor was then opened for discussion. Following discussion, the vote was taken, and the motion was **carried**. (21 in favour, 1 opposed, 0 abstained)

The Special Levy is assessed as of August 21, 2024.

*Please send payment by cheque or bank draft payable to "Strata Plan NW 2765" to
Fraser Campbell Property Management at the address on the end of this document.*

For your financial convenience only, owners may pay their special levy on or before October 1, 2024.

Please note the penalties within the resolution above if not paid by October 1, 2024.

ADJOURNMENT OF MEETING

There being no further business, a motion was made, seconded, and **carried** to adjourn the meeting at 6:30 pm.

Fraser Campbell Property Management Ltd.
#210 – 5500 152nd St., Surrey, B.C. V3S 5J9
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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.

STRATA PLAN NW 2765			
SPECIAL LEVY SCHEDULE - WINDOW REPAIRS			
PAYABLE ON OR BEFORE OCTOBER 1, 2024			
UNIT	S.L.	U/E	TOTAL LEVY
101	6	267	547.35
102	5	279	571.95
103	4	283	580.15
104	3	266	545.30
201	2	244	500.20
203	7	253	518.65
204	1	254	520.70
301	14	244	500.20
302	13	292	598.60
303	15	252	516.60
304	12	254	520.70
305	16	293	600.65
306	11	284	582.20
307	17	253	518.65
308	10	264	541.20
309	18	253	518.65
310	9	261	535.05
311	19	255	522.75
312	8	256	524.80
401	26	297	608.85
402	25	339	694.95
403	27	253	518.65
404	24	253	518.65
405	28	293	600.65
406	23	285	584.25
407	29	253	518.65
408	22	264	541.20
409	30	253	518.65
410	21	267	547.35
411	31	257	526.85
412	20	255	522.75
501	35	287	588.35
502	34	294	602.70
503	36	253	518.65
504	33	263	539.15
505	37	306	627.30
506	32	321	658.05
TOTAL		10000	20,500.00



Fraser Campbell Property Management Ltd.

**MINUTES OF THE STRATA COUNCIL MEETING
STRATA PLAN NW 2765 ENGLESEA MANOR II
HELD ON JULY 18, 2024 AT 5:00PM
IN THE AMENITY ROOM
1225 MERKLIN STREET, WHITE ROCK, BC**

PRESENT:	Christopher Cooper Dawn Siemens Jim Blair Galina Birger	Vice President Treasurer & Secretary President Member at Large	#304 #203 #402 #404
REGRETS:	Ivan Weis	Member at Large	#408
GUESTS:	Jack Sutherland (observer)		#204
AGENTS:	Nicole Verhoeven, Fraser Campbell Property Management Ltd.		

The meeting was called to order at 5:00pm.

MINUTES

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

COUNCIL MEMBER RESIGNATION

Felix Kamber resigned from council on June 19, 2024. Felix is thanked for his volunteer time and efforts during his time on council.

BUSINESS ARISING

1. Bylaw Review

The agent provided a quote from Cleveland Doan LLP for bylaw updating. Copies of the Strata Property Act's Standard Bylaws and the current strata bylaws were provided to council for review.

2. Sewer Backup

(a) **Sanitary Line Cleaning** – The next date for this routine maintenance is expected in October 2024.

(b) **Horizontal & Vertical Cleanout** – The next date for this routine maintenance is expected in January 2025.

COUNCIL IMPLORES ALL RESIDENTS to continue to be vigilant about what goes down sinks, drains, and toilets to protect the building.

PLEASE BE AWARE OF ITEMS THAT SHOULD NOT BE FLUSHED OR WASHED DOWN ANY SINK OR TUB. The memo remains at the end of these minutes for reference.

(c) **Emergency Services Bill (Feb 2023)** – the invoices were distributed to the owners' insurance providers for payment.

3. Fire Equipment & Safety

(a) **Annual Fire Equipment Inspection** – a motion was made, seconded, and *carried* to ratify the decision to approve the quote from Elite in the amount of \$5,712.00 for the deficiencies identified in the January annual inspection. This work is scheduled for August 19, 2024.

(b) **Fire Safety Plan** – council would like to update the list for persons needing assistance in an emergency.

(c) **3-Year Dry Sprinkler Full Flow Test** - a motion was made, seconded, and *carried* to ratify the approval of the invoice from Elite in the amount of \$490.35.

(d) **5-Year Internal Pipe (dry system) Assessment & 5 Year Fire Department Connection Hydrostatic Test** – a motion was made, seconded, and *carried* to approve the quote from Elite in the amount of \$1,654.80 for this work.

If you are a person who would need assistance navigating the stairs during an emergency situation including but not limited to an evacuation or a fire, please write to info@frasercampbell.com with the following information: name, suite number, nature of assistance needed. This list is **CONFIDENTIAL** and would only be used during an emergency.

