

**MINUTES OF THE STRATA COUNCIL MEETING
STRATA PLAN LMS 1367, OCEAN PARK GARDENS
HELD ON WEDNESDAY, FEBRUARY 11th, 2026
Via ZOOM VIDEO AT 5:00 P.M.
1725 128thSt., SURREY, BC**

PRESENT:	Don Rice	President	#502
	Drew Curry	Vice President	#207
	Judy Hanson	Treasurer	#303
	Brian Lauder	Secretary/Mtce.	#307
	Chester Walker	Maintenance Liaison	#401
AGENT:	Stephen Burchell-Davies, Fraser Campbell Property Management Ltd.		

Electronic Access to Minutes and Documents

- Log in to the FCPM website (www.frasercampbell.com),
- Click on the “owner log in” icon,
- Enter Username: lms1367 Password: 17251367

The meeting was called to order at 5:05 p.m.

MINUTES

A motion was made, seconded and **carried** to approve the minutes of the December 4th, 2025 council meeting as circulated.

OFFICER’S REPORTS

Treasurers Report

Financial Statement

It was moved, seconded and **carried** to approve the December 2025 Financial Statement.

Bank Statement and Reconciliation

It was moved, seconded and **carried** to approve the November and December 2025 bank statements and reconciliations.

Discussion

- A query was raised regarding an \$8,000 holdback for roof deficiencies that has not been paid. The agent will follow up with the accounting department.
- The absence of City of Surrey water bills was discussed.

COMMITTEE REPORTS

• **Landscape Report**

There is no report for the current period.

• **Maintenance Report**

There is no report for the current period.

• **Social/ Room Rental Report**

There are two rentals for private events scheduled for February.

BUSINESS ARISING

1. Roof Rehabilitation

The next phase of the rehabilitation of the roof outside of the Social Room is proceeding. Council will be talking to contractors, evaluating recommendations and going to tender shortly.

- A quote is pending from Roofix for the next phase of the roof rehabilitation project.
- The Social Room deck membrane appears to be in good condition and work may be done without removal of the flashing. Bole Construction has been requested to provide a quote.
- Westech Plumbing and Heating has advised that the rooftop plumbing vents are not compliant with code. Roofix will be requested to replace.
- It was reported that there is a bubble in the membrane on the fifth-floor roof (approx. one square foot in size). Roofix has been requested to address.
- Roofix will be requested to provide a quote for annual cleaning of the roof to be undertaken each Spring.
- Consideration will be given to having an annual inspection of the roofs conducted.

3. Elevator

Mandatory Software Upgrade

Funds were approved at the Annual General meeting to proceed with a mandatory upgrade to the software programming for the elevator in accordance with Technical Safety BC and the Elevating Safety Code.

4. Lighting

A council member will check which lights are working in the stairwell.

5. Bylaw Registration

The bylaw amendments that were approved by a ¾ vote of the owners at the Annual General Meeting held October 22, 2025 have been registered in the Land Title Office (Registration # CB2564218) and are in effect as of January 13th, 2026.

6. Replacement of Rear Fence

Replacement of the rear fence is scheduled to commence February 17th. Post dated cheques have been received from the owner of the neighbouring property for their share of the cost for replacement of the shared fence.

7. Exercise Equipment Servicing

Tower Fitness has completed servicing the treadmill and elliptical machine.

8. Alteration Request

A motion was made, seconded and *carried* to approve an owner's request (reviewed at the December council meeting) to undertake kitchen renovations pursuant to the submitted specifications.

NEW BUSINESS

1. **Richmond Elevator**

An outstanding invoice in the amount of \$257 from Richmond Elevator for an after-hours service call in August 2024 has been approved for payment and subsequently paid.

2. **Bylaw Amendment**

Clarification is being sought on the wording/intent of the recently amended short term rental bylaw.

3. **Entry Door Lock**

A Priority Locksmith will be requested to inspect the entry door lock at Unit #207 for repair/replacement requirements.

4. **Parking Garage**

Water leaks that have been observed in the parking garage will be reviewed in the Spring.

5. **Awnings**

The balcony awnings at two units will require maintenance in the Spring.

6. **Front Drive Stonework Damage**

It was reported that damage has been caused by a vehicle to the stonework in the front driveway.

7. **Window Repair**

The agent was requested to follow up on a previous window repair request.

8. **Touchup Painting**

Touchup painting is required to a ceiling due to water ingress from a patio deck. The agent will follow up with a painter.

9. **Depreciation/Electrical Planning Reports**

The agent will forward quotes from RDH and Strata Engineering to the council for review.

Reminder-Recycling Bin
Recyclables only may be deposited in the recycling bin.

CORRESPONDENCE

1. Change of Ownership

Council reviewed correspondence advising that a family member had been added to the title of a strata lot and providing contact information.

Owners are invited to write to the council via the management company regarding strata-related matters. Correspondence should be emailed to info@frasercampbell.com. Please forward your letters to the management company one week before the meeting or the letters will be held over until the next council meeting.

**Please Note: complaints must be submitted in writing and signed by the complainant.*

ADJOURNMENT

There being no further business, it was moved, seconded, and **carried** to adjourn the meeting at 6:37 p.m. The next meeting for Strata Plan LMS 1367 is scheduled for April 9th, 2026 at 4:00 p.m.

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

DATE: January 31, 2026
MEMO TO: The Owners, Strata Plan LMS 1367
FROM: Colleen Martin Unit 403

MINUTES OF A SPECIAL GENERAL MEETING
STRATA PLAN LMS 1367 – OCEAN PARK GARDENS
HELD ON FRIDAY, JANUARY 30, 2026 AT 3:00 PM.
WITHIN THE SOCIAL ROOM AT 1725 128 STREET, SURREY, B.C.

Present 28 owners in person or proxy as per registration sheet. (15 in person and 13 by proxy).

1. There being a quorum of owners present, the meeting was called to order at 3:00 pm. by the council president, Don Rice.
2. **Election of a Chairperson**
A motion was made, seconded and carried to elect the Don Rice, to chair the meeting.
3. **Proof of Notice of Meeting**
A motion was made, seconded and carried to accept the notice dated January 9, 2026 as proper notice of the meeting.
4. **Agenda**
A motion was made, seconded and carried to approve the agenda of the Special General Meeting Notice dated January 9, 2026.
5. **Minutes**
A motion was made, seconded and carried to adopt the minutes of the October 22, 2025, Annual General Meeting as circulated.
A motion was made, seconded and carried to adopt the November 20, 2025, Amendment to the Minutes of the Annual General Meeting as circulated.
6. **Resolution No. 1: CRF Expenditure (Majority Vote)**
Replacement of the Back (west and north) Ranch Rail (white) Fence

RESOLUTION No.1: CRF Expenditure (Majority Vote)

Replacement of the Back (west and north) Ranch Rail (white) Fence

A: *WHEREAS:*

1. The Strata Property Act (SPA), Section 3, states in part, that the Strata Corporations is responsible for maintaining the common property and common assets of the Strata Corporation.
2. The back Ranch Rail fence has deteriorated greatly over the past years. Various sections of the fence have rotted away and have become difficult to repair.
3. Scrapping and repainting is NOT an option as the wood railings and post have rotted beyond repair.
4. The contractor: 'Classic Vinyl Fencing' who replaced OPG front of property fence along 128th Street in 2021, have agreed to hold their price at \$48 per linear foot for the replacement of the back Ranch Rail fence with a new Vinyl fence. This agreement is dependent upon OPG Owners approving that the work commences no later than February 2026.
5. Our neighbour on the West side of our property at 12730 17A has agreed to share the cost 50/50 for replacement and removal of the existing 184-foot shared West side fence. The 81-foot replacement on the North section and removal would be at the sole cost of OPG Owners.

B: *BUDGET*

A budget in the amount of \$14,068 (including applicable taxes and 5% contingency), has been established to replace the back fence on the west and north sides of the property.

Note: The neighbours have agreed to pay Ocean Park Gardens LMS 1367 a monthly sum of \$1,165.50 for 4 months for a total of \$4,662 (this includes applicable taxes).

C: *THEREFORE, BE IT RESOLVED BY A MAJORITY VOTE.*

In accordance with section 96(a)(b)i(A)(II) of the Strata Property Act of British Columbia, that the Owners of Ocean Park Gardens, Strata Plan LMS 1367, at the SGM held on January 30th, 2026 authorize by Majority vote, the initial expenditure of \$14,068 (includes applicable taxes and 5% contingency) for the purpose of replacing the back West and North Ranch Rail Fence with a Vinyl fence against the Contingency Reserve Fund. Note: the CRF will be reimbursed for a total of \$4,662.

If the actual cost of the proposed project is less than the resolution amount, the remaining funds shall remain in the Contingency Reserve Fund.

A motion was made, seconded and Resolution #1 was carried *(28 in favour, 0 opposed)*.

Note: LMS 1367 has received 4 postdated cheques from our neighbour, at 12730 17A, for their portion of the cost of the shared fence. These cheques will be passed on to Fraser Campbell Property Management Ltd. to be deposited in the CRF.

7. Adjournment of the Meeting

There being no further business it was moved, seconded and carried to adjourn the meeting at 3:06 pm.

The date of the next Council Meeting for LMS 1367 is Wednesday, February 11, 2026, at 5:00 pm. by Zoom.

**MINUTES OF THE STRATA COUNCIL MEETING
STRATA PLAN LMS 1367, OCEAN PARK GARDENS
HELD ON THURSDAY, DECEMBER 4th, 2025,
In the SOCIAL ROOM AT 7:00 P.M.
1725 128thSt., SURREY, BC**

PRESENT:	Don Rice	President	#502
	Drew Curry	Vice President	#207
	Judy Hanson	Treasurer	#303
	Brian Lauder	Secretary/Mtce.	#307
	Chester Walker	Maintenance Liaison	#401

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

Electronic Access to Minutes and Documents

- Log in to the FCPM website (www.frasercampbell.com),
- Click on the “owner log in” icon,
- Enter Username: lms1367 Password: 17251367

The meeting was called to order at 7:05 p.m.

APPOINTMENT OF OFFICER

Brian Lauder was appointed to the position of secretary for the remainder of the fiscal year.

MINUTES

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

OFFICER’S REPORTS

Treasurers Report

Financial Statement

It was moved, seconded and **carried** to approve the November 2025 Financial Statement.

Bank Statement and Reconciliation

It was moved, seconded and **carried** to approve the October 2025 bank statements and reconciliations.

COMMITTEE REPORTS

- **Landscape Report**

There is no report for the current period.

- **Maintenance Report**

There is no report for the current period.

- **Social/ Room Rental Report**

There are two rentals for private events scheduled for December.

BUSINESS ARISING

1. **Roof Rehabilitation**

The next phase of the rehabilitation of the roof outside of the Social room is proceeding. We will be talking to contractors, evaluating recommendations and going to tender early in the new year.

2. **Automated Door-Level 1**

EAS Inc. has completed replacement of the operator for the automated door on Level 1. A motion was made, seconded and **carried** to approve payment of the invoice in the amount of \$2,425 plus GST.

3. **Elevator**

Mandatory Software Upgrade

A motion was made, seconded and **carried** to have Richmond Elevator proceed with a mandatory upgrade to the software programming for the elevator in accordance with Technical Safety BC and the Elevating Safety Code.

4. **Lighting Upgrade**

Quotations will be obtained to replace all common property light fixtures with LED.

5. **Leak Investigation**

A motion was made, seconded and **carried** to approve payment of an invoice in the amount of \$2,271 plus GST from MGH Consulting Inc. for engineering consulting services for investigation of a leak into the ceiling of #305 and a second invoice in the amount of \$1,280 from Bole Construction Inc. for completing and reinstating an exploratory opening in the social room deck.

6. **Insurance Renewal**

A motion was made, seconded and **carried** to accept a renewal proposal from Westland Insurance for insurance coverage for the period of December 31, 2025 to December 31, 2026.

Premium:	\$59,187	Appraised Value:	\$22,182,100
All Property		\$10,000.00	Deductible
Sewer Backup		\$25,000.00	Deductible
Water Damage		\$25,000.00	Deductible
Flood		\$25,000.00	Deductible
Earthquake		15%	Deductible

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 (ie. in suite plumbing and appliances). It is recommended that owners provide a copy of the strata insurance certificate to their personal insurance provider to ensure adequate coverage.

NEW BUSINESS

1. **Form I Bylaw Registration**

Two council members signed the Form I that is required to register the bylaw amendments that were approved by a $\frac{3}{4}$ vote of the owners at the Annual General Meeting held October 22, 2025.

2. **Westech Invoice**

A motion was made, seconded and **carried** to approve payment of an invoice in the amount of \$195 plus GST from Westech Plumbing for clearing of a blocked kitchen sink. The blockage was confirmed to be outside the owner's unit on common property.

3. **Amendments to AGM Minutes**

Amendments (corrections) were required to the AGM minutes concerning the wording of one bylaw and the resolution for the budget. A memo will be distributed to all owners shortly.

4. **Exercise Equipment Servicing**

A motion was made, seconded and **carried** to have Tower Fitness service the treadmill and elliptical machine.

5. **Replacement of Rear Fence**

A quote will be obtained for replacement of the rear perimeter fence using the same material as the front fence. A Special General Meeting will be scheduled to approve the expenditure.

6. **Christmas Gratuities**

A motion was made, seconded and **carried** to approve a \$350 expenditure for gratuities for five service providers.

7. **Invoices for Leak Investigation**

A motion was made, seconded and **carried** to approve payment of invoices from Bole Construction for investigation of a leak.

8. **Microwave**

A motion was made, seconded and **carried** to approve a \$500 expenditure to replace the microwave in the social room.

CORRESPONDENCE

1. **Vehicle Repairs**

Council reviewed correspondence from an owner enclosing a copy of a detailed invoice for repairs to a vehicle that was previously reported as leaking fluids in the parking garage.

2. Exterior Faucet Shutoff

Council reviewed correspondence from an owner advising that the shut off valve for the exterior water faucet at a fourth-floor unit cannot be located.

3. Renovation Request

Council reviewed correspondence from an owner requesting approval to undertake kitchen renovations.

Owners are invited to write to the council via the management company regarding strata-related matters. Correspondence should be emailed to info@frasercampbell.com. Please forward your letters to the management company one week before the meeting or the letters will be held over until the next council meeting.

**Please Note: complaints must be submitted in writing and signed by the complainant.*

ADJOURNMENT

There being no further business, it was moved, seconded, and **carried** to adjourn the meeting at 8:15 p.m. The next meeting for Strata Plan LMS 1367 will be scheduled for February 2026 (date to be confirmed).

Strata management services provided by



Fraser Campbell Property Management Ltd.

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

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FRASER CAMPBELL PROPERTY MANAGEMENT LTD.

HOLIDAY HOURS

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

Tuesday	December 23, 2025	9:00 – 4:30
Wednesday	December 24, 2025	9:00 – 12:00
Thursday	December 25, 2025	Closed
Friday	December 26, 2024	Closed
Monday	December 29, 2025	9:00 – 4:30
Tuesday	December 30, 2025	9:00 – 4:30
Wednesday	December 31, 2025	9:00 – 2:00
Thursday	January 1, 2026	Closed
Friday	January 2, 2026	9:00 – 4:30

In case of strata related emergencies during holiday closures: **604-825-8211**

Please note that strata emergencies include a fire, flood, leaks, or building security issues.

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



Fraser Campbell Property Management Ltd.

DATE: November 20th, 2025
MEMO TO: The Owners
LMS 1367 Ocean Park Gardens
FROM: Stephen Burchell Davies
Fraser Campbell Property Management

**Amendments to the Minutes of the Annual General Meeting
held October 22, 2025**

Dear Owners,
There are two corrections to the minutes of the Annual General Meeting as follows:

Resolution #1 Budget Approval

“A second motion was made, seconded and carried to approve the budget as originally presented and to transfer the balance of the surplus funds in the amount of \$21,588 to the CRF”.

The budget has been revised accordingly, please see attached.

Resolution #5 Bylaw Amendment

Short Term Rental Fine

That the owners of Ocean Park Gardens, Strata Plan LMS 1367, at the General Meeting held on October 22, 2025 amend Strata Corporation Bylaw Division 10 Section 1 as follows:

“An owner who leases his strata lot shall provide to the strata corporation a Form “K” Notice of Tenant’s Responsibilities, in accordance with Section 146 of the Strata Property Act. Failure to provide a Form “K” within 10 days of the commencement of tenancy shall be cause for a ~~\$200.00 per month~~ \$500 per week fine against the strata lot owner for as long as the form remains outstanding.”

These amendments to the minutes will be adopted at the next General Meeting for Ocean Park Gardens.

2025/2026 BUDGET - STRATA PLAN LMS 1367			7-Nov-25	
AUGUST 31 YEAREND				
CODE	NAME	2024/2025 FINAL BUDGET	2024/2025 ACTUAL	2025/2026 FINAL BUDGET
REVENUE				
4000	STRATA FEES	324,830	324,830	331,327
4300	INTEREST	1,800	2,138	1,800
4500	MOVE IN FEES	400	800	400
4800	MISCELLANEOUS	0	0	0
4900	RENTALS	500	350	500
4950	SURPLUS FORWARD	19,145	19,145	11,155
TOTAL REVENUE		346,675	347,263	345,182
EXPENDITURES				
ADMINISTRATION				
5000	MANAGEMENT FEE	17,010	17,010	17,854
5100	INSURANCE/APPRaisal	75,000	64,824	68,250
5295	CONSULTING	500	0	500
5300	LEGAL	2,000	0	2,000
5400	MISCELLANEOUS	4,200	3,852	4,200
		98,710	85,686	92,804
UTILITIES				
6000	GAS	43,000	35,260	43,000
6100	ELECTRICITY	16,000	14,361	16,000
6200	WATER	12,000	11,755	12,000
6300	GARBAGE REMOVAL	2,400	2,539	2,400
		73,400	63,915	73,400
PROPERTY AND BUILDINGS				
6400	ELEVATOR	4,000	5,276	4,000
6700	CLEANING CONTRACT	6,500	6,324	6,500
6900	LANDSCAPING - VISTA	34,000	39,165	35,000
6950	GARDENING IMPROVEMENTS	5,400	6,675	1,500
6960	GARDENER	500	450	500
6970	TREE TRIMMING	2,000	1,785	2,000
7200	REPAIRS & MAINTENANCE	16,020	10,769	16,020
7210	WINDOW CLEANING	3,500	0	3,500
7220	ROOF	3,500	3,140	3,500
7250	HANDYMAN	500	120	500
7260	POND MAINTENANCE	500	183	500
7270	IRRIGATION	2,500	1,803	2,500
7300	WINDOW/DOOR REPAIRS	4,000	515	4,000
7400	EQUIPMENT MAINTENANCE	8,000	7,569	8,000
7410	SPRINKLER HEADS (FIRE)	2,500	0	2,500
		93,420	83,774	90,520
SUB-TOTAL		265,530	233,375	256,724
9000	CONTINGENCY	81,145	81,145	88,458
9000	OPERATING SURPLUS TO CRF	0	0	0
TOTAL EXPENDITURES		346,675	314,520	345,182
SURPLUS (DEFICIT)		-	32,743	-
CONTINGENCY RESERVE FUND				
BALANCE AUGUST 31, 2025				102,146
2025/2026 TRANSFER FROM OPERATING FUND				88,458
2024/2025 SURPLUS TO CRF				21,588
ESTIMATED INTEREST INCOME @ 3.0%				3,000
APPROVED EXPENDITURES				(29,500)
ESTIMATED BALANCE AUGUST 31, 2026				185,692

**STRATA PLAN LMS 1367
STRATA FEE SCHEDULE
YEAR END AUGUST 31, 2026**

29-Sep-25

331327.00 ANNUAL BUDGET

88458

UNIT	S.L.	U/E	NEW FEE	OPERATING	CONTINGENCY	OLD FEE	CATCHUP***
101	1	1320	703.97	516.02	187.95	690.17	27.60
102	2	1700	906.63	664.58	242.05	888.85	35.56
103	3	1310	698.64	512.12	186.52	684.94	27.40
201	4	1742	929.03	681.00	248.03	910.81	36.44
202	5	1473	785.57	575.84	209.73	770.16	30.82
203	6	1456	776.50	569.19	207.31	761.27	30.46
204	7	1434	764.77	560.59	204.18	749.77	30.00
205	8	1817	969.03	710.32	258.71	950.02	38.02
206	9	1421	757.84	555.51	202.33	742.97	29.74
207	10	1460	778.63	570.75	207.88	763.37	30.52
208	11	1470	783.97	574.67	209.30	768.59	30.76
209	12	1742	929.03	681.00	248.03	910.81	36.44
301	13	1729	922.09	675.91	246.18	904.01	36.16
302	14	1475	786.63	576.61	210.02	771.21	30.84
303	15	1456	776.50	569.19	207.31	761.27	30.46
304	16	1425	759.97	557.07	202.90	745.07	29.80
305	17	1820	970.63	711.49	259.14	951.59	38.08
306	18	1412	753.04	551.99	201.05	738.27	29.54
307	19	1455	775.97	568.80	207.17	760.75	30.44
308	20	1476	787.17	577.01	210.16	771.73	30.88
309	21	1735	925.29	678.25	247.04	907.15	36.28
401	22	1729	922.09	675.91	246.18	904.01	36.16
402	23	1471	784.50	575.05	209.45	769.12	30.76
403	24	1765	941.29	689.98	251.31	922.84	36.90
404	25	1755	935.96	686.08	249.88	917.61	36.70
405	26	1468	782.90	573.88	209.02	767.55	30.70
406	27	1734	924.76	677.87	246.89	906.63	36.26
501	28	1733	924.23	677.48	246.75	906.10	36.26
502	29	1468	782.90	573.88	209.02	767.55	30.70
503	30	1557	830.37	608.68	221.69	814.08	32.58
504	31	1568	836.23	612.97	223.26	819.83	32.80
505	32	1465	781.30	572.71	208.59	765.98	30.64
506	33	1731	923.16	676.69	246.47	905.06	36.20
TOTAL U/E		5172	27610.59	20239.09	7371.50	27069.14	1,082.90

*** The catchup is the difference between the old strata fee and the new strata fee. The new fee is effective September 1, 2025. As the old fee was paid by owners on September 1 and October 1, 2025 the catchup amount is outstanding and will be automatically withdrawn late October, 2025. Effective November 1, 2025 the new fee will be withdrawn.

**MINUTES OF AN ANNUAL GENERAL MEETING
STRATA PLAN LMS 1367 – OCEAN PARK GARDENS
HELD ON WEDNESDAY, OCTOBER 22nd, 2025 AT 3:00 P.M.
WITHIN THE SOCIAL ROOM AT 1725 128th STREET, SURREY, BC**

PRESENT: 26 Owners in person or proxy as per the registration sheet
(14 in person and 12 by proxy)

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

There being a quorum of owners present, the meeting was called to order at 3:10 p.m. by the council president, Harold Tersigni.

ELECTION OF CHAIRPERSON

A motion was made, seconded and **carried** to elect the strata manager, Stephen-Burchell Davies, to chair the meeting.

PROOF OF NOTICE

It was moved, seconded and **carried** to accept the notice dated October 1st, 2025 as proper notice of meeting.

AGENDA

An owner requested that "Unfinished Business" be added to the agenda in accordance with Div. 4 section 4 (g) of the Strata Corporation bylaws. The agent advised that the matter the owner wished reviewed could be discussed under New Business.

A motion was made, seconded and **carried** to approve the agenda of the 2025 Annual General Meeting.

MINUTES

It was moved, seconded and **carried** to adopt the minutes of the November 21, 2024 Special General Meeting as circulated.

PRESIDENT'S REPORT

A copy of the 2025 President's Report, prepared by Harold Tersigni is attached to these minutes.

INSURANCE REPORT

The strata manager presented a summary of the Strata Corporation's insurance coverage, provided by Westland Insurance Group Ltd., for the period of December 31st, 2024, through December 31, 2025.

Premium:	\$59,937	Appraised Value:	\$21,360,500
	All Property	\$10,000.00	Deductible
	Sewer Backup	\$25,000.00	Deductible
	Water Damage	\$25,000.00	Deductible
	Flood	\$25,000.00	Deductible
	Earthquake	15%	Deductible

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 (ie. in suite plumbing and appliances). It is recommended that owners provide a copy of the strata insurance certificate to their personal insurance provider to ensure adequate coverage.

RESOLUTION #1 Majority Vote
Budget Approval (August 31st Year end)

The following resolution was presented to the owners for consideration:

A. WHEREAS:

It is a requirement of the Strata Property Act that the owners must approve the budget for the next fiscal year at each Annual General Meeting and that the proposed budget must be accompanied by the financial statements and distributed with the Notice of the AGM,

B. THEREFORE, BE IT RESOLVED BY A MAJORITY VOTE

That the Owners of Strata Plan LMS 1367 Ocean Park Gardens, hereby authorize operating expenses in the amount of \$345,182 which includes a contribution to the Contingency Reserve Fund in the amount of \$88,458.

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

A lengthy discussion (one hour and 15 minutes) ensued regarding the allocation of surplus funds.

A motion was made by Heather Bell, seconded, and **defeated** to amend the budget “by adjusting line-item GL 9000 Contingency to read only the annual contribution of \$66,870.00. Adjust the maintenance fees to be collected to \$309,739.00 which in turn will adjust the total revenue and expenses to \$323,594.00. Then record the remaining surplus of funds \$21,588.00 in a line item called 2024/25 operating surplus to CRF under the breakdown of the Contingency Reserve Funds below the budget.” (1 in favour, 25 opposed).

The owner confirmed that the motion includes a reduction in the proposed strata fees (no fee increase).

A second motion was made, seconded, and **carried** to amend the budget by allocating all surplus funds for the fiscal year (\$32,743.) to Line Item 4950 and to break down in GL 9000 the annual contribution to the CRF on one line and to record the surplus funds on the line below.

The vote was then taken and Resolution #1 was **carried** to approve the budget as amended (25 in favour, 1 opposed).

Catchup Fee for Strata Fee Increase

There is a 2% increase in strata fees effective September 1, 2025. The catchup fee for the months of September and October will be automatically withdrawn from your bank account in late October 2025. Effective November 1, 2025, the new fee will be withdrawn.

RESOLUTION No. 2 CRF Expenditure – Majority Vote Depreciation and Electrical Planning Reports

The following resolution was presented to the owners for consideration:

PREAMBLE

The Strata Property Act Section 94 and Regulations 6.1-6.22 require the strata corporation to complete a Depreciation Report every 5 years. The purpose of the report is

to provide an estimate of the repair and replacement cost for major items in the strata corporation and the expected life of those items. Since our last Depreciation Report was completed in 2021, we must update our Depreciation Report in 2026.

The Strata Property Act Section 94.1 and Regulations 5.7-5.11 require the strata corporation to complete an Electrical Planning Report prior December 31, 2026. The purpose of the report is to provide an assessment of the electrical capacity in order to plan for future needs such as electrical vehicle charging and heat pumps. The report must be prepared by a qualified person.

These Reports may be completed using the Contingency Reserve Fund (Section 92, Strata Property Act).

WHEREAS

1. The Depreciation and Electrical Planning reports must be completed in 2026
2. A Depreciation Report update is expected to cost \$10,000
3. An Electrical Planning Report is expected to cost \$15,000

THEREFORE BE IT RESOLVED:

That the Owners of Ocean Park Gardens, Strata Plan LMS 1367, at the Annual General Meeting held on October 22, 2025, approve the expenditure of up to \$25,000 to come from the Contingency Reserve Fund. Monies not used will remain in the 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 Resolution #2 was **carried** (26 in favour, 0 opposed).

RESOLUTION No.3 CRF Expenditure-¾ Vote Elevator-Mandatory Software Upgrade

The following resolution was presented to the owners for consideration:

PREAMBLE

1. Richmond Elevator has advised of a mandatory upgrade to the software programming for the elevator in accordance with Technical Safety BC and the Elevating

Safety Code. The programming will allow the elevator to level properly and to shut it down if one of the leveling switches is welded. It also prevents the door from opening via hall call in the event of the elevator being shut down.

WHEREAS

A quote has been received in the amount of \$4,120 plus taxes from Richmond Elevator for the mandatory upgrade.

THEREFORE BE IT RESOLVED

In accordance with sections 96(b) of the Strata Property Act of British Columbia; that the Owners, Strata Plan LMS 1367 expend a sum of money not exceeding \$4,500 for the purpose of upgrading the elevator software , against the Contingency Reserve Fund. In the event that the actual cost of the proposed project is less than the resolution amount, the remaining funds shall remain in the Contingency Reserve Fund.

A motion was made and seconded to consider Resolution #3; the floor was then opened for discussion. Following discussion, the vote was taken and Resolution #3 was **carried** (26 in favour, 0 opposed).

Note:

Resolutions 4,5 and 6 are here to “clean up” our bylaws and make them more consistent with legislative changes concerning rentals. For example, Resolution 6 allows us to enforce our bylaw that already restricts short term rentals in our building. Without defining short-term in our bylaw, enforcement is problematic.

RESOLUTION No.4 Bylaw Amendment-3/4 Vote

Rental Restrictions

The following resolution was presented to the owners for consideration:

PREAMBLE

1. The Strata Property Act (SPA) Section 141 states “the strata corporation must not screen tenants, establish screening criteria, require the approval of tenants, require the insertion of terms in tenancy agreements or otherwise restrict the rental of a strata lot.”
2. Division 10.2 (b) appears to restrict the ability of residents to enter into a tenancy agreement and that is against the law.

WHEREAS

In accordance with Section 126 and section 128(1) of the Strata Property Act of British Columbia, the Owners of Ocean Park Gardens, Strata Plan LMS 1367, wish to delete the Strata Corporation Bylaw Division 10.2(b).

THEREFORE BE IT RESOLVED

That the owners of Ocean Park Gardens, Strata Plan LMS 1367, at the General Meeting held on October 22, 2025 delete Strata Corporation Bylaw Division 10.2(b) which states that a resident must not:

“b. allow, permit, agree or otherwise grant a license to, in exchange for money or other consideration, a person who ordinarily resides outside the strata corporation to occupy their strata lot while that owner, tenant or occupant is absent from the strata lot.”

A motion was made and seconded to consider Resolution #4; the floor was then opened for discussion. Following discussion, the vote was taken and Resolution #4 was **carried** (25 in favour, 1 opposed).

RESOLUTION No.5 Bylaw Amendment-³/₄ Vote
Rental Bylaw Fine

PREAMBLE

The following resolution was presented to the owners for consideration:

1. The Strata Property Act of BC permits fines up to \$500 per week for contravention of a rental bylaw. OPG's Bylaw Division 6 Section 2.1(b) allows for a fine of \$500 in this case. However, OPG's Rental Bylaw Division 10 Section 1 sets the fine at \$200 per month.

WHEREAS

In accordance with Section 126 and section 128(1) of the Strata Property Act of British Columbia, the Owners of Strata Plan LMS 1367, Ocean Park Gardens, wish to amend the Strata Corporation Bylaw Division 10, Section 1.

THEREFORE BE IT RESOLVED

That the owners of Ocean Park Gardens, Strata Plan LMS 1367, at the General Meeting held on October 22, 2025 amend Strata Corporation Bylaw Division 10 Section 1 as follows:

“An owner who leases his strata lot shall provide to the strata corporation a Form “K” Notice of Tenant’s Responsibilities, in accordance with Section 146 of the Strata Property Act. Failure to provide a Form “K” within 10 days of the commencement of tenancy shall be cause for a \$200.00 per month \$500 per week fine against the strata lot owner for as long as the form remains outstanding.”

A motion was made and seconded to consider Resolution #5; the floor was then opened for discussion. Following discussion, the vote was taken and Resolution #5 was **carried** (26 in favour, 0 opposed).

