



Fraser Campbell Property Management Ltd.

**MINUTES OF THE ANNUAL GENERAL MEETING
STRATA PLAN NW 222 WILTSHIRE HOUSE
HELD ON WEDNESDAY, APRIL 8th, 2026 at 6:00 PM
IN THE LOBBY
15265 ROPER AVENUE, WHITE ROCK, BC**

PRESENT: 10 Owners in Person or Proxy as per the registration sheet.
(7 in person, 3 by proxy)

AGENT: Teya Kiriakidis, Fraser Campbell Property Management Ltd.

CALL TO ORDER

There being a quorum of owners present, the meeting was called to order at 6:00 p.m.

CHAIRPERSON

Strata Manager, Teya Kiriakidis, was appointed to chair the meeting.

PROOF OF NOTICE

It was moved, seconded, and ***carried*** to accept the notice dated March 18th, 2026 as proper notice of meeting.

APPROVAL OF AGENDA

It was moved, seconded, and ***carried*** to approve the Agenda of the April 8th, 2026 Annual General Meeting as circulated.

MINUTES

It was moved, seconded, and ***carried*** to adopt the minutes of the March 19th, 2025 Annual General Meeting as circulated.

INSURANCE REPORT

The Strata Corporation insurance coverage is provided by HUB International for the period of February 16, 2026 to February 16, 2027. **A copy of the Summary of Coverages is attached to the Notice of Meeting. Please retain for future reference.**

Renewal Fee:	\$18,400	Appraised Value	\$6,972,700
	All Risks	\$10,000.	Deductible
	Water Damage	\$25,000.	Deductible
	Sewer Backup	\$25,000	Deductible

Flood	\$25,000.	Deductible
Earthquake	15%	Deductible (min \$250,000)

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

RESOLUTION #1 (Majority Vote)

Budget Approval – 4.5% strata fee increase

WHEREAS:

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

BE IT RESOLVED THAT:

- 1. The Owners of Strata Plan NW 222 Wiltshire House, hereby authorize operating expenses in the amount of \$122,734 for the fiscal year ending March 31, 2026, which includes an allocation to the contingency reserve fund in the amount of \$15,848.

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

Following discussion, the vote was taken, and the motion was *carried unanimously (10 in favour)*

Strata Fee Increase

There will be a 4.5% increase in strata fees for the 2026/2027 fiscal year commencing April 1st, 2026 and the catch up fee will be deducted automatically from your account on April 14th. Please see the attached schedule for details. Pre-authorized payments will be adjusted automatically.

If you are not on the PAC automatic payment program, please forward twelve (12) new post-dated cheques commencing April 1, 2026, payable to "Strata Plan NW 222", to the management company.

SPECIAL RESOLUTION #2 (75% Vote)

Bylaw Repeal-Age Restrictions

WHEREAS:

- A. Amendments to the Strata Property Act introduced as Bill 44 became law as of November 24, 2022.
- B. Section 123.1 of the Act provides the following:
 - (1) The strata corporation must not pass a bylaw that restricts the age of persons who may reside in a strata lot except as permitted by subsection (2).
 - (2) The strata corporation may pass a bylaw that requires one or more persons residing in a strata lot to have reached a specified age that is not less than 55 years.

BE IT RESOLVED THAT:

- 1. In accordance with sections 126 and 128 (1) of the Strata Property Act and by a $\frac{3}{4}$ vote of the Owners of Strata Plan NW 222, Wiltshire House at the Annual General Meeting held April 9th, 2025 to **repeal Bylaw 33** in its entirety which currently reads:

Age Restriction

33. No person under the age of 19 years may occupy a strata lot.

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

Following discussion, the vote was taken, and Special Resolution #2 was ***carried unanimously (10 in favour)***

SPECIAL RESOLUTION #3 (75% Vote)

Bylaw Amendment – Chargebacks

WHEREAS:

- A. In accordance with section 126 and section 128(1) of the Strata Property Act of British Columbia, the Owners of Strata Plan NW 222, Wiltshire House wish to amend Strata Corporation Bylaws.