4. Maintenance Schedule

(a) **Tree Pruning** –a motion was made, seconded, and *carried* to ratify the email decision to approve the invoice from Bartlett in the amount of \$2,583.00 for some tree pruning.

(b) **Gutter/Roof/Pressure Washing** – a motion was made, seconded, and *carried* to ratify the approval of the gutter & downspout clearing invoice from Martinez Property Services in the amount of \$1,837.50. (inside of the gutters/downspouts)

(c) **Window Cleaning** – this was tabled by council until next fiscal year.

(d) **Hallway Fan Duct Cleaning** –The agent will reach out to the dryer vent contractor to quote this work.

5. Window Review

Council is finalizing quotes and details in preparation for a Special General Meeting (SGM) where the project will be presented for approval. This may occur in August.

6. Solarium Windows

The status of the solariums is under review as the bylaws indicate that they are the owner's responsibility. Council will budget for a legal review in the budget at the AGM as well as seek City plans to clarify if they were completed after the development was completed.

7. Other Repairs & Maintenance

- (a) **Porch Repair** – council will review to see if volunteers can take care of the issue or if a handyman will be needed.
- (b) **Naviens Expansion Tank** – this maintenance has been completed and the invoice is pending.
- (c) **Roof Leak/Water Ingress** – a motion was made, seconded, and *carried* to approve the invoice from Abney Roofing in the amount of \$872.55 for the investigation, temporary repairs, and permanent repairs applied. Further recommendations were made. A motion was made, seconded, and *carried* to approve the quote from Abney Roofing in the amount of \$4,000 plus taxes/fees to repair a gutter and build a replacement hatch lid. One council member abstained from these approvals.
- (d) **Electrical Operating Permit** – The agent will continue to look for a contractor who is able to do the reporting required by Technical Safety BC.
- (e) **Intercom Issues** – the contractor attended after the April meeting and there were no issues. Another unit just reported some inconsistencies, so council will look at this prior to calling the contractor again.
- (f) **Door Replacement Request** – council will have a look at this.

8. Renovations by a Unit

The signed indemnity letter has been signed and on the unit file.

9. Non-Resident Vehicle in Parking Garage

An owner responded to a letter regarding what appears to be a non-resident and/or uninsured vehicle parked in the parkade. While proof of insurance was received, it was not in the homeowners name. The unit requested an extension to have time to take care of the update. Council discussed and agreed to allow the unit to have this updated by the expiry of the current insurance: October 2, 2024.

10. Fencing

A unit on the ground floor has moved their fencing to the patio area as requested by council.

11. Hose Bib Request

A unit requested the strata corporation install a hose bib at their unit. Council discussed the matter and will permit the unit owner to arrange and pay for the installation by a professional plumber if they wish. An alteration request and indemnity letter will be required to proceed.

12. Insurance Renewal

The strata insurance was renewed, and a memo was distributed June 12, 2024. This memo is attached to the end of these minutes.

CORRESPONDENCE

1. Solarium Query

A unit emailed to ask about the glass in their solarium. See #6 Business Arising.

2. Window Query

A unit wrote in to ask that their windows be reviewed. Council believes that will be covered in the upcoming SGM.

3. Ants & Uneven Bricks

A unit wrote in to advise that their patio had a lot of ants, and the bricks are uneven. Council advised the unit to spray for the ants. After some discussion on the brick patio, council will review this further and see if a handyman will quote for them to be levelled.

4. Window Cleaning Query

A unit wrote in to ask if the windows were going to be cleaned. Council advises that given the SGM subject, window cleaning was tabled for now.

5. Odour from Dryer

A unit wrote in to advise they had odours coming in through their dryer. The units work on negative air pressure which means using a dryer, bathroom fan, or kitchen fan needs to pull air into the unit. This may mean it comes from one of those listed or other sources such as poorly sealed windows, doors, outlets, or baseboard areas. It is recommended to always have a window open a crack so that the air pulled in is fresh from outside.

6. Water Dripping from Patio

A unit wrote in to advise that there was water dripping from the unit above after watering plants. Please be reminded to be cognizant of overwatering as it can result in dripping below. The use of plant trays can assist with this protection.

Please send all correspondence by email to info@frasercampbell.com with your strata plan number and unit number in the subject line and your full name within the email.

FINANCIAL REPORT

1. Financial Statements

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

Any owner wishing a copy of the strata corporation's financial statements should contact the agent by email to info@frasercampbell.com with your strata plan number and unit number in the subject line and your full name within the email.

2. **Bank Statements and Reconciliations**

The council treasurer acknowledged receipt of the March - May 2024 statements and reconciliations pursuant to the legislative requirements.

3. **Arrears**

The unit that was in arrears has paid in full and the lien has been released.