RESOLUTION No.6 Bylaw Amendment-³/₄ Vote
Short-Term Rental

The following resolution was presented to the owners for consideration:

PREAMBLE

1. The Short-Term Rental Accommodations Act of BC regulates short-term rentals and allows Strata corporations to limit or ban short-term rentals. OPG's Bylaw Division 10.2(a) bans short-term rentals.
2. The Strata Property Act (SPA) Regulation 7.1 sets permissible fines for a contravention of the law on short term rentals. OPG amended Bylaw Division 6, Section 2.1(b) to allow for fines up to \$1000 per day for each contravention of bylaw Division 10.2(a) prohibiting short term rentals.
3. A strata must specify the maximum fine in its short-term rental bylaw and OPG has not done so.
4. The Short-Term Rental Accommodations Act of BC defines "short-term as "a period of time of less than 90 consecutive days or another prescribed period." OPG bylaw Division 10 Section 2 does not specify the relevant period.

WHEREAS

In accordance with Section 126 and section 128(1) of the Strata Property Act of British Columbia, the Owners of Strata Plan LMS 1367, Ocean Park Gardens, wish to amend the Strata Corporation Bylaw Division 10 Section 2.

THEREFORE BE IT RESOLVED

That the owners of Ocean Park Gardens, Strata Plan LMS 1367, at the General Meeting held on October 22, 2025 delete Strata Corporation Bylaw Division 10 Section 2 as follows:

Insert:

"Short-term accommodation shall refer to a period of time of less than 90 consecutive days. A resident who provides short-term accommodation in contravention of Section 2 of this bylaw shall be fined \$1000 per day. See also Division 6, Section 2."

A motion was made and seconded to consider Resolution #6; the floor was then opened for discussion.

Discussion was held regarding the wording of the Resolution. The wording was amended to clarify the intent.

THEREFORE BE IT RESOLVED

That the owners of Ocean Park Gardens, Strata Plan LMS 1367, at the General Meeting held on October 22, 2025 delete Strata Corporation Bylaw Division 10 Section 2. as follows: and

Insert:

"Short-term accommodation shall refer to a period of time of less than 90 consecutive days. A resident who provides short-term accommodation in contravention of Section 2 of this bylaw shall be fined \$1000 per day. See also Division 6, Section 2."

The vote was then taken and Resolution #6 was **carried** (26 in favour, 0 opposed).

RESOLUTION No.7 Bylaw Amendment-¾ Vote
Mini-Split System Heat Pump/Air Conditioner (“the System”)

The following resolution was presented to the owners for consideration:

PREAMBLE

1. Bylaw Division 1 Section 6.6 (d) allows for the installation of mini-split heat pump/air conditioner (referred to as “the System”).
2. Bylaw Division 1 Section 6.6 (d) 5 b states “The exterior component of the System shall not be readily visible to persons standing on ground level common property.”
3. This restriction effectively prohibits residents of 9 units at ground level from installing a heat pump/air conditioner.
4. Current “right to cool” in BC provides a Human Rights based approach to access air conditioning arguing that there must be equitable cooling access.

WHEREAS

In accordance with Section 126 and section 128(1) of the Strata Property Act of British Columbia, the Owners of Ocean Park Gardens, Strata Plan LMS 1367, wish to amend the Strata Corporation Bylaws by deleting Division 1 Section 6.6 (d) 5 b.

THEREFORE BE IT RESOLVED

That the owners of Ocean Park Gardens, Strata Plan LMS 1367, at the General Meeting held on October 22, 2025 delete Strata Corporation Bylaw Division 1 Section 6.6 (d) 5 b: “The exterior component of the System shall not be readily visible to persons standing on ground level common property.”

A motion was made and seconded to consider Resolution #7; the floor was then opened for discussion.

A motion was made, seconded and **carried** to amend the Resolution to revise the wording of Strata Corporation Bylaw Division 1 Section 6.6 (d) 5 b instead of deleting the clause:

6.6 (d) 5 b The exterior component of the System shall only be situated on the Deck(s) or Patio(s) described as Limited Common Property which have been assigned to that strata lot as described in the Strata Lot Plan.

Following discussion, the vote was taken and Resolution #7 was **carried** as amended (26 in favour, 0 opposed).

RESOLUTION No.8 Bylaw Amendment-¾ Vote
Seasonal Festive Decorations

The following resolution was presented to the owners for consideration:

PREAMBLE

1. These days, the display of festive decorations in public and retail spaces starts earlier than ever.

2. The OPG Strata Corporation Bylaw Division 1.3.15 states that a resident may display festive decorations during the period 01 December to 31 January.
3. Many owners would appreciate an earlier start, in accordance with public and retail display calendars.
4. In accordance with Section 126 and section 128(1) of the Strata Property Act of British Columbia, the Owners of Ocean Park Gardens, Strata Plan LMS 1367, wish to amend this bylaw.
- 5.

WHEREAS

The Owners of Ocean Park Gardens, Strata Plan LMS 1367, wish to amend the bylaw on the timing of displays of festive decorations.

THEREFORE BE IT RESOLVED

That the owners of Ocean Park Gardens, Strata Plan LMS 1367, at the General Meeting held on October 22, 2025 amend Strata Corporation Bylaw Division 1.3.15(a) "During the period 01 December to 31 January" as follows:

- a. "During the period 15 November to 31 January"

A motion was made and seconded to consider Resolution #8; the floor was then opened for discussion. Following discussion, the vote was taken and Resolution #8 was *carried* (24 in favour, 2 opposed).

COUNCIL ELECTION

The 2024/2025 strata council members retired from their positions pursuant to the Strata Corporation bylaws. A sincere vote of appreciation was extended to the outgoing council.

The floor was then opened for volunteers and/or nominations for a minimum of 3 to a maximum of 7 owner representations.

The following owners were elected to council by majority vote for the 2025/2026 fiscal year:

Drew Curry	Unit #207
Brian Lauder	Unit #307
Chester Walker	Unit #401
Don Rice	Unit #502
Judy Hanson	Unit #303

NEW BUSINESS

1. **Minutes of Meeting**

An owner inquired about adopting the minutes of the January 24th, 2025 council meeting at which a decision was made to remove a section of roof deck from the rehabilitation project. This will be an agenda item for discussion by the new council at the next council meeting.

2. **Distribution of Minutes**

Colleen Martin volunteered to distribute copies of minutes to those owners who have requested printed copies rather than receiving by email.

ADJOURNMENT

There being no further business it was moved, seconded and ***carried*** to adjourn the meeting at 5:14 p.m.

The date of the next council meeting for LMS 1367 is to be determined.

COUNCIL MEETING

A brief council meeting was called to order at 5:19 p.m. to elect officers for the next fiscal year.

ELECTION OF OFFICERS

Don Rice	President
Drew Curry	Vice President
Judy Hanson	Treasurer
Chester Walker	Maintenance Liaison
Brian Lauder	Maintenance/Member at Large

There being no further business it was moved, seconded and ***carried*** to adjourn the meeting at 5:30 p.m.

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

2025/2026 BUDGET - STRATA PLAN LMS 1367				28-Oct-25
AUGUST 31 YEAREND				
CODE	NAME	2024/2025 FINAL BUDGET	2024/2025 ACTUAL	2025/2026 FINAL BUDGET
REVENUE				
4000	STRATA FEES	324,830	324,830	331,327
4300	INTEREST	1,800	2,138	1,800
4500	MOVE IN FEES	400	800	400
4800	MISCELLANEOUS	0	0	0
4900	RENTALS	500	350	500
4950	SURPLUS FORWARD	19,145	19,145	32,743
TOTAL REVENUE		346,675	347,263	366,770
EXPENDITURES				
ADMINISTRATION				
5000	MANAGEMENT FEE	17,010	17,010	17,854
5100	INSURANCE/APPRaisal	75,000	64,824	68,250
5295	CONSULTING	500	0	500
5300	LEGAL	2,000	0	2,000
5400	MISCELLANEOUS	4,200	3,852	4,200
		98,710	85,686	92,804
UTILITIES				
6000	GAS	43,000	35,260	43,000
6100	ELECTRICITY	16,000	14,361	16,000
6200	WATER	12,000	11,755	12,000
6300	GARBAGE REMOVAL	2,400	2,539	2,400
		73,400	63,915	73,400
PROPERTY AND BUILDINGS				
6400	ELEVATOR	4,000	5,276	4,000
6700	CLEANING CONTRACT	6,500	6,324	6,500
6900	LANDSCAPING - VISTA	34,000	39,165	35,000
6950	GARDENING IMPROVEMENTS	5,400	6,675	1,500
6960	GARDENER	500	450	500
6970	TREE TRIMMING	2,000	1,785	2,000
7200	REPAIRS & MAINTENANCE	16,020	10,769	16,020
7210	WINDOW CLEANING	3,500	0	3,500
7220	ROOF	3,500	3,140	3,500
7250	HANDYMAN	500	120	500
7260	POND MAINTENANCE	500	183	500
7270	IRRIGATION	2,500	1,803	2,500
7300	WINDOW/DOOR REPAIRS	4,000	515	4,000
7400	EQUIPMENT MAINTENANCE	8,000	7,569	8,000
7410	SPRINKLER HEADS (FIRE)	2,500	0	2,500
		93,420	83,774	90,520
SUB-TOTAL		265,530	233,375	256,724
9000	CONTINGENCY	81,145	81,145	81,145
9000	OPERATING SURPLUS TO CRF	0	0	28,901
TOTAL EXPENDITURES		346,675	314,520	366,770
SURPLUS (DEFICIT)		-	32,743	-
CONTINGENCY RESERVE FUND				
BALANCE AUGUST 31, 2025				102,146
2025/2026 TRANSFER FROM OPERATING FUND				110,046
ESTIMATED INTEREST INCOME @ 3.0%				3,000
APPROVED EXPENDITURES				(29,500)
ESTIMATED BALANCE AUGUST 31, 2026				185,692

STRATA PLAN LMS 1367		23-Oct-25					
STRATA FEE SCHEDULE		331327.00 ANNUAL BUDGET					
YEAR END AUGUST 31, 2026		ANNUAL BUDGET				110046	
UNIT	S.L.	U/E	NEW FEE	OPERATING	CONTINGENCY	OLD FEE	CATCHUP***
101	1	1320	703.97	470.16	233.81	690.17	27.60
102	2	1700	906.63	605.50	301.13	888.85	35.56
103	3	1310	698.64	466.60	232.04	684.94	27.40
201	4	1742	929.03	620.47	308.56	910.81	36.44
202	5	1473	785.57	524.65	260.92	770.16	30.82
203	6	1456	776.50	518.60	257.90	761.27	30.46
204	7	1434	764.77	510.76	254.01	749.77	30.00
205	8	1817	969.03	647.18	321.85	950.02	38.02
206	9	1421	757.84	506.13	251.71	742.97	29.74
207	10	1460	778.63	520.02	258.61	763.37	30.52
208	11	1470	783.97	523.59	260.38	768.59	30.76
209	12	1742	929.03	620.47	308.56	910.81	36.44
301	13	1729	922.09	615.83	306.26	904.01	36.16
302	14	1475	786.63	525.36	261.27	771.21	30.84
303	15	1456	776.50	518.60	257.90	761.27	30.46
304	16	1425	759.97	507.56	252.41	745.07	29.80
305	17	1820	970.63	648.25	322.38	951.59	38.08
306	18	1412	753.04	502.93	250.11	738.27	29.54
307	19	1455	775.97	518.24	257.73	760.75	30.44
308	20	1476	787.17	525.72	261.45	771.73	30.88
309	21	1735	925.29	617.97	307.32	907.15	36.28
401	22	1729	922.09	615.83	306.26	904.01	36.16
402	23	1471	784.50	523.94	260.56	769.12	30.76
403	24	1765	941.29	628.65	312.64	922.84	36.90
404	25	1755	935.96	625.09	310.87	917.61	36.70
405	26	1468	782.90	522.87	260.03	767.55	30.70
406	27	1734	924.76	617.61	307.15	906.63	36.26
501	28	1733	924.23	617.26	306.97	906.10	36.26
502	29	1468	782.90	522.87	260.03	767.55	30.70
503	30	1557	830.37	554.57	275.80	814.08	32.58
504	31	1568	836.23	558.49	277.74	819.83	32.80
505	32	1465	781.30	521.80	259.50	765.98	30.64
506	33	1731	923.16	616.54	306.62	905.06	36.20
TOTAL U/E		51772	27610.59	18440.11	9170.48	27069.14	1,082.90

*** The catchup is the difference between the old strata fee and the new strata fee. The new fee is effective September 1, 2025. As the old fee was paid by owners on September 1 and October 1, 2025 the catchup amount is outstanding and will be automatically withdrawn late October, 2025. Effective November 1, 2025 the new fee will be withdrawn.

Ocean Park Garden's AGM October 22, 2025.

President's Report

I honestly love this building. It is a little over 30 years old but because of its age we have larger units than the ones being built beside us today. We have better views, and we have more grounds to enjoy and admire.

But because of its age we also have a lot of decisions and upkeep to keep it running. I am truly proud of all of our volunteers that make this building a home for us. The volunteers put in hours of work, lower our individual strata fees and enrich our lives.

I would like to thank everyone.

I will start with this year's council: I would like to thank Don Cameron, Elaine Darby, Drew Curry, Paulette Reid, Brian Lauder, and Chester Walker. They did a great job.

I would also like to thank Rick Lang and Dave Thomas. They write reports for every council meeting. Rick, Wayne and others work endlessly on the grounds and gardens and keeps council updated on expenditures and garden projects. Dave Thomas always fills in with contacting maintenance contractors on any maintenance problems we are experiencing in the building.

I would also like to thank the myriad of volunteers we have all throughout the building. I can't thank you individually and I don't want to leave anyone out. We have quite a few "ninja volunteers" as well. Those who quietly do jobs that make our building more beautiful, welcoming and effective. Sometimes we don't even know who the ninja is, we just know that things get done.

Our community is strengthened by all the neighbours who help with our celebrations, From "Let Get Lit", our Christmas light up and carol singing party (with live music) to our Celebration of Spring Happy Hour and our Raise the Roof party to toast the completion of phase 1 of the roof replacement project. OPG definitely knows how to party.

Around the building this year the council successfully dealt with a major pipe leak in the hallway ceiling on Level 2. It was done for the same price as the previous section of pipe was repaired over five years ago, and they even power washed the hallway, which was needed.

Council successfully dealt with numerous water ingress problems, door lock failures, faulty automatic doors (where we had to wait for parts to arrive), elevator problems, light failures, and squeaky parkade entrance door and the all-around repairs of older mechanical parts of the building.

The biggest accomplishment of this year's council was the completion of phase 1 of the Roof Replacement Project. It was two years in the works. Starting with the approval of funds at the 2023 AGM for moisture testing and inspection of the Roofs. It was a long journey of finding the best consultant to fit our building, of writing tenders, of considering the two different options of replacing the roof and coming up with the best product for our building and owners needs. The original contractor told us that it would cost around a \$1,500,000 and we got the project done for under a

million dollars. It was hard work by Council with the guidance of the Roof Replacement committee of Rick Lang, Dave Thomas, Chester Walker, Don Rice and myself.

But while I have you here, I know that council, at the Town Hall Meeting, had advised the owners that the final phase of the social room patio roof would start early next year. This was based on several roofing contractors advising us that this roof was good for another 3 to 10 years (depending on which evaluation you look at). These evaluations while probably true for 99% of Roof 4, did not take into account that this building, like all buildings, is settling and we found that unit 305 has a leak in their hallway and it is the result of the building and the patio settling at slightly different rates and a tear has been discovered in the membrane under the patio pad. So as a result, on Monday October 27th we will be starting the final phase of the roof replacement project.

Once again thank you for your support.

Harry Tersigni, President, OPG Strata 2025

**MINUTES OF THE STRATA COUNCIL MEETING
STRATA PLAN LMS 1367, OCEAN PARK GARDENS
HELD ON THURSDAY, SEPTEMBER 17th, 2025, AT 6:00 P.M.
Via ZOOM VIDEO CONFERENCE**

PRESENT:	Harold Tersigni	President	#205
	Don Cameron	Vice Pres./Treasurer	#101
	Brian Lauder	Secretary	#307
	Elaine Darby	Member at Large	#208
	Drew Curry	Member at Large	#207
	Paulette Reid	Member at Large	#405
REGRETS:	Chester Walker	Maintenance	#401
AGENT:	Stephen Burchell-Davies, Fraser Campbell Property Management Ltd.		

Electronic Access to Minutes and Documents

- Log in to the FCPM website (www.frasercampbell.com),
- Click on the “owner log in” icon,
- Enter Username: lms1367 Password: 17251367

The meeting was called to order at 6:14 p.m.

GUEST HEARING

An owner had requested a Hearing with council regarding a bylaw violation. The Zoom link was emailed to the owner earlier in the day. The owner was not present when the meeting was called to order. The meeting proceeded with the expectation that the owner would enter the meeting at any time.

MINUTES

A motion was made, seconded and **carried** to approve the minutes of the August 13th, 2025 council meeting as circulated.

OFFICER'S REPORTS

Treasurers Report

Financial Statement

It was moved, seconded and **carried** to approve the August 2025 Financial Statement.

Bank Statement and Reconciliation

It was moved, seconded and **carried** to approve the July 2025 bank statement and reconciliation.

Draft Budget

Council further reviewed and approved a draft budget for the next fiscal year with a 2% proposed fee increase in strata fees and with all surplus funds to be allocated to the Contingency Reserve Fund.

Seven people, including six from the current Council, are prepared to let their names stand for the 2025-26 OPG Council. Harry Tersigni, President of this Council, will not be standing. New as a possible Council member is Judy Hanson, unit 303. Judy has extensive relevant experience for Council such as experience with bylaws and bylaw development, effective governance and budget management.

All the potential Council members are seeking owner support. They will be providing owners with more information about what they hope to accomplish and what is important to them – exactly what owners deserve to know.

Also, resolutions are being prepared and the proposed budget for 2025-26 is being finalized. All relevant information will be posted in the hallway on the first level, as in previous years. Council members will be available at various times to address owner questions and concerns.

Resolutions will include a majority vote for a CRF expenditure to obtain a Depreciation Report update and an Electrical Planning Report, a $\frac{3}{4}$ vote for a CRF expenditure to proceed with elevator software upgrade and bylaw amendments regarding air conditioner visibility, short term accommodation and editorial changes to the bylaws.

5. **Addendum to the Agency Agreement**

A motion was made, seconded and *carried* to approve a revised addendum to the Agency Agreement with Fraser Campbell Property Management Ltd. to extend management services for the two-year period of September 1, 2025 through August 31, 2027 for the monthly rate of \$1,417 plus GST for the first year and \$1,480 plus GST for the second year.

6. **Automated Door-Level 1**

A motion was made, seconded and *carried* to approve a quote in the amount of \$2,425 plus GST from EAS Inc. for replacement of the operator for the automated door on Level 1.

7. **Pressure Washing**

Clover Clean Building Maintenance Ltd. has completed pressure washing of the parkade and the front entrance areas pursuant to a submitted quote in the amount of \$1,725 plus GST.

8. **Elevator**

Mandatory Software Upgrade

Council revisited a quote in the amount of \$4,120 plus taxes from Richmond Elevator for a mandatory upgrade to the software programming for the elevator in accordance with Technical Safety BC and the Elevating Safety Code. The programming will allow the elevator to level properly and to shut it down if one of the leveling switches is welded. It also prevents the door from opening via hall call in the event of the elevator being shut down. A Resolution to approve a CRF expenditure will be presented at the Annual General Meeting.

NEW BUSINESS

1. **Insurance Renewal**

Correspondence has been received from Westland Insurance Group requesting information in order to provide a renewal quote for the term commencing December 1, 2025.

2. **Stairwell Lighting Upgrade**

A motion was made, seconded and **carried** to approve an expenditure of up to \$885 plus taxes to upgrade six stairwell light fixtures to LED. It was noted that the cost will be recovered through energy savings within two years.

3. **Snow Removal/Ice Melt**

Snow removal will be undertaken by volunteers. Council will check the inventory of ice melt on hand for the upcoming winter season.

CORRESPONDENCE

1. **Gutter Cleaning**

Council reviewed correspondence from an owner inquiring if gutter cleaning will be undertaken this year. Council advised that this is not maintenance regularly performed by the Strata Corporation.

2. **Ceiling Water Damage**

Council reviewed correspondence from an owner reporting water damage to the ceiling. The matter was discussed and thought to be a clogged roof drain. Council will investigate and repair.

Owners are invited to write to the council via the management company regarding strata-related matters. Correspondence should be emailed to info@frasercampbell.com. Please forward your letters to the management company one week before the meeting or the letters will be held over until the next council meeting.

**Please Note: complaints must be submitted in writing and signed by the complainant.*

In Camera

1. **Leaking Vehicle**

A request for a Guest Hearing was included in the agenda and a Zoom link to the meeting was emailed to the owner on September 17th. Correspondence will be sent to the owner requesting removal of the leaking vehicle from the parkade in accordance with the following Strata Corporation bylaw in order to avoid fines/towing.

9.9. Motor vehicles dripping oil, gasoline or any other fluid are prohibited from entering the parkade. Owners of motor vehicles causing floor stains or leaving fluids shall clean up all drippings including stains. Failing to do so within seven (7) business days of the resident receiving written notice, the strata corporation may initiate cleaning and the costs of such cleaning charged to the owner of the strata lot to whom the parking space is assigned. These costs become due and payable with the next monthly maintenance fee.

ADJOURNMENT

There being no further business, it was moved, seconded, and ***carried*** to adjourn the meeting at 8:10 p.m. The next meeting for Strata Plan LMS 1367 is the Annual General Meeting scheduled for October 22, 2025 at 3:00 p.m.

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

OPG Landscaping Report August 2025

- Thanks to *Wayne Boudreau* for replacing a 'rotten' 2 x 4 on the back NW fence.



- Vista have applied the summer fertilizer end of July. Signs were prominently displayed. The application was ECO 'friendly'.
- Remedial masonry work was carried out on the Stone Walls on the North side of the property, areas of the Courtyard and back area near the Shed/Greenhouse.
- OPG had a great crop of Apples this year, as well as rhubarb, raspberries a blueberries and figs. Thanks to *Sandra Richardson* for looking after the raspberries. The Blackberry bush is now producing, next year should be more significant. Thanks to *Colleen Martin*.
- The pathway through the back garden and down to the Shed and Greenhouse area has been redone. New *Bender Board Edging* along with crushed *Limestone*. Thanks to the Landscaping Committee for their endorsement and support with this project.
- Treatment for Chafer Beetle was applied late July. The application is non-toxic and environmentally compatible.

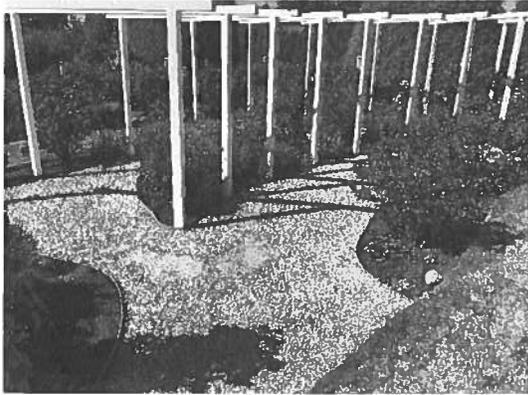


Figure 1 & 2 New Crushed Limestone applied

- **The Rhododendrons located in the centre forest along the visitors upper parking and driveway to the lower parking area, are to be scheduled for a severe pruning this winter. There are several stocks which are dead and others that need to be cut back so that new growth can immerge. We beg your patience while the new growth takes over and matures.**
- **A new '30ft' range sprinkler head has been installed in the Southwest Forest area, behind the back pond. The reason for this was SAFETY from fire. This is a very dry area and borders the public walkway. There have been cigarette butts along with glass bottles found tossed over the chain-linked fence onto our property. The new sprinkler head will keep this area moist, and trees/vegetation watered.**
- **There has been a significant number of wasp nest that we had to have tended to this summer by 'Leader' our pest control supplier. Hopefully that will be the end of it.....for now. Thank you everyone for your patience.**

Completing the Roof Rehabilitation Project - Phase Two

Background

The Owners of LMS 1367 approved funding of \$960,000 to rehabilitate the OPG building roofs comprising of nine identifiable areas on two levels. Through a competitive tendering process Roofix's proposal, using a Sika Liquid Membrane system, was selected.

Prior to awarding the contract, Council became aware of an increase in Roofix's cost for the tendered work. Due to the inherent uncertainty with roofing projects, resulting in cost overruns, a decision was made to defer the rehabilitation of the roof section known as the "Social Room Deck".

The revised scope of Roofix's contract was completed on 21 August 2025. The cost of the rehabilitation work to date (Phase One), including associated professional and administrative fees, resulted in a project budget balance of approximately \$88,000.

Justification

As we move forward, the successful completion of the work is essential to ensure both the protection of the building and adherence to the project's goals. In addition to the Social Room Deck, this document identifies additional roof components that should be considered in the Phase Two work. However, it is recognized that due to funding constraints it may not be possible to undertake all the identified items and prioritization may be necessary.

The Lower Mainland climate, with its heavy precipitation, necessitates completing of Items 1,2 and 3 to ensure the building is fully weatherproof, preventing potential water ingress, mould growth, and subsequent damage to the structure and interior finishes.

Roof Working Group - Going Forward

Prepare a tender document that include the following as "option' items

1. Social Room Deck

History

- a. Included in the original project scope.
- b. Tendered Price; \$54,200 plus taxes.
- c. Included the application of the Sika Liquid Membrane System.
- d. Deferred as a cost mitigation measure.

Going Forward

- a. Use a two ply SBS membrane (i.e. like for like).
- b. Reuse existing concrete pavers (if practical) and;
- c. Hold a Mini-Town Hall for input owners for alternative improvement suggestions...

2. Roof over Social Room Exit Door to Patio

History

- a. Omitted from of the original project scope
- b. Roofix provided a price as an “extra” to the contract of \$19,884 plus Taxes.
- c. Roofix proposal included of the Sika Liquid Membrane System.
- d. Due to project cost uncertainty this was not accepted.

Going Forward

- a. Use a two ply SBS membrane (i.e. like for like).
- b. Consider new metal flashing.

3. Three small protective roofs over exit doors.

History

- a. Not considered at time of tender preparation.

Going Forward

- a. Consider using a two ply SBS membrane (i.e. like for like).
- b. Consider new metal flashing.

4. Provision of ballast on the three lower roof sections.

History

- a. Roofix provided a price as an “extra” to the contract of \$37,700 plus Taxes.
- b. Due to project cost uncertainty was not accepted.

Going Forward

- a. Hire ER Consulting to specify ballast requirements (??).
- b. Obtain Sika and Roofix acceptance of the design before tendering.
- c. Risks invalidating the Roofix and Sika warranties if above is not done.

5. Schedule (Very Tentative)

- a. Prepare tender documents by 31 December 2025
- b. Issue tender Mid January 2026
- c. Award Contract(s) March 2026
- d. Commence site Work April 2026

6. Protocols

The Working Group will provide to Council:

- a. Progress reports.
- b. Summary of bid prices.
- c. Recommendation of award of contract(s)

Prepared by: Dave Thomas & Harry Tersigni, 15 October 2025

**MINUTES OF THE STRATA COUNCIL MEETING
STRATA PLAN LMS 1367, OCEAN PARK GARDENS
HELD ON THURSDAY, AUGUST 13th, 2025, AT 5:00 P.M.
Via ZOOM VIDEO CONFERENCE**

PRESENT:	Harold Tersigni	President	#205
	Don Cameron	Vice Pres./Treasurer	#101
	Brian Lauder	Secretary	#307
	Elaine Darby	Member at Large	#208
	Drew Curry	Member at Large	#207
	Paulette Reid	Member at Large	#405
REGRETS:	Chester Walker	Maintenance	#401
AGENT:	Stephen Burchell-Davies, Fraser Campbell Property Management Ltd.		

Electronic Access to Minutes and Documents

- **Log in to the FCPM website (www.frasercampbell.com),**
- **Click on the “owner log in” icon,**
- **Enter Username: lms1367 Password: 17251367**

The meeting was called to order at 5:03 p.m.

MINUTES

A motion was made, seconded and **carried** to approve the minutes of the June 26th, 2025 council meeting as circulated.

OFFICER'S REPORTS

Treasurers Report

Financial Statements

It was moved, seconded and **carried** to approve the June and July 2025 Financial Statements.

Bank Statement and Reconciliation

It was moved, seconded and **carried** to approve the June 2025 bank statement and reconciliation.

Draft Budget

Council further reviewed and discussed a draft budget for the next fiscal year with a 2% proposed fee increase in strata fees and with all surplus funds to be allocated to the Contingency Reserve Fund.

Discussion was held regarding the requirement to obtain an Electrical Planning Report and a Depreciation Report update. The estimated cost is approximately \$12,000 for both reports. It was agreed that these two items will be prioritized and that quotes will be obtained prior to the

Annual General Meeting. A Majority Vote Resolution will be presented to the owners to expend the cost of the reports against the Contingency Reserve Fund.

COMMITTEE REPORTS

- **Landscape Report**
Submitted by Rick Lang *See appendices*
- **Maintenance Report**
Submitted by Dave Thomas *See appendices*
- **Social/ Room Rental Report**
There have been no rentals for private events in July.

BUSINESS ARISING

1. **Roof Replacement**

The roof replacement project is progressing well, with minimal change orders and is expected to stay within budget.

2. **Window Repair**

Further discussion was held regarding window repair options at one unit. The agent will check the warranty on the original window installation.

3. **Dryer Vent Cleaning**

Dryer vent cleaning has been deferred until the roof rehabilitation project is complete.

4. **Owner Volunteers/Part-time Handyman**

This matter has been tabled for future discussion.

5. **Hallway Ceiling Repair**

Remdal Painting and Restoration has completed repair to the second floor hallway ceiling. A motion was made, seconded and *carried* to charge the expenditure in the amount of \$8,967 against the Contingency Reserve Fund in accordance with Section 98(3) of the Strata Property Act regarding emergency expenditures.

6. **Annual General Meeting**

The Annual General Meeting has been scheduled for October 22, 2025. The agent will confer with a strata lawyer regarding editorial changes to the Strata Corporation Bylaws including formatting and numbering. Agenda items will be finalized at the September council meeting.

It was noted that the locking mechanisms on the suite entry door locks are beginning to fail and are now obsolete. The cost to replace the parts on all doors is estimated at \$12,000. A second opinion/quote will be obtained from a locksmith.

7. **Addendum to the Agency Agreement**

Council acknowledged receipt of an addendum to the Agency Agreement with Fraser Campbell Property Management Ltd. to extend management services for the two-year period of September 1, 2025 through August 31, 2027 for the monthly rate of \$1,450 plus GST. The addendum will be reviewed prior to the next council meeting.

NEW BUSINESS

1. **Automated Door-Level 1**

EAS Inc. has inspected the automated door on Level 1 into the parkade vestibule following a report that it is not working and has advised that the operator requires replacement. A quote is pending.

2. **Pressure Washing**

Clover Clean Building Maintenance Ltd. has been requested to schedule pressure washing of the parkade and the front entrance areas pursuant to a submitted quote in the amount of \$1,725 plus GST. It was noted that there is no increase in cost over last year.

3. **Elevator**

Mandatory Software Upgrade

Council reviewed a quote in the amount of \$4,120 plus taxes from Richmond Elevator for a mandatory upgrade to the software programming for the elevator in accordance with Technical Safety BC and the Elevating Safety Code. The programming will allow the elevator to level properly and to shut it down if one of the leveling switches is welded. It also prevents the door from opening via hall call in the event of the elevator being shut down.