BE IT RESOLVED:

- 1. By a $\frac{3}{4}$ vote of the owners of Strata Plan NW 222, Wiltshire House at the Annual General Meeting held April 8th, 2026 to include Strata Corporation Bylaw 34 as follows:

Insurance and Indemnity

34.1. An owner is deemed to be responsible for investigative costs or any loss of damage caused to the common property, limited common property, common assets or

to any strata lot, and/or personal injury or death, where the cause of such loss or damage originated within the owner's strata lot and the loss or damage is not covered and paid by any insurance policy.

2. An owner is also deemed to be responsible for any loss or damage to the common property, limited common property, common assets or to any strata lot, and/ or personal injury or death, where the cause of such loss or damage is the result of of the owner, and/or owner's tenants, co-occupants, family members, employees, agents, contractors, guests or invitees and the loss or damage is not covered and paid by any insurance policy.

3. If any loss or damage deemed to be the responsibility of an owner under subsection (1) and /or (2) of this bylaw results in a claim against any insurance policy held by the strata corporation, that owner shall save harmless and indemnify, and is strictly liable to reimburse the strata corporation for the full amount of any insurance deductible, any portion of insurance coverage declined and/ or any amount by which the loss or damage exceeds the insurance coverage.

4. If any loss or damage deemed to be the responsibility of an owner under subsection (1) and or (2) of this bylaw does not exceed the insurance deductible for an insurance policy held by the strata corporation, that owner is strictly liable and shall fully indemnify and save harmless the strata corporation for any resulting expense for maintenance, repair or replacement rendered necessary, including legal costs incurred in relation to defending any claim against the strata corporation, and/ or prosecuting any claim made against the owner, such indemnity to be on a solicitor and client basis, including disbursements, expenses, taxes, filing and / or Court fees, all of a full indemnity basis.

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

An amendment to the bylaw was requested to read "An owner is deemed to be responsible for investigative costs or any loss or....."and "all on a full indemnity basis."

A motion was made, seconded, and carried to consider the above amendments.

The vote was taken and the amendments were *carried unanimously (10 in favour)*

The new amended bylaw in its entirety reads:

34.1. An owner is deemed to be responsible for investigative costs or any loss or damage caused to the common property, limited common property, common assets or to any strata lot, and/or personal injury or death, where the cause of such loss or damage originated within the owner's strata lot and the loss or damage is not covered and paid by any insurance policy.

2. An owner is also deemed to be responsible for any loss or damage to the common property, limited common property, common assets or to any strata lot, and/ or

personal injury or death, where the cause of such loss or damage is the result of of the owner, and/or owner's tenants, co-occupants, family members, employees, agents, contractors, guests or invitees and the loss or damage is not covered and paid by any insurance policy.

3. If any loss or damage deemed to be the responsibility of an owner under subsection (1) and /or (2) of this bylaw results in a claim against any insurance policy held by the strata corporation, that owner shall save harmless and indemnify, and is strictly liable to reimburse the strata corporation for the full amount of any insurance deductible, any portion of insurance coverage declined and/ or any amount by which the loss or damage exceeds the insurance coverage.

4. If any loss or damage deemed to be the responsibility of an owner under subsection (1) and or (2) of this bylaw does not exceed the insurance deductible for an insurance policy held by the strata corporation, that owner is strictly liable and shall fully indemnify and save harmless the strata corporation for any resulting expense for maintenance, repair or replacement rendered necessary, including legal costs incurred in relation to defending any claim against the strata corporation, and/ or prosecuting any claim made against the owner, such indemnity to be on a solicitor and client basis, including disbursements, expenses, taxes, filing and / or Court fees, all on a full indemnity basis.

Following discussion, the vote was taken, and Special Resolution #3 was *carried unanimously (10 in favour)*

NEW BUSINESS

1. **Laundry Room Washroom**

Council has decided to lock the laundry room washroom due to repeated incidents where an occupant or visitor has created a mess in the bathroom and failed to clean it up.