NEW BUSINESS

1. **Project Quotes**

Some quotations were obtained for items that owners have been asking about. None of them will be considered at this time, but they provide some context for owners in terms of what they "may" cost:

- a. **Walkway Rubber Stone** \$7,056.00 – \$7,967.40; varies by product type; for front and back entrances currently with tile.
- b. **Lobby Renovation** - \$50,000 - \$99,400 pre-estimate before tax

2. **Legislative Update**

Legislation has been announced that will require every strata with over 5 units to have a Depreciation Report and an Electrical Planning Report by 2026. Depreciation Reports can no longer be deferred and are required to be updated every 5 years. The last Depreciation Report for Englesea Manor II is dated November 2022 and must be updated by November 2027.

3. **AGM Planning**

The AGM for this year will be held in November, however the plan is to convert the routine schedule to September in 2025 to be within the fiscal year end. The Strata Property Act requires the AGM within 60 days of year end so having this in November runs very close to the deadline.

There being no further business, the meeting adjourned at 7:19 pm.

**The next council meeting for Strata Plan NW 2765
is scheduled for October 17th, 2024 at 5:00 pm.**

**The Special General Meeting is planned for August 21, 2024*.
*subject to change**

Planned Meetings: usually the 3rd Thursday of Jan/Apr/Jul/Oct w November AGM*
*subject to change

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

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of council and general meeting minutes for future reference.



Fraser Campbell Property Management Ltd.

NW 2765 ENGLESEA MANOR II

IMPORTANT MEMO

DATE: FEBRUARY 29, 2024

MEMO TO: OWNERS – NW 2765

FROM: STRATA COUNCIL
FRASER CAMPBELL PROPERTY MANAGEMENT

RE: STRATA CORPORATION INSURANCE POLICY

Please find attached the recent renewal summary of coverages for the strata insurance for the period of June 1, 2024 to June 1, 2025.

Deductible Highlights:	Appraised Value \$13,626,000
• All Risks	\$10,000
• Flood	\$25 000
• Water Damage	\$25,000
• Sewer Backup	\$25,000
• Earthquake	15% (minimum \$250,000)

It is highly recommended that you present this summary to your insurance provider to review your current policy for adequate coverage.

Please ensure that you obtain insurance for your contents, betterments (improvements), liability, unit additional protection, etc. You will want to be sure that you have coverage to the strata corporation deductibles should your unit be the initiating source of an issue.

Your insurance provider is the expert resource that will identify any deficiencies so that you have the best coverage possible.

Thank you.



BFL CANADA Risk and Insurance Services Inc.
1177 West Hastings Street, Suite 200
Vancouver, British Columbia, V6E 2K3

Tel: 604-669-9600
Fax: 604-683-9316
Toll Free: 1-866-669-9602



Strata
PROTECT

SUMMARY OF COVERAGES

Named Insured	The Owners, Strata Plan NW2765, acting on their own behalf or as a Strata Corporation &/or as Trustees or Agents on behalf of all Registered Unit Owners
Project Name	ENGLESEA MANOR II
Property Manager	Fraser Campbell Property Management Ltd.
Policy Period	June 01, 2024 to June 01, 2025
Policy Number	BFL04NW2765
Insured Location(s)	1225 Merkin Street, White Rock, BC V4B 4B8

INSURING AGREEMENT

PROPERTY (Appraisal Date: June 1, 2024)

	DEDUCTIBLE	LIMIT
All Property, Stated Amount Co-Insurance, Replacement Cost, Blanket By-Laws.		\$13,626,000
Property Extensions		Included
Lock & Key	\$2,500	\$25,000
Additional Living Expenses - \$50,000 Per Unit		\$50,000
Additional Living Expenses - Annual Aggregate		\$1,000,000
Excess Property Extensions - Annually Aggregated		Up to \$5,000,000
- Excludes all damage arising from the peril of Earthquake		
All Risks	\$10,000	
Sewer Backup	\$25,000	
Water Damage	\$25,000	
Earthquake (Annual Aggregate)	15% (minimum \$250,000)	100% of the Policy Limit
Flood (Annual Aggregate)	\$25,000	100% of the Policy Limit
Business Interruption (Gross Rentals), 100% Co-Insurance, Indemnity Period (Months) : N/A	N/A	Not Covered

CRIME

	DEDUCTIBLE	LIMIT
Employee Dishonesty - Including Property Manager and Elected Officer Theft	Nil	\$1,000,000
Broad Form Money and Securities	Nil	\$10,000

COMMERCIAL GENERAL LIABILITY

	DEDUCTIBLE	LIMIT
Bodily Injury & Property Damage	\$1,000	\$30,000,000
Non-Owned Automobile	\$1,000	\$30,000,000
Infectious Agent or Communicable Disease Exclusion - With Limited Exceptions		
Total Pollution Exclusion		

CONDOMINIUM DIRECTORS & OFFICERS LIABILITY

	DEDUCTIBLE	LIMIT
Claims Made Form - Including Property Manager	Nil	\$20,000,000
Privacy Event Expenses	N/A	Not Applicable
Cyber Liability	N/A	Not Applicable



Fraser Campbell Property Management Ltd.