Category 1 Testing

Richmond Elevator has completed the mandatory annual Category 1 testing of the elevator in accordance with the Elevating Safety Code. A motion was made, seconded and **carried** to approve payment of the invoice in the amount of \$450 plus GST.

CORRESPONDENCE

1. **Fence Damage**

Council reviewed correspondence from an owner accepting responsibility for damage to a fence board and inquiring how council would like to facilitate the repair. A council member has volunteered to look into this matter and advise the owner accordingly.

2. **Fob Request**

Council reviewed correspondence from an owner requesting an additional fob to activate the building front door.

3. **Cheque Request**

Council approved a landscape volunteer's request for reimbursement for the purchase of two gardening tools in the amount of \$69.66.

4. Request for Alteration Approval

Council approved an owner's request to undertake renovations including new flooring, painting kitchen refacing and bathroom updating pursuant to the submitted specifications and signed Alteration Request Form.

Owners are invited to write to the council via the management company regarding strata-related matters. Correspondence should be emailed to info@frasercampbell.com. Please forward your letters to the management company one week before the meeting or the letters will be held over until the next council meeting.

**Please Note: complaints must be submitted in writing and signed by the complainant.*

In Camera

BUSINESS ARISING

1. Leaking Vehicle

As requested by council, an owner removed a mat from beneath a vehicle that had been leaking following a visual review confirming that the vehicle is no longer leaking. Subsequent to the visual review, it was reported that the vehicle continues to leak. The agent was requested to send further correspondence to the owner regarding this matter.

CORRESPONDENCE

1. Roof Ballast (*in camera*)

Council reviewed correspondence from an owner inquiring when washed river rock ballast will be installed over the new membrane on a section of the fourth-floor roof. It was noted that ballast cannot be considered at this time as it will affect the roof warranty. This matter will be further researched to determine if the installation of ballast will compromise the new roof membrane.

ADJOURNMENT

There being no further business, it was moved, seconded, and **carried** to adjourn the meeting at 7:02 p.m. The next council meeting for Strata Plan LMS 1367 is scheduled for September 17th, 2025 at 6:00 p.m. by ZOOM.

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

OPG Landscaping Report June/July 2025

- Thanks to *Wayne Boudreau* for his hard work with the painting of the outside wall of the North Tunnel.
- Thanks also go to *Wayne Boudreau* for cleaning the grooves in the concrete in the Courtyard as well as both the North and South Tunnels.
- Vista contracted the spraying of weeds in the lawn areas on 12 June. This process has been completed.
- Thanks to *Carol Lauder* for her continued hard work in the Courtyard and back property. Carol is meticulous with her weeding and cultivating.
- Vista raised the canopy of the Magnolia Tree adjacent to the Back Pond area, allowing the plants beneath to access better light, air movement and sun.
- Several residents have helped themselves to the rhubarb, there is another crop growing. The Blueberries are ready for picking and the Apples are coming along.
- The two Fountains in the Courtyard have been cleaned and filled with fresh water.
- Two steel encased hoses have been purchased for the property. One for the Courtyard and one for the back Shed area. These hoses were a little more expensive, however, should withstand the 'wear and tear' better than the cheaper ones which we keep replacing and repairing.
- The Garden Committee has purchased an electric broom which will be useful in cleaning the ramp area leading from the parkade as well as the brick walkways in both Tunnels and Social Room Deck.
- Vista fertilized the lawn areas end of June.

MAINTENANCE REPORT – 03 June 2025 to 10 August 2025

PROJECTS – CRF Expenditures

1. **Roof Replacement Project.** *(Complete)*

Expenditure: Approved 2024 SGM, Resolution #1, Funding \$950,000.

- a. Contract Documents for the Liquid Applied Membrane prepared.
- b. DRAFT set of contract documents distributed for review.
- c. Revisions incorporated in DRAFT contract documents.
- d. Small roof over the Social Room exit door omitted – pricing received.
- e. Working with Roofing Contractor to finalize contract scope and price.
- f. Contract consolidated, scope finalized and signed by both parties on 31 January 2025
- g. Discussions with Contractor to expedite USA sourced materials.
- h. Sika roofing products delivered to local vendor on 24 March 2025.
- i. Contract placed with ER Consulting to provide on site Quality Assurance and Reporting services
- j. Fraser Campbell will provide Project Management Services.
- k. Project “Start-up” meeting with Roofix.
- l. Site Work Commenced 16 April 2025 – Mobilizing,
- m. Roof Rehabilitation in progress on Area 9A and gravel removed from Areas 1,2 & 3
- n. Second Progress Payment requested received.
- o. Progress photos reports on desk in Level 1 foyer.
- p. Project estimated to be 99% complete
- q. Contractor submitted requests for:
 - Substantial Completion: 28 July 2025
 - Release of Hold Back: 28 July 2025
- r. Contractor demobilized.
- s. Minor deficiencies to be corrected.

SCHEDULED MAINTENANCE. *(Operating Budget)*

1. **Dryer Duct Cleaning** *(Deferred)*
 - a. Proposal received from Mr. Smith's Cleaning @\$40/duct Inside and outside
 - b. Deferred until roof work completed,
2. **Window Cleaning** *(Deferred)*
 - a. Deferred due to adjacent building work to 2026
3. **Parkade Power Washing.** *(In Progress)*
 - a. Quotation requested from Clover Clean (Same contactor as 2024)
 - b. Work scheduled for 12 August 2025.

UNPLANNED MAINTENANCE *(Operating Budget)*

1. **Common Area Lighting.** *(On Going Activity)*
 - a. Lighting checks. Replacing light bulbs, as necessary.
2. **Pest Control** *(Complete)*
 - a. Rodents reported in Parkade near Garbage Room.
 - b. Leader Pest Control attends monthly to refill traps.
 - c. Service cancelled 29 July 2025.
3. **Door Maintenance**
 - A. **Level 1 Automated Door**
 - a. closing mechanism failed and needs to be replaced
 - b. Entrance Automation requested to provide quotation,
 - c. Until repaired door will remain blocked open
 - d. Entrance Automation contracted to replace operation mechanism.

B. Condo Front Door Locks.

- a. Number of problems experienced.
- b. Replacement parts difficult to obtain.
- c. Locksmith asked for a proposal to replace all condo front door locks. (Possible AGM Item)

4. Building Water Supply Isolating Valve

- a. Isolating valve (located in Mechanical Room) is defective and must be replaced.
- b. City of Surrey replaced the water meter in the mechanical room and the associated wireless transmitter located in the parkade on 31 July 2025.
- c. An OPG water shutdown required to replace the OPG "Bypass" valve in the mechanical room. Requires the City of Surrey to shutdown the water to our building. Possibly 2 to 4 hours. Date to be determined.

5. Air Make Up Fan

- a. Roof mounted building air make up fan – possible bearing failure
- b. Westech requested to attend

Team: Wayne Boudreau, Rick Lang, Dave Thomas & Chester Walker.

NOTE: Items marked *COMPLETE* will be deleted from the next update.

**MINUTES OF THE STRATA COUNCIL MEETING
STRATA PLAN LMS 1367, OCEAN PARK GARDENS
HELD ON THURSDAY, JUNE 26th, 2025, AT 5:00 P.M.
Via ZOOM VIDEO CONFERENCE**

PRESENT:	Don Cameron	Vice Pres./Treasurer	#101
	Brian Lauder	Secretary	#307
	Chester Walker	Maintenance	#401
	Elaine Darby	Member at Large	#208
	Drew Curry	Member at Large	#207
	Paulette Reid	Member at Large	#405
REGRETS:	Harold Tersigni	President	#205
GUESTS:	Two Owners (observers)		
AGENT:	Stephen Burchell-Davies, Fraser Campbell Property Management Ltd.		

Electronic Access to Minutes and Documents

- **Log in to the FCPM website (www.frasercampbell.com),**
- **Click on the “owner log in” icon,**
- **Enter Username: lms1367 Password: 17251367**

The meeting was called to order at 5:05 p.m.

MINUTES

A motion was made, seconded and **carried** to approve the minutes of the April 23rd, 2025 council meeting as circulated.

OFFICER’S REPORTS

Treasurers Report

Financial Statements

It was moved, seconded and **carried** to approve the April and May 2025 Financial Statements.

Bank Statements and Reconciliations

It was moved, seconded and **carried** to approve the April and May 2025 bank statements and reconciliations.

Draft Budget

Council reviewed and discussed a draft budget for the next fiscal year with no proposed fee increase in strata fees and with all surplus funds to be allocated to the Contingency Reserve Fund as it has been under pressure recently. Discussion was held regarding the requirement to obtain an Electrical Planning Report and mandatory elevator inspections. The agent will provide documentation for mandatory elevator inspections and compile a list of potential costs for the next meeting including Depreciation Report update, Electrical Planning Report and material cost impacts. Owners are welcome to provide comments and input for the budget.

COMMITTEE REPORTS

- **Landscape Report**
Submitted by Rick Lang *See appendices*
- **Maintenance Report**
Submitted by Dave Thomas *See appendices*
- **Social/ Room Rental Report**
There have been no rentals for private events in June.

BUSINESS ARISING

1. **Roof Replacement**

The roof replacement project is progressing well, with minimal change orders and is expected to stay within budget.

2. **Window Repair**

Discussion was held regarding window repair options at one unit. A decision was made to explore a less expensive drilling solution for weep holes rather than replacement as suggested by My Glass Guys for a cost of \$190. The agent will follow up with My Glass Guys.

3. **Wifi-Social Room**

Paulette Reid updated council regarding the installation of Wi-fi in the social room detailing her interactions with Telus and VanDelta Communications. Paulette explained that while individual units have fiber connectivity, the building's main fiber connection is not upgraded, leading to inconsistent information from Telus about service availability. VanDelta recommends "piggybacking" on the existing Shaw line for the irrigation system. Following discussion, a decision was made to table the project for now due to cost, lack of clear demand and possible discussion at the Annual General Meeting.

4. **Dryer Vent Cleaning**

Dryer vent cleaning has been deferred until the roof rehabilitation project is complete.

5. **Carbon Monoxide Detectors**

Global Gas Detection has completed the annual testing of the carbon monoxide detectors in the parking garage.

6. **Owner Volunteers/Part-time Handyman**

Further discussion was held regarding the difficulty of getting owner volunteers to perform some of the tasks in the building, namely the task of managing the garbage room and moving the containers out for pickup. Council members will circulate comments about tasks that are being done by a few volunteers that could be done by a handyman. This will be reviewed at

the next council meeting where further action may be taken. **In the short term, a volunteer is required for the period of July 1st-11th.**

NEW BUSINESS

1. **Westech Invoice-CRF Expenditure**

A motion was made, seconded and **carried** to charge the invoice in the amount of \$15,921 from Westech Plumbing and Heating for replacement of a section of the water supply line in the second-floor ceiling against the Contingency Reserve Fund in accordance with Section 98(3) of the Strata Property Act regarding emergency expenditures. The main water supply line from the meter was consistently leaking.

2. **Pest Control Contract**

Discussion was held questioning the value of the contract with Leader Pest Control for monthly service for rodent abatement. The agent explained the history and current effectiveness of the bait stations, following which a decision was made by the council to continue with the service for now.

3. **Annual General Meeting**

The Annual General Meeting has been scheduled for October 22, 2025. The agent will confer with a strata lawyer regarding editorial changes to the Strata Corporation Bylaws including formatting and numbering.

4. **Addendum to the Agency Agreement**

Council acknowledged receipt of an addendum to the Agency Agreement with Fraser Campbell Property Management Ltd. to extend management services for the two-year period of September 1, 2025 through August 31, 2027 for the monthly rate of \$1,450 plus GST. Council will review and advise the agent accordingly.

CORRESPONDENCE

1. **Renovation Request**

Council reviewed correspondence from an owner requesting approval to undertake renovations to include the installation of a roller shade and patio lights on the exterior and to retrofit pot light fixtures in two rooms. The owner's request to retrofit interior lights was approved. Approval of the exterior renovations was deferred pending additional information from the owner and a site visit by council members to better understand the layout and requirements for the proposed changes.

Owners are invited to write to the council via the management company regarding strata-related matters. Correspondence should be emailed to info@frasercampbell.com. Please forward your letters to the management company one week before the meeting or the letters will be held over until the next council meeting.

**Please Note: complaints must be submitted in writing and signed by the complainant.*

The observers left the meeting at 6:25 p.m.

In Camera

CORRESPONDENCE

1. Letter of Response

Council reviewed a letter of response from an owner regarding contractor communications. A written response will be sent to the owner acknowledging her concerns but emphasizing that council and the property manager are responsible for contractor communications.

2. Ceiling Leak

(Two council members recused themselves for the discussion)

Council discussed a minor water leak that resulted in stains on the ceiling in the unit below. Further investigation into the source will not be undertaken. As the repair cost is below the insurance deductible, the strata corporation is not responsible for repairs.

NEW BUSINESS

1. Accusation of Bylaw Infraction

A complaint was received against a council member regarding unauthorized spending on the Wi-Fi installation project. It was noted that the \$210 expenditure was approved by the council.

2. Bylaw Violations

Two council members will meet with an owner to resolve these matters.

3. Mats

Council requested that the agent and Council President arrange a time with an owner to move a vehicle so that the parking stall can be inspected to ensure there is no further need for mats under the vehicle.

ADJOURNMENT

There being no further business, it was moved, seconded, and *carried* to adjourn the meeting at 7:02 p.m. The next council meeting for Strata Plan LMS 1367 is scheduled for August 13th, 2025 at 5:00 p.m. by ZOOM.

Strata management services provided by



Fraser Campbell Property Management Ltd.

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

MAINTENANCE REPORT – 21 April 2025 to 03 June 2025

PROJECTS – CRF Expenditures

1. Roof Replacement Project. *(In Progress)*

Expenditure: Approved 2024 SGM, Resolution #1, Funding \$950,000.

- a. Contract Documents for the Liquid Applied Membrane prepared.
- b. DRAFT set of contract documents distributed for review.
- c. Revisions incorporated in DRAFT contract documents.
- d. Small roof over the Social Room exit door omitted – pricing received.
- e. Working with Roofing Contractor to finalize contract scope and price.
- f. Contract consolidated, scope finalized and signed by both parties on 31 January 2025
- g. Discussions with Contractor to expedite USA sourced materials.
- h. Sika roofing products delivered to local vendor on 24 March 2025.
- i. Contract placed with ER Consulting to provide on site Quality Assurance and Reporting services
- j. Fraser Campbell will provide Project Management Services.
- k. Project "Start-up" meeting with Roofix.
- l. Site Work Commenced 16 April 2025 – Mobilizing,
- m. Roof Rehabilitation in progress on Area 9A and gravel removed from Areas 1,2 & 3
- n. Second Progress Payment requested received.
- o. Progress photos reports on desk in Level 1 foyer – project estimated to be 50% complete

SCHEDULED MAINTENANCE. *(Operating Budget)*

1. Dryer Duct Cleaning *(Deferred)*
 - a. Proposal received from Mr. Smith's Cleaning @\$40/duct Inside and outside
 - b. Deferred until roof work completed
2. Backflow Preventer Testing *(Complete)*
 - a. Annual backflows test 15 May.
3. Parkade Power Washing. *(In Progress)*
 - a. To be scheduled for June/July

UNPLANNED MAINTENANCE *(Operating Budget)*

1. Common Area Lighting. *(On Going Activity)*
 - a. Lighting checks. Replacing light bulbs, as necessary.
2. Pest Control *(On Going Monthly Activity)*
 - a. Rodents reported in Parkade near Garbage Room.
 - b. Leader Pest Control attends monthly to refill traps.
3. Parkade Ceiling Leak Exterior to Garbage Room *(Deferred)*
 - a. Bole Construction provided quote.
 - b. Deferred to Fall 2025.
4. Level 2 Ceiling Water Leak *(Complete)*
 - a. The 4" diameter pipe in the Level 2 ceiling, providing domestic hot water to all OPG units, has pinhole leaks. (Similar to what happened in 2021)
 - b. Westech replaced the section (of old pipe) between approximately Unit 202 and 205.
 - c. The council considered it prudent to replace the remaining section of (old) pipe from Unit 205 to approximately 207.
 - d. Delayed due to a defective valve in the OPG mechanical room, designed to shutoff the building water within the building, necessitating shutting off the water at a "City Owned" valve further up the main water supply pipe.
 - e. City reported their valve could not be fully closed and may need to be repaired/replaced

- f. Replacement of the remaining section of "old" pipe deferred due to delay by City of Surrey to replace/repair their water isolating valve.
 - g. Westech completed insulation the new section of domestic water pipe
 - h. Remdal Restoration provide quotation to restore ceiling.
 - i. Ceiling repair to commence 23 April 2025
 - j. Completed 25 April 2025.
- 5. Unit 206 Window Seal Leak** *(In Progress)*
- a. Being investigated.
 - b. Technician requested to attend.
- 6. Unit 207 Water Leak** *(Complete)*
- a. Water discharge observed from hallway light fixture located just outside bathroom.
 - b. Discharge has stopped. No evidence of further leakage. Suspected water spill.
 - c. Item closed
- 7. Level 4 Water Leak** *(Complete)*
- a. Reported exposed aggregate staining, possibly water leak, to the right of Unit 403 door
 - b. Being monitored.
 - c. No leakage observed
 - d. Item closed.
- 8. Garden Shed** *(In Progress)*
- a. Water supply to garden shed sink low flow – Westech requested to attend
- 9. Door Maintenance**
- a. Locksmith attended units 208 & 304 *(Complete)*
 - b. Level 1 Automated Door Technician attend made closure adjustment. *(Complete)*
 - c. Patio door handle at Unit 305 broken – replaced. *(Complete)*
 - d. Unit 309 broken lock component replaced. *(Complete)*
 - e. Building Front Door, required a new key cylinder. *(Complete)*
 - f. Locksmith asked for a proposal to replace all condo front door locks. *(Possible AGM Item)*

Team: Wayne Boudreau, Rick Lang, Dave Thomas & Chester Walker.

NOTE: Items marked *COMPLETE* will be deleted from the next update.

**MINUTES OF THE STRATA COUNCIL MEETING
STRATA PLAN LMS 1367, OCEAN PARK GARDENS
HELD ON WEDNESDAY, APRIL 23, 2025, AT 5:00 P.M.
Via ZOOM VIDEO CONFERENCE**

PRESENT:	Harold Tersigni	President	#205
	Don Cameron	Vice Pres./Treasurer	#101
	Brian Lauder	Secretary	#307
	Chester Walker	Maintenance	#401
	Elaine Darby	Member at Large	#208
	Drew Curry	Member at Large	#207
	Paulette Reid	Member at Large	#405

GUESTS: Three Owners (observers)

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

Electronic Access to Minutes and Documents

- Log in to the FCPM website (www.frasercampbell.com),
- Click on the “owner log in” icon,
- Enter Username: lms1367 Password: 17251367

The meeting was called to order at 5:05 p.m.

MINUTES

A motion was made, seconded and **carried** to approve the minutes of the March 5, 2025 council meeting as circulated.

OFFICER’S REPORTS

Treasurers Report

Following discussion, a motion was made, seconded and **carried** that any legal fees incurred relating to the re-roof project will be charged against the Special Levy Fund (*6 in favour, 1 opposed*).

Financial Statements

It was moved, seconded and **carried** to approve the February and March 2025 Financial Statements.

Bank Statements and Reconciliations

It was moved, seconded and **carried** to approve the February and March 2025 bank statements and reconciliations.

COMMITTEE REPORTS

- **Landscape Report**
Submitted by Rick Lang See *appendices*

- **Maintenance Report**
Submitted by Dave Thomas *See appendices*
- **Social/ Room Rental Report**
There have been five rentals for private events.

BUSINESS ARISING

1. **Roof Replacement**

The roof replacement project is in progress. Eight five percent of materials have been delivered to site, scaffolding has been erected, and the north-east corner of the top roof has been power washed. Detailing work is in progress. Materials have been delivered to the top roof.

ER Consulting has provided their first report on the roof rehabilitation project. It was a useful and generally positive report on progress to date.

2. **Window Repair**

It has been recommended by Broco Glass that a fifth-floor window be replaced. A quote was provided in the amount of \$8,500 plus GST. As per a previous suggestion to retain the services of M&M Glass to drill small holes in the track, the agent contacted M&M Glass to determine if they can do the work as described. M&M Glass has declined. The agent will contact an alternate company.

3. **Wifi-Social Room**

Paulette Reid updated council on information obtained regarding the installation of Wi-fi in the social room. A motion was made, seconded and ***carried*** to pay the investigation fee of \$220. It was suggested that there may already be a fiber optic connection in the social room. It is likely that the Telus fiber optic option will be the best solution. The committee will investigate further and report at the next council meeting.

4. **Dryer Vent Cleaning**

Dryer vent cleaning has been deferred until the roof rehabilitation project is complete.

5. **Carbon Monoxide Detectors**

Global Gas Detection has been requested to schedule the annual testing of the carbon monoxide detectors in the parking garage.

NEW BUSINESS

1. **Outstanding Invoice**

Council reviewed an outstanding invoice in the amount of \$1,050 plus GST dated November 11, 2021 from Sabtech Plumbing and Drainage Ltd. for hydro flushing the troth drain at the base of the parkade ramp. The work was completed on November 4th, 2021 (*recorded in the*

minutes of the November 17th, 2021 council meeting minutes). The agent was requested to confirm whether the invoice has been paid or not. It was agreed to pay the invoice if it is owed.

2. **Floor 2 Ceiling Repair**

A failed water supply valve in the floor 2 hallway ceiling resulted in ceiling damage.

A quote in the amount of \$8,450 plus GST from Remdal to repair the section of water damaged hallway ceiling was approved by council via email on March 27, 2025.

3. **Chargeback**

Premium Restoration attended an emergency callout to a fifth-floor unit on March 3, 2025 following a report of a ceiling leak. No leak was found. The invoice in the amount of \$597 plus GST has been charged back to the owner.

4. **Westech Invoices**

A motion was made, seconded and *carried* to approve payment of four invoices from Westech Plumbing and Heating:

- Shut down riser to change failed fridge shutoff valve (\$144, charged back to owner)
- Replacement of three zone valves in a third-floor unit (\$585).
- Replacement of two zone valves in a second-floor unit (\$511)
- Insulate water piping in Floor 2 ceiling (\$1,404)

5. **Leaking Vehicle**

The agent was requested to send a bylaw warning letter to the owner of a leaking vehicle that is parked in the parking garage. It was noted that this is the third vehicle that has been reported leaking fluids within recent months.

Owners are reminded of the following Strata Corporation Bylaw:

9 9. Motor vehicles dripping oil, gasoline or any other fluid are prohibited from entering the parkade. Owners of motor vehicles causing floor stains or leaving fluids shall clean up all drippings including stains. Failing to do so within seven (7) business days of the resident receiving written notice, the strata corporation may initiate cleaning and the costs of such cleaning charged to the owner of the strata lot to whom the parking space is assigned. These costs become due and payable with the next monthly maintenance fee.

6. **Owner Volunteers**

Discussion was held about the difficulty of getting owner volunteers for some of the tasks in the building, namely the task of managing the garbage room and moving the containers out for pickup. It seems that it is always the same people doing it and help is needed. One suggestion made was to consider using our Handyman budget for Sunday removal of the bins and Monday return of them. Another suggestion given was to consider moving the bins to the

outside area where the bins are now placed when full. Concern was raised that some owners may not be comfortable with this option, and it was noted that we are already short one visitor parking spot according to City of Surrey guidelines. It was agreed to table this issue until the next meeting. In the meantime, Council members are asked to discuss options with owners for ideas of what might work best. Owners who have ideas, please notify a council member.

7. **Proposed Bylaw Amendment**

The proposed amendment is expected to introduce a clause so the Split System Heat Pump and Air Conditioner can be available for the 9 units on the ground floors that currently are prevented from installing this type of air conditioner.

CORRESPONDENCE

1. **Request for Document**

Council reviewed correspondence from an owner requesting an electronic copy of the Roofing Contract or the scheduling of an appointment to inspect the document at the offices of FCPM. Arrangements were made for the owner to inspect the document.

2. **Bylaw Infractions**

Council acknowledged receipt of a formal written complaint from an owner reporting two alleged bylaw violations. This matter was discussed in camera at the end of the meeting.

3. **Insurance Inquiry**

Council acknowledged receipt of further correspondence from an owner expressing concern that an insurance claim has not been filed for a water intrusion incident that occurred resulting in a final repair cost of \$55,326. The owner notes that the deductible is \$25,000.

The owner has been advised that the majority of the repair cost was for repair to a failed waterproofing membrane on the exterior of the building. The Strata insurance covers the cost of the water damage remediation repairs but excludes repair costs related to fixing/replacing the damaged membrane. The water damage remediation costs were significantly less than the \$25,000 water damage deductible, therefore no claim was initiated.

4. **Letter of Response**

Council reviewed a letter of response from an owner regarding a leaking vehicle. This matter was discussed in camera at the end of the meeting.

5. **Previous Correspondence**

Council acknowledged receipt of copies of correspondence submitted by an owner in September 2024. The correspondence was reviewed and recorded in the minutes of the December 4th, 2024 council meeting minutes.

6. **Door Lock**

Council reviewed correspondence from an owner requesting repair to the outer lock on the suite entry door. Council will follow and engage the locksmith if necessary.

Owners are invited to write to the council via the management company regarding strata-related matters. Correspondence should be emailed to info@frasercampbell.com. Please forward your letters to the management company one week before the meeting or the letters will be held over until the next council meeting.

**Please Note: complaints must be submitted in writing and signed by the complainant.*

The observers left the meeting at 6:25 p.m.

In Camera

1. Bylaw Violations

Council discussed an unauthorized alteration to common property and the display of a sun curtain on a neighbouring patio prior to the permitted date of April 30th. Correspondence will be sent to a family member of the owner requesting removal of unauthorized fencing material and advising of a leaking vehicle in the parking garage.

2. Leaking Vehicle

The agent was requested to send further correspondence to the owner of a leaking vehicle.

ADJOURNMENT

There being no further business, it was moved, seconded, and **carried** to adjourn the meeting at 7:02 p.m. The next council meeting for Strata Plan LMS 1367 is scheduled for June 4th, 2025 at 5:00 p.m. by ZOOM.

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

OPG Landscaping Report February/March 2025

- **During the month of February, Vista has 'aerated' and spread 'lime' on the grass areas.**
- **Our Arborist *Green Line* have carried out the tree pruning of the neighbour's property on the West side. Payment this year was the responsibility of the neighbour.**
- **Green Line also carefully pruned some of the trees on OPG's property. The vines (Wisteria, Kiwi, and Grapes) on the back property Arbour have been 'cut back', this was in order to promote new growth.**
- **The Courtyard Fountains and back Pond pumps are operating properly despite the cold days this winter.**
- **The Garden Committee convened a 'working party' on 03 March to clean the beds and carry out some pruning.**

Thanks to: Sandra Richardson, Lyn Thomas, Heather Bell, Lloyd Johannesen, and Wayne Boudreau for their hard work and good 'sense of humour'.

- **We lost a few plants over the winter, but not too severe. These plants will be replaced in the spring.**
- **The spreading of the fertilizer/mulch for the beds will be conducted on Monday, 17 March. The North side beds and the beds by the Greenhouse, along with the Apple Trees and Raspberries are the only areas which will receive mulch this year. The Garden budget could only support a 20-cu ft purchase. As the South side received mulch last year it's makes sense to do the North side this year.**
- **The Irrigation System will be started up 01 April 2025 for another season.**

MAINTENANCE REPORT – 5 March 2025 to 21 April 2025

PROJECTS – CRF Expenditures

1. Roof Replacement Project. *(In Progress)*

Expenditure: Approved 2024 SGM, Resolution #1, Funding \$950,000.

- a. Contract Documents for the Liquid Applied Membrane prepared.
- b. DRAFT set of contract documents distributed for review.
- c. Revisions incorporated in DRAFT contract documents.
- d. Small roof over the Social Room exit door omitted – pricing received.
- e. Working with Roofing Contractor to finalize contract scope and price.
- f. Contract consolidated, scope finalized and signed by both parties on 31 January 2025
- g. Discussions with Contractor to expedite USA sourced materials.
- h. Sika roofing products delivered to local vendor on 24 March 2025.
- i. Contract placed with ER Consulting to provide on site Quality Assurance and Reporting services
- j. Fraser Campbell will provide Project Management Services.
- k. Project "Start-up" meeting arranged with Roofix.
- l. Site Work Commenced 16 April 2025 – Mobilizing,

SCHEDULED MAINTENANCE. (Operating Budget)

1. Dryer Duct Cleaning *(In Progress)*
 - a. Proposal received from Mr. Smith's Cleaning @\$40/duct Inside and outside
 - b. Deferred until after roof work completed
2. Backflow Preventer Testing
 - a. Annual backflows test by 14 May.

UNPLANNED MAINTENANCE (Operating Budget)

1. Common Area Lighting. *(On Going Activity)*
 - a. Lighting checks. Replacing light bulbs, as necessary.
2. Pest Control *(In Progress)*
 - a. Rodents reported in Parkade near Garbage Room.
 - b. Leader Pest Control attended.
 - c. July 4th – Placed traps.
 - d. August 14th - Refilled traps. Activity noted in Tool Room (None in Garbage Room).
 - e. October 18th - No activity in Garbage or Tool Room. Activity near Stall 49/50.
 - f. November 29th - Refilled traps. No activity in Garbage or Tool Room. Activity near Stall 49/50.
 - g. February 28th and March 28 - Refilled traps.
3. Package Ceiling Leak Exterior to Garbage Room *(In Progress)*
 - a. Bole Construction provided quote.
 - b. Scheduled for Spring/Summer 2025.
4. Level 2 Ceiling Water Leak *(In Progress)*
 - a. The 4" diameter pipe in the Level 2 ceiling, providing domestic hot water to all OPG units, has pinhole leaks. (Similar to what happened in 2021)
 - b. Westech replaced the section (of old pipe) between approximately Unit 202 and 205.
 - c. The council considered it prudent to replace the remaining section of (old) pipe from Unit 205 to approximately 207.
 - d. Delayed due to a defective valve in the OPG mechanical room, designed to shutoff the building water within the building, necessitating shutting off the water at a "City Owned" valve further up the main water supply pipe.
 - e. City reported their valve could not be fully closed and may need to be repaired/replaced

- f. Replacement of the remaining section of "old" pipe deferred due to delay by City of Surrey to replace/repair their water isolating valve.
- g. Westech competed insulation the new section of domestic water pipe
- h. Remdal Restoration provide quotation to restore ceiling.
- i. Ceiling repair to commence 23 April 2025

5. Unit 206 Window Seal Leak *(In Progress)*

6. Level 4 Water Leak *(In Progress)*

- a. Reported exposed aggregate staining, possibly water leak, to the right of Unit 403 door
- b. Being monitored.

Team: Wayne Boudreau, Rick Lang, Dave Thomas & Chester Walker.

NOTE: Items marked *COMPLETE* will be deleted from the next update.

**MINUTES OF A ROOF COMMITTEE START UP MEETING
STRATA PLAN LMS 1367, OCEAN PARK GARDENS
HELD ON FRIDAY, APRIL 4th, 2025, AT 10:00 A.M.
IN THE SOCIAL ROOM**

PRESENT:	Dave Thomas	Roof Rehabilitation Committee Chairperson
	Chester Walker	Committee/Council Member
	Harry Tersigni	Committee/Council Member
	Rick Lang	Committee Member
	Stephen Burchell-Davies	Fraser Campbell Property Management Ltd.
	Alexander Nagel	Roofix Services Inc.
	Murray McKay	Sikalastic Roofing System
	Sean Pepin	Roofix Services Inc.
REGRETS:	Phil Offerins	ER Consulting

Electronic Access to Minutes and Documents

- Log in to the FCPM website (www.frasercampbell.com),
- Click on the “owner log in” icon,
- Enter Username: lms1367 Password: 17251367

The meeting was called to order at 10:00 a.m.
Dave Thomas was appointed to chair the meeting.