2. **Storage of Items in Parkade**

Discussion was held regarding a recent inspection by the fire department, during which they requested that items stored in several parking stalls be removed. A council member subsequently spoke with the fire marshal and was provided with a list of items that are not permitted to be stored in parking stalls. Owners and residents who wish to confirm whether items stored in their stall are permitted are encouraged to contact the property manager.

3. **Bike Hooks**

Discussion was held regarding installing bike hooks in each parking stall.

ELECTION OF STRATA COUNCIL

Pursuant to the Strata Corporation Bylaws, the 2025/2026 Strata Council members automatically retired from council. The retiring council members are eligible for re-election.

The following owners were elected to council by a majority vote:

Karen Stockdale	Unit #304
Leah Baird	Unit #104
Morley Waksel	Unit #305
Paul Gohler	Unit #105
Connor Sove	Unit #106

ADJOURNMENT

There being no further business, a motion was made, seconded, and *carried* to adjourn the meeting at 6:45 p.m.

The next council meeting for Strata Plan NW 222 will be scheduled in June.

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

Electronic Access to Minutes

- Log in to the FCPM website (www.frasercampbell.com),
- Click on the “owner log in” icon,
- Enter Username: **NW222** Password: **15265222**
- Once logged in click the **file icon** to access the folders containing documents including minutes of the three most recent meetings, bylaws and rules, current financial statement, and strata insurance.
- Any owners unable to access the internet are advised to notify the property manager and printed copies will continue to be mailed to them.

2026/2027 BUDGET - STRATA PLAN NW 222				9-Apr-26
MARCH 31 YEAR END				
CODE	NAME	2025/2026 FINAL BUDGET	2025/2026 PROBABLE	2026/2027 FINAL BUDGET
REVENUE				
4000	STRATA FEES	119,642	119,642	125,034
4300	INTEREST	350	500	350
4400	LAUNDRY/FINE	350	350	350
4950	SURPLUS FORWARD	0	0	0
TOTAL REVENUE		120,342	120,492	125,734
EXPENDITURES				
ADMINISTRATION				
5000	MANAGEMENT FEE	12,285	12,285	12,915
5100	INSURANCE/APPRAISAL	22,000	23,000	18,500
5300	LEGAL FEES	2,000	0	2,000
5400	MISCELLANEOUS	2,000	2,000	2,000
5500	DEPRECIATION REPORT	6,000	5,119	6,000
		44,285	42,404	41,415
UTILITIES				
6000	GAS	18,000	15,000	15,000
6100	ELECTRICITY	2,700	2,700	2,700
6200	WATER & SEWER	8,500	9,550	9,000
6300	GARBAGE REMOVAL	6,500	6,500	6,500
		35,700	33,750	33,200
BUILDING AND GROUNDS				
6400	ELEVATOR	4,000	4,300	4,000
6700	JANITORIAL	4,700	4,700	4,700
6900	LANDSCAPE IMPROVEMENTS	800	409	800
7200	REPAIRS & MAINTENANCE	17,771	28,008	19,771
		27,271	37,417	29,271
SUB-TOTAL		107,256	113,571	103,886
9000	CONTINGENCY	11,000	11,000	15,683
9800	DEFICIT RECOVERY	2,086	2,086	6,165
		120,342	126,657	125,734
SURPLUS (DEFICIT)		-	(6,165)	-
CONTINGENCY RESERVE FUND				
BALANCE MARCH 31, 2026, ESTIMATED				55,000
2026/2027 TRANSFER FROM OPERATING FUND				15,683
ESTIMATED INTEREST INCOME				1,000
ESTIMATED BALANCE MARCH 31, 2027				71,683