**MINUTES OF THE STRATA COUNCIL MEETING
STRATA PLAN NW 2765 ENGLESEA MANOR II
HELD ON APRIL 18, 2024 AT 5:00PM
IN THE AMENITY ROOM
1225 MERKLIN STREET, WHITE ROCK, BC**

PRESENT:	Christopher Cooper	Vice President	#304
	Dawn Siemens	Treasurer & Secretary	#203
	Felix Kamber	Member at Large	#301
	Ivan Weis	Member at Large	#408
REGRETS:	Jim Blair	President	#402
	Galina Birger	Member at Large	#404
GUESTS:	Jack Sutherland (observer)		#204
	Janet Slaght (observer)		#506
AGENTS:	Nicole Verhoeven, Fraser Campbell Property Management Ltd.		

The meeting was called to order at 5:04pm.

MINUTES

A motion was made, seconded, and *carried* to approve the minutes of the January 29, 2024 council meeting as circulated.

BUSINESS ARISING

1. Bylaw Review

The agent provided a quote from Cleveland Doan LLP for bylaw updating. Copies of the Strata Property Act's Standard Bylaws and the current strata bylaws will be provided to council for review.

2. Sewer Backup

- (a) **Sanitary Line Cleaning** – The sanitary lines were hydro jetted out to the city main on April 2nd along with the below. The routine schedule will be adjusted from every 4 months to every 6 months going forward.

(b) **Horizontal & Vertical Cleanout** – The horizontal sanitary cleanouts were hydro jetted on April 2 and the verticals were cleaned April 3rd. The routine schedule will be adjusted from every 6 months to 9 months going forward. A motion was made, seconded, and **carried** to approve the invoice for both of these services (a & b) by SWR Drain Service Ltd in the amount of \$5,612.63.

COUNCIL IMPLORES ALL RESIDENTS to continue to be vigilant about what goes down sinks, drains, and toilets to protect the building.

PLEASE BE AWARE OF ITEMS THAT SHOULD NOT BE FLUSHED OR WASHED DOWN ANY SINK OR TUB. The memo remains at the end of these minutes for reference.

(c) **Emergency Services Bill (Feb 2023)** – the restoration company is separating the invoice for distribution to the owners' insurance providers.

3. Fire Equipment & Safety

(a) **Annual Fire Equipment Inspection** - completed January 30, 2024.

(b) **Fire Safety Plan** – council would like to update the list for persons needing assistance in an emergency.

If you are a person who would need assistance navigating the stairs during an emergency situation including but not limited to an evacuation or a fire, please write to info@frasercampbell.com with the following information: name, suite number, nature of assistance needed. This list is **CONFIDENTIAL** and would only be used during an emergency.

4. Maintenance Schedule

(a) **Fireplace Maintenance** – The agent will follow up regarding the setup for a call back for units that were missed on the most recent visit.

(b) **Landscaping** – Council reviewed another competitor's quote. After discussion, it was noted that this can be revisited at the end of the year. The hedge trimming has been completed.

(c) **Grub Control** – a motion was made, seconded, and **carried** to approve Diamante performing this service in the amount of \$300 plus tax.

(d) **Spring Cleanup** – council reviewed quotes for junk removal. After discussion, this was tabled until the fall.

(e) **Tree Pruning** – council reviewed a quote from Bartlett Tree Expert Company. After discussion, a motion was made, seconded, and **carried** to approve sections of the quote that add up to \$2,460 before tax.

(f) **Carpet Cleaning** – carpet cleaning has been completed.

- (g) **Gutter/Roof/Pressure Washing** – a motion was made, seconded, and *carried* to ratify the approval of the gutter & downspout clearing quote from Martinez Property Services in the amount of \$1,417.50. (inside of the gutters/downspouts)
- (h) **Window Cleaning** – a quote is pending.
- (i) **Hallway Fan Duct Cleaning** – Westech Plumbing advised that they do not perform this service. The agent will reach out for some quotes.

5. Window Review

Council has developed a spreadsheet and awaiting final quotes and details in preparation for a Special General Meeting (SGM) where the project will be presented for approval.

6. Solarium Windows

The status of the solariums is under review as the bylaws indicate that they are the owner's responsibility.

7. Other Repairs & Maintenance

- (a) **Electrical Room** – the room is dry and will be monitored going forward.
- (b) **Porch Repair** – council will review to see if volunteers can take care of the issue or if a handyman will be needed.

8. Renovations by a Unit

A letter was sent to a unit regarding work outside quiet hours and dumping of construction material in the strata bins. Council has reviewed and will leave this as a warning. In the meantime, the signed approval letter is still pending return by the unit.