BUSINESS ARISING

1. Project Schedule and Hours of Work

- Scaffold Setup April 16-17 (southeast side of building)
- Lower Roof prep April 21 (setup at rear of the building)

The project will take approximately 60 days to complete.

The hours of work will be 7:30 am to 5:00 p.m. Monday to Friday (and Saturday if required).

2. Applicable OPG Bylaws

Workers will be advised of applicable OPG bylaws ie: No Smoking.

3. Prime Contractor

- Roofix Services Inc. is the prime contractor for the project and is responsible to fulfill the obligations of WorksafeBC Section 118 - Safety, Security, Signage, etc.
- Owners who privately arrange for contractors must notify Stephen Burchell-Davies who will advise Roofix.
- Roofix will be advised that Vista Landscaping is on site Fridays.

4. Owner Representative –

Stephen Burchell-Davies (agent, Fraser Campbell Property Management Ltd.) is the designated representative of the owners.

5. Quality Assurance–

Phil Offerins of ER Consulting is the inspector/consultant responsible for:

- quality assurance
- approving change orders if required.

6. **Notifications** to WorkSafeBC, City of Surrey, etc.
It was noted that a City of Surrey building permit is not required.
7. **Provision of Sanitation and First Aid**
 - A portable toilet will be placed in the front parking area, away from the building.
 - A first aid kit will be kept on Level 1.
8. **Proof of Insurance**
(SC 7 & 8) – Proof of insurance will be delivered to Stephen Burchell-Davies?
9. **Payment** (GC 5.3, GC 5.5, etc.)
 - Invoices will be emailed to the agent (info@frasercampbell.com) and cc'd to David Thomas and Harry Tersigni.
 - Payment will be issued within the terms of the contract.
 - There will be 10% builder's lien holdback (for 55 days) following completion of the project.
10. **Site Power and Water**
The use of site power and water will be minimal. Some use of outside taps may be required.
11. **Site access** – Front and Rear of the Property
 - i. **Contractors**
 - Roofix will have the exclusive use of the front parking area.
 - ii. **Residents**
 - May not park in the front parking area and are reminded to exercise caution when using the front door and walking through the courtyard/front parking area.
 - iii. **Visitors**
 - Must park on the lower level near the parkade gate or on the roadway.
 - iv. **Emergency and Service Vehicles**
 - Access to the front parking area will be maintained for emergency vehicles and unloading of service vehicles.

The two exits at the Southeast corner of the building will not be used for the duration of the project (except in an emergency)
12. **Contractor's Trailers, Material Storage, Parking, etc.**
A disposal trailer to be parked next to the scaffolding will be removed daily.
Materials will be stored on the roof (with use of a hoist crane).
13. **Miscellaneous**
 - Dryer vent cleaning will be deferred until the re-roof project is complete.
 - The roof section adjacent to #403 is to be grey in colour.

There being no further business, the meeting adjourned at 11:30 a.m.

Roof Rehabilitation Project - Ocean Park Gardens.

The Work is scheduled to begin the week of April 13th, 2025, and will proceed generally as follows.

Project Timeline & Key Details

1. **Scaffold Setup (April 16-17) See site photo**
 - a. United Scaffold will set up scaffolding on the southeast side of the building.
 - b. A garbage chute will be attached to the scaffolding and will remain in place throughout the project.
 - c. Hoarding will be installed to ensure the safety of the strata residents.
2. **Lower Roof Preparation – Gravel Removal (April 21)**
 - a. Vac Attack will remove loose gravel (ballast) from Roof Areas 1, 2, and 3.
 - b. Work will begin daily at 9:00 am.
 - c. The setup location will be at the rear of the property.
3. **Material Delivery & Storage.**
 - a. Details regarding material delivery and storage to be confirmed.
4. **Roofing Operations**
 - a. The roof rehabilitation work is expected to take approximately 60 **dry** working days (Monday to Friday).
 - b. There may be a need to work an occasional Saturday to maintain schedule.
 - c. Work will begin at 7:30 am.
 - d. Noise disruptions are to be expected, particularly on the day of vacuuming and when materials are placed.
5. **Site Considerations**
 - a. A disposal trailer, stationed near the scaffolding at the southeast corner of the building, will be removed daily.
 - b. A portable toilet will be placed in the front parking area, away from the building. See site photo.
 - c. The front parking area will be for Roofix's exclusive use. Residents and visitors shall park on the lower level near the parkade gate or on the road.
 - d. Access will be maintained in the front parking area for emergency vehicles and for service vehicles to unload.
6. **Safety**
 - a. Roofix is the designated "Prime Contractor". They will ensure the activities of employers, workers and other persons at the site, relating to occupational health and safety, are coordinated
 - b. Except in an emergency, the two exits at the southeast corner of the building shall not be used for the duration of the project, Refer item 1 a & b),
 - c. Resident and visitors, using the building front door and walking through the courtyard/front parking areas, should do so with caution.
 - d. Owners who privately arrange for contractor services should notify:
 - i. Stephen Burchell-Davies (604) 585 3276 (Fraser Campbell), 48 hours in advance, who will advise Roofix, and
 - ii. Their contactor that roof remedial work is in progress.

7. Contact Information

For all roof work related emergency concerns:

a. **During business hours**, please contact:

Stephen Burchell-Davies (604) 585-~~13276~~ Fraser Campbell)

b. **After business hours**, please contact:

RooFix Office 24-Hour Emergency Line: 604-444-4342

Scaffolding and Ground Set-up Locations



**MINUTES OF THE STRATA COUNCIL MEETING
STRATA PLAN LMS 1367, OCEAN PARK GARDENS
HELD ON WEDNESDAY, MARCH 5th, 2025, AT 5:00 P.M.
Via ZOOM VIDEO CONFERENCE**

PRESENT:	Harold Tersigni	President	#205
	Don Cameron	Vice Pres./Treasurer	#101
	Brian Lauder	Secretary	#307
	Chester Walker	Maintenance	#401
	Elaine Darby	Member at Large	#208
	Drew Curry	Member at Large	#207
	Paulette Reid	Member at Large	#405

GUESTS: Four Owners (observers)

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

Electronic Access to Minutes and Documents

- Log in to the FCPM website (www.frasercampbell.com),
- Click on the “owner log in” icon,
- Enter Username: lms1367 Password: 17251367

The meeting was called to order at 5:03 p.m.

MINUTES

A motion was made, seconded and *carried* to approve the minutes of the January 21, 2025 council meeting as circulated.

OFFICER'S REPORTS

Treasurers Report

Council treasurer, Don Cameron, addressed several requests submitted by an owner including a request for a Hearing as follows:

Refusal to Hold Hearing:

“Since this hearing was directed to mostly Treasurer issues, I am speaking to the reasons for declining the hearing on behalf of all of Council. The hearing is not being denied to be unkind. We simply need to stop this process which has been going on since the October 2024 AGM.

- *Council is denying the request for a hearing because the main request is re-visiting the same issue that has already been dealt with numerous times*

- *Council advises it has no obligation to respond to an owner's correspondence within a specific time frame except where time frames are identified in the bylaws or SPA.*
- *Council recognizes there will be divergent points of view. Regardless, Council requests that all owners, whether on Council or not, be civil, by avoiding personal comments about competence and other individual capacities.*
- *Council thanks the owner for identifying possible budget coding issues. It is a useful practice to consistently code accurately to budget categories to facilitate future budget development. However coding is often subjective and we are also served by recognizing the good work done by FCPM instead of only addressing modest possible errors related to selected budget categories.*
- *Council advises there is no need to hold an SGM to provide adjustments in the scope of work or timing of the work related to our roof rehabilitation.*
- *Council advises the owner about the upcoming Town Hall meeting related to the roof rehabilitation project which is scheduled for March 6. Although owner updates on the roof project are to be expected, Council will determine when and how these updates are provided.*
- *Council advises the owner that reports requested consistently by the same owners, that may be available may be sent but, if determined to be unreasonable extra work for our Property Manager there will be a charge levied for doing so.*
- *Council reminds owners they do not have the right to intrude on Council functions or make attempts to micromanage its operations.*
- *Council acknowledges a typographical error on the minutes of the emergency meeting held on January 21 and this has been corrected."*

Financial Statement

It was moved, seconded and **carried** to approve the January 2025 Financial Statement.

Bank Statements and Reconciliations

It was moved, seconded and **carried** to approve the January 2025 bank statement and reconciliation.

COMMITTEE REPORTS

- **Landscape Report**
There is no report.
- **Maintenance Report**
Submitted by Dave Thomas See appendices

A council member commented on a reported leak near the front of #403 and advised that there is no visible leak

- **Social/ Room Rental Report**

-

It has been suggested that the requirement to fill out a Social Room Rental form be reduced to once a year per strata lot fulfilling the requirement that the user understands the requirements and responsibilities/liabilities of renting the room for a private function.

BUSINESS ARISING

1. Roof Replacement Contract

Please refer to the attached Maintenance Report. The agent will follow up on liquid membrane purchase and advise the council accordingly.

2. Strata Corporation Bylaw Review

The Current ad hoc Bylaw Review Committee which consisted of H el ene Cameron (chair), Brian Lauder and Rick Lang has completed its work and Council thanks them for their contributions.

Recently the Committee Chair met with our agent to review possible bylaw format and grammatical inconsistencies to determine what might still be done with these without bringing them to an SGM or AGM. Our agent is seeking a legal perspective on these items.

A bylaw revision related to rentals that was not passed at the last AGM will be brought forward to the next AGM for consideration. The bylaw involves defining "short term rental." Without passing it, some of our other rental bylaws may not provide the results the owners expected from them.

It is expected Council will seek further help with Bylaws after OPG has developed an Electric Planning Report required before the end of 2026.

3. Window Repair

It has been recommended by Broco Glass that a fifth-floor window be replaced. A quote was provided in the amount of \$8,500 plus GST. As per a previous suggestion to retain the services of M&M Glass to drill small holes in the track, the agent was requested to contact M&M Glass to determine if they can do the work as described.

4. Trees on City Property

A letter has been sent to the City of Surrey on behalf of Strata Corporation LMS 1367 with a request that the City provide appropriate maintenance to save the trees on the City of Surrey property adjacent to the Cressey development and south of Ocean Park Gardens.

5. Wifi-Social Room

Council reviewed a proposal from Van Delta Communications in the amount of \$95 per month (no install fees for the installation of Wi-fi in the social room). Further discussion will be held at the next council meeting.

A committee of council members (Paulette Reid and Don Cameron) will bring forth additional information on this topic for the next council meeting in April. Owner feedback on the installation of Wi-fi in the Social Room would be appreciated by the committee.

6. **Dryer Vent Cleaning**

Michael Smith Duct Cleaning has been requested to provide a quote for dryer vent cleaning for review at the next council meeting.

7. **Carbon Monoxide Detectors**

Global Gas Detection has been requested to schedule the annual testing of the carbon monoxide detectors in the parking garage.

NEW BUSINESS

1. **Water Damage**

The cost of emergency drying services from Premium Restoration for a water leak into a fourth-floor unit has been charged back to the owner of the fifth-floor unit where the leak originated. The owner of the fifth-floor unit has acknowledged receipt of the chargeback and commented that the drying services were not done until two weeks after notification of the incident, so it doesn't seem like it was treated as an emergency.

CORRESPONDENCE

1. **Request for Hearing**

Council acknowledged receipt of an owner's request for a Hearing. The request was denied. The council treasurer spoke on behalf of the council outlining the reasons the request was denied (*please refer to Treasurer's Report*).

2. **Owners Concerns and Issues**

Council acknowledged receipt of correspondence from an owner outlining owners' comments about areas of concern regarding the Strata Corporation.

3. **Owners Survey**

Council acknowledged receipt of correspondence from an owner submitting information compiled in a survey of owners rating the issues and concerns referenced above to the level of importance for the listed concerns and issues. The issues and concerns were divided into Physical and Council Administration.

Several council members commented that not all owners received the survey and many of the points raised are issues already known to council.

4. **Request for Access to Roof Contract**

Council reviewed a letter of response from an owner following a Hearing at the January 21, 2025 council meeting requesting a copy of the contract between the Strata Corporation and Roofix.

5. Request for Access to Financial Documents

Council reviewed correspondence from an owner requesting electronic copies of financial statements and monthly invoices for the period of November 2024 through January 2025 and an e copy for each month going forward.

6. Bylaw Review Committee

Council reviewed correspondence from an owner expressing desire to join the Bylaw Review Committee.

7. Request for Access to Roof Contract

Council reviewed a second request from an owner for an electronic copy of the contract between the Strata Corporation and Roofix in order to prepare questions for the March 6th Town Hall Meeting.

Owners are invited to write to the council via the management company regarding strata-related matters. Correspondence should be emailed to info@frasercampbell.com. Please forward your letters to the management company one week before the meeting or the letters will be held over until the next council meeting.

**Please Note: complaints must be submitted in writing and signed by the complainant.*

The observers left the meeting at 6:30 p.m.

In Camera

1. Bylaw Reminder

The agent was requested to send bylaw reminder letters to two owners regarding vehicles that are leaking fluids in the parking garage.

2. Unauthorized Call

It was reported that an owner had called a contractor to inquire about a contract with the Strata Corporation. This was not authorized by council and may lead to a misunderstanding between the contractor and the Strata Corporation. Only individuals delegated by council have the authority to make calls to contractors who have contracted with the Strata Corporation. Correspondence will be sent to the owner regarding this matter.

4. Request for Documents

Council revisited discussion from earlier in the meeting regarding owners' requests for documents. In accordance with the Strata Property Act, owners have the right to inspect certain records and request copies for a copying charge of \$0.25 per page. The agent advised that if the records are stored in the management company office, the management company may charge the Strata Corporation a supervisory/administrative fee of \$100 per hour per the Agency Agreement if an owner comes to the office for records.

*There have been requests received from owners for electronic copies of the monthly invoices. A motion was made, seconded and **carried** that electronic copies of monthly invoices will not be provided to owners as they are only intended for the Treasurer. The monthly financial statement includes a general ledger. The monthly financial statement is posted on the FCPM website and can be downloaded at no charge.*

*A motion was made, seconded and **carried** that an owner who consistently requests access to records that are kept in accordance with the Strata Property Act will be required to pay in advance for copies and the management company will charge the supervisory/administration fee to the Strata Corporation.*

ADJOURNMENT

There being no further business, it was moved, seconded, and **carried** to adjourn the meeting at 7:10 p.m. The next council meeting for Strata Plan LMS 1367 is scheduled for April 23rd, 2025 at 5:00 p.m. by ZOOM.

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

MAINTENANCE REPORT – to 21 January to 4 March ?2025

PROJECTS – CRF Expenditures

1. Roof Replacement Project. (In Progress)

Expenditure: Approved 2024 SGM, Resolution #1, Funding \$950,000.

- a. Contract Documents for the Liquid Applied Membrane prepared.
- b. DRAFT set of contact documents distributed for review.
- c. Revisions incorporated in DRAFT contract documents.
- d. Small roof over the Social Room exit door omitted – pricing received.
- e. Working with Roofing Contractor to finalize contract.
- f. Contract consolidated, scope finalized and signed by both parties on 31 January 2025
- g. Discussions with Contractor to expedite USA sourced materials.

SCHEDULED MAINTENANCE. (Operating Budget)

UNPLANNED MAINTENANCE (Operating Budget)

1. Common Area Lighting. (On Going Activity)

- a. Lighting checks. Replacing light bulbs, as necessary.

2. Pest Control (In Progress)

- a. Rodents reported in Parkade near Garbage Room.
- b. Leader Pest Control attended.
- c. July 4th – Placed traps.
- d. August 14th - Refilled traps. Activity noted in Tool Room (None in Garbage Room).
- e. October 18th - No activity in Garbage or Tool Room. Activity near Stall 49/50.
- f. November 29th - Refilled traps. No activity in Garbage or Tool Room. Activity near Stall 49/50.
- g. February 28th - Refilled traps.

3. Package Ceiling Leak Exterior to Garbage Room (In Progress)

- a. Bole Construction provided quote.
- b. Scheduled for Spring/Summer 2025.

4. Unit 506 – Ceiling Leak (In Progress)

- a. Premium Restoration attended.
- b. No evidence of water leak.
- c. Ceiling repair required.

5. Unit 204 – Heating Problems (In Progress)

- a. Westech requested to attend.

Team: Wayne Boudreau, Rick Lang, Dave Thomas & Chester Walker.

NOTE: Items marked *COMPLETE* will be deleted from the next update.

**MINUTES OF THE STRATA COUNCIL MEETING
STRATA PLAN LMS 1367, OCEAN PARK GARDENS
HELD ON TUESDAY, JANUARY 24, 2025, AT 5:00 P.M.
Via ZOOM VIDEO CONFERENCE**

PRESENT:	Harold Tersigni	President	#205
	Don Cameron	Vice Pres./Treasurer	#101
	Brian Lauder	Secretary	#307
	Chester Walker	Maintenance	#401
	Elaine Darby	Member at Large	#208
	Drew Curry	Member at Large	#207
	Paulette Reid	Member at Large	#405
GUEST:	David Thomas (observer)		#302
AGENT:	Stephen Burchell-Davies, Fraser Campbell Property Management Ltd.		

Electronic Access to Minutes and Documents

- **Log in to the FCPM website (www.frasercampbell.com),**
- **Click on the “owner log in” icon,**
- **Enter Username: lms1367 Password: 17251367**

An emergency council meeting was held in accordance with Strata Corporation Bylaw #7 to review an unforeseen change in the cost for the roof rehabilitation project.

7. Calling Council Meetings

- 1. Any council member may call a council meeting by giving the other council members one week’s notice of the meeting, specifying the reason for calling the meeting.**
- 2. The notice does not have to be in writing.**
- 3. A council meeting may be held on less than one week’s notice if:**
 - a. all council members consent in advance of the meeting, or**
 - b. the meeting is required to deal with an emergency, and all council members either.**
 - i. Consent in advance of the meeting, or**
 - ii. Are unavailable to provide consent after reasonable attempts to contact them.**
- 4. The council must inform owners about a council meeting as soon as feasible after the meeting has been called.**

Dave Thomas attended the meeting on behalf of the Roof Committee.

The meeting was called to order at 5:02 p.m.

Roof Rehabilitation

Council has been made aware of an increase in cost for the roof rehabilitation project. Following discussion and exploring various scenarios to move forward with the project, a decision was made to defer rehabilitation of one roof section until a later date.

The agent was requested to confirm with legal counsel (Shawn Smith, Cleveland Doan) that this is an acceptable approach.

A Townhall Meeting will be scheduled in the near future to update the Owners.

ADJOURNMENT

A motion was made, seconded and **carried** to adjourn the meeting at 5:46 p.m. The next council meeting for Strata Plan LMS 1367 is scheduled for March 5th, 2025 at 5:00 p.m. by ZOOM.

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EMERGENCIES

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

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

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

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

**MINUTES OF THE STRATA COUNCIL MEETING
STRATA PLAN LMS 1367, OCEAN PARK GARDENS
HELD ON TUESDAY, JANUARY 21, 2025, AT 5:00 P.M.
Via ZOOM VIDEO CONFERENCE**

PRESENT:	Harold Tersigni	President	#205
	Don Cameron	Vice Pres./Treasurer	#101
	Brian Lauder	Secretary	#307
	Chester Walker	Maintenance	#401
	Elaine Darby	Member at Large	#208
	Drew Curry	Member at Large	#207
	Paulette Reid	Member at Large	#405

GUESTS: Owner of Strata Lot 24 (Hearing Request)
Two Owners (observers)

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

Electronic Access to Minutes and Documents

- Log in to the FCPM website (www.frasercampbell.com),
- Click on the “owner log in” icon,
- Enter Username: lms1367 Password: 17251367

The meeting was called to order at 5:02 p.m.

GUEST HEARING

The owner of Strata Lot 24 attended the start of the meeting to discuss concerns regarding the transparency of the roof rehabilitation project and to address a further concern that a Resolution was not presented at the recent Special General Meeting to authorize the Strata Corporation make a significant change to the appearance of the common property. Council had requested that the owner’s questions be forwarded in advance and advised that a written response will be forwarded within seven days. The owner was thanked for attending and left the meeting at 5:15 p.m.

MINUTES

A motion was made, seconded and **carried** to approve the minutes of the December 4th, 2024 council meeting as circulated.

OFFICER’S REPORTS

Financial Statement

It was moved, seconded and **carried** to approve the November and December 2024 Financial Statements.

Bank Statements and Reconciliations

It was moved, seconded and **carried** to approve the November and December 2024 bank statements and reconciliations.

COMMITTEE REPORTS

- **Landscape Report**
There is no report.
- **Maintenance Report**
Submitted by Dave Thomas *See appendices*
- **Social/ Room Rental Report**
Funds have been deposited for two room rentals in November and one in December.

BUSINESS ARISING

1. **Roof Replacement Project**

Please refer to the attached Maintenance Report (discussion was moved to the end of the meeting).

2. **Strata Corporation Bylaw Review**

The Bylaw Committee will remain in place and a meeting will be scheduled with the agent to review the existing bylaws for administrative errors.

3. **Window Repair**

Please refer to the attached Maintenance Report. It has been recommended by Broco Glass that the window be replaced. A quote was provided in the amount of \$8,500 plus GST. A suggestion was made to retain the services of M&M Glass to drill small holes in the track, as per a previous repair for a similar problem.

4. **FV Fire Deficiency Estimate**

A motion was made, seconded and *carried* to approve a quote in the amount of \$126 plus GST from Fraser Valley Fire for a return visit to access the elevator and a storage room that were not accessible during the recent inspection of the fire safety equipment. Richmond Elevator will be required to attend to provide access to the elevator pit.

5. **Trees on City Property**

Discussion was held regarding the ivy that is choking the trees on the City of Surrey property adjacent to the Cressey development and south of Ocean Park Gardens. It was agreed that a letter be sent from LMS 1367 requesting that the City provide appropriate maintenance to save the trees.

NEW BUSINESS

1. **Wifi-Social Room**

Council reviewed a proposal from Van Delta Communications in the amount of \$95 per month (no install fees for the installation of Wi-fi in the social room). Further discussion will be held at the next council meeting.

A committee of council members (Paulette Reid and Don Cameron) will bring forth additional information on this topic for the next council meeting in March. Owner feedback on the installation of Wi-fi in the Social Room would be appreciated by the committee.

2. **Water Damage**

The cost of emergency drying services from Premium Restoration for a water leak into a fourth-floor unit will be charged back to the owner of the fifth floor unit where the leak originated.

3. **Dryer Vent Cleaning**

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

4. **Carbon Monoxide Detectors**

Global Gas Detection will be requested to schedule the annual inspection of the carbon monoxide detectors in the parking garage.

CORRESPONDENCE

1. **Hearing Request**

Council reviewed correspondence from an owner requesting a Hearing regarding the budget presentation at the Annual General Meeting including the method in which the transfer of surplus funds was presented. The owner's request for a hearing was denied, the matter is considered closed. A written response will be forwarded to the owner.

Owners are invited to write to the council via the management company regarding strata-related matters. Correspondence should be emailed to info@frasercampbell.com. Please forward your letters to the management company one week before the meeting or the letters will be held over until the next council meeting.

**Please Note: complaints must be submitted in writing and signed by the complainant.*

ROOF PROJECT DISCUSSION

A lengthy discussion was held regarding the revised cost for the roof rehabilitation project. It was noted that any further delays may result in additional expenses. The contract must be signed by January 31, 2025.

ADJOURNMENT

There being no further business, it was moved, seconded, and **carried** to adjourn the meeting at 6:58 p.m. The next council meeting for Strata Plan LMS 1367 is scheduled for March 5th, 2025 at 5:00 p.m. by ZOOM.

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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.*

MAINTENANCE REPORT – to 21 January 2025

PROJECTS – CRF Expenditures

1. **Roof Replacement Project. (In Progress)**

Expenditure: Approved 2024 SGM, Resolution #1, Funding \$950,000.

- a. Contract Documents for the Liquid Applied Membrane prepared.
- b. DRAFT set of contact documents distributed for review.
- c. Revisions incorporated in DRAFT contract documents.
- d. Small roof over the Social Room exit door omitted – pricing. received
- e. Working with Roofing Contractor to finalize contract.

SCHEDULED MAINTENANCE. (Operating Budget)

UNPLANNED MAINTENANCE (Operating Budget)

1. **Common Area Lighting. (On Going Activity)**

- a. Lighting checks. Replacing light bulbs, as necessary.

2. **Pest Control (In Progress)**

- a. Rodents reported in Parkade near Garbage Room.
- b. Leader Pest Control attended.
- c. July 4th – Placed traps.
- d. August 14th - Refilled traps. Activity noted in Tool Room (None in Garbage Room).
- e. October 18th - No activity in Garbage or Tool Room. Activity near Stall 49/50.
- f. November 29th - Refilled traps. No activity in Garbage or Tool Room. Activity near Stall 49/50.

3. **Package Ceiling Leak Exterior to Garbage Room (In Progress)**

- a. Bole Construction provided quote.
- b. Under review – schedule for Spring/Summer 2025

4. **Exit Doors**

1) **Level 1 Door Repair (Complete)**

- a. Door occasionally “sticks” in open position.
- b. Simple Door Solutions contacted to attend.
- c. Hinges worn – replaced.

2) **Level 1 NW Door Repair (Complete)**

- a. Lock “seizing”
- b. Locksmith attendance.

3) **Level 1 &2 Exist Doors (Complete)**

- a. Keys mechanism on Levels 1&2 exit doors lubricated

5. **Window Repairs – Unit 506 (In Progress)**

- a. Blocked drainage holes at the bottom of the windows.
- b. Broco Glass attended
- c. Repair method under review

Team: Wayne Boudreau, Rick Lang, Dave Thomas & Chester Walker.

NOTE: Items marked *COMPLETE* will be deleted from the next update.

**MINUTES OF THE STRATA COUNCIL MEETING
STRATA PLAN LMS 1367, OCEAN PARK GARDENS
HELD ON WEDNESDAY, DECEMBER 4th, 2024, AT 5:00 P.M.
Via ZOOM VIDEO CONFERENCE**

PRESENT:	Harold Tersigni	President	#205
	Don Cameron	Vice Pres./Treasurer	#101
	Brian Lauder	Secretary	#307
	Chester Walker	Maintenance	#401
	Elaine Darby	Member at Large	#208
	Drew Curry	Member at Large	#207
	Paulette Reid	Member at Large	#405

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

Electronic Access to Minutes and Documents

- Log in to the FCPM website (www.frasercampbell.com),
- Click on the “owner log in” icon,
- Enter Username: lms1367 Password: 17251367

The meeting was called to order at 5:02 p.m.

MINUTES

A motion was made, seconded and *carried* to approve the minutes of the September 18th, 2024 and the October 3, 2024 council meetings as circulated.

ELECTION OF OFFICERS

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

A motion was made, seconded and *carried* to approve a delegation agreement with Lorne Hanson (#303) to assist the treasurer with financial matters (i.e. CRF and the Roof Rehabilitation Project).

OFFICER'S REPORTS

Financial Statement

It was moved, seconded and *carried* to approve the September and October 2024 Financial Statements.

Bank Statements and Reconciliations

It was moved, seconded and *carried* to approve the August, September and October 2024 bank statements and reconciliations.

COMMITTEE REPORTS

- **Landscape Report**
There is no report.

- **Maintenance Report**

Submitted by Dave Thomas *See appendices*

A motion was made, seconded and *carried* to approve payment of an invoice in the amount of \$2,691 from Abney Roofing Ltd. for roof maintenance and repairs.

A motion was made, seconded and *carried* to approve payment of an invoice in the amount of \$662 from Cleveland Doan for review of the Letter of Intent for the re-roof project and review and revision of the funding resolution for the project.

- **Social/ Room Rental Report**

There is no report.

BUSINESS ARISING

1. **Roof Replacement**

Please refer to the attached Maintenance Report.

2. **Level 5 Leak Repair**

The Level 5 leak repair is now complete.

3. **Strata Corporation Bylaw Review**

Bylaw amendments that were presented but not approved by the Owners at the Annual General meeting will be reviewed to determine if any further action is required.

4. **Membrane Remediation** (Unit #103)

This project is now complete. Regret was expressed by several council members at the length of time the project took to complete.

5. **Elevator Issues**

The elevator issues have been resolved and duplicate invoices that were reported at the previous council meeting have also been resolved.

6. **Garage Door Operator**

A Resolution was approved by the owners at the Annual General Meeting for a Contingency Reserve Fund expenditure to replace the garage door operator when required. This matter has been tabled for future possible application.

NEW BUSINESS

1. **Window Repair**

Broco Glass has completed the replacement of the sash balance springs for a window in Unit #506. A motion was made, seconded and *carried* to approve payment of the invoice in the amount of \$225 plus GST.

2. Insurance Renewal

A motion was made, seconded and *carried* to approve a renewal proposal for the Strata Corporation Insurance from Westland Insurance for the period of December 31, 2024 through December 31, 2025. It was noted that the premium for the year has decreased from \$74,138 last year to \$59,937 for the new term with deductibles remaining the same.

Premium: \$59,937	Appraised Value: \$21,360,500	
All Property	\$10,000.00	Deductible
Sewer Backup	\$25,000.00	Deductible
Water Damage	\$25,000.00	Deductible
Flood	\$25,000.00	Deductible
Earthquake	15%	Deductible

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 (ie. in suite plumbing and appliances). It is recommended that owners provide a copy of the strata insurance certificate to their personal insurance provider to ensure adequate coverage.

3. AJM Rate Increase

Council reviewed correspondence from AJM Disposal Services advising of a 10% rate increase in waste disposal services effective January 1, 2025. Following discussion, a motion was made, seconded and *carried* to accept the increase.

4. Bylaw Registration

The bylaw amendments that were approved by a $\frac{3}{4}$ vote of the Owners at the Annual General meeting held October 24, 2024 have been submitted to the Land Title Office for registration.

5. Treadmill

Service for the treadmill was discussed. The agent will review exercise equipment repair sources and suggest a qualified company to repair the treadmill.

CORRESPONDENCE

1. Water Pooling-Bedroom Window

Council reviewed correspondence from an owner reporting water pooling in an east facing window in a fifth floor unit. Broco Glass has inspected and reported no issues with the window.

2. Surplus Funds/Budget

Council reviewed two items of correspondence from an owner expressing concerns regarding the budget including the method in which the transfer of surplus funds was presented.

The agent advised that he had discussed the matter with a lawyer who confirmed that the presentation was compliant with the Section 105(1) of the Strata Property Act regarding budget surpluses and deficits. The budget was approved by a majority vote of the owners, this matter is now closed.

3. **Document Request**

Council reviewed several items of email communication from an owner requesting copies of strata records.

Discussion was held regarding the procedure for accessing and/or obtaining copies of strata records that are not posted on the website. Following discussion, it was decided that owners must be reasonable with their requests. If requests become excessive from an owner, they will be requested to complete an Information Request Form (available for download from the FCPM website) and prepay the 25 cent per page copying charge.

4. **Air Conditioning Unit**

Council reviewed correspondence from an owner requesting confirmation that the owner of a fifth floor unit owner is totally responsible for the air conditioning unit on the roof above the unit. The agent confirmed that there is a signed Indemnity Agreement on file.

5. **Agenda Items**

Council reviewed correspondence from an owner with copies of emails sent September 10th, 2024 for inclusion on the September 18th, 2024 agenda noting that they were not on the agenda and requesting inclusion on the December 4th agenda. The emails were reviewed and discussed. The owner expressed concern that non-residents were present at two Social Committee events and no rental fee was collected. Please note that an owner may have a guest accompany them to a social committee event which will not incur a rental fee.