STRATA PLAN NW 222				9-Apr-26				15683
STRATA FEE SCHEDULE- 4.5% INCREASE								
YEAR END MARCH 31, 2027				125034.00	ANNUAL BUDGET			
UNIT	S.L.	U/E	NEW FEE	OPERATING	CONTINGENCY	OLD FEE	CATCHUP	***
101	1	634	660.60	577.74	82.86	632.11	28.49	
102	6	648	675.18	590.49	84.69	646.07	29.11	
103	2	471	490.76	429.20	61.56	469.59	21.17	
104	5	472	491.80	430.11	61.69	470.59	21.21	
105	3	633	659.55	576.82	82.73	631.11	28.44	
106	4	475	494.93	432.85	62.08	473.58	21.35	
201	7	634	660.60	577.74	82.86	632.11	28.49	
202	12	648	675.18	590.49	84.69	646.07	29.11	
203	8	471	490.76	429.20	61.56	469.59	21.17	
204	11	472	491.80	430.11	61.69	470.59	21.21	
205	9	633	659.55	576.82	82.73	631.11	28.44	
206	10	475	494.93	432.85	62.08	473.58	21.35	
301	13	635	661.64	578.65	82.99	633.11	28.53	
302	18	648	675.18	590.49	84.69	646.07	29.11	
303	14	471	490.76	429.20	61.56	469.59	21.17	
304	17	472	491.80	430.11	61.69	470.59	21.21	
305	15	633	659.55	576.82	82.73	631.11	28.44	
306	16	475	494.93	432.85	62.08	473.58	21.35	
TOTAL U/E		10000	10,419.50	9,112.54	1,306.96	9,970.15	449.35	
*** The catchup is the difference between the old strata fee and the new strata fee for the month of April 2026. The catchup will be withdrawn shortly after the AGM. Effective May 1, 2026 the new fee will be withdrawn.								



Fraser Campbell Property Management Ltd.

**MINUTES OF THE STRATA COUNCIL MEETING
STRATA PLAN NW 222 WILTSHIRE HOUSE
HELD ON WEDNESDAY, MARCH 11th, 2026
AT 10:30 AM IN THE COMMON ROOM
15265 ROPER AVENUE, WHITE ROCK**

PRESENT:	Morley Waksel	President	#305
	Leah Baird	Vice President	#104
	Karen Stockdale	Treasurer	#304
	Paul Gohler	Member at Large	#105
ABSENT:	Connor Sove	Member at Large	#106
AGENT:	Teya Kiriakidis, Fraser Campbell Property Management Ltd.		

Electronic Access to Minutes

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- Enter Username: **NW222** Password: **15265222**
- Once logged in click the **file icon** to access the folders containing documents including minutes of the three most recent meetings, bylaws and rules, current financial statement, and strata insurance.
- Any owners unable to access the internet are advised to notify the property manager and printed copies will continue to be mailed to them.

The meeting was called to order at 10:35 a.m.

MINUTES

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

BUSINESS ARISING

1. **Landscaping**

Nothing new to report.

2. **Maintenance Schedule**

A quote for dryer vent cleaning was reviewed, and further clarification will be requested from the contractor.

3. **Depreciation Report**

Strata Engineering has completed the Depreciation Report. A draft copy of the report has been forwarded to council for review. A motion was made, seconded and **carried** to approve payment of the invoice in the amount of \$4,876 plus GST. Please note that a copy of the report will be uploaded to the online portal.

4. **First Floor Storage Room Exhaust Fan**

Westech has replaced the first-floor storage room exhaust fan. A motion was made, seconded and **carried** to approve payment of the invoice in the amount of \$331 plus GST.

5. **Fire Panel/Fire Alarm System Replacement**

Council reviewed a quote in the amount of \$6,327 plus taxes from Neighbourhood Fire Prevention for replacement of the fire panel. In addition, two quotes were received from Nightingale Electrical Ltd. (\$51,398 plus GST) and Elite Fire Protection (\$68,173) for replacement of the fire alarm system throughout the building including the fire panel.

Neighbourhood Fire will be requested to conduct the annual fire testing and they will be requested to inspect the fire system and provide an opinion on how urgent a replacement is recommended.

6. **Laundry Room Water Ingress**

Council reviewed a report/quote from Van Strata Construction for remediation of excessive moisture in the laundry room including the installation of two new exterior dryer vents, the installation of a bathroom vent, the addition of insulation and caulking around the tin above the window and the installation of drip flashing. Council approved the quote in the amount of \$2,880 plus GST.