9. Non-Resident/Uninsured/Plugged in Vehicles in Parking Garage

An owner utilizing the outlets for their vehicle was sent a letter and after review of the response, council has decided to issue a warning. The unit involved has requested the use of the outlet, however council advises that there is no blanket approval available. Owners wishing to temporarily use an outlet will need to provide the request in writing with a clear indication of the expected duration.

An owner received a letter regarding what appears to be a non-resident parking in the parkade. A response was received however council will send a letter seeking further clarification of the details.

An owner received a letter regarding what appears to be a non-resident and/or uninsured vehicle parked in the parkade. A response was received with proof of insurance however council will be seeking further clarification in a letter.

Please ensure that your parking stall(s) are compliant with the bylaws.

BYLAW 7: PARKING/MOTOR VEHICLES

- 7.1 No Owner shall use any garage space allotted to him for storage purposes, or any other use except the parking of the Owner's automobile, unless authorized by Council.
- 7.2 Parking stalls shall not be used for any purpose other than the parking of motor vehicles or storage of bicycles without written permission of the Strata Council.
- 7.3 No motor vehicle, trailer or boat or equipment shall be parked upon the Common Property without valid licence plates and insurance, or proof of storage liability insurance.
- 7.4 No inoperative motor vehicle shall be parked on the Common Property.
- 7.5 Unless otherwise authorized by Council, only private passenger vehicles shall be parked on Common Property and those parked shall be parked in designated or assigned parking spaces only.
- 7.6 Without approval of Council no motor vehicle, trailer or boat or equipment of any kind other than authorized by Council, shall be parked on Common Property.
- 7.7 Contents of ashtrays or other refuse from cars are not to be dropped on Common Property.
- 7.8 No major repairs or adjustments to motor vehicles shall be made in parking areas or within the building except in an emergency.
- 7.9 No parking space assigned to a strata lot shall be rented or leased to a non-resident.
- 7.10 Vehicles dripping excessive oil, gasoline, or any fluid onto the parking areas will be prohibited from parking on the Common Property until repaired. Owners of vehicles causing fluid staining shall, at notification from the Strata Council, clean up all the drippings and failure to do so within seven (7) days will result in the clean up being performed by the Strata Corporation and the costs of such clean up being assessed against the owner.
- 7.11 Car washing and vacuuming is permitted in designated car wash areas only.
- 7.12 Owners, tenants and guests are not permitted to use common property electrical outlets in the parkade without prior approval of the Strata Council.

10. Garden Edging

The section near the entrance has been completed. A motion was made, seconded, and **carried** to approve the expense in the amount of \$226.71 for the edging material. Council discussed and a motion was made, seconded, and **carried** to approve the section along Buena Vista as well by purchasing the same edging material in the amount of approximately \$300. Council wishes to thank and acknowledge Ivan and Emma for their volunteer time in putting this together.

CORRESPONDENCE

1. Parkade Outlet Use

A unit emailed to advise another unit was using an outlet in the parking garage and asked how they would also get such permission to use an outlet. (related to Business Arising #9). A letter will be sent to the other owner using the outlet.

2. Suggested Potential Updates & Repairs

A unit wrote in with suggestions for future updates and repairs that include:

- **front entrance** cleanup (gardens, tile cleaning, concrete repairs, stone garden enhancements, fix lighting timing, roof tile).
- **lobby update** – removal of wallpaper, suggest painting

- **hallways** – remove wallpaper & paint instead, replace carpeting
- **building envelope** – plan for the rainscreen application that will be needed per depreciation report

Council has noted the suggestions.

3. **Hose Set Up & Fencing**

A unit wrote in to request an alteration for hose access to their unit as well as clarification on fencing. Council advises that the hose bibs at the units in that area share access and this unit should be using the other hose bib. The fencing will be clarified after a review of the strata lot and limited common property borders.

Council would like to remind anyone using a hose bib that it must always be turned off when not in use. Do not rely on attachments with a shut off valve as this is not rated the same and should only be used temporarily during active use.

4. **Gutter Cleaning Feedback**

A unit wrote in to advise that there is a section that was not touched during the recent cleaning. Council has noted the feedback.

5. **Door Replacement Request**

A unit wrote in with concerns about their door to the outside of the building. Council is reviewing who is responsible for this maintenance.

6. **Intercom Issues**

A unit wrote in to advise that the intercom has not been working consistently. A motion was made, seconded, and **carried** to have the intercom serviced to source out the issue.

7. **Garden Edging**

A unit wrote in to give a shout out to Ivan and Emma for doing a great job cleaning both the front and rear entrance to the lobby and weeding the gardens as well as adding the edging.

8. **Privacy**

A unit wrote in to request notice prior to council entering the yard area. Along with Correspondence #3, council will review the strata plan for borders and then provide notice as needed.