6. **Use of Electrical Outlet**

Council reviewed correspondence from an owner reporting that a mobility scooter has been plugged into a common electrical outlet on the fourth floor noting that a Resolution was defeated at the recent Annual General Meeting to allow the use of common property electrical outlets for charging of scooters, bikes or cars.

7. **Thank You Social Committee**

Council acknowledged receipt of a note of thanks to the Social Committee for the recent Christmas Celebration.

Owners are invited to write to the council via the management company regarding strata-related matters. Correspondence should be emailed to info@frasercampbell.com. Please forward your letters to the management company one week before the meeting or the letters will be held over until the next council meeting.

**Please Note: complaints must be submitted in writing and signed by the complainant.*

ADJOURNMENT

There being no further business, it was moved, seconded, and *carried* to adjourn the meeting at 6:55 p.m. The next council meeting for Strata Plan LMS 1367 is tentatively scheduled for January 21st, 2025 at 5:00 p.m. by ZOOM.

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EMERGENCIES

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and parkade gate or entry door problems*

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

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

FRASER CAMPBELL PROPERTY MANAGEMENT LTD. HOLIDAY HOURS

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

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

In case of strata related emergencies during holiday closures: **604-825-8211**
Please note that strata emergencies include a fire, flood, leaks, or building security issues.
If there is a fire or crime in progress call 911 first.

MAINTENANCE REPORT – to 01 December 2024

PROJECTS – CRF Expenditures

1. Roof Replacement Project. (In Progress)

Expenditure: Approved 2024 SGM, Resolution #1, Funding \$950,000.

- a. Contract Documents for the Liquid Applied Membrane being prepared.
- b. DRAFT set of contract documents sent for review to:
 - I. Shawn Smith (Legal)
 - II. Roofix Inc (Successful Bidder).
 - III. ER Consulting & Roof Management.
 - IV. Fraser Campbell.
 - V. Strata President.

SCHEDULED MAINTENANCE. (Operating Budget)

Roof Cleaning & Winterizing (In Progress)

- a. Abney Roof to inspect roof to determine repairs necessary for winter.
- b. Inspection completed 6 Sept 2024.
- c. Abney report received and accepted for the recommended winter maintenance.
- d. Abney to completed the repair in late November.
- e. Winter roof cleaning tentatively scheduled for Dec 2024.

UNPLANNED MAINTENANCE (Operating Budget)

1. Common Area Lighting. (On Going Activity)

- a. Lighting checks. Replacing light bulbs, as necessary.

2. Pest Control (In Progress)

- a. Rodents reported in Parkade near Garbage Room.
- b. Leader Pest Control attended.
- c. July 4th – Placed traps.
- d. August 14th - Refilled traps. Activity noted in Tool Room (None in Garbage Room).
- e. October 18th - No activity in Garbage or Tool Room. Activity near Stall 49/50.

3. Elevator (Complete)

- a. Damage to elevator blanket repaired.

4. Unit Heat Control (Complete)

- a. Failed operator motors replace in Unit 302.

5. Leak Exterior to Garbage Room (In Progress)

- a. Bole Construction requested to provide quote.

6. Level 1 Door Repair (In Progress)

- a. Door occasionally "sticks" in open position.
- b. Simple Door Solutions contacted to attend.

Team: Dave Thomas, Wayne Boudreau, Chester Walker & Rick Lang

NOTE: Items marked *COMPLETE* will be deleted from the next update.

**MINUTES OF A SPECIAL GENERAL MEETING
STRATA PLAN LMS 1367 – OCEAN PARK GARDENS
HELD ON THURSDAY, NOVEMBER 21st 2024
AT 3:00 P.M. IN THE MEETING ROOM
1725 128th STREET, SURREY, BC**

PRESENT: 28 Owners in person or proxy as per the registration sheet
(16 in-person and 12 by proxy)

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

There being a quorum of owners present, the meeting was called to order at 3:00 p.m. by the council president, Harold Tersigni.

ELECTION OF CHAIRPERSON

A motion was made, seconded and **carried** to elect the strata manager, Stephen-Burchell Davies, to chair the meeting.

PROOF OF NOTICE

It was moved, seconded, and **carried** to accept the notice distributed October 28th, 2024, as proper notice of meeting.

AGENDA

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

MINUTES

It was moved and seconded to adopt the minutes of the October 24th, 2024, Annual General Meeting, the floor was then opened for discussion. An owner requested that an amendment be made to the minutes to reflect that discussion was **not** held under New Business regarding the transfer of funds from the Contingency Reserve Fund to the Operating Fund. A motion was made, seconded and **carried** to approve the amendment. The vote was then taken and the minutes of the October 24th, 2024 Annual General Meeting were approved as amended (*27 in favour, 1 opposed*).

Two owners left the meeting at this time due to emergencies, reducing the number of eligible voters to 26.

RESOLUTION No. 1 $\frac{3}{4}$ vote
Roof Rehabilitation

The following Resolution was presented to the Owners for consideration:

A. WHEREAS:

1. The Strata Property Act (SPA), Section 3, states in part, that the Strata Corporation is responsible for maintaining the common property and common assets of the strata corporation.
2. The Depreciation Report described the roofs as having a service life of 25 years.
3. Roofs are over 30 years old and approaching end of useful life.
4. Roofing costs are increasing greater than the rate of inflation.
5. Probability of roof failures is increasing.
6. Strata insurance companies are adding a "risk-premium" on roofs over 30 years old.
7. The Working Group considered two options to address the matter of OPG's aging roofs:
 - a. SBS and BUR "Like for Like" replacement, or
 - b. Liquid Membrane Coating Systems from Sikalastic or Tremco.
8. With the assistance and advice of Roofing Consultants and Others, competitive bids identified Sikalastic as the preferred Liquid Membrane Coating System.
9. A competitive proposal has been received from Roofix Service using a Sikalastic Liquid Membrane Coating System (the "Work").

B. FUNDING.

A budget in the amount of \$960,000 has been established to replace the roofs with funding obtained from:

- a. The Contingency Reserve Fund (CRF) expenditure of \$510,000
In accordance with section 96(b)(A)(II) of the Strata Property Act of British Columbia; accompanied by,
- b. A Special Levy of \$450,000 in accordance with section 108 of the Strata Property Act of British Columbia.

C. THEREFORE, BE IT RESOLVED BY A ¾ VOTE THAT:

To rehabilitate the roofs, using the Sikalastic Liquid Membrane Coating System:

1. The strata council be authorized to spend the sum of Five Hundred and Ten Thousand dollars (\$510,000) from the Contingency Reserve Fund (the "CRF Monies") for the purpose of carrying out the Work.
2. A further sum of Four Hundred and Fifty thousand dollars (\$450,000) be raised by way of a special levy pursuant to s.108 of the Strata Property Act (the "Levy") payable by each strata unit based on unit entitlement pursuant to s.99 of the Strata Property Act, as set out in Schedule "A" attached hereto.
3. The Levy shall be used for the purposes of carrying out the Work
4. Each strata lot's share of the Levy shall be due and payable on 15 January 2025.
5. An owner who fails to pay their share of the Levy on the date that it is due shall be liable to pay interest on the unpaid portion of their share of the Levy at a rate of ten percent (10%) per annum, compounded annually.
6. The strata council shall use the entirety of the CRF Monies before it uses funds from the Levy.

A motion was made and seconded to consider Resolution No.1; the floor was then opened for discussion. A motion was made, seconded and **carried** to add item 7 to the Resolution as follows:

7. ***Prior to signing the roof rehabilitation contract, it will be reviewed by legal counsel for the Strata Corporation.***

8.

The vote was then taken and Resolution #1 was carried (26 in favour).

Special Assessment

Payment of the Special Assessment is due by January 15, 2025.

Please refer to the attached schedule for the amount owing.

Payment must be made by cheque or bank draft payable to Strata Plan LMS 1367.

ADJOURNMENT

There being no further business a motion was made, seconded, and **carried** to adjourn the meeting at 3:32 p.m.

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.
HOLIDAY HOURS**

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

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

In case of strata related emergencies during holiday closures: **604-825-8211**

**Please note that strata emergencies include fire, flood, leaks,
or building security issues.**

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

STRATA PLAN LMS 1367			22-Nov-24
ROOF LEVY SCHEDULE			
YEAR END AUGUST 31, 2025			450,000.00
UNIT	S.L.	U/E	TOTAL DUE
101	1	1320	11,473.38
102	2	1700	14,776.33
103	3	1310	11,386.46
201	4	1742	15,141.39
202	5	1473	12,803.25
203	6	1456	12,655.49
204	7	1434	12,464.27
205	8	1817	15,793.29
206	9	1421	12,351.27
207	10	1460	12,690.26
208	11	1470	12,777.18
209	12	1742	15,141.39
301	13	1729	15,028.39
302	14	1475	12,820.64
303	15	1456	12,655.49
304	16	1425	12,386.04
305	17	1820	15,819.36
306	18	1412	12,273.04
307	19	1455	12,646.80
308	20	1476	12,829.33
309	21	1735	15,080.55
401	22	1729	15,028.39
402	23	1471	12,785.87
403	24	1765	15,341.30
404	25	1755	15,254.38
405	26	1468	12,759.79
406	27	1734	15,071.85
501	28	1733	15,063.16
502	29	1468	12,759.79
503	30	1557	13,533.38
504	31	1568	13,628.99
505	32	1465	12,733.72
506	33	1731	15,045.78
TOTAL U/E		51772	450,000.00

**MINUTES OF AN ANNUAL GENERAL MEETING
STRATA PLAN LMS 1367 – OCEAN PARK GARDENS
HELD ON THURSDAY, OCTOBER 24th, 2024 AT 3:00 P.M.
WITHIN THE SOCIAL ROOM AT 1725 128th STREET, SURREY, BC**

PRESENT: 28 Owners in person or proxy as per the registration sheet
(16 in person and 12 by proxy)

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

There being a quorum of owners present, the meeting was called to order at 3:07 p.m. by the council president, Harold Tersigni.

ELECTION OF CHAIRPERSON

A motion was made, seconded and *carried* to elect the strata manager, Stephen-Burchell Davies, to chair the meeting.

PROOF OF NOTICE

It was moved, seconded and *carried* to accept the notice dated October 3rd, 2024 as proper notice of meeting.

AGENDA

A motion was made, seconded and *carried* to amend the agenda by changing the order of Resolutions #3-12 by presenting Resolution #5 first, followed by Resolutions #6, 9 and 8, followed by Resolutions #3, 4, 7 and 10.

It was then moved, seconded and *carried* to approve the agenda of the 2024 Annual General Meeting as amended.

MINUTES

It was moved, seconded and *carried* to adopt the minutes of the October 31, 2023 Annual General Meeting as circulated.

PRESIDENT'S REPORT

Harold Tersigni presented the 2024 President's Report, a copy of which has been attached to these minutes.

INSURANCE REPORT

The strata manager presented a summary of the Strata Corporation's insurance coverage, provided by Westland Insurance Group Ltd., for the period of December 31st, 2023, through December 31, 2024.

Premium:	\$74,138	Appraised Value:	\$20,552,000
	All Property	\$10,000.00	Deductible
	Sewer Backup	\$25,000.00	Deductible
	Water Damage	\$25,000.00	Deductible
	Flood	\$25,000.00	Deductible
	Earthquake	15%	Deductible

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 (ie. in suite plumbing and appliances). It is recommended that owners provide a copy of the strata insurance certificate to their personal insurance provider to ensure adequate coverage.

RESOLUTION #1 Majority Vote
Budget Approval (August 31st Year end)

The following resolution was then presented to the owners for consideration:

A. WHEREAS:

It is a requirement of the Strata Property Act that the owners must approve the budget for the next fiscal year at each Annual General Meeting and that the proposed budget must be accompanied by the financial statements and distributed with the Notice of the AGM,

B. THEREFORE, BE IT RESOLVED BY A MAJORITY VOTE

That the Owners of Strata Plan LMS 1367 Ocean Park Gardens, hereby authorize operating expenses in the amount of \$346,175 which includes a contribution to the Contingency Reserve Fund in the amount of \$80,645.

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

The agent opened the discussion by notifying the owners that he had been advised of some minor adjustments required to the actual column of the budget spreadsheet and apologized for any confusion. The owners would be voting on the proposed operating expenses for the next fiscal year as noted in the wording of the Resolution.

The Treasurer, Don Cameron, spoke of the various expenditures over this past year and provided a synopsis of the Strata Corporation's financial position to date.

Discussion was held regarding a document written by an owner and distributed to residents prior to the meeting suggesting that the proposed budget has been presented incorrectly and providing suggested corrections/amendments including a revised budget prepared by the owner with no increase in strata fees.

A motion was made to amend Line Item 5100 Insurance from the proposed 5% increase to a 10% increase. There was no second to the motion.

A motion was made, seconded and **defeated** to amend the budget by eliminating the proposed increase in strata fees.

A motion was made seconded and **carried** to amend the budget by increasing Line Item 4950 Surplus Forward by \$500 and to offset the increase by adding \$500 to Line Item 9000 Contingency.

Following discussion, the vote was taken and Resolution #1 was **carried** (27 in favour, 1 opposed).

Catchup Fee for Strata Fee Increase

There is a 3.66% increase in strata fees effective September 1, 2024. The catchup fee for the months of September and October will be automatically withdrawn from your bank account in late October 2024. Effective November 1, 2024, the new fee will be withdrawn.

RESOLUTION No.2: Garage Door Operator ***CRF Expenditure (Majority Vote)***

The following resolution was presented to the owners for consideration:

A. WHEREAS.

1. The Strata Property Act (SPA), Section 3, states in part, that the Strata Corporation is responsible for maintaining the common property and common assets of the strata corporation.
2. Valley All Door has advised that the operator on the garage door is worn out due to age, all shafts and bearings are worn and contactor points are burnt. The contractor has advised that the operator should be replaced to avoid future problems and service calls and ensure safe and reliable operation in the future.
3. There are two options. The first option is to replace like-for-like for \$3800 whilst the second and preferred option is low maintenance operator with no drive belts, brakes, brake solenoids, sprockets or drive chains. The second option will reduce maintenance costs and service calls in the future.
4. The second option is the preferred option at \$6,250 plus taxes.

B. BUDGET

A budget in the amount of \$6,800 (includes applicable taxes and a 5% contingency) has been established to replace the garage door operator.

C. THEREFORE, BE IT RESOLVED BY A MAJORITY VOTE.

In accordance with section 96(b)(A)(II) of the Strata Property Act of British Columbia, that the Owners of Ocean Park Gardens, Strata Plan LMS 1367, at the AGM held on October 24th, 2024, authorize the expenditure of \$6,800 for the purpose of replacing the garage door operator **when required** against the Contingency Reserve Fund (balance of \$609,048 as of August 31st, 2024).

If the actual cost of the proposed project is less than the resolution amount, the remaining funds shall remain in the Contingency Reserve Fund.

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

A motion was made, seconded and **carried** to amend the Resolution with the addition of the words "when required" (see above bold, underlined)

Following discussion, the vote was taken and Resolution #2 was **carried** as amended (27 in favour, 1 opposed).

RESOLUTION No. 5: ¾ vote Bylaw Amendment
Alterations to a Strata Lot

The following resolution was presented to the owners for consideration:

PREAMBLE

1. Residents must obtain approval from the strata corporation before altering a strata lot. Bylaws Division 1.5.1 to 1.5.6 set out the requirements.
2. Bylaws Division 1.5.2.(a) to (f) set out the requirements for an owner to be responsible for all related expenses, present design drawings and specifications, pay any costs associated with a consultation with a building expert, should a consult be needed.
3. Bylaw Division 1.5.2h requires a tenant requesting the alteration to provide written approval for the changes by the owner.
4. There are concerns that, should there be a disagreement between the requesting tenant and the owner, the strata will unwillingly be placed in a position to mediate or resolve the dispute and thus make itself vulnerable to liabilities.

To ensure alterations to a strata lot that is rented out are strictly managed between the corporation and the owner of the strata lot, it is proposed to rescind bylaw 1.5.2.h.

WHEREAS

In accordance with section 126 and section 128(1) of the Strata Property Act of British Columbia, the Owners Strata Plan LMS 1367, Ocean Park Gardens, wish to rescind Strata Corporation Bylaw Division 1 Section 5.2.h

THEREFORE BE IT RESOLVED

That the Owners of Ocean Park Gardens, Strata Plan LMS1367, at the Annual General Meeting held on 24th October 2024 rescind Bylaw 1.5.2.h as follows:

2. The strata corporation must not unreasonably withhold its approval for an alteration under Section 1 (above) but may require, as a condition of its approval, an owner to:

~~h. In the case of a tenant or occupant making the request, provide written approval for the changes by the owner.~~

A motion was made and seconded to consider Resolution #5; the floor was then opened for discussion. Following discussion, the vote was taken and Resolution #5 was **carried** (24 in favour, 4 opposed).

RESOLUTION No. 6: ¾ vote Bylaw Amendment
Items Stored in Parking Spaces

The following resolution was presented to the owners for consideration:

PREAMBLE

1. OPG bylaws allow residents to store certain items in their parking spaces. Division 1.9.7 states:
 7. *Other than motor vehicles, grocery carts, wagons or bicycles may be stored in parking spaces. All such items are stored at the resident's risk.*
2. The phrasing of this bylaw allows for a motor vehicle and only one extra item.
3. It is apparent that residents are storing more than one extra article in their parking spaces, likely for the sake of convenience, without negative results.
4. While not wanting to encourage the proliferation of multiple stored items, it makes sense to recognize what is actually happening.

WHEREAS

In accordance with section 126 and section 128(1) of the Strata Property Act of British Columbia, the Owners Strata Plan LMS 1367, Ocean Park Gardens, wish to amend Strata Corporation Bylaw Division 1 Section 9.7 h

THEREFORE BE IT RESOLVED

That the Owners of Ocean Park Gardens, Strata Plan LMS1367, at the Annual General Meeting held on 24th October 2024 amend Strata Corporation Division 1 section 9.7 h by replacing the word 'or' with the word 'and' as follows:

7. *Other than motor vehicles, grocery carts, wagons **and** bicycles may be stored in parking spaces. All such items are stored at the resident's risk.*

A motion was made and seconded to consider Resolution #6; the floor was then opened for discussion.

A motion was made, seconded and carried to amend Resolution #6 as follows

7. *Other than motor vehicles, grocery carts, wagons, **bicycles, electrical scooters and walkers** may be stored in parking spaces. All such items are stored at the resident's risk.*

Following discussion, the vote was taken and Resolution #6 was **carried** (22 in favour, 6 opposed).

RESOLUTION No. 9: ¾ vote Bylaw Amendment
Rental Restrictions

The following resolution was presented to the owners for consideration:

PREAMBLE

1. The Strata Property Act (SPA) Regulation 7.1 (which sets permissible fines) and the Short-Term Rental Accommodations Act of BC (which regulates rentals up to 90 days), came into effect May 1, 2024.
2. OPG Bylaw Division 10 deals with rental restrictions.
3. Bylaw Division 10.1 requires residents who rent out their strata lot for a longer term to give the prospective tenant a copy of the current bylaws and rules and provide the strata corporation with a notice of the tenant's responsibilities (Form K). Failure to do so can incur a fine. Bylaw Division 10.1 provides for a \$200 fine per month but the SPA Regulation 7.1 provides for a fine of \$500 per week for each contravention of a rental bylaw.
4. Bylaw Division 10.2 (a) prohibits short-term rental accommodations but does not provide for any fine, while the SPA Regulation 7.1 provides for a fine of \$1,000 per day for each contravention of a bylaw on short-term rental accommodations.
5. Division 10.2 (b) appears to restrict the ability of residents to enter into a longer-term tenancy agreement and that is against the law as Section 144 of the SPA has been repealed.

WHEREAS

In accordance with section 126 and section 128(1) of the Strata Property Act of British Columbia, the Owners Strata Plan LMS 1367, Ocean Park Gardens, wish to amend Strata Corporation Bylaw Division 10 Sections 2 and 3

THEREFORE BE IT RESOLVED

That the Owners of Ocean Park Gardens, Strata Plan LMS1367, at the Annual General Meeting held on 24th October 2024 amend Strata Corporation Bylaw Division 10 sections 2 and 3 as proposed below.

- A. To add to Division 12 the definition of "short-term" in the case of rental accommodation as "*a period of time of less than 90 consecutive days*" as defined in the Short-Term Rental Accommodations Act and
- B. To amend bylaw Division 10 in order to conform to the fines permitted by the SPA Regulation 7.1 and the repeal of SPA Section 144 on rental restrictions, as follows:
 1. *An owner who leases his strata lot shall provide to the strata corporation a Form "K" Notice of Tenant's Responsibilities, in accordance with Section 146 of the Strata Property Act. Failure to provide a Form "K" within 10 days of the commencement of tenancy shall be cause for a \$500 per week fine against the strata lot owner for as long as the form remains outstanding.*
 2. *A resident must not*
 - a. *use or allow their strata lot (or any part of it) to be used for the purposes*

of providing accommodation for the public nor as part of a vacation rental program, short term accommodation arrangement, room rental, home exchange or other similar arrangement. For greater clarity, the hosting of a single foreign student as part of a homestay or exchange program is not prohibited.

~~b. allow, permit, agree or otherwise grant a license to, in exchange for money or other consideration, a person who ordinarily resides outside the strata corporation to occupy their strata lot while that owner, tenant or occupant is absent from the strata lot.~~

b. An owner who provides short-term accommodation in contravention of Section 2 of this bylaw shall be fined \$1000 per day. See also Division 6.2.

A motion was made and seconded to consider Resolution #9; the floor was then opened for discussion. Following discussion, the vote was taken and Resolution #9 was **defeated** (17 in favour, 11 opposed).

RESOLUTION No. 8: ¾ vote Bylaw Amendment ***Fines***

The following resolution was presented to the owners for consideration:

PREAMBLE

1. The Strata Property Act (SPA) Regulation 7.1 amends the amount and frequency of fines that a strata corporation can levy when residents contravene certain bylaws. The amendment affects OPG bylaws.
2. OPG's bylaws Division 6.2 do not reference the steeper and more frequent fines permissible for certain contraventions. The proposed changes align with changes in the legislation.
3. For clarity and conformity with SPA Regulation 7.1, it is proposed to amend bylaw Division 6.2 and 3 as follows:

WHEREAS

In accordance with section 126 and section 128(1) of the Strata Property Act of British Columbia, the Owners Strata Plan LMS 1367, Ocean Park Gardens, wish to amend Strata Corporation Bylaw Division 6 Sections 2 and 3

THEREFORE BE IT RESOLVED

That the Owners of Ocean Park Gardens, Strata Plan LMS1367, at the Annual General Meeting held on 24th October 2024 amend Division 6 section 2 as proposed below.

2. Fines

1. The strata council may fine a resident a maximum of:
 - a. \$200 per week for each contravention of a bylaw, other than a rental bylaw,

-
- b. \$500 per week for each contravention of a rental bylaw, except \$1,000 per day for each contravention of bylaw Division 10.2, and*
- c. \$50 per week for each contravention of a rule.*

2. *Fines levied by the strata council shall be due with the next installment of strata fees. See also Division 1, Section 1.*
3. *Fines will be levied as long as a contravention continues.*

A motion was made and seconded to consider Resolution #8; the floor was then opened for discussion. Following discussion, the vote was taken and Resolution #8 was **carried** (24 in favour, 4 opposed).

RESOLUTION No. 3: ¾ vote Bylaw Amendment
Smoking

The following resolution was presented to the owners for consideration:

Preamble

1. Recognizing the health impacts of smoking, OPG Bylaw Division 1.3.11a prohibits residents from smoking anywhere on or within Strata LMS 1367, including a strata lot.
2. Vaping nicotine and marijuana, however, are now common practice. Vaping has been found to have negative impacts on lung and heart health. It also produces chemicals and metal contaminants with unknown long-term risks.
3. It is recognized that marijuana may be medically indicated, however there are many alternative methods of use available, including in the form of an edible, capsule, liquid, lotion, cream and spray.
4. To limit the potential for additional health impacts, it is proposed to amend bylaw Division 1.3.11 to include vaping.

WHEREAS

In accordance with section 126 and section 128(1) of the Strata Property Act of British Columbia, the Owners Strata Plan LMS 1367, Ocean Park Gardens, wish to amend Strata Corporation Bylaw Division 1 Section 3.11(a)

THEREFORE BE IT RESOLVED

That the Owners of Ocean Park Gardens, Strata Plan LMS1367, at the Annual General Meeting held on 24th October 2024 amend Division 1 section 3.11 (a) as proposed below.

11. *A resident or visitor must not:*
 - (a) *Smoke or vape any substance anywhere on or within Strata LMS 1367, including a strata lot.*

A motion was made and seconded to consider Resolution #3; the floor was then opened for discussion. Following discussion, the vote was taken and Resolution #3 was **carried** (22 in favour, 6 opposed).

RESOLUTION No.4: ¾ Vote Bylaw Amendment
Pets

The following resolution was presented to the owners for consideration:

PREAMBLE

1. OPG Bylaw Division 1.4.1 on pet bylaws limits the kind and number of pets residents are permitted to keep, including:
 - 1.b A reasonable number of fish or other small aquarium animals,*
2. Although residents may keep a 'reasonable number of fish or other small aquarium animals', what is reasonable is not defined.
3. The weight of an aquarium when filled varies greatly. A 10-gallon aquarium measuring 20" X 10" X 12" would weigh in excess of 100 lbs. A 40-gallon aquarium measuring 48" X 12" X 16" would weigh almost 500 lbs. A 25-gallon aquarium measuring 24" X 12" X 20" would weigh about 300 lbs.
4. To limit the potential for water damage, should such an aquarium collapse, by including the following condition under bylaw Division 1.4.2:

WHEREAS

In accordance with section 126 and section 128(1) of the Strata Property Act of British Columbia, the Owners Strata Plan LMS 1367, Ocean Park Gardens, wish to amend Strata Corporation Bylaw Division 1 Section 4.2

THEREFORE BE IT RESOLVED

That the Owners of Ocean Park Gardens, Strata Plan LMS1367, at the Annual General Meeting held on 24th October 2024 amend Division 1 section 4.2 (e) as proposed below.

1.4.2. Keeping of pets by a resident, permitted under section 1, is subject to the following conditions:

e. The capacity of an aquarium shall not exceed 25 imperial gallons.

A motion was made and seconded to consider Resolution #4; the floor was then opened for discussion. Following discussion, the vote was taken and Resolution #4 was **carried** (25 in favour, 3 opposed).

RESOLUTION No. 7: ¾ vote Bylaw Amendment
Council Decisions

The following resolution was presented to the owners for consideration:

PREAMBLE

1. Bylaw Division 3.9.1 and 2 allow council meetings to be held by electronic means
2. as long as all participants can communicate with each other.
3. At times, decisions must be made in a short timeline.

4. When no Council meeting is scheduled, it is not always possible to get a quorum of Council members together for a meeting at short notice.
5. In such instances, email is a low-tech communication tool that is a secure alternative as well as easily recorded and accessible

WHEREAS

In accordance with section 126 and section 128(1) of the Strata Property Act of British Columbia, the Owners Strata Plan LMS 1367, Ocean Park Gardens, wish to amend Strata Corporation Bylaw Division 3 Section 9 1. and 2. by adding Subsection 2.a

THEREFORE BE IT RESOLVED

That the Owners of Ocean Park Gardens, Strata Plan LMS1367, at the Annual General Meeting held on 24th October 2024 amend Division 3 Bylaw 9 1. and 2. with the addition of subsection 2 (a) as proposed below.

- 2.a. For the purposes of bylaw 9.1 and 2, a decision made by email or any other electronic messaging system or platform shall be deemed a meeting "held by electronic means" provided that:
 - (1) all council members (except any who would be excluded under s.32 of the Act) were sent the original email or message seeking a decision be made in relation to a particular issue;
 - (2) one of the following has occurred:
 - (a) all council members (except any who would be excluded under s.32 of the Act) have responded to the original email or message with a vote in favour or against the decision being requested; or
 - (b) one week has passed since the original email or message was sent and enough council members to constitute a quorum have responded to the original email or message with a vote either in favour or against the decision being requested; or
 - (c) an immediate decision is necessary to prevent significant loss or damage and enough council members to constitute a quorum have responded to the original email or message with a vote in favour or against the decision being requested;
 - (3) the decision is recorded in the minutes of the next strata council meeting not conducted by email or similar means; and
 - (4) a copy of the email or message exchange is retained as a record of the strata corporation pursuant to s.35 of the Act.

A friendly amendment was approved to correct the numbering of the bylaw included in the Resolution.

A motion was made and seconded to consider Resolution #7; the floor was then opened for discussion.

A motion was made, seconded and **carried** to amend the wording of 2.a.(3) as follows:

2.a.(3) the decision is recorded in the minutes of the next strata council meeting not conducted by email or similar means, ***the owners are notified within two weeks of the decision being made***, and

Following discussion, the vote was taken and Resolution #7 was ***carried*** as amended (24 in favour, 4 opposed).

RESOLUTION No. 10: ¾ vote Bylaw Amendment
Rental Restrictions

The following resolution was presented to the owners for consideration:

PREAMBLE

1. The Strata Property Act (SPA) regulates the establishment and management of BC stratas. It is occasionally updated and amended.
2. Section 144 of the Act that dealt with rentals was repealed prohibiting strata corporations from restricting an owner's rental of their strata lot. Strata corporations must not screen tenants, establish screening criteria, require the approval of tenants, require the insertion of terms in tenancy agreements.
3. Bylaw Division 3.9.4.b provides for in camera portions of council meetings dealing with rental restrictions.
4. As Section 144 of the SPA has been repealed, it is proposed that bylaw Division 3.9.4b be rescinded.

WHEREAS

In accordance with section 126 and section 128(1) of the Strata Property Act of British Columbia, the Owners Strata Plan LMS 1367, Ocean Park Gardens, wish to amend Strata Corporation Bylaw Division 3 Section 9 rescinding subsection 4 (b)

THEREFORE BE IT RESOLVED

That the Owners of Ocean Park Gardens, Strata Plan LMS1367, at the Annual General Meeting held on 24th October 2024 amend Strata Corporation Bylaw Division 3 Section 9 subsection 4 (b) as proposed below.

To rescind bylaw Division 3.9.4b as follows.

4. *Despite subsection (3), no observers may attend those portions of council meetings that deal with any of the following:*
 - a. *Bylaw contravention hearings under Section 135 of the Act.*
 - b. *Rental restriction bylaw exemption hearings under section 144 of the Act.*

A motion was made and seconded to consider Resolution #10; the floor was then opened for discussion. Following discussion, the vote was taken and Resolution #10 was ***carried*** (27 in favour, 1 opposed).

RESOLUTION No. 11: ¾ vote Bylaw Amendment
The Use of Electrical Outlets on Common Property

The following resolution was presented to the owners for consideration:

PREAMBLE

1. Ocean Park Gardens (OPG) bylaw Division 1.9.12 prohibits charging vehicles, including E scooters and E bikes using electrical outlets on common property.
2. OPG is working toward an Electrical Planning Report that is mandated by 2026.
3. In the interim, owners have expressed a wish to use electric outlets in common property areas for charging EVs and E bikes in parking areas.
4. Some owners may already be using common property electricity for personal use such as, E scooters and appliances.

WHEREAS

In accordance with section 126 and section 128(1) of the Strata Property Act of British Columbia, the Owners Strata Plan LMS 1367, Ocean Park Gardens, wish to amend Strata Corporation Bylaw Division 1 Section 9 by rescinding Subsection 12

THEREFORE BE IT RESOLVED

That the Owners of Ocean Park Gardens, Strata Plan LMS1367, at the Annual General Meeting held on 24th October 2024 amend Division 3 Section 9 by rescinding subsection 12 below.