7. **Laundry Room Floor**

A quote has been received from IKR Contracting in the amount of \$500 for scraping and repainting of the laundry room floor. This matter will be considered following water ingress repairs and clarification on what material will be used.

CORRESPONDENCE

1. **No correspondence was received.**

Owners are invited to send written correspondence via email (info@frasercambell.com) Please put in the subject line: Attention Property Manager NW 222. Please note that anonymous correspondence will not be reviewed.

FINANCIAL REPORTS

1. **Financial Statements**

The November 2025 through February 2026 financial statements were reviewed in detail, following which it was moved, seconded, and ***carried*** to adopt the same.

2. **Bank Statements and Reconciliations**

The council treasurer acknowledged receipt of the October to December 2025 and the January 2026 bank statements and reconciliations in accordance with legislative requirements.

Any owner wishing a copy of the strata corporation's financial statement is requested to contact the agent during regular business hours 9:00 a.m.-4:30 p.m. The financial statement can also be viewed on the FCPM website

3. **Draft Budget**

Council reviewed a draft budget for the next fiscal year. There is a 2% proposed increase in strata fees.

4. **Repair Chargeback**

Discussion was held regarding the collection of a chargeback for water damage repairs that has remained outstanding since February 2024.

5. **CRF Loan**

The agent advised that there is balance of \$37,000 outstanding on the CRF loan for pre-payment of the insurance premium as of February 24th, 2026.

NEW BUSINESS

1. **Annual General Meeting**

The Annual General Meeting has been scheduled for April 8th. Agenda items will include budget approval, chargeback bylaw amendment, council election. A formal notice will follow.

2. **Addendum to the Agency Agreement**

A motion was made, seconded and ***carried*** to approve an addendum to the Agency Agreement with Fraser Campbell Property Management Ltd. to extend management services for the two-year period of April 1, 2026 through March 31, 2028 for the monthly rate of \$1,025 plus GST.

3. **Insurance Renewal**

The Strata Corporation insurance has been renewed with HUB International for the period of February 16, 2026 to February 16, 2027.

Renewal Fee:	\$18,400	Appraised Value	\$6,972,700
All Risks	\$10,000.	Deductible	
Water Damage	\$25,000.	Deductible	
Sewer Backup	\$25,000	Deductible	
Flood	\$25,000.	Deductible	
Earthquake	10%	Deductible	
		(min \$250,000)	

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

4. **Fire Department Inspection**

White Rock Fire Rescue has completed the annual inspection of the common property. The inspection report states four violations including no fire safety plan box onsite, no fire safety plan, emergency lighting requires inspection and **stored items must be removed from parking stalls**.

5. **A Priority Invoice**

A Priority Locksmith has serviced five Mul-T Lock cylinders. A motion was made, seconded and **carried** to approve payment of the invoice in the amount of \$125 plus GST.

A Priority will be requested to submit a quote for the replacement of six lock cylinders.

6. **Salting Invoices**

A motion was made, seconded and **carried** to approve payment of three invoices from Smiler Services totaling \$713 for salting (brining) of the sidewalks and entryways on eight occasions during the months of January and February.

7. **Zone Valve Replacement**

A motion was made, second and **carried** to approve payment of an invoice in the amount of \$289 plus GST from Westech Plumbing for the replacement of a zone valve in a first-floor unit.

8. **Bin Pulling Increase**

All Seasons Home Service has advised of a 2% rate increase for bin pulling effective January 1, 2026.

9. **Electrical Permit**

Technical Safety BC has advised that an electrical permit may be required.

10. **Parkade Ceiling Crack**

A quote from Vanstrata Construction was approved for the repair to the parkade ceiling crack over stall 6 in the amount of \$1,780 plus GST.

There being no further business, the meeting was adjourned at 12:35 am.