Please send all correspondence by email to info@frasercampbell.com with your strata plan number and unit number in the subject line and your full name within the email.

FINANCIAL REPORT

1. **Financial Statements**

The approval of the September 2023 – March 2024 financial statements were reviewed, following which it was moved, seconded, and **carried** to adopt the same.

Any owner wishing a copy of the strata corporation's financial statements should contact the agent by email to info@frasercampbell.com with your strata plan number and unit number in the subject line and your full name within the email.

2. Bank Statements and Reconciliations

The council treasurer acknowledged receipt of the September 2023 – February 2024 statements and reconciliations pursuant to the legislative requirements.

3. Arrears

The unit in arrears has paid the amount due. Once the cheque clears, the lien will be lifted.

NEW BUSINESS

1. Electrical Operating Permit

The agent received notification that the strata corporation needs to obtain an electrical operating permit which is then an annual fee. The agent is seeking contractors who can do the certification required.

2. 3 Year Full Flow Test – Dry Sprinkler System

A motion was made, seconded, and *carried* to approve the quotation from Elite Fire Protection in the amount of \$490.35.

3. Naviens Expansion Tank

A motion was made, seconded, and *carried* to approve the quotation from Westech Plumbing and Heating in the amount of \$1,724.63 to replace 3 back draft dampers and descaling of the expansion tank.

4. Roof Leak

Abney Roofing attended to review a leak. Council tabled approval of the invoice pending further clarification.

5. Insurance Renewal

The strata insurance policy is due for renewal in June. Council has requested two quotes for review.

There being no further business, the meeting adjourned at 7:19 pm.

**The next meeting for Strata Plan NW 2765
is scheduled for July 18th, 2024 at 5:00 pm.**

Planned Meetings: usually the 3rd Thursday of Jan/Apr/Jul/Oct w November AGM*

*subject to change

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.



Fraser Campbell Property Management Ltd.

**MINUTES OF THE STRATA COUNCIL MEETING
STRATA PLAN NW 2765 ENGLESEA MANOR II
HELD ON JANUARY 29, 2024 AT 5:00PM
IN THE AMENITY ROOM
1225 MERKLIN STREET, WHITE ROCK, BC**

PRESENT:	Jim Blair	President	#402
	Dawn Siemens	Treasurer & Secretary	#203
	Felix Kamber	Member at Large	#301
	Ivan Weis	Member at Large	#408
	Galina Birger	Member at Large	#404
REGRETS:	Christopher Cooper	Vice President	#304
GUEST:	Jack Sutherland (observer)		#204
AGENTS:	Nicole Verhoeven	Fraser Campbell Property Management Ltd.	

The meeting was called to order at 5:05pm.

MINUTES

A motion was made, seconded, and *carried* to approve the minutes of the October 12, 2023 council meeting as circulated.

COUNCIL MEMBER RESIGNATION

Lori Dowdall resigned from council December 17, 2023. Lori is thanked for her volunteer time and efforts during her time on council.

ELECTION OF OFFICERS

A motion was made, seconded, and *carried* to elect the strata council members to the following positions:

Jim Blair	President
Dawn Siemens	Treasurer & Secretary
Chris Cooper	Vice President

BUSINESS ARISING

1. Bylaw Review

The bylaw review will commence with the new council.

2. Sewer Backup

(a) **Sanitary Line Cleaning** – It was reported to be clear and flowing normally. A motion was made, seconded, and **carried** to approve the invoice from SWR in the amount of \$631.76 for the hydro jetting and camera inspection of the sanitary lines.

COUNCIL IMPLORES ALL RESIDENTS to continue to be vigilant about what goes down sinks, drains, and toilets to protect the building.

PLEASE BE AWARE OF ITEMS THAT SHOULD NOT BE FLUSHED OR WASHED DOWN ANY SINK OR TUB. The memo remains at the end of these minutes for reference.



Invoice 31454
Invoice Date 2024-01-03
Terms Net 30 Days
Completed Date 2024-01-03
Customer PO
Payment Term Due Upon Receipt
Due Date 2024-01-03
Job Address
NW 2765 Englesea Manor II
1225 Merklin Street
White Rock, BC V4B 4B8
Canada

Description of Work

Tuesday, January 2, 2023

SVR arrived on-site to hydro jet the sanitary main line from the building to the city main. Pulled out the boardroom men's toilet and camera inspected the line and the camera was getting stuck at approximately 40' due to too many junctions in the line.

Went in the parkade and found a cleanout at the entrance of the parkade which goes out from the building.

Pulled out the cleanout cap and hydro jetted downstream approximately 100' towards the city main.

A camera inspection downstream towards the city main noticed that the line is clear and flowing as normal.

Pulled out the camera and re-fitted back the clean out cap.

The work area was cleaned up.