~~A resident must not charge an electric vehicle, including but not necessarily limited to, a mobility scooter or an electric powered bicycle, using an electrical outlet on the common property.~~

A motion was made and seconded to consider Resolution #11; the floor was then opened for discussion. Following discussion, the vote was taken and Resolution #11 was **defeated** (15 in favour, 10 opposed, 1 abstained).

As Resolution #11 was defeated, Resolution #12 was not considered.

RESOLUTION No. 12: Majority Vote Ratify Rule
The Use of Electrical Outlets on Common Property

WHEREAS

- A. OPG is working toward an Electrical Planning Report that is mandated by 2026.
- B. In the interim, owners have expressed a wish to use electric outlets in common property areas for charging EVs and E bikes in parking areas.
- C. Some owners may already be using common property electricity for personal use such as, E scooters and appliances.

THEREFORE BE IT RESOLVED

That the Owners of Ocean Park Gardens, Strata Plan LMS1367, at the Annual General Meeting held on 24th October 2024 ratify the following rule

Residents may use electrical outlets on common property, provided they:

- a) *Obtain and use a stand-alone plug-in electricity monitor to measure the amount of electricity being used.*
- b) *Submit a reasonable reimbursement plan to the strata corporation based on their expected electricity usage.*
- c) *The reimbursement plan may be annual, semi-annual or monthly depending on the level of usage.*

COUNCIL ELECTION

The 2023/2024 strata council members retired from their positions pursuant to the Strata Corporation bylaws. A sincere vote of appreciation was extended to the outgoing council.

The floor was then opened for volunteers and/or nominations for a minimum of 3 to a maximum of 7 owner representations. In accordance with a request from an owner, the election of the council was held by secret ballot.

The following owners were elected to council by majority vote for the 2024/2025 fiscal year:

Don Cameron	Unit #101
Drew Curry	Unit #207
Elaine Darby	Unit #208
Brian Lauder	Unit #307
Chester Walker	Unit #401
Harold Tersigni	Unit #205
Paulette Reid	Unit #405

Elected Council members will review offices and will be prepared to confirm required positions at the next Council meeting.

ADJOURNMENT

There being no further business it was moved, seconded and **carried** to adjourn the meeting at 5:55 p.m.

The next council meeting for LMS 1367 is scheduled for December 4th, 2024 at 5:00 p.m.

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.*

2024/2025 BUDGET - STRATA PLAN LMS 1367				25-Oct-24
AUGUST 31 YEAREND				
CODE	NAME	2023/2024 FINAL BUDGET	2023/2024 ACTUAL	2024/2025 FINAL BUDGET
REVENUE				
4000	STRATA FEES	313,657	313,657	324,830
4300	INTEREST	1,600	2,068	1,800
4500	MOVE IN FEES	400	0	400
4800	MISCELLANEOUS	0	500	0
4900	RENTALS	200	275	500
4950	SURPLUS FORWARD	3,061	3,061	19,145
TOTAL REVENUE		318,918	319,561	346,675
EXPENDITURES				
ADMINISTRATION				
5000	MANAGEMENT FEE	13,860	13,860	17,010
5100	INSURANCE/APPRaisal	72,458	72,013	75,000
5295	CONSULTING	0	0	500
5300	LEGAL	2,000	364	2,000
5400	MISCELLANEOUS	4,200	4,114	4,200
		92,518	90,351	98,710
UTILITIES				
6000	GAS	45,000	33,437	43,000
6100	ELECTRICITY	13,000	15,559	16,000
6200	WATER	12,000	11,082	12,000
6300	GARBAGE REMOVAL	2,400	2,348	2,400
		72,400	62,426	73,400
PROPERTY AND BUILDINGS				
6400	ELEVATOR	4,500	6,570	4,000
6700	CLEANING CONTRACT	6,500	6,324	6,500
6900	LANDSCAPING - VISTA	36,000	33,169	34,000
6950	GARDENING IMPROVEMENTS	2,000	4,119	5,400
6960	GARDENER	0	0	500
6970	TREE TRIMMING	2,500	2,520	2,000
7200	REPAIRS & MAINTENANCE	15,000	14,434	16,020
7210	WINDOW CLEANING	3,500	3,360	3,500
7220	ROOF	3,500	2,172	3,500
7250	HANDYMAN	0	0	500
7260	POND MAINTENANCE	500	643	500
7270	IRRIGATION	3,000	1,398	2,500
7300	WINDOW/DOOR REPAIRS	4,000	224	4,000
7400	EQUIPMENT MAINTENANCE	8,000	7,706	8,000
7410	SPRINKLER HEADS (FIRE)	0	0	2,500
		89,000	82,639	93,420
SUB-TOTAL		253,918	235,416	265,530
9000	CONTINGENCY	65,000	65,000	81,145
TOTAL EXPENDITURES		318,918	300,416	346,675
SURPLUS (DEFICIT)		-	19,145	-
CONTINGENCY RESERVE FUND				
BALANCE AUGUST 31, 2024				609,048
2024/2025 TRANSFER FROM OPERATING FUND				81,145
ESTIMATED INTEREST INCOME @ 4.5%				20,000
VARIOUS APPROVED EXPENDITURES				(45,600)
ESTIMATED BALANCE AUGUST 31, 2025				664,593

STRATA PLAN LMS 1367		25-Oct-24					
STRATA FEE SCHEDULE		324830.00 ANNUAL BUDGET					
YEAR END AUGUST 31, 2025						81145	
UNIT	S.L.	U/E	NEW FEE	OPERATING	CONTINGENCY	OLD FEE	CATCHUP***
101	1	1320	690.17	517.76	172.41	666.43	47.48
102	2	1700	888.85	666.81	222.04	858.28	61.14
103	3	1310	684.94	513.84	171.10	661.38	47.12
201	4	1742	910.81	683.28	227.53	879.48	62.66
202	5	1473	770.16	577.77	192.39	743.67	52.98
203	6	1456	761.27	571.10	190.17	735.09	52.36
204	7	1434	749.77	562.47	187.30	723.98	51.58
205	8	1817	950.02	712.70	237.32	917.35	65.34
206	9	1421	742.97	557.37	185.60	717.42	51.10
207	10	1460	763.37	572.68	190.69	737.11	52.52
208	11	1470	768.59	576.59	192.00	742.16	52.86
209	12	1742	910.81	683.28	227.53	879.48	62.66
301	13	1729	904.01	678.18	225.83	872.92	62.18
302	14	1475	771.21	578.56	192.65	744.68	53.06
303	15	1456	761.27	571.10	190.17	735.09	52.36
304	16	1425	745.07	558.95	186.12	719.44	51.26
305	17	1820	951.59	713.87	237.72	918.86	65.46
306	18	1412	738.27	553.84	184.43	712.88	50.78
307	19	1455	760.75	570.71	190.04	734.58	52.34
308	20	1476	771.73	578.95	192.78	745.19	53.08
309	21	1735	907.15	680.54	226.61	875.95	62.40
401	22	1729	904.01	678.18	225.83	872.92	62.18
402	23	1471	769.12	576.99	192.13	742.66	52.92
403	24	1765	922.84	692.31	230.53	891.09	63.50
404	25	1755	917.61	688.38	229.23	886.05	63.12
405	26	1468	767.55	575.81	191.74	741.15	52.80
406	27	1734	906.63	680.15	226.48	875.44	62.38
501	28	1733	906.10	679.75	226.35	874.94	62.32
502	29	1468	767.55	575.81	191.74	741.15	52.80
503	30	1557	814.08	610.72	203.36	786.08	56.00
504	31	1568	819.83	615.03	204.80	791.63	56.40
505	32	1465	765.98	574.63	191.35	739.63	52.70
506	33	1731	905.06	678.97	226.09	873.93	62.26
TOTAL U/E		51772	27069.14	20307.08	6762.06	26138.09	1,862.10

*** The catchup is the difference between the old strata fee and the new strata fee. The new fee is effective September 1, 2024. As the old fee was paid by owners on September 1 and October 1, 2024 the catchup amount is outstanding and will be automatically withdrawn late October, 2024. Effective November 1, 2024 the new fee will be withdrawn.

President's Report OPG Strata AGM October 24th, 2024

I would like to thank the members of the council this year Don Cameron, Elaine Darby, Drew Currey, Brian Lauder, and Chester Walker.

I would also like to thank Heather Bell and David Thomas who were originally on Council but stepped down for personal reasons but continued to offer guidance and assistance. David and Heather actually looked happier after they left.

Really, I would like to thank all the myriad of volunteers who make it so enjoyable for us to live in this building, whether they be on the gardening committee, social committee, roof replacement committee or any other committee, they ensure the trash is put out for pick up, update the bulletin board, make the garden look beautiful, change lightbulbs, take an active interest in the day to day operation of this building or work on the council. They are our community angels who go about the business of taking care of our home, often unheard and unseen but the results are definitely visible to all and are greatly appreciated.

We are all volunteers and work for the good of the strata.

The strata cannot operate, without all the volunteers working behind the scenes. Once again thank you

PAST YEAR ACTIVITIES

The past year has been a fairly busy one for Ocean Park Gardens. As approved at the last AGM, the water leakage between the hallway on floor 5 and the egress through the ceiling in the hallway on floor 4 was repaired (under budget). The trellis out in the front parkway was pressure washed and repainted. We had an extreme cold front last winter that caused a pipe to burst in unit 101 which was repaired. The foundation below ground membrane on the northwest corner was found to be faulty causing water to seep into unit 103 and cause mold to grow. The ground was excavated, the membrane replaced and faulty drainage repaired. This concludes replacing all the below ground membranes on the building and hopefully this will keep the water flowing to the drainage around the building instead of into the building. The roof replacement committee was formed and we discovered that there was intermittent water seepage on about 52 square feet of the roof but the rest looks sound but aged and the roof replacement committee has received quotes to replace the roof with both conventional roofs and liquid membrane. The most competitive price will be submitted to the owners to be voted for their approval on a date to be approved for late November.

THE YEAR AHEAD

In the coming year, we hope to proceed with a roof replacement plan. We need to finalize a plan for how to progress on EV charging at our strata. We need to find how to source the drips we have in the parkade. We need to map all the water shut offs in this building. We need to clean the vents in 2025, it is done every two years. I would love to solve the problems we have had with the elevator.

CONCLUSION .

The Strata council works on behalf of the owners to ensure common property is properly maintained and the neighbourhood in which we all live is pleasant and attractive. We ask all owners to help us to achieve these objectives by respecting our bylaws, participating on council and contributing to initiatives that support the common good. Thank you

Minutes of the Strata Council Meeting

Strata Plan LMS 1367, Ocean Park Gardens

Held on Thursday, October 3, 2024

Within the Social Room -1725 128 Street, Surrey, BC

Present: Harry Tersigni
Don Cameron
Elaine Darby
Brian Lauder
Drew Curry (arrived 5:52)

Absent: Chester Walker

Present: Rick Lang and David Thomas, both on the Roof Committee

The meeting was called to order at 5:00 pm

This was an emergency Council meeting called to address the issue of Roof Replacement. The council believes there to be a considerable risk of significant loss or damage from any delay on attention to our roof.

Considerable discussion was held related to the following topics:

- Confidence of the Roof Committee on the Liquid Membrane option
- The Letter of Intent designed to provide some guarantee for the costs to the strata for the roof work and to protect the contractor by ensuring funding will be available
- The current situation with the roof and some signs that our timeline for repair may be shorter than many think
- Details concerning a future SGM meeting beyond the AGM which will involve approval from a future council.

After discussion it was moved, seconded and carried that:

- an SGM package for roof replacement be released to the owners on October 28, 2024,
- a Town Hall meeting to review the roof replacement, Liquid Membrane choice, be held on November 5 at 3:00 pm,
- and the SGM to address the resolution (s) be held on Thursday, November 21, 2024 at 3:00 pm.

The meeting adjourned at 5:58 pm

**MINUTES OF THE STRATA COUNCIL MEETING
STRATA PLAN LMS 1367, OCEAN PARK GARDENS
HELD ON WEDNESDAY, SEPTEMBER 18th, 2024, AT 5:00 P.M.
WITHIN THE SOCIAL ROOM - 1725 128TH ST., SURREY, BC**

PRESENT:	Harold Tersigni	President	#205
	Elaine Darby	Secretary	#208
	Don Cameron	Vice Pres./Treasurer	#101
	Drew Curry	Member at Large	#207
	Brian Lauder	Member at Large	#307
ABSENT:	Chester Walker	Maintenance	#401
GUESTS:	Two Owners (<i>observers</i>)		
AGENT:	Stephen Burchell-Davies, Fraser Campbell Property Management Ltd.		

Electronic Access to Minutes and Documents

- **Log in to the FCPM website (www.frasercampbell.com),**
- **Click on the “owner log in” icon,**
- **Enter Username: lms1367 Password: 17251367**

The meeting was called to order at 5:02 p.m.

MINUTES

A motion was made, seconded and **carried** to approve the minutes of the August 22nd, 2024 council meeting as circulated.

OFFICER’S REPORTS

Financial Statement

It was moved, seconded and **carried** to approve the August 2024 Financial Statement.

Bank Statement and Reconciliation

It was moved, seconded and **carried** to approve the July 2024 bank statement and reconciliation.

Draft Budget

Council reviewed and approved a draft budget for the next fiscal year.

Open House Meeting for Owners

The Open House Meeting scheduled for September 19th has been cancelled.

COMMITTEE REPORTS

- **Landscape Report**
Submitted by Rick Lang *See appendices*

- **Maintenance Report**
Submitted by Dave Thomas *See appendices*

- **Social/ Room Rental Report**

There have been no rentals of the amenities room for private functions this month. There have been no expenditures reported this month.

BUSINESS ARISING

1. **Roof Replacement**

Please refer to the attached Maintenance Report. An Information Meeting scheduled for September 19th has been cancelled as further preparation is required. Roof replacement will not be an agenda item at the upcoming Annual General Meeting. The council decided that the Roof Replacement issue is better suited to a stand-alone SGM. The Roof Replacement committee felt the Town Hall information meeting will be held once a date for the SGM has been set.

2. **Level 5 Leak Repair**

Please refer to the attached Maintenance Report.

3. **Strata Corporation Bylaw Review**

An open house meeting was held to obtain owner's input on proposed bylaw revisions. The agent recommended that the bylaw package be reviewed by a strata lawyer and suggested that more time and preparation is required before presenting the entire set of updated bylaws to the owners for consideration. However, some specific amendments could be presented at the upcoming Annual General Meeting.

4. **Membrane Remediation**

Please refer to the attached Maintenance Report.

5. **Annual General Meeting**

The Annual General Meeting has been scheduled for Thursday, October 24th at 3:00 pm. Agenda items will include budget approval, council election and Resolutions for specific bylaw amendments and a CRF expenditure to replace the garage door opener. A formal notice will follow.

6. **Elevator Issues**

Richmond Elevator attended to three overtime service calls on July 8th and 9th following reports that the elevator was not operating properly. During the third visit, the technician determined that the door operator motor was faulty and a work order was sent to replace it. Three invoices totaling \$1,110 have been received for the overtime calls. One of the three invoices should not have been charged, the agent will advise Richmond Elevator accordingly.

7. **Garage Door Operator**

A Resolution will be presented at the Annual General Meeting to consider a Contingency Reserve Fund expenditure for the replacement of the garage door operator which has been reported as worn out due to age.

NEW BUSINESS

1. **Snow Removal/Ice Melt**

Snow removal will be undertaken by volunteers for the upcoming winter season. A council member will check the supply of ice melt on hand to determine if an additional supply is required.

2. **Keys/Fobs**

Discussion was held regarding the status of keys/fobs returned by a previous owner and those provided to the new owner.

CORRESPONDENCE

1. **Alterations to a Strata Lot**

Council reviewed correspondence from an owner providing suggestions related to owners requesting approval to alter a strata lot.

2. **Roof Replacement Project**

Council reviewed correspondence from an owner expressing concern regarding the lack of information provided to owners regarding the pending re-roof project at the recent Open House.

3. **Informal Meeting Request**

Council reviewed correspondence from an owner requesting that an informal meeting be held to discuss agenda items for the AGM.

4. **Concrete Dust**

An owner reported an excessive amount of concrete dust left on the patio following an exterior repair at a neighbouring unit. Bole Construction will be advised and requested to clean the area of concern.

5. **EV Charger Request**

Council reviewed the request and noted the request is unable to be approved as it is against our current bylaw, Division 1.9.12. The item was referred to the AGM.

Owners are invited to write to the council via the management company regarding strata-related matters. Correspondence should be emailed to info@frasercampbell.com. Please forward your letters to the management company one week before the meeting or the letters will be held over until the next council meeting.

**Please Note: complaints must be submitted in writing and signed by the complainant.*

ADJOURNMENT

There being no further business, it was moved, seconded, and **carried** to adjourn the meeting at 6:55 p.m. The next meeting for Strata Plan LMS 1367 is the Annual General Meeting scheduled for October 24th at 3:00 p.m.

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

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

OPG Landscaping Report August/September 2024

- Thanks goes to *Carol Lauder, Donna Johannesen, and Elaine Darby* who worked their fingers to the bone weeding out the 'morning glory' from the hedge and cultivating the beds on the North side.



- Thanks to *Wayne Boudreau* for keeping our pruners and tools sharpened.
- Thanks to *Lyn Thomas* for her work along the South side removing the dead branches from the Rhododendrons and Photina.
- Thanks to both *Don and Helene Cameron* for trimming the Cedars on Merv's patio area, that was a big help.
- *Carol Lauder* continues with her weeding and cultivating of the Courtyard planters.
- Irrigation System will be shut down and lines cleared 27Sep.
- Chafer Beetle treatment has been applied.
- Painting of front Courtyard Trellis was completed 17 Aug.

MAINTENANCE REPORT – to 20 August to 15 September 2024

PROJECTS – CRF Expenditures

1. Roof Replacement. (In Progress)

Expenditure: Approved 2020 AGM Resolution #4, Funding \$12,000.

a. Contracts awarded to:

A. Traditional Roof Replacement.

- a. Tender documents prepared by BC Roofing Inspections.
- b. Specification complete and accepted by Roof Replacement Working Group.
- c. Tender Documents issued to contractors for competitive pricing.
- d. Tenderer Mandatory Site meeting: July 10, 2024.
- e. Tenders Closed: July 31, 2024 -Submissions Under Review.
- f. Recommendations presented to council.

B. Liquid Applied Membrane Refurbishment

- a. Prepare tender documents ER Consulting.
- b. Tender Documents issued to contractors for competitive pricing.
- c. Tenderer mandatory Site meeting: 10 July 2024.
- d. Tender Closed: 24 July 2024 – Submission under Review.
- e. Recommendations presented to council.
- f. Resolution for CRF expenditure at 2024 AGM.
- g. Site work will be deferred to 2025 with a Letter of Intent.
- h. Information Meeting 19 September 2024.

2. Level 5 Leak (In Progress)

Expenditure: \$24,000 Funding approved at AGM. See Resolution # 3.

- a. Water (snow or rain) under certain weather conditions blows into the Level 5 walkway. Observed to exit via a ceiling inspection hatch outside Unit 403.
- b. Investigative” Flood Testing identified two probable leak locations.
- c. Bole Construction to provided quotation for repair - accepted by Council.
- d. Repairs commenced 14 August 2024.
- e. Flood Tests on 19 August 2024 confirmed the waterproofing membrane repairs at the two identified leak locations to be successful.
- f. Exposed aggregate floor topping replaced.
- g. Wall painting (Levels 4 & 5) to be completed.

SCHEDULED MAINTENANCE. (Operating Budget)

Roof Cleaning & Winterizing (In Progress)

- a. Abney Roof to inspect roof to determine repairs necessary for winter.
- b. Inspection completed 6 Sept 2024.
- c. Abney report received and accepted for the recommended winter maintenance.
- d. Abney to compete the repair in September.
- e. Winter roof cleaning tentatively scheduled for Nov/Dec 2024.

UNPLANNED MAINTENANCE (Operating Budget)

1. Common Area Lighting. (On Going Activity)

- a. Lighting checks. Replacing light bulbs, as necessary.

2. Unit 103 Leak (In Progress)

- a. Epoxy injection from inside was ineffective.
- b. Contractor to excavate (9') on west side of 207 patio to access rear wall of Unit 103 to repair membrane.
- c. Quotation for increase scope of work submitted and approved.
- d. Excavation to access rear of wall commenced on 24 August 2024.
- e. Preparation of the concrete surfaces for application of new waterproofing membrane.
- f. Site reviews by Brian Lee (Civil Engineering Consultant) on 26 August and 03 September 2024.
- g. Additional water damage discovered in the building wall adjacent to Unit 207 patio. This is "Extra Work" and will be done under a Time & Material arrangement.
- h. Completed all membrane details necessary for the backfill that is tentatively scheduled for 21 September 2024.
- i. Bole will complete interior wall repairs next week in preparation for interior finishing work by Premium Restoration the following week.

3. Leaking outside Faucet at 101 (In Progress)

- a. Westech requested to attend.

4. Pest Control (In Progress)

- a. Rodents reported in Parkade near Garbage Room
- b. Leader Pest Control attended 4 July 2024.
- c. Checked & refilled traps on 14 August 2024 – Evidence of rodent activity noted.

Team: Dave Thomas, Wayne & Grace Boudreau & Rick Lang

NOTE: Items marked *COMPLETE* will be deleted from the next update.

**MINUTES OF THE STRATA COUNCIL MEETING
STRATA PLAN LMS 1367, OCEAN PARK GARDENS
HELD ON THURSDAY, AUGUST 22, 2024, AT 5:00 P.M.
WITHIN THE SOCIAL ROOM - 1725 128TH ST., SURREY, BC**

PRESENT:	Harold Tersigni	President	#205
	Elaine Darby	Secretary	#208
	Don Cameron	Vice Pres./Treasurer	#101
ABSENT:	Chester Walker	Maintenance	#401
	Drew Curry	Member at Large	#207
	Brian Lauder	Member at Large	#307
GUESTS:	Two Owners (<i>observers</i>)		
AGENT:	Stephen Burchell-Davies, Fraser Campbell Property Management Ltd.		

Electronic Access to Minutes and Documents

- Log in to the FCPM website (www.frasercampbell.com),
- Click on the “owner log in” icon,
- Enter Username: **lms1367** Password: **17251367**

The meeting was called to order at 5:08 p.m.

MINUTES

A motion was made, seconded and **carried** to approve the minutes of the June 25th, 2024 council meeting as circulated.

OFFICER'S REPORTS

Financial Statements

It was moved, seconded and **carried** to approve the June 2024 Financial Statement.

Discussion was held regarding payment of Bole invoices for membrane remediation repairs (approx. \$4,000). The council treasurer advised that these are Repairs and Maintenance expenditures and should therefore be expended from the operating fund. A motion was made, seconded and **carried** to approve the expenditures from the operating fund.

It was then moved, seconded and **carried** to approve the July 2024 Financial Statement.

Bank Statements and Reconciliations

It was moved, seconded and **carried** to approve the June 2024 bank statement and reconciliation.

Draft Budget

Council reviewed and discussed two draft budget options for the next fiscal year, both of which will be available for review at the Open House for owners to be held later this month.

Open House Meeting for Owners

An Open House Meeting will be held later this month to share information with the owners and to gain their input on the proposed budget, the pending re-roof project, bylaw revisions and any other Resolutions to be presented at the upcoming Annual General Meeting.

COMMITTEE REPORTS

1. **Landscape Report**
Submitted by Rick Lang *See appendices*
2. **Maintenance Report**
Submitted by Dave Thomas *See appendices*
3. **Social/ Room Rental Report**

There have been two recent rentals of the amenities room for private functions with \$50 rental income received. There have been no expenditures reported this month.

BUSINESS ARISING

1. **Roof Replacement Committee**

The Ocean Park Gardens Roof Replacement Working Group has completed their review of the specifications prepared by ER Consulting & Roof Management and have selected the option of liquid applied membrane versus torchon. Tendering of the project including the mandatory site meeting have been completed.

It was noted that the cost of application of liquid applied membrane is approximately 30% less than torchon application, however it can not be done in phases and requires suitable weather conditions. The budget for the project will be based on the quote received from the selected bidder, Roofix Services Inc. The contractor has requested that a Letter of Intent be issued. The Strata Corporation will seek legal counsel regarding this matter.

2. **Level 5 Leak Repair**

Bole Construction has commenced investigation of the water leak at the Level 5 walkway that emerges on the Level 4 ceiling. The services of Structural Engineer, Brian Lee (MGH Consulting) have been retained to inspect the exposed strata and recommend Phase 2 remedial repairs.

Bole Construction has been authorized to proceed with Phase 2 repairs to include removal of the concrete topping of the east and west corners of planter encompassing the corner of the walkway, removal and disposal of existing membrane, inspection of underlying framing, replacement of membrane, water testing and replacement of concrete and stucco pursuant to a submitted quote in the amount of \$7,230 plus GST. A Contingency Reserve expenditure in the amount of \$24,000 was approved for the repair at the 2023 Annual General Meeting.

3. **Strata Corporation Bylaw Review**

An open house meeting will be scheduled for owner's input on proposed bylaw revisions later this month.

4. **Water Ingress**

The source of water ingress into Unit #103 was identified as an exterior tap on the second floor above. Bole Construction completed a urethane foam injection in the cold joint of the living room at Unit #103. Subsequent water testing indicated that the injection was not successful in mitigating water ingress. Bole Construction has been requested to excavate and replace a section of defective membrane. Brian Lee (structural engineer) has been requested to provide technical advice and guidance on the excavation and repair. Premium Restoration has been requested to provide a quote for insulation and drywall repairs following completion of the exterior repairs.

An estimate in the amount of \$43,940 plus GST was submitted by Bole Construction for the project. The estimate was approved by council via email prior to the council meeting. In accordance with Section 98(3) of the Strata Property Act regarding emergency expenditures, the expense will be charged to the Contingency Reserve Fund.

NEW BUSINESS

1. **Elevator Issues**

Richmond Elevator attended to three overtime service calls on July 8th and 9th following reports that the elevator was not operating properly. During the third visit, the technician determined that the door operator motor was faulty and a work order was sent to replace it. Three invoices totaling \$1,110 have been received for the overtime calls.

The agent was requested to obtain quotes to retain the services of an elevator consultant to inspect the elevator and to contact the district manager of Richmond Elevator regarding the age and service life of the elevator operating system.

2. **Garage Door Operator**

While on site to service the garage door in May, the attending technician found that the door operator is worn out due to age and recommends its replacement to avoid future problems and service calls. A quote with two options has been received from Valley All Door and will be reviewed for consideration at the Annual General Meeting.

3. **Window Repair**

Broco Glass has replaced the sash springs in a window of a second-floor unit. The invoice in the amount of \$200 plus taxes has been approved for payment.

4. **Annual General Meeting**

The Annual General Meeting will be held October 23rd or 24th. The date and agenda items will be finalized at the September council meeting.

CORRESPONDENCE

1. **Request for Financial Information**

Council reviewed correspondence from an owner requesting that the Social Committee provide financial information outlining their monthly expenses and revenue.

2. Financial Question

Council reviewed correspondence from an owner questioning three expenses on the July financial statement that have been charged to the Operating Fund rather than the Contingency Reserve Fund. Please refer to the Treasurer's Report (page 1)

Owners are invited to write to the council via the management company regarding strata-related matters. Correspondence should be emailed to info@frasercampbell.com. Please forward your letters to the management company one week before the meeting or the letters will be held over until the next council meeting.

**Please Note: complaints must be submitted in writing and signed by the complainant.*

ADJOURNMENT

There being no further business, it was moved, seconded, and **carried** to adjourn the meeting at 6:13 p.m. The next meeting for Strata Plan LMS 1367 is scheduled for Wednesday, September 18th, 2024 at 5:30 pm.

Fraser Campbell Property Management Ltd.

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

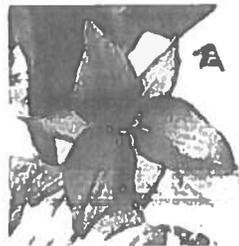
*Please note that emergencies include fire, flood
and parkade gate or entry door problems*

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.

OPG Landscaping Report July/August 2024

- **Special note of thanks to *Susan Don* who has discovered a lone *Red Trillium (Trillium erectum)*, located in the north-east section of our forest near the fence and east walkway. An interesting fact: The *Trillium* in 'nature' is illegal to pick in BC.**



- **Special thanks go to *Carol Lauder* who worked her fingers to the bone picking weeds, debris and cultivating in our Courtyard gardens. A fantastic overall grooming.**
- ***Penny Mast* has planted 'red potatoes' for us, a very labour-intensive task preparing the potato patch.**
- **Thanks to *Lyn Thomas* for her work along the South side digging and planting.**
- **Thanks to *Collen & Kent Martin* for donating the 'thornless' Black Berry Vines.**
- ***Ocean Park Gardens* are now officially receiving a *15% discount* on plants and *10% discount* on gardening supplies at *Arts Nursery* on *192nd Street Surrey*.**
- **There have been rabbits, squirrels, butterflies, and a beautiful female (Doe) Deer, spotted on our property. The Doe was in the NE forest for a short time. Nice to have these visitors.**

MAINTENANCE REPORT – to 24 June to 19 August 2024

PROJECTS – CRF Expenditures

1. Roof Replacement. (In Progress)

Expenditure: Approved 2020 AGM Resolution #4, Funding \$12,000.

a. Contracts awarded to:

A. BC Roofing Inspections:

- a. Prepare tender documents for a “Traditional” Roof Replacement
- b. Specification complete and accepted by Roof Replacement Working Group.
- c. Tender Documents to be issued to contractors for competitive pricing.
- d. Tenderer mandatory Site meeting: July 10, 2024.
- e. Tenders Closed: July 31, 2024 -Submissions Under Review.
- f. Recommendations will be presented to council.

B. ER Consulting

- a. Prepare tender documents for a “Liquid Applied Membrane ” Roof Refurbishment
- b. Tender Documents will be issued to contractors for competitive pricing.
- c. Tenderer mandatory Site meeting: 10 July 2024
- d. Tender Closed: 24 July 2024 – Submission under Review
- e. Recommendations will be presented to council.

2. Level 5 Leak (In Progress)

Expenditure: \$24,000 Funding approved at AGM. See Resolution # 3

- a. Water (snow or rain) under certain weather conditions blows into the Level 5 walkway. Observed to exit via a ceiling inspection hatch outside Unit 403.
- b. Investigative” Flood Testing identified two probable leak locations.
- c. Bole Construction to provided quotation for repair - accepted by Council
- d. Repairs commenced 14 August 2024.
- e. Flood Tests on 19 August 2024 confirmed the waterproofing membrane repairs at the two identified leak locations to be successful. Exposed aggregate floor topping will be replaced, and wall painting will be done in the next few days.
- f. All repairs completed significantly under the approved budget

SCHEDULED MAINTENANCE. (Operating Budget)

Window Cleaning (Complete)

- a. Mr. Smith’s Window Cleaning Service
- b. Scheduled for 24 July 2024, Remove all screens and lock windows.

Parkade and Courtyard Power Washing (Complete)

- a. Contractor requested to provide quotation and date
- b. Clover Clean to Power Wash Parkade and Courtyard
- c. Scheduled for July 25th. All residents’ cars to be out of parkade by 08:30 am

Roof Cleaning & Winterizing

- a. Abney Roof to schedule a date in late November to clear roofs of leaves and drains.