The next meeting for Strata Plan NW 222 is the Annual General Meeting scheduled for April 8th, 2026 at 6:00 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

THIS POLICY CONTAINS A CLAUSE WHICH MAY LIMIT THE AMOUNT PAYABLE
Policy No. CNW222
Summary of Coverage

Named Insured: The Owners of Strata Plan NW 222 Wiltshire House
 Additional Insured(s): Fraser Campbell Property Management Ltd.
 Location Address(es): 15265 Roper Avenue, White Rock, BC V4B 2E9
 Policy Period: **February 16, 2026 to February 16, 2027** 12:01 a.m. Standard Time

Insuring Agreements	Deductibles	Amount of Insurance
PROPERTY COVERAGES		
All Property, All Risk	\$10,000	\$6,972,700
Property Extensions	Included	Included
Water Damage	\$25,000	Included
Back up of Sewers, Sumps, Septic Tanks or Drains	\$25,000	Included
Earthquake Damage	10%	Included
Minimum Deductible:	\$250,000	
Aggregate Limit		\$6,972,700
Flood Damage	\$25,000	Included
Aggregate Limit		\$6,972,700
Key & Lock Replacement	\$500	\$5,000
Stated Amount Co Insurance, Replacement Cost	Included	Included
BLANKET GLASS COVERAGE	\$500	Blanket
COMMERCIAL GENERAL LIABILITY		
Bodily Injury/Property Damage - per occurrence	\$2,500	\$10,000,000
Personal and Advertising Injury Liability - per occurrence	\$2,500	\$10,000,000
Medical Expense Limit \$5,000 per person / \$25,000 per occurrence		\$25,000
Tenants Legal Liability	\$2,500	\$500,000
Non-Owned Automobile Policy - S.P.F. No. 6 C71000	\$2,500	\$10,000,000
CONDO DIRECTORS & OFFICERS LIABILITY	Nil	\$20,000,000
ENVIRONMENTAL LIABILITY POLICY / POLLUTION LEGAL LIABILITY		
Limit of Liability – Each Incident, Coverages A-G	\$25,000 Retention,	\$1,000,000
Limit of Liability – Each Incident, Coverage I	5 day waiting period	\$250,000
Aggregate Limit		\$5,000,000
Crisis Management Expense Endorsement		\$50,000
VOLUNTEER ACCIDENT INSURANCE COVERAGE		
Personal Accident Limit - Maximum Benefit - Lesser of \$350,000 or 5x Annual Salary		\$350,000
Weekly Accident Indemnity - Lesser of \$750 or 75% of Gross Weekly Earnings (52 weeks)	8 day Waiting Period	
Accident Expenses - various up to \$15,000 (see policy wording) Dental Expense - \$5,000		
Program Aggregate Limit		\$10,000,000
EQUIPMENT BREAKDOWN		
Direct Damage	\$10,000	\$6,972,700
Business interruption		
Extra Expense		
COMPREHENSIVE DISHONESTY, DISAPPEARANCE AND DESTRUCTION FORM INCLUDING ELECTRONIC THEFT OF MONEY		
Claims Preparation Costs	\$1,000	\$5,000
Computer Theft & Funds Transfer Fraud	\$1,000	\$5,000
Customers Interest	\$1,000	\$2,500
Employee Dishonesty	\$1,000	\$10,000
Forgery or Alteration	\$1,000	\$5,000
Money and Securities	\$1,000	\$5,000
Money Order and Counterfeit Paper Currency Coverage	\$1,000	\$5,000
Telephone Fraud	\$1,000	\$5,000
Unauthorized Business Card Use	\$1,000	\$5,000

Insuring Agreements	Deductibles	Amount of Insurance
ARAG LEGAL EXPENSE INSURANCE COVERAGE		
ARAG business for Condominiums Legal Protection Insurance Policy		
Per Claim Limit		\$200,000
Program Aggregate		\$1,000,000

This is a generalized summary of coverage for quick reference. In all cases the terms and conditions of the policy in effect are the determining documents.

February 10, 2026 - E&OE



Fraser Campbell Property Management Ltd.