Sub-Total	\$601.68
Tax	\$30.08
Total Due	\$631.76
Balance Due	\$631.76

*Non Corporate Accounts - Deposit required upon estimate acceptance.
Balance due upon job completion.

*Approved Corporate Accounts - due net 30 days

INTEREST ON ACCOUNTS OUTSTANDING IN EXCESS OF 30 DAYS WILL BE CHARGED 1.5% PER MONTH, 18% PER ANNUM.
Mailing Address: Unit #101 - 15380 - 67 Avenue, Surrey, BC V3S 7C6 | Tel: 604.596.0131 | Fax: 604.596.0191 | www.swrdrainservice.com |
GST# 812828556RT001

(b) **Horizontal & Vertical Cleanout** – the agent will arrange for the next service. All vehicles will need to be removed from the garage. A notice will be issued once this work is scheduled.

(c) **Emergency Services Bill (Feb 2023)** – the restoration company is separating the invoice for distribution to the owners' insurance providers.

3. Annual Fire Equipment Inspection

The annual inspection is scheduled for January 30, 2024.

Owners are reminded that **access to suites for fire inspection and replacement of smoke alarms is mandatory**. If the suite is not accessed during the fire inspection organized by the Strata Corporation, owners may be responsible for any recalls to complete the fire inspection. Units who do not have the inspection completed and/or have non-functioning smoke alarms may be subject to fines.

4. Maintenance Schedule

- (a) **Fireplace Maintenance** – This was completed. The agent will reach out to arrange for a call back for other units.
- (b) **Landscaping Contract** – A motion was made, seconded, and *carried* to approve the contract with Diamante for the same price as 2023: \$750 + GST/month. Council will speak with Diamante regarding hedge trimming work.
- (c) **Spring Cleanup** – the agent will reach out for a quote on junk pickup.
- (d) **Tree Pruning** – the agent will reach out to Bartlett for a quote.
- (e) **Carpet Cleaning** – the agent will reach out to Aero for a quote.
- (f) **Window/Gutter/Building Clean** – the agent will reach out for some quotes.
- (g) **Sump Pump Cleaning** – this is handled by volunteers & Westech Plumbing checks the pumps during the routine maintenance plan.
- (h) **Hallway Fan Duct Cleaning** – Westech Plumbing brought this maintenance item to council's attention. The agent will reach out to them for a quote.
- (i) **Make Up Air Units** – Westech Plumbing maintains these during the routine maintenance contract.

5. Window Review

Council is reviewing data and obtaining a further quote in preparation for a Special General Meeting (SGM) where the project will be presented for approval.

6. Solarium Windows

An urgent repair is needed for a unit. The repairs will be presented at the SGM for approval.

7. Renovations by a Unit

A complaint was received regarding renovations that are taking place on Sundays/outside the City bylaws as well as dumping of construction material in the strata dumpster. The agent will send a letter to the unit involved.

8. Miscellaneous Handyman Work

Minor repairs will be accumulated until there is sufficient work for a handyman to be called in.

9. Non-Resident Vehicles in Parking Garage

Owners were reminded within the October 2023 council meeting minutes that vehicles in the parking garage must be: insured, owned by residents, and trickle chargers are not permitted. The agent will write letters to units that need to address some of these issues.

Please ensure that your parking stall(s) are compliant with the bylaws.

BYLAW 7: PARKING/MOTOR VEHICLES

- 7.1 No Owner shall use any garage space allotted to him for storage purposes, or any other use except the parking of the Owner's automobile, unless authorized by Council.
- 7.2 Parking stalls shall not be used for any purpose other than the parking of motor vehicles or storage of bicycles without written permission of the Strata Council.
- 7.3 No motor vehicle, trailer or boat or equipment shall be parked upon the Common Property without valid licence plates and insurance, or proof of storage liability insurance.
- 7.4 No inoperative motor vehicle shall be parked on the Common Property.
- 7.5 Unless otherwise authorized by Council, only private passenger vehicles shall be parked on Common Property and those parked shall be parked in designated or assigned parking spaces only.
- 7.6 Without approval of Council no motor vehicle, trailer or boat or equipment of any kind other than authorized by Council, shall be parked on Common Property.
- 7.7 Contents of ashtrays or other refuse from cars are not to be dropped on Common Property.
- 7.8 No major repairs or adjustments to motor vehicles shall be made in parking areas or within the building except in an emergency.
- 7.9 No parking space assigned to a strata lot shall be rented or leased to a non-resident.
- 7.10 Vehicles dripping excessive oil, gasoline, or any fluid onto the parking areas will be prohibited from parking on the Common Property until repaired. Owners of vehicles causing fluid staining shall, at notification from the Strata Council, clean up all the drippings and failure to do so within seven (7) days will result in the clean up being performed by the Strata Corporation and the costs of such clean up being assessed against the owner.
- 7.11 Car washing and vacuuming is permitted in designated car wash areas only.
- 7.12 Owners, tenants and guests are not permitted to use common property electrical outlets in the parkade without prior approval of the Strata Council.