UNPLANNED MAINTENANCE (Operating Budget)

1. Common Area Lighting. (On Going Activity)

- a. Lighting checks. Replacing light bulbs, as necessary.
 - b. Light fixture at top of South stairwell not working *(Complete)*
 - c. Electrician replaced all 6 fixtures in South stairwell with LED bulbs *(Complete)*
- 2. Emergency Lighting *(Complete)***
- a. FV Fire requested to replace defective Emergency Lighting Box in Mechanical Room corridor.
 - b. FV Fire inspected box – Replacement scheduled for 6 August 2024
 - c. Installation complete and tested
- 3. Unit 103 Leak**
- a. Epoxy injection from room side not effective.
 - b. Contractor to excavate (9') on west side of 207 patio to access rear wall of Unit 103 to repair membrane.
 - c. Quotation for increase scope of work submitted and approved
 - d. Excavation to access rear of wall to repair the waterproofing membrane commence 24 August 24.
- 4. Garbage Room Door to Parkade *(Complete)***
- a. Door automatic door latch not working.
 - b. Service call requested.-
 - c. Wiring Connection Failure – Corrected (Warranty – No Charge)
- 5. Leaking Outside Faucet at 205 *(Complete)***
- a. Water leaking from the tap on the patio of Unit 207 entered the Condo below (103).
 - b. Contractor requested to replace faucet.
 - c. Replaced by Westech – no further leak seen.
- 6. Broken Faucet at 201 *(Complete)***
- a. Handle broken.
 - b. Contractor requested to repair.
 - c. Handle replaced
- 7. Pest Control *(In Progress)***
- a. Rodents reported in Parkade near Garbage Room
 - b. Leader Pest Control attended 4 July 2024.
 - c. Checked & refilled traps on 14 August 2024
- 8. Elevator Problem *(Complete)***
- a. Elevator reported “Sticking” randomly on floors
 - b. Richmond Elevator attended
 - c. Door operating motor replaced.
- 9. Plumbing Issues *(Westech to attend)* *(Complete)***
- a. Unit 405: Whistling/ squealing happening in the ceiling of main bathroom.
 - b. Investigated by Westech – could not replicate.
- 10. Window Repair - Unit 205 *(Complete)***
- a. Window operating mechanism broken – Broco Glass attended

11. Heat Problems – Unit 306 (Complete)

- a. Westech to attend
- b. Replaced HW control valve

Team: Dave Thomas, Wayne & Grace Boudreau, Chester Walker, Rick Lang

NOTE: Items marked *COMPLETE* will be deleted from the next update.

**MINUTES OF THE STRATA COUNCIL MEETING
STRATA PLAN LMS 1367, OCEAN PARK GARDENS
HELD ON TUESDAY, JUNE 25th, 2024, AT 5:00 P.M.
WITHIN THE SOCIAL ROOM - 1725 128TH ST., SURREY, BC**

PRESENT:	Harold Tersigni	President	#205
	Elaine Darby	Secretary	#208
	Brian Lauder (5:00 p.m.-5:40 p.m.)	Member at Large	#307
	Drew Curry	Member at Large	#207
ABSENT:	Don Cameron	Vice Pres./Treasurer	#101
	Chester Walker	Maintenance	#401
GUESTS:	Four Owners (observers 5:00 p.m.-5:35 p.m.)		
AGENT:	Stephen Burchell-Davies, Fraser Campbell Property Management Ltd.		

Electronic Access to Minutes and Documents

- Log in to the FCPM website (www.frasercampbell.com),
- Click on the “owner log in” icon,
- Enter Username: lms1367 Password: 17251367

The meeting scheduled for Wednesday, June 26th, 2024 was rescheduled to Tuesday, June 25th, 2024. The meeting was called to order at 5:08 p.m.

MINUTES

A motion was made, seconded and **carried** to approve the minutes of the April 15th, April 22nd, and May 8th, 2024 council meetings as circulated.

OFFICER'S REPORTS

1. **Treasurer's Report** (update on 2024/2025 Budget)
Submitted by Don Cameron. See appendices.

Financial Statements

It was moved, seconded and **carried** to approve the Financial Statements for the months of March, April and May 2024.

Bank Statements and Reconciliations

It was moved, seconded and **carried** to approve the March, April and May 2024 bank statements and reconciliations.

Draft Budget

Council acknowledged receipt of a draft budget prepared by the agent for the next fiscal year. A separate meeting will be held to review the proposed budget.

Discussion was held regarding new legislation regarding Depreciation Report requirements. It was noted that the last report was submitted by RHN on February 1, 2022.

Open House Meeting for Owners

An Open House Meeting will be scheduled in July to share information with the owners and to gain their input on the proposed budget, bylaw revisions and any other Resolutions to be presented at the upcoming Annual General Meeting.

COMMITTEE REPORTS

1. **Landscape Report**
Submitted by Rick Lang. See appendices.
2. **Maintenance Report**
Submitted by Chester Walker. See appendices.
3. **Social Report**
There have been three recent rentals of the amenities room for private functions.

BUSINESS ARISING

1. **Roof Replacement**

The Ocean Park Gardens Roof Replacement Working Group has completed their review of the specifications prepared by ER Consulting & Roof Management. Minor revisions to the document have been completed. The consultant has been requested to issue the specifications for tendering and to schedule a mandatory site meeting.

2. **Fifth Floor Leak Repair**

Bole Construction has been requested to proceed with investigation/repair of the water leak at the Level 5 walkway that emerges on the Level 4 ceiling. The services of Structural Engineer, Brian Lee (MGH Consulting) have been retained to inspect the exposed strata and recommend Phase 2 remedial repairs. A Contingency Reserve expenditure in the amount of \$24,000 was approved for the repair at the 2023 Annual General Meeting.

3. **Strata Corporation Bylaw Review**

An open house meeting will be scheduled for owner's input on proposed bylaw revisions in July.

4. **Water Ingress Repairs**

Bole Construction has completed a perimeter crack repair at the floor cold joint in the dining area of #101 and an exterior concrete repair at the patio door. A motion was made, seconded and *carried* to approve payment of the invoice in the amount of \$925 plus GST.

5. **Window/Flashing Cleaning**

Mr. Smith's Cleaning has scheduled exterior window cleaning to include skylights, balcony railings and the greenhouse for July 24th pursuant to a submitted quote in the amount of \$3,200 plus GST.

NEW BUSINESS

1. Water Ingress

The source of water ingress into Unit #103 was identified as an exterior tap on the second floor above. Bole Construction completed a urethane foam injection in the cold joint of the living room at Unit #103. Subsequent water testing indicated that the injection was not successful in mitigating water ingress. Bole Construction has been requested to excavate and replace a section of defective membrane. Brian Lee (structural engineer) has been requested to provide technical advice and guidance on the excavation and repair. Premium Restoration has been requested to provide a quote for insulation and drywall repairs following completion of the exterior repairs.

2. Emergency Light Failure

Fraser Valley Fire Protection has been requested to replace the power supply box for a section of emergency lighting located in the corridor leading to the mechanical room.

3. Backflow Preventer Testing

Fraser Valley Fire protection has completed the annual testing of the backflow preventers.

4. Parkade Cleaning

Clover Clean Building Maintenance has scheduled pressure washing of the parkade and front entrance area for Thursday, July 25th.

Please remove all vehicles from the parkade by 8:30 a.m. until 3:00 p.m. or completion.

CORRESPONDENCE

1. Request for Alteration Approval

Council reviewed and approved an owner's request to undertake alterations to include replacement of floor coverings and replacement of the bathtub with a walk-in shower.

2. Request for Alteration Approval

Council reviewed and approved an owner's request to undertake alterations to include drywall repairs, floor levelling and painting.

3. Assumption of Liability Agreement

Council acknowledged receipt of a signed Assumption of Liability Agreement for the installation of window film on the inside of a nook/kitchen window.

Owners are invited to write to the council via the management company regarding strata-related matters. Correspondence should be emailed to info@frasercampbell.com. Please forward your letters to the management company one week before the meeting or the letters will be held over until the next council meeting.

**Please Note: complaints must be submitted in writing and signed by the complainant.*

The four observers left the meeting at 5:35 p.m. upon request of the council.
Brian Lauder left the meeting at 5:40 p.m.

IN CAMERA

1. **Amenities Room Incident** *(in camera)*

Council reviewed a report of a confrontation with an owner when setting up for a private (booked) function in the amenities room. Council noted the concerns and directed the agent to send correspondence regarding the matter to the owner.

2. **Encounter** *(in camera)*

Correspondence was received from an owner reporting a recent encounter with a council member in the common property hallway. The council member has denied making derogatory comments towards the owner.

3. **Encounter** *(in camera)*

Correspondence was received from an owner reporting a second unpleasant encounter with a council member in the common property garbage room. The council member has denied the allegations.

4. **Hearing Decision Delay** *(in camera)*

Council reviewed correspondence from an owner expressing concern that a written decision from a council hearing held on May 8th, 2024 had not been received within one week (per the SPA). Council noted the owner's concern; however the written decision was mailed within the permitted timeframe.

5. **Governance** *(in camera)*

Council reviewed correspondence from an owner expressing concern that minutes and hearing decisions are not being distributed within the timeframe set out in the Strata Corporation Bylaws and the Strata Property Act. Council noted the owner's concerns and will in the future post a copy of minutes on the bulletin board.

6. **Distribution of Minutes and Notices** *(in camera)*

Discussion was held regarding the current process of minutes and notice distribution. Owners are reminded that the minutes can be downloaded from the FCPM website.

7. **Addendum to the Agency Agreement** *(in camera)*

A motion was made, second and **carried** to approve an addendum to the Agency Agreement with Fraser Campbell Property Management Ltd. for the twelve-month period of September 1, 2024 through August 31, 2025 for the monthly rate of \$1,350 plus GST.

ADJOURNMENT

There being no further business, it was moved, seconded, and *carried* to adjourn the meeting at 6:16 p.m. The next meeting for Strata Plan LMS 1367 is scheduled for Thursday, August 22nd, 2024 at 5:00 pm.

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

REPORTS

OPG Landscaping Report May/June2024

- **Weed control was applied to the lawn areas by Vista in May.**
- **Work continues on the Potato Patch thanks to the hard work of Penny Mast. This entire area has been transformed.**
- **The proposed Landscaping budget for 2024/2025 was presented to the Council for their consideration.**
- **Several plants have been replaced in the Courtyard plus the front entrance Planter Boxes.**
- **New pumps for the Courtyard fountains and an upgrade to the electrical boxes has been carried out. We should be good for another 10 years...**
- **The Strawberries, Blueberries and Raspberries are coming along very nicely. Thanks to work of Lyn and Sandra.**
- **Clean up from the winter and Spring winds continues on both the South and North Garden areas.**
- **On behalf of Ocean Park Gardens, Landscaping Committee, we have applied to Art's Nursery for a 15% purchasing discount. This would cover the purchases of Plants as well as other gardening supplies.**

Prepared by: Rick Lang

Treasurer Update on 2024-25 Budget

Council is expecting to recommend a strata fee increase for 2024-25. At this point we are avoiding specifics but expect as much as 5 to 6%. Our plan is to release a draft budget to the owners in July.

Although we are hoping for a surplus at the end of this fiscal year, we cannot count on it at this point. If we do have a surplus, we think the best place for most of it is our CRF especially since we are expecting considerable roof expenditures in 2024-25.

Currently we have a reasonably healthy Contingency Fund in place but we can't use all of it. We are prohibited from allowing the CRF to fall below 25% of our operating budget. The more we can build our CRF, the better position we will be in to limit the size of any levy that may be required. We hope all owners recognize the merits of minimizing owner levies.

Our aging building is not getting any younger. We need to adjust our repair and maintenance line items upward. In our current budget those line items are 28% less than they were in 2021 and we know that prices for skilled labour and repair materials are continuing to go up.

Some fixed costs have been rising dramatically. Since 2021, our insurance expense has increased by \$30,000. In 2021 insurance accounted for 13% of our operating budget. It now accounts for almost 23% and it is expected to go up again when we renew in December 2024.

Nobody wants to see our strata fees increase. However, on a square foot basis, our strata fees remain at, or below, the average in our area when considering some 12 other buildings roughly similar to ours.

We welcome input and comments from owners as we assemble the 2024-25 budget.

Don Cameron
24/6/17

MAINTENANCE REPORT – to 24 June 2024

PROJECTS – CRF Expenditures

1. Roof Replacement. (In Progress)

Expenditure: Approved 2020 AGM Resolution #4, Funding \$12,000.

a. Contracts awarded to:

A. BC Roofing Inspections:

- a. Prepare tender documents for a "Traditional" Roof Replacement
- b. Specification complete and accepted by Roof Replacement Working Group.
- c. Tender Documents to be issued to contractors for competitive pricing.
- d. Tenderer mandatory Site meeting to the scheduled.

B. ER Consulting

- a. Prepare tender documents for a "Liquid Applied Membrane " Roof Refurbishment
- b. Tender Documents will be issued to contractors for competitive pricing.
- c. Tenderer mandatory Site meeting to the scheduled: 2 July 2024
- d. Tender Closing Date: 15 July 2024

2. Level 5 Leak (In Progress)

Expenditure: \$24,000 Funding approved at AGM. See Resolution # 3

- a. Water (snow or rain) under certain weather conditions blows into the Level 5 walkway. Observed to exit via a ceiling inspection hatch outside Unit 403.
- b. Investigative "Flood Testing identified two probable leak locations.
- c. Bole Construction to provide quotation to repair.
- d. Remedial repairs scheduled for completion in Summer 2024

SCHEDULED MAINTENANCE. (Operating Budget)

Window Cleaning

- a. Mr., Smith's Window Cleaning Service
- b. Schedule for 24 July 2024.

Parkade and Courtyard Power Washing

- a. Contractor requested to provide quotation and date

Roof and Drain Cleaning – Winterizing

- a. Abney Roof to schedule and date in late November to clear roofs of leaves and drains.

UNPLANNED MAINTENANCE (Operating Budget)

1. Common Area Lighting. (On Going Activity)

- a. Lighting checks. Replacing light bulbs, as necessary.

2. Emergency Lighting

- a. FV Fire requested to replace defective Emergency Lighting Box in Mechanical Room corridor

3. Unit 103 Leak

- a. Repair method being determined.

4. Garbage Room Door to Parkade

- a. Door automatic door latch not working.

- b. Service call requested.
- 5. **Leaking Outside Faucet at 205**
 - a. Water leaking from the tap on the patio of Unit 207 entered the Condo below (103).
 - b. Contractor requested to replace faucet.
- 6. **Broken Faucet at 201**
 - a. Handle broken.
 - b. Contractor requested to repair.

Team: Wayne & Grace Boudreau, Chester Walker
Compiled by: Dave Thomas

NOTE: Items marked *COMPLETE* will be deleted from the next update.



RESIDENTS OF OCEAN PARK GARDENS

**PLEASE BE ADVISED CLOVER CLEAN BUILDING
MAINTENANCE WILL BE PRESSURE WASHING THE
PARKADE AND FRONT ENTRANCE AREA**

JULY 25TH

**WE ASK THAT ALL VEHICLES PLEASE BE REMOVED BY
8:30 AM AND REMAIN OUT UNTIL 3PM OR COMPLETION**

**IF THERE ARE STORED VEHICLES OR RESIDENTS ARE
UNABLE TO MOVE, WE WILL WORK AROUND THE
VEHICLE**

**FOR THE FRONT ENTRANCE, WE ASK RESIDENTS TO
PLEASE WATCH FOR SPRAYING WATER WHEN ENTERING
OR EXITING THE BUILDING**

THANK YOU

CLOVER CLEAN BUILDING MAINTENANCE

**MINUTES OF THE STRATA COUNCIL MEETING
STRATA PLAN LMS 1367, OCEAN PARK GARDENS
HELD ON WEDNESDAY, MAY 8th, 2024, AT 5:00 P.M.
WITHIN THE SOCIAL ROOM - 1725 128TH ST., SURREY, BC**

PRESENT:	Harold Tersigni	President	#205
	Don Cameron	Vice Pres./Treasurer	#101
	Elaine Darby	Secretary	#208
	Chester Walker	Maintenance	#401
	Brian Lauder	Member at Large	#307
	Drew Curry (5:00 p.m.-6:16 p.m.)	Member at Large	#207
GUESTS	Owner of Strata Lot 24 (Hearing Request) Four Owners (<i>observers 5:00 p.m.-6:17 p.m.</i>)		
AGENT:	Stephen Burchell-Davies, Fraser Campbell Property Management Ltd.		

Electronic Access to Minutes and Documents

- Log in to the FCPM website (www.frasercampbell.com),
- Click on the “owner log in” icon,
- Enter Username: lms1367 Password: 17251367

The meeting scheduled for May 1, 2024 was rescheduled to May 8th, 2024.
The meeting was called to order at 5:08 p.m.

MINUTES

Approval of the minutes of the March 13th, March 21st, April 15th and April 22nd, 2024 council meetings was deferred until the end of the meeting.

GUEST HEARING

An owner of Strata Lot 24 and an owner of Strata Lot 29 requested the opportunity to be heard by council regarding the following:

1. Minutes Errors and Omissions
 - A. March 13th, 2024
 - In Camera-1. CRF Roof Repair Expenditure
 2. Social Funds
 - B. March 21, 2024
 - Social Committee Funds
2. Division of funds from RBC LMS 1367 (social fund) account.
3. Transfer of funds from the CRF without approval of the owners

The owner of Strata Lot 24 was in attendance, the owner of Strata Lot 29 was unable to attend. A second owner of Strata Lot 24 presented a report on behalf of the owner of Strata Lot 29.

The hearing was completed at 5:35 pm and council thanked the owner for attending. The owner's requests and concerns were discussed in-camera at the end of the meeting.

OFFICER'S REPORTS

1. **Financial Report**

Submitted by Heather Bell. See appendices.

Financial Statements

It was moved, seconded and *carried* to approve the Financial Statements for the months of January and February 2024.

Bank Statement and Reconciliation

It was moved, seconded and *carried* to approve the February 2024 bank statement and reconciliation.

COMMITTEE REPORTS

1. **Landscape Report**

Submitted by Rick Lang. See appendices.

2. **Maintenance Report**

Submitted by Chester Walker. No current report.

3. **Social Report**

The social committee liaison submitted two cheques (\$25 each) for rental of the social room for deposit to the operating account.

The social committee submitted correspondence advising of a \$500 contribution from the Social Fund Bank account for deposit to the Strata Corporation operating account.

BUSINESS ARISING

1. **Roof Replacement**

ER Consulting & Roof Management has completed a moisture survey at specific roof areas. The invoice in the amount of \$2,800 plus GST has been approved for payment.

In accordance with a recommendation received from the Ocean Park Gardens Roof Replacement Working Group, ER Consulting & Roof Management has been requested to proceed with specification preparation and tender call and recommendations pursuant to a submitted quote in the amount of \$2,800 plus GST.

2. **Fifth Floor Leak Repair**

Bole Construction has been requested to proceed with investigation/repair of the water leak at the Level 5 walkway that emerges on the Level 4 ceiling. The services of Structural Engineer, Brian Lee (MGH Consulting) have been retained to inspect the exposed strata and recommend Phase 2 remedial repairs. A Contingency Reserve expenditure in the amount of \$24,000 was approved for the repair at the 2023 Annual General Meeting.

3. **Strata Corporation Bylaw Review**

The bylaw committee has completed a review of the OPG bylaws with a mandate to edit the document for consistency and to suggest future updates. An open house meeting will be scheduled for owner's input.

4. **Water Damage Repairs**

The council advised that an exterior faucet at one unit had been repaired and it is no longer an issue.

NEW BUSINESS

1. **Revised Insurance Summary of Coverages**

Council acknowledged receipt of a revised Summary of Coverages from Westland Insurance correcting the amount of the Earthquake Endorsement minimum from \$10,000 to **\$100,000**.

CORRESPONDENCE

1. **Document Request**

Council reviewed correspondence from an owner requesting a copy of an item of correspondence. The document has been provided to the owner in accordance with Section 36 of the Strata Property Act.

2. **Document Request**

Correspondence was received from an owner requesting copies of documents including the February financial statement, the Agency Agreement and the addendum to the Agency Agreement. The documents have been provided to the owner in accordance with Section 36 of the Strata Property Act. ***Owners are reminded that the monthly financial statements are available on the FCPM website.***

3. **CRF Transfer to Operating Fund**

Council reviewed correspondence from an owner regarding the transfer of funds from the CRF to the Operating Fund for roof repairs and advising that as of this date a response has not been received to the owner's previous correspondence requesting justification of the transaction. This was a matter discussed at the Guest Hearing. Council has noted the owner's comments and will respond accordingly.

4. **Delayed Response**

Further to correspondence Item #3 a second letter was received from the owner expressing concern regarding the delay in reviewing and responding to a previous item of correspondence. This was a matter discussed at the Guest Hearing. The council has noted the owner's comments and will respond accordingly.

5. **Non-Genuine Letter of Response/Request for Amendment to Minutes**

Council reviewed correspondence from an owner regarding the manner in which an item of Business was recorded in the February 2, 2024 council meeting minutes and requesting an amendment. The owner further advised that a letter of apology received after the reported incident was hard to accept as being a genuine apology. This was a matter discussed at the Guest Hearing. The council has noted the owner's comments and will respond accordingly.

6. Council Member Discussion

Correspondence was received from an owner reporting a recent encounter with another owner who was on council and requesting that the council review and implement the Code of Conduct. The Council has noted the owner's comments and will respond accordingly.

7. Additional Information

Further correspondence was received from the owner regarding Correspondence Item 6 questioning the integrity of the referenced council member and requesting that action be taken be taken. The Council has noted the owner's comments and will respond accordingly.

Owners are invited to write to the council via the management company regarding strata-related matters. Correspondence should be emailed to info@frasercampbell.com. Please forward your letters to the management company one week before the meeting or the letters will be held over until the next council meeting.

*Please Note: complaints must be submitted in writing and signed by the complainant.

The four observers left the meeting at 6:17 p.m. upon request of the council.

IN CAMERA

1. Guest Hearing

1.a) March 13th 2024 Council Meeting Minutes *Request for Amendment*

Council discussed the owner's request for an amendment to the minutes of the March 13th 2024 council meeting by deleting "*Previous councils made the decision to delay the repairs by two years*".

Council acknowledged the time and effort put in by both owners who requested the hearing. Their opinions were welcomed but there is no obligation on the part of the current council to agree with those opinions. The current council is responsible for approving the current minutes and owners are responsible for approving the minutes of a general meeting at the next general meeting. If an opinion is expressed in the minutes as a key point, it is not a critique of a past council decision, it is the rationale to support a current decision. However, it was noted by council that the opinion expressed in the minutes of the March 13th 2024 council meeting minutes maybe misconstrued by non-owners as a negative critique on past council decision making which it was not what was intended. **A motion was made, seconded and carried to approve the minutes of the March 13th, 2024 council meeting with the deletion of the following sentence "*Previous councils made the decision to delay the repairs by two years*".**

1.b) March 21st 2024 Council Meeting Minutes-*Request for Amendments*

Council discussed the owner's request to amend the minutes of the March 21st, 2024 council meeting. It is the owner's opinion that the minutes are full of inaccuracies as to the reality of what had transpired.

It was noted that an in-camera meeting was held on that date to resolve the ongoing disagreement over funds that have been deposited in a separate bank account (social fund)

from the strata corporation trust funds for several year. The funds consist of room rentals, bottle returns and garage sale donations. The funds were withdrawn from the social fund account (by authorized signatories) and deposited in the strata corporation operating account. A decision was made at the March 21 meeting to return the funds to the Social Committee. Moving forward, all rental revenue will be deposited in the Strata Corporation operating account.

Owners are welcome to agree or disagree with council and council respectfully has the right to disagree with other owner's opinions.

Thus, council decided to decline the owners request to amend the minutes. **It was moved, seconded and carried to adopt the March 21st, 2024 minutes as circulated.**

2. Division of Social Committee Funds

Discussion ensued regarding a request for a meeting with the two owners, the social committee and council to discuss division of the social committee funds. The request was declined as the division of social funds has been an ongoing discussion at Ocean Park Gardens for almost a year and has been resolved. Council acknowledged and thanks the owner for the time they spent on preparing a reconciliation statement of the OPG Social Fund.

3. Transfer of Funds from CRF

Council agreed that no further accounting adjustments will be made with respect to payment of an invoice in the amount of \$8021.74 from Abney Roofing for roof repairs. A Resolution will be presented to the owners at the next General Meeting to approve the expenditure from the Contingency Reserve Fund.

Approval of the minutes of the April 15th and April 22, 2024 council meetings was tabled until the next council meeting as the meeting had already passed the 2 hour limit.

ADJOURNMENT

There being no further business, it was moved, seconded, and **carried** to adjourn the meeting at 7:16 p.m. The next meeting for Strata Plan LMS 1367 is scheduled for Wednesday, June 26th, 2024 at 5:00 pm.

Fraser Campbell Property Management Ltd.

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

Phone: 604-585-3276

Emergency (after hours): 604-825-8211

Email: info@frasercampbell.com

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.

OPG Treasurer's report for February and March 2024

Dear Owners

The financial reports for February and March have been reviewed and they are presented as correct except for some adjustments that were needed to be done and were done in March and April. That being one entry was posted to the incorrect GL. And funds were received from the Social Fund that was held at the Royal bank. Those funds totalling \$3,704.87 have since been turned over to the Social Committee and has been deposited into a new Bank Account held at the Bank of Nova Scotia. The account is named "OPG Social Committee".

As yet there have not been any funds transferred to the CRF account to pay back the loan of \$15,000.00. This loan needs to be paid by the end of Aug 2024.

Council has been made aware of expenses that have occurred but not yet been recorded in the Financials as accounts payables. Six of the 17 listed expenses have an unknown amount so it is impossible to give an approximate total of how much money is payable to suppliers.

The following list of accounts is how the accounts stand at the end of March 2024 and do not include the list of 17 items that are outstanding.

At the end of March 2024 there is an excess of funds of \$27,473.06

- The operating funds bank account balance is \$22,774.26
- The CRF bank balance is \$564,000.80
- The CRF bank account received a total \$5,044.91 for February and March

A motion was made for council to approve both February and March Financials along with receiving the Bank Statement for each month as well.

Prepared by Heather Bell

Dated April 22nd, 2024

OPG Landscaping Report April 2024

- Moss control and Lime were applied to the lawn areas by Vista in April.
- One (1) cubic yard of 'black' topsoil was ordered and applied to the Racoon damaged areas along with grass seed. Thanks to Wayne for his assistance.
- The irrigation system was activated 03 April along with the *wifi* for the Rainbird controller. I'm happy to report that there were only 2 sprinkler heads that were damaged over the winter months, thus saving costs.
- A meeting of the Landscaping Committee was held 02 April in order to discuss the plans for Spring and Summer. Several perennials especially in the Courtyard have been severely 'frost' damaged and will need replacing. Lyn Thomas has volunteered to assist with the purchasing and replacement of these plants.
- It was agreed at the Landscaping meeting that we would not replace the Laburnum just yet. It was felt that we should give it a year and see how the growth of other plants and shrubs in the area fair.
- The Pyracantha outside unit 202 has been removed.
- Penny Mast will be developing a 'potato patch' for the owners to harvest and enjoy.
- Sandra Richardson has once again taken over the nurturing of the Raspberries.....the bushes look great. Good job Sandra!
- Colleen Martin has donated one (1) thornless Blackberry plant which has been positioned behind the Raspberries as a trial. If successful, we will purchase more in the future.
- The Strawberry patch is in need of new plants. These will be added to the existing plants that survived the winter..... Ingrid will be pleased.

Minutes of the Strata Council Meeting
Strata Plan LMS 1367, Ocean Park Gardens
Held on Monday, April 22, 2024 at 4:30 pm
ZOOM Meeting

Present: Harry Tersigni
Don Cameron
Elaine Darby
Brian Lauder
Chester Walker

Absent: Drew Curry and Heather Bell

The meeting started at 4:30 pm

This was an “in camera” meeting to address the issue of Heather Bell’s resignation from Council.

The meeting is important because the Treasurer position must be replaced. The purpose of the meeting was to review options for replacement.

Council reviewed its obligations and options. Consideration was given to inviting another owner to join Council as Treasurer or another owner to join Council to replace the duties of someone on Council who might become Treasurer. A review of owners who might be willing to take the role of Treasurer at this point yielded no qualified candidates. A discussion about the merits of inviting another owner to join Council was considered to be unreasonable in this instance since Council has already completed almost 2/3 of its term.

Don Cameron agreed to assume the role of Treasurer in addition to his role as Vice-President. Don indicated the importance of starting work on the budget for 2024-25 to ensure time to review with Council and owners as we are continuing to note increases in costs and more repairs are expected as our building ages. Don pointed out the following:

- Insurance costs are not likely to go down and they have risen some \$30,000 since 2021.
- Natural gas costs have increased by \$12,000 over the same period.

In order to balance operating budgets and modify fee increases some variable areas of our operating budget were reduced. For example, repair and maintenance, equipment maintenance and window/door repairs were reduced some \$17,000 over the same three-year period, resulting in more pressure on our CRF and extra controversy over unapproved expenditures.

Don indicated he is unable to provide the same level of regular attention to the details of our finances but he expressed confidence in our property manager to keep our finances on track.

It was moved, seconded and carried unanimously to have Don assume the role of Treasurer.

The meeting adjourned at 5:00 pm.

Minutes of the Strata Council Meeting
Strata Plan LMS 1367, Ocean Park Gardens
Held on Monday, April 15, 2024, at 5:00 pm

Present: Harry Tersigni
Heather Bell
Don Cameron
Drew Curry
Brian Lauder
Elaine Darby via Proxy

Absent: Chester Walker

The meeting started at 5:00 P.M in the Social Room

Item 1.

Seeking Council approval to start work on the 2023 October 31st AGM RESOLUTION No. 3 - Level 5 Leak - Membrane Repair.

Due to the weather improving and the contractor's are starting to get busier, David Thomas and Chester Walker proposed to start on the Level 5 membrane repair as soon as possible. \$24,000 was approved at the AGM on October 31st, 2023 by a vote of 26-0.

Just a little history, this leak/crack was discovered several years ago and it has been inspected by qualified persons several times:

1. Intercoastal Consultants in 2000C
2. Abney Roofing in 2021
3. MGH Consulting in 2021
4. The 2022 Depreciation Report.

David Thomas also has photos over the years of the damage and it is startling to see how it has grown and the water has started to discolour the ceiling on level 4, which might indicate some rot in certain areas.

Chester Walker warned there is a chance when the flooring is lifted on Level 5, it could find that the damage is worse than thought but David Thomas has allowed for 15% contingency on the 2023 estimate. Dave would also like us to consider only using Bole Construction as they know our building the best and anyone else might need to reinvent the wheel.

It was also proposed that Dave Thomas would be the contact man on this repair as he put the proposal together for the AGM and has previous discussions with Bole Construction and Brian Lee of MGH Engineering on how to proceed.

Voted 5 to 1 to proceed.

Item 2

A member of council had to purchase some supplies for the Social Room and because other purchases were made at the same time the receipt was discarded. Heather proposed that the council member put in writing the expense and be forwarded for payment.

Approved: Voted 6 to 0 to pay

Also a discussion of Delegation of Authority for council members to make such purchases and was tabled for further consideration at future council meetings.

Item 3

Was just a housekeeping item to approve a sunscreen to be installed on unit 302 which is within the parameters set by the Bylaw.

Minutes put forward by Harry Tersigni, President, LMS 1367 since Elaine Darby was ill.

Minutes of the Strata Council Meeting
Strata Plan LMS 1367, Ocean Park Gardens
Held on Thursday, March 21, 2024 at 11:00 am
Within the Social Room- 1725 128 Street, Surrey, BC

Present: Harry Tersigni
Heather Bell
Don Cameron
Elaine Darby
Brian Lauder
Chester Walker

Absent: Drew Curry (notes provided by email)

The meeting was called to order at 11:05 am

This was an “in camera” emergency meeting called by Council to address the issue of Social Committee funds being placed, by error, in the OPG Operating Budget.

This issue has been a sensitive one within our building and Council agreed that it must be dealt with promptly to try to avoid further discussion resulting in more acrimony among owners.

First, Council reviewed and discussed its obligations under the Strata Property Act Section 31.

In exercising the powers and performing the duties of the strata corporation, each council member must

(a) act honestly and in good faith with a view to the best interests of the strata corporation, and
(b) exercise the care, diligence and skill of a reasonably prudent person in comparable circumstances.

Second, Council developed a series of statements as follows:

1. The Social Committee funds do not belong to the strata corporation and a reasonable and honest person would give the money back
2. It is reasonable to assume as a Council that we do not have the authority to accept any of this money for the strata corporation without approval from the owners because it has already been decided by the SGM Approved Committee that all the money should go to the Social Committee
3. It was an error to place the funds in our operating budget and a reasonable person would take action to correct the error.

The following motion was moved, seconded and carried unanimously.

Whereas the funds are documented to belong to the owners and managed by the Social Committee and,

Whereas Council does not have the authority to make donations or direct its use and,

Whereas a previous SGM Approved Committee and a previous Council have determined that the funds belong to the OPG Social Committee,

Therefore be it resolved that the funds in their entirety be refused by the strata corporation and be returned to the Social Committee.

The meeting adjourned at 11:30 am

**MINUTES OF THE STRATA COUNCIL MEETING
STRATA PLAN LMS 1367, OCEAN PARK GARDENS
HELD ON WEDNESDAY, MARCH 13th, 2024, AT 5:00 P.M.
WITHIN THE SOCIAL ROOM - 1725 128TH ST., SURREY, BC**

PRESENT:	Harold Tersigni	President	#205
	Don Cameron	Vice President	#101
	Heather Bell	Treasurer	#305
	Elaine Darby (5:00 pm- 6:22 pm)	Secretary	#208
	Chester Walker	Maintenance	#401
	Brian Lauder (5:53 pm to adj.)	Member at Large	#307
	Drew Curry	Member at Large	#207

GUESTS Four Owners (observers 5:00 p.m.-6:00 p.m.)

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

Electronic Access to Minutes and Documents

- Log in to the FCPM website (www.frasercampbell.com),
- Click on the “owner log in” icon,
- Enter Username: Ims1367 Password: 17251367

The meeting was called to order at 5:00 p.m.

CHANGE OF AGENT

Stephen Burchell-Davies of Fraser Campbell Property Management Ltd. introduced himself as the new agent assigned to the Ocean Park Gardens account effective March 1, 2024.

MINUTES

It was moved, seconded, and **carried** to adopt the minutes of the February 7th, 2024, council meeting with an amendment to Correspondence Item #11.

11. Repairs

An Owner requested confirmation of the approximate date(s) that two authorized repairs affecting the unit will be undertaken. Council noted that the repairs to the windows at this unit are completed.

AGENDA

A motion was made, seconded and carried to change the order of the agenda as presented to bring forward two items of New Business.

1. Addendum to the Agency Agreement

A motion was made, seconded and **carried** to approve an addendum to the Agency Agreement with Fraser Campbell Property Management Ltd. to amend the number of

council meetings to five plus one general meeting and to eliminate the reference to daytime. The monthly fee will remain the same.

2. **Proposed Meeting Dates**

Council agreed upon the following meeting dates for the remainder of the calendar year: May 1st, June 26th, August 21, September 18th and October 23 (AGM).

OFFICER'S REPORTS

1. **Financial Report**

Submitted by Heather Bell. See appendices.

Financial Statements

It was moved, seconded and *carried* to approve the Financial Statement for the month of January 2024.

Bank Statement and Reconciliation

It was moved, seconded and *carried* to approve the January 2024 bank statement and reconciliation.

COMMITTEE REPORTS

1. **Landscape Report**

Submitted by Rick Lang. See appendices.

2. **Maintenance Report**

Submitted by Chester Walker. See appendices.

3. **Social Report**

The social committee submitted that there were two rentals and gave the agent two cheques for a total of \$50.

BUSINESS ARISING

1. **Roof Replacement**

The roof committee is recommending replacing the roof with 'like for like', or with a liquid membrane application. A thermal scan is required in advance. ER Consulting & Roof Management has been authorized to complete a moisture survey at specific roof areas.

2. **Strata Corporation Bylaw Review**

The bylaw committee has completed a review of the OPG bylaws with a mandate to edit the document for consistency and to suggest future updates. Council acknowledged receipt of a copy of the edited bylaws and an accompanying report. Council members were asked to submit their comments on the bylaws by April 23 and discussion on these items will be held at the May 1 meeting.

3. **Social Room Rentals**

An updated version of the revised 'Social Room Facility Use Agreement' form will be distributed to council members. Owners who wish to rent the room are requested to please contact Mr. Drew Curry. **A copy of the agreement form and room rental guidelines are attached to these minutes.**

4. **Council Meeting Agenda Items**

Five "tabled" items of business from a proposed list of agenda items presented at the November council meeting were reviewed.

5. **Water Damage Repairs**

Council reviewed a Repair Scope and Estimate from Premium Restoration. The agent was requested to clarify some of the scope of the work in the quotation due to water ingress from a burst interior pipe that connects to the exterior water faucet.

6. **Parkade Gate**

Valley All Door has been requested to proceed with the replacement of the springs and shaft bearings on the parkade gate. Discussion ensued regarding council authority for unapproved expenditures.

7. **Electrical Planning Report**

Further discussion was held regarding recent amendments to the Strata Property Act pertaining to EV Charging. The new legislation mandates that strata corporations are required to obtain an Electrical Planning Report prepared by a qualified person by December 2026. Council acknowledged receipt of an information bulletin from Cleveland Doan LLP regarding this matter.

8. **Window Replacement**

Broco Glass has completed the replacement of a window in a fourth-floor unit. Minor drywall repairs are required, Goodwill Painting has been requested to provide a quote.

9. **Resolution for Disbursement of Social Account Funds** *(In Camera)*

This matter was discussed in camera.

NEW BUSINESS

1. **Rust from Water Tank**

Some water ingress has been observed in the parking garage which is causing rust stains. Council will address these concerns before next council meeting.

CORRESPONDENCE

1. **SPA and Bylaw Violation** *(In Camera)*

Council reviewed a written demand from an owner to adhere to the OPG bylaws and the SPA and to return funds expended from the CRF for roof repairs (\$8,021.74). This matter will be discussed in-camera.

2. **Insurance Claim**

Correspondence was received from an owner expressing concern regarding council's decision to file an insurance claim for water damage (\$25,000 deductible) following water escape from a burst exterior water tap expressing an opinion that it is the owner's responsibility to claim on their personal insurance. The total cost of the damage has not yet been fully determined. Currently, the owner's insurance adjuster is working on the claim on behalf of the owner. Any further costs incurred for emergency services are yet to be received by the strata corporation from the restoration contractor.

3. **Wallboard Damage**

An owner reported minor wallboard damage following a recent window replacement. Goodwill Painting has been requested to provide a quote for repair.

4. **Alteration Request**

An Alteration Request Form was submitted by an owner requesting approval to undertake bathroom and laundry renovations. A motion was made, seconded and **carried** to approve the owner's request.

5. **Accounting Adjustment** *(In Camera)*

Council reviewed correspondence from an owner requesting justification for an accounting adjustment to transfer \$8,021.74 from the CRF to pay for roof repairs.

Owners are invited to write to the council via the management company regarding strata-related matters. Correspondence should be emailed to info@frasercampbell.com. Please forward your letters to the management company one week before the meeting or the letters will be held over until the next council meeting.

*Please Note: complaints must be submitted in writing and signed by the complainant.

The four observers left the meeting at 6:06 p.m. upon request of the council.

IN CAMERA

1. **CRF Roof Repair Expenditure**

Council discussed a previous council's decision to expend funds from the Contingency Reserve for roof repair recommendations outlined in an inspection report prepared by Abney

Roofing in November 2021. Previous councils made the decision to delay the repairs by two years. The work was completed in 2023 and the cost would have resulted in a deficit in the operating budget for roof repairs and maintenance. It was agreed by the present council that the repairs were necessary, have been completed, have been paid for and the matter is now considered to be closed.

2. Social Funds

Further discussion is required to determine the facts regarding the recent direction given to the management by an owner volunteer to deposit the funds from the Social Fund account to the Strata Corporation trust account (operating budget) without consultation by the owner with the strata council.

ADJOURNMENT

There being no further business, it was moved, seconded, and **carried** to adjourn the meeting at 6:39 p.m. The next meeting for Strata Plan LMS 1367 is scheduled for Wednesday, May 1st, 2024 at 5:00 pm.

Fraser Campbell Property Management Ltd.

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

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and parkade gate or entry door problems*

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

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

REPORTS

OPG Treasurer's report for January 2024

Dear Owners,

There is not a lot to report for the January financials other than it is all correct as presented and I have recommended that council approve the financial reports for January.

I would like to point out that a loan for \$15,000.00 was made from the CRF account to the operating account to cover some of the cost of the insurance premium that is due a payable in January for \$74,138.00. This loan will need to be paid back to the CRF account before our year end (Aug 2024).

There was an expense paid on behalf on an owner and this amount is recorded in the Accounts Payable. I will be monitoring this outstanding to see if it gets paid in February.

How the accounts stand at the end of January 2024

At the end of January 2024 there is an excess of funds of \$29,655.10

- The operating funds bank balance is \$9,280.08
- The CRF bank balance is \$558,798.55
- The CRF bank account received \$2,593.09 in interest for the month of January.

This report prepared by Heather Bell - Treasurer for 2023/24

PS: At the time of doing this report I have not yet received all the reports for February 2024.

Maintenance Report March 2024

1. Parkade garage door

New balance springs have been ordered to improve the reliability of the door after we had a stuck door and had to call for a repair to fix the door .

2. Window repairs

The windows have now been replaced and we have requested a painting repair company to complete the touch-up process.

3. Sprinkler leak

There was a sprinkler leak in 308 that has been corrected. The painting company has been requested to repair and paint the damaged ceiling.

4. Entrance door

The lock mechanism on an entrance door from the parkade is not locking properly and the locksmith has been called to correct the problem.

5. Floor repair

There is a problem with the floor in Unit 101 which is the same as the floor problem we had to repair in Unit 103 a couple of years ago. The concrete floor has pulled away from the wall leaving a wide crack around the perimeter and this will need to be remedied before the owners can install their new floor.

6. Spring cleaning.

The time for our annual window cleaning , cloths dryer vent cleaning and parkade floor pressure wash is rapidly approaching. Owners will be advised when each item is scheduled.

OPG Landscaping Report January/February/March 2024

- **Aeration of the grass areas were completed by Vista on 9 February. Sprinkler heads were marked, and the Raccoon damaged areas repaired best as possible prior to the aeration. Thanks to Wayne for his assistance.**
- **The latch on the back gate has been repaired.**
- **The beautiful Laburnum on the south side unfortunately came down in the windstorms on 9th and 10th March. The Arborist has been notified.**
- **In early March our Arborist did work at OPG and per the 'covenant', Tree Trimming on our neighbour's property. This year was OPG's turn to pay.**



- **Several shrubs and plants around the property have been frost damaged over the winter. A replacement programme will be discussed with the Gardening Committee.**
- **Courtyard Fountains have survived the winter well.**
- **There is minor damage to the fountain in the back pond. A repair will be carried out once the weather warms.**

Prepared by: Rick Lang

The following is the process for OPG owners to booking the Social Room.

1. Email or call the council member responsible for Social Room bookings (call if unable to email) with your request.
2. The request will be confirmed by email, along with the Social Room Booking form.
3. Complete the form, along with a cheque for \$25 if the event includes non OPG owners
 - a. Make the cheque payable to **LMS 1367 Ocean Park Gardens**
 - b. In the cheque memo line put **Social Room** along with the **date of the booking**
 - i. **E.g. Social Room March 15,2024**
4. Return the form and cheque in an envelope to the council member responsible for social room booking
 - a. If you are not able to deliver the forms and cheque to the Social Room coordinator, you can deposit them in the Strata Mailbox in the lobby. However, if this is done the renter must inform the social room coordinator by email or phone this has been done.

Current council member: Drew Curry

Email drewcurry88@gmail.com

Phone number: 604-535-1799

Welcome to Our Social Room .

Please bring your friends, have a meeting, enjoy a glass of wine on our outside patio or just take in a sunset over the ocean

Renting the room when it involves some non-residents is just \$25

Facility Use Form:

Print Your Name (the Host): _____

Unit # _____

Phone # _____

Period of booking:

Date: _____

Hours: _____

Terms of Use:

1. If you break something you replace it
2. If you ruin something you repair it
3. You need to follow relevant local laws such as parking restrictions
4. You avoid unreasonable noise that may disturb other residents close to the social room
5. You leave the room as clean as it was before you used it
6. You and your guests use the room at your own risk

Approved by the Host:

Signature: _____

Date:

Approved by Social Room Coordinator:

Signature: _____

Date:

**MINUTES OF THE STRATA COUNCIL MEETING
STRATA PLAN LMS 1367, OCEAN PARK GARDENS
HELD ON WEDNESDAY, FEBRUARY 7th, 2024, AT 5:00 P.M.
WITHIN THE SOCIAL ROOM - 1725 128TH ST., SURREY, BC**

PRESENT: Don Cameron Vice President #101
Elaine Darby Secretary #208
Chester Walker Maintenance #401
Brian Lauder Member at Large #307
Drew Curry Member at Large #207

ABSENT: Harold Tersigni President #205
Heather Bell Treasurer #305

GUESTS:

Kent Martin	Observer	#403
Colleen Martin	Observer	#403
David Thomas	Observer	#302
Jean Mercer	Observer	#503

AGENT: Elin Nash, Fraser Campbell Property Management Ltd.

Electronic Access to Minutes and Documents

- Log in to the FCPM website (www.frasercampbell.com),
- Click on the “owner log in” icon,
- Enter Username: lms1367 Password: 17251367

The meeting was called to order at 5:00 p.m.

MINUTES

It was moved, seconded, and *carried* to adopt the minutes of the December 18, 2023, council meeting as circulated. The meeting scheduled for January 17th, 2024, was cancelled due to extreme weather conditions.

OFFICER'S REPORTS

1. **Financial Report**

Submitted by Heather Bell. See appendices.

Financial Statements

It was moved, seconded and *carried* to approve the Financial Statements for the months of October through December 2023.

Bank Statement and Reconciliation

It was moved, seconded and *carried* to approve the October through to December 2023 bank statements and reconciliations.

COMMITTEE REPORTS

1. **Landscape Report**
Submitted by Rick Lang. See appendices.
2. **Maintenance Report**
Submitted by Chester Walker. See appendices.
3. **Social Report**
There is no report.

BUSINESS ARISING

1. **Roof Replacement**

A 'Mutual Release' form submitted by Trimstyle Consulting Inc has been signed by an authorized signatory for the strata corporation (the Strata Manager), releasing both parties from any obligation. The services of BC Roof Inspections have been retained for Project Specification Preparation followed by Tendering, Bid Analysis and Contractor Selection. A site review was conducted on January 11, 2024.

The roof committee are recommending to replace the roof with 'like for like', or with a liquid membrane application. A thermal scan is required in advance. The committee received a proposal from ER Consulting & Roof Management to conduct a moisture survey at specific roof areas at a cost of \$2,800. It was moved, seconded and **carried** to accept ER Consulting's proposal in the amount of \$2,800.

2. **Window Repairs/Replacement**

Broco Glass has completed the required window replacements and repairs.

3. **Annual Fire Safety Equipment Inspection**

Fraser Valley Fire Protection Ltd., completed the annual fire safety equipment inspection on November 3, 2023. Deficiency repairs, as outlined in the inspection report, were completed on December 8th including replacement of a battery in one emergency light pack and winterization of a sprinkler line in the parkade. Sprinkler leaks at two specific units and two non-working exit signs are also resolved.

4. **Insurance Evaluation Appraisal**

It is stated in the recent Insurance Appraisal Report prepared by Suncorp Valuations that there are no fire suppression sprinklers on the balconies when in fact there are. Suncorp has been advised and requested to revise the report accordingly.

5. **Strata Corporation Bylaws**

Amendments to the Strata Corporation Bylaws, that were approved by a ¾ vote of the Owners at the Annual General Meeting held October 31st, 2023 have been registered in the Land Title Office (reg# CB1034264) and are in effect as of November 21, 2023.

An updated copy of the Bylaws and Rules is available on the FCPM website.

CRT Decision-Council Decisions by Email

The Strata Manager advised that in accordance with a recent Civil Resolution Tribunal decision, the council cannot ratify or act upon an email decision unless it is an emergency or

there is a Strata Corporation bylaw in place permitting council to make email decisions. The Strata Manager provided wording for a proposed bylaw amendment for consideration at the next General Meeting to allow email decisions (with restrictions). This will be referred to the bylaw committee.

6. **Social Room Rentals**

Drew Currey circulated copies of a draft 'Social Room Facility Use Agreement'. Council will review and comment at the next council meeting. Owners that wish to rent the room are requested to please contact Drew.

7. **Council Meeting Agenda Items**

Five "tabled" items of business from a proposed list of agenda items presented at the November council meeting are tabled to the next meeting.

8. **Insurance Renewal**

Following review of two proposals, the Strata Corporation insurance has been renewed with Westland Insurance Group Ltd., for the period of December 31st, 2023, through December 31, 2024.

Premium: \$74,138.00	Appraised Value: \$20,552,000	
All Property	\$10,000.00	Deductible
Sewer Backup	\$25,000.00	Deductible
Water Damage	\$25,000.00	Deductible
Flood	\$25,000.00	Deductible
Earthquake	15%	Deductible

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). It is recommended that owners provide a copy of the strata insurance certificate to their personal insurance provider to ensure adequate coverage. Please refer to a copy of the summary of coverages attached at the back of these minutes.

9. **Roof Cleaning**

Abney Roofing completed roof cleaning on December 6th. On January 4th it was reported by a council member that two roof drains appeared to be plugged. Abney Roofing was requested to return and address. Abney had submitted invoices for the initial roof cleaning and for the come back call to attend to the two plugged drains. Following a discussion, it was moved, seconded and **carried** to pay both invoices.

10. **Refundable Deposits**

Refundable deposits to a specific unit Owner for building keys is taken care of.

NEW BUSINESS

1. **AJM Disposal**

Notification was received from AJM Disposal Services Ltd. advising of a 6% rate increase effective January 1, 2024. AJM was requested to consider an adjustment to a 5% increase and subsequently denied the request. Following a discussion, it was moved, seconded and **carried** to accept the increase as presented.

2. **Sprinkler Head**
Fraser Valley Fire Protection Ltd. was requested to attend on January 13th following a report of a leaking sprinkler head.
3. **Burst Exterior Faucet**
Premium Restoration was requested to attend on January 15th for emergency repairs following a report of a burst exterior faucet resulting in water damage to a ground floor unit. A claim has been initiated with the Strata Corporation insurance provider, Westland, as the projected repair costs exceed the Strata Corporation deductible. Council noted that Owners need to know where their hose bib connections are located so these may be shut off prior to winter weather conditions.
4. **Rust from Water Tank**
Discussion was held regarding the purging of a tank during the sprinkler system testing that allows rusty water to flow from the boiler room into an adjacent parking stall causing staining of the floor and rust deposits on the first level carpet from footsteps walking through the mess. The Owner whose parking stall is affected by this has requested in the past that the parking stall be rinsed as part of the service and requests that it be included in future service of this nature. Council discussed that the water can be redirected by attaching a pipe to where the water seeps through the wall and direct it towards the adjacent storm drain.
5. **Replacement Parts-Parkade Gate**
An incident occurred in mid-January whereby the parkade door was frozen in position. Valley All Door attended and recommended the replacement of the springs and shaft bearings. It was moved, seconded and *carried* that Valley All Door be authorized to proceed with the repair at their quoted price of \$1,240 + GST.
6. **Changes to Strata Property Act Regulations**
The Strata Manager advised on important changes to the Strata Property Act Regulations, pertaining to EV Charging which mandates that Strata Corporations must obtain an electrical planning report prepared by a qualified person prior to December 31st, 2026. Fraser Campbell is sourcing electricians that will do such reports.
7. **Social Committee**
On behalf of all the Owners in the Strata Corporation, Council extends a sincere thank you to all the social committee volunteers for their work this past year.

CORRESPONDENCE

1. **Garbage Bins**
An Owner volunteer advised that due to the late in the day timing of emptying of the garbage bins she will no longer volunteer for cleaning the bins next year. The Strata Manager was requested to send this Owner a letter of thanks for her good work completed to date.
2. **Filing of Bylaw Amendments**
An Owner inquired if the amendments to the bylaws approved at the October 31, 2023 Annual General Meeting have been registered in the Land Title Office (please refer to Business Arising Item #5).

3. **Amendment to Minutes**

An Owner noted that a revision to the October 2023 council meeting minutes under Social Committee Hearing is incorrect. The Strata Manager was requested to send a letter of response to this Owner.

4. **Roof Repair Expenditure**

An Owner requested justification for a transfer of funds from the CRF to the Operating Budget to pay for roof repairs. Council noted that at a council meeting it was moved, seconded and **carried** to make the accounting adjustments; these were done.

5. **Re-Key of Unit Door**

Confirmation was received from an Owner's representative that a suite entry door had been re-keyed and advising that payment is forthcoming for the same.

6. **Unauthorized Bylaw Amendment**

An Owner suggested that an amendment was made to the bylaws without being voted on. Council noted that the seasonal lights were not filed with Land Titles; the bylaw package had inadvertently been posted on the website.

7. **Insurance Renewal Terms**

An Owner requested clarification of the insurance renewal terms noting changes over last year's policy terms. The Strata Manager will correspond with the Owner with answers to the questions posed.

8. **Transfer of Funds**

An Owner expressed concern regarding the transfer of funds from the CRF to the Operating Fund for roof repairs. Council noted that at a council meeting it was moved, seconded and **carried** to make the accounting adjustments; these were done.

9. **Disposition of Funds**

An Owner wrote to clarify the process/progress made to date for the disposition of funds in the OPG RBC account. The Strata Manager was requested to send a letter of response to this Owner. The matter remains unresolved.

10. **AJM Disposal-Rate Increase**

Written notification from AJM Disposal of a 6% rate increase effective January 1, 2024.

11. **Repairs**

An Owner requested confirmation of the approximate date(s) that two authorized repairs affecting the unit will be undertaken. Council noted that the repairs to the windows at this unit are completed, and the water leak showing up at the outside of the unit door will be dealt with during the water testing at the roof.

12. **Social Funds**

The Social Committee requests an immediate resolution regarding transfer of the Social Committee Funds to the Social Committee. The Strata Manager was requested to send a letter of response to this Owner.

CORRESPONDENCE cont'd - In Camera

1. **Social Room Payment**

An owner reported an incident regarding payment of the rental fee for the Social Room. The

Strata Manager was requested to send a letter of response to this Owner.

Owners are invited to write to the council via the management company regarding strata-related matters. Correspondence should be emailed to info@frasercampbell.com. Please forward your letters to the management company one week before the meeting or the letters will be held over until the next council meeting.

*Please Note: complaints must be submitted in writing and signed by the complainant.

ADJOURNMENT

There being no further business, it was moved, seconded, and **carried** to adjourn the meeting at 6:23 p.m. The next meeting for Strata Plan LMS 1367 is scheduled for Wednesday March 13th, 2024 at 5:00 pm.

Fraser Campbell Property Management Ltd.

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

Phone: 604-585-3276

Emergency (after hours): 604-825-8211

Email: info@frasercampbell.com

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.

REPORTS

OPG Treasurer's report for October, November and December 2023

Dear Owners,

The Year End adjusting entries for transferring \$8,021.74 from the CRF account to the Operating bank account and transferring \$5612.00 to the Balance sheet for the Refundable Deposits have been done. The issue about funds owing to A Priority Locksmith for the break-in from Dec 2022 as been resolved with no funds owing. The issue with Boles Construction with one invoice owing turned out to be a duplicate invoice so there is no money owing to Boles.

The bank statement was received for October 2023 after the council meeting in November so once reviewed it was recommended that council approve the October 2023 financials at the February 07, 2024 council meeting.

For the November financials, it was recommended that council approved at the Feb 07, 2024 council meeting. There was only one item that needed to be corrected and that was for funds returned to unit #501 for refundable keys returned. The amount came from the operating budget and should have come from the Refundable Deposits account on the balance sheet. This amount was adjusted in December 2023.

All income and expenses that have been paid are correct and the bank statement was reviewed. It was recommended to council to approve the December Financials.

As of December 2023, the following is how some accounts stand:

The Year-to-Date Actual amount is in excess \$23,917.12

The operating bank account stands at \$56,882.18

This account receives interest and to date from the beginning of Sep 2023 it has received \$870.66.

The CRF bank account stands at \$565,788.79

This account has received \$10,256.64 in interest for this fiscal year.

There are outstanding expenses that have not yet been recorded in the financials. To the best of what gets tracked the following amount is payable to our suppliers is approx. \$3,000.00.

In January 2024, the accountant needed to transfer \$15,000.00 from the CRF account as a loan to cover the cost of the insurance policy for 2024.

The Quarterly Report (September to December) on the CRF Projects that are still ongoing.

- Roof Replacement Consultants: Balance remaining \$9,480.00
- Parkade Phase 2: Balance remaining \$8,279.68
- Window Replacement: Balance remaining \$8,100.00
- Level 5 Membrane Repairs: no funds expensed as yet. Approved \$24,000.00
- Courtyard Trellis Restoration: no funds expensed as yet. Approved \$5,500.00

Prepared by Heather Bell (Treasurer for 2023/24) January 28, 2024

OPG Landscaping Report November/December 2023

- **Landscaping Committee met 13 November to discuss winter garden plans and upcoming projects.**
- **Four (4) rotted-out signposts on the property have been replaced thanks to Wayne Boudreau for his assistance. There are still a couple more to do.**
- **The Rhododendrons surrounding the Courtyard Trellis were pruned in preparation for the power washing and painting of the Trellis in the Spring.**
- **The two Courtyard Fountains and back pond have been prepared for the winter. The back pond over-flow pipe has been cleared and a screen fixed over the opening to prevent blockage of water flow to the drain.**
- **Liming of the lawn areas will be completed by Vista once the weather warms up.**
- **The Rose bushes will be pruned in February/March.**
- **Raccoon/crow lawn damage will be addressed and repaired in the Spring. Vista has resprayed the damaged areas for larva control (at no charge), however, this still has not helped.**
- **Our Arborist (Greenline Tree Services) have walked the property in November and provided an estimate for work that will be carried out in February/March. The shrubbery behind the back pond along the fence will be addressed. However, the trees on the neighbour's property cannot be pruned. We have requested that the neighbour's Birch tree be removed, however, the neighbour has declined.**
- **The neighbour on the NW side trees will be pruned in February/March. This is in accordance with our convenance. It is OPG's turn to pay for the pruning.**

Prepared by: Rick Lang

Maintenance Report - November 15 - February 05/24

1. Parkade Garage Door

Door was stuck open and would not move. The balance spring was repaired and the clutch was adjusted.

The balance springs are at the end of reliable operation and need to be replaced.

2. Elevator Inspections

An extra inspection due to new regulations by the regulatory authority resulting in extra costs this year.

3. Window replacement

Large windows in three different units replaced because of leaks. This item was budgeted and approved at the last AGM.

Two other units had window repairs during the same visit.

4. Roof

The annual cleaning was completed and clogged drains cleared.

Our roof planning committee is working on a roof replacement plan and gathering information so we can update all owners as soon as possible.

5. Automatic doors

Occasionally the doors don't lock properly after closing. Security of our building is very important so if you are aware of a door not closing properly please let us know.

6. Sprinklers

A fire sprinkler in two units was replaced by Fraser Valley Fire because of minor leaks.

7. Frozen Pipe/ Water Leak

Some units in our building have hose bibs /taps on their decks/ patios and some do not.

Because of the cold weather we recently had a pipe burst with major damage. The owner did not know there was a shutoff valve for the outside tap in their unit.

Other owners have indicated they do not know where the water shutoff is in their unit.

Over the years there have been many renovations to individual units. For instance, some units may have a water shutoff for a refrigerator ice maker under any kitchen counter or in a cupboard .

For insurance purposes it is very important to know the location to reduce the value of any water damage claim.

STRATA CORPORATION INSURANCE PACKAGE
(December 31, 2023 to December 31, 2024)

Insured: The Owners of Strata Plan LMS 1367

<u>Coverage Description</u>	<u>Deductible</u>	<u>Limit / Aggregate</u>
I <u>Property Coverage: Property of Every Description</u>		\$20,552,000
“All Risks” of Direct Physical Loss or Damage	\$10,000	Included
Earthquake Endorsement;	15% (\$10,000 min)	Included
Sewer Backup and Water Damage Endorsement;	\$25,000	Included
Flood Endorsement	\$25,000	Included
Equipment Breakdown Coverage	\$1,000	Included
<u>Co-Insurance: Stated Value</u>		Included
<u>Basis of Settlement: Replacement Cost Coverage</u>		Included
<u>Extensions of Coverage:</u>		
Building By-Laws Included	Accounts Receivable \$100,000	
\$25,000 Property in Transit	Valuable Papers \$100,000	
\$25,000 Property Off Premises	Exterior Glass - \$500 deductible	
\$2,500 Personal Effects per occurrence; \$5,000 policy year	\$10,000 Lock and Key Replacement	
\$1,000 Growing Plants, Lawns, Trees, Shrubs and Flowers per plant; \$10,000 per occurrence	Debris Removal 25%, maximum \$50,000	
\$50,000 Fire Department Service Charges	\$50,000 Pollutant Clean Up and Removal	
\$25,000 Fine Arts	Included - Protection of Property	
\$100,000 Professional Fees (10% up to \$100,000)	\$10,000 Building Damage by Theft	
\$25,000 Automatic Fire Suppression System Recharge Exp.	\$50,000 EDP Equipment and Media	
\$50,000 Consequential Loss on and off premises	Automatic Inflation Adjustment Included	
\$1,000,000 Newly Acquired Buildings - 90 days	\$25,000 Installation Floater	
\$500,000 Newly Acquired Property - 90 days	\$25,000 Outdoor Property	
\$10,000 Rewards	\$50,000 Roadways, Walkways, Parking Lots	
II <u>Business Income Coverage:</u>	As per Property Coverage Section	\$10,000
III <u>Commercial General Liability:</u>		\$5,000,000 per occurrence
Bodily Injury/Property Damage/Personal & Advertising Injury	\$1,000	\$5,000,000 Aggregate
Non-owned Automobile Liability- SPF no 6	\$1,000	Included
Tenants Legal Liability – Broad Form	\$1,000	\$500,000
Medical Payments Coverage	\$1,000	\$10,000
Cyber Liability	\$1,000	\$250,000
Cyber Crime	\$1,000	\$50,000
IV <u>Comprehensive Crime:</u>	\$1,000	\$10,000
<u>Coverage:</u> Employee or Volunteer Dishonesty; Money & Securities; Forgery or Alteration; Credit Card Forgery; Money Orders And Counterfeit Paper Currency; Computer Fraud and Funds Transfer Fraud.		
V <u>Directors & Officers Liability for Condo Corp:</u>	\$1000	\$2,000,000 – Claims Made
VI <u>Volunteers Accident Insurance:</u>	\$1000	\$250,000
VII <u>Legal Expense Coverage:</u>	n/a	\$200,000–Claims Made \$1,000,000 – Aggregate

CONFIDENTIALITY: We respectfully request that all details contained within this quotation including premium pricing not be provided to any other broker participating in the quoting process.

All coverage subject to standard Policy Conditions and Exclusions