**MINUTES OF THE STRATA COUNCIL MEETING
STRATA PLAN NW 222 WILTSHIRE HOUSE
HELD ON THURSDAY, NOVEMBER 13th, 2025
AT 10:30 AM IN THE COMMON ROOM
15265 ROPER AVENUE, WHITE ROCK**

PRESENT:	Morley Waksel	President	#305
	Leah Baird	Vice President	#104
	Karen Stockdale	Treasurer	#304
	Paul Gohler	Member at Large	#105
	Connor Sove	Member at Large	#106

AGENT: Teya Kiriakidis, Fraser Campbell Property Management Ltd.

Electronic Access to Minutes

- Log in to the FCPM website (www.frasercampbell.com),
- Click on the “owner log in” icon,
- Enter Username: **NW222** Password: **15265222**
- Once logged in click the **file icon** to access the folders containing documents including minutes of the three most recent meetings, bylaws and rules, current financial statement, and strata insurance.
- Any owners unable to access the internet are advised to notify the property manager and printed copies will continue to be mailed to them.

The meeting was called to order at 10:32 a.m.

MINUTES

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

BUSINESS ARISING

1. **Landscaping**

Nothing new to report.

2. **Maintenance Schedule**

Carpet Cleaning

Aero Carpet Cleaning has completed the cleaning of the common area carpets. A motion was made, seconded and **carried** to approve payment of the invoice in the amount of \$639 plus GST.

3. **Depreciation Report**

The Depreciation Report is in progress by Strata Engineering.

4. **First Floor Storage Room Exhaust Fan**

It was noted that the exhaust fan on the third floor was replaced, however the first floor storage room exhaust fan remains inoperable. Westech will be requested to replace the fan.

5. **Fire Panel Replacement**

Firefly Safety Systems reported that the fire panel needs replacement. Quotes for the replacement are pending.

CORRESPONDENCE

1. **Window Replacement**

Council reviewed correspondence from an owner inquiring if a sundeck window is the responsibility of the strata or owner to repair. Council noted that sundeck windows are owners responsibility.

Owners are invited to send written correspondence via email (info@frasercambell.com) Please put in the subject line: Attention Property Manager NW 222. Please note that anonymous correspondence will not be reviewed.

FINANCIAL REPORTS

1. **Financial Statements**

The August - October 2025 financial statements were reviewed in detail, following which it was moved, seconded, and **carried** to adopt the same.

2. **Bank Statements and Reconciliations**

The council treasurer acknowledged receipt of the July - September 2025 bank statements and reconciliations in accordance with legislative requirements.

Any owner wishing a copy of the strata corporation's financial statement is requested to contact the agent during regular business hours 9:00 a.m.-4:30 p.m. The financial statement can also be viewed on the FCPM website

NEW BUSINESS

1. Snow Removal

Council reviewed two quotes for snow removal and salting. The council has approved a quote from Smiler Services for the upcoming winter season.

2. Water Ingress

It was brought to council's attention that during the heavy rainfall water ingress was noted in the laundry room. It will be determined if this ingress occurs during heavy rainfall only. A quote will be obtained for the repair.

3. Exhaust Fan

It was noted that an exhaust fan in storage room storage room on floor 1 requires replacing. Westech Plumbing and Heating will be requested to replace the fan.

4. Laundry Room Floor

Discussion was held regarding the scraping and repainting of the laundry room floor. A quote will be obtained for this work.

There being no further business, the meeting was adjourned at 11:41 am.

The next council meeting for Strata Plan NW 222 is scheduled for February. Date to be announced.

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



Fraser Campbell Property Management Ltd.

**MINUTES OF THE STRATA COUNCIL MEETING
STRATA PLAN NW 222 WILTSHIRE HOUSE
HELD ON WEDNESDAY, AUGUST 13th, 2025
AT 10:00 AM VIA ZOOM VIDEO
15265 ROPER AVENUE, WHITE ROCK**

PRESENT:	Morley Waksel	President	#305
	Leah Baird	Vice President	#104
	Karen Stockdale	Treasurer	#304
	Paul Gohler	Member at Large	#105
	Connor Sove	Member at Large	#106

AGENT: Teya Kiriakidis, Fraser Campbell Property Management Ltd.

Electronic Access to Minutes

- Log in to the FCPM website