10. Security Cameras

After further discussion, the council has decided that "dummy" cameras will not be installed as a deterrent for vandalism at the front lobby door.

CORRESPONDENCE

1. Mouse Issue

A unit emailed to advise they had a mouse sighting in their unit. After discussion, it was understood that the recent renovation left gaps under the kitchen sink through which the mice gained access. Unit owners are responsible to plug access of this nature with steel wool to prevent rodents. Further, all owners are reminded that

having doors left open for any period of time increases the risk of rodents accessing the interior and council recommends that doors remain closed to prevent this.

2. Window Repair Concerns

A unit wrote in with concerns about the repairs needed to their unit. Business Arising #6 addresses these concerns.

3. Plugged Sink Due To Unit ABOVE

A unit wrote in to advise that a plumber cleared their kitchen drain again and that the unit above was identified as contributing to the issue. Owners are reminded that garburators are not to be used to grind all food scraps. The garburator should be limited to very small items and instead use a composting bag. The agent will write to the unit as a reminder.

Please do not put the following down kitchen sinks:

NO dairy of any kind, NO fats, grease or oil, NO nut butters, NO food scraps and NO peels from food.

4. Window Project Concerns

A unit wrote in with concerns about the window project. Please see Business Arising #5 regarding this issue.

5. Roof Noise

A unit wrote in with concerns about some noise from the roof. Council reviewed and there was nothing loose or needing attention.

6. Fireplace Bylaw Request

A unit wrote in to suggest that fireplace maintenance be mandatory within the bylaws. Council has noted this request.

7. Garden Edging

A unit wrote in to suggest that some edging should be installed in a couple of areas to prevent soil erosion. Council will review, obtain and gather volunteers for placement.

8. Yard Issue

The agent will send a letter to a unit regarding the fencing placed which blocks landscapers from completing work.

9. Water Shutoff

A unit suggested that various owners should be aware of and have access to the main water shut off for emergency purposes. This will be organized.

VACATION REMINDER – water & heat - As a reminder, owners should shut off the valves to sinks and toilets during absences, leave the heat ON (to avoid freezing pipes), advise council of extended absences and leave a key with a trusted person for emergencies.

Please send all correspondence by email to info@frasercampbell.com with your strata plan number and unit number in the subject line and your full name within the email.

FINANCIAL REPORT

1. Financial Statements

The approval of the September - December 2023 financial statements was tabled to the next council meeting.

Any owner wishing a copy of the strata corporation's financial statements should contact the agent by email to info@frasercampbell.com with your strata plan number and unit number in the subject line and your full name within the email.

2. Bank Statements and Reconciliations

The bank statements and reconciliations review pursuant to legislative requirements for September – December 2023 was tabled to the next council meeting.

3. Arrears

The strata corporation has placed a lien on a unit who has been in arrears for almost two (2) years.

NEW BUSINESS

1. New Business from the AGM

The following topics were brought forward at the AGM:

- (a) Water pooling adjacent to a patio – a sprinkler head is covered and causing the pooling. The agent will reach out to the unit to remove the item.
- (b) Hedges along Buena Vista need trimming – see Business Arising 4(a).
- (c) Tree Pruning – see Business Arising 4(b).
- (d) Grub Control – the agent will reach out to Nutrilawn for a quote.
- (e) Main Entrance Tile – sometimes slippery when wet – this has been noted by council.

2. Fire Safety Plan

This review is in progress.

3. Ratify Invoices

A motion was made, seconded, and **carried** to ratify the approval of the following invoices that were originally approved by email:

- (a) **A Priority Locksmiths** \$169.31 – storage room lock repair
- (b) **SWR Drain Service** \$640.92 – October 2023 sanitary line hydro jet service
- (c) **Elite Fire Protection** \$276.15 – dry sprinkler system winterization
- (d) **Atlas Irrigation** \$267.75 – sprinkler system winterization

4. Common Room Thoughts

There was a discussion about the possibility of using the common room differently. As common property, it cannot be “sold” but there may be other ways to generate some income for the strata corporation.

5. Electrical Room Leak

Westech Plumbing identified some water seepage into the electrical room. This will need to be assessed.

6. **Parking Garage Pipe Fix**

It isn't clear if a pipe has been fixed. The agent will review invoices and advise council on the status.

7. **Buzzer Code List**

Council requested a master list if on file.

There being no further business, the meeting adjourned at 7:07 pm.

**The next meeting for Strata Plan NW 2765
is scheduled for April 18th, 2024 at 5:00 pm.**

Planned Meetings: usually the 3rd Thursday of Jan/Apr/Jul/Oct w November AGM*
*subject to change

Fraser Campbell Property Management Ltd.
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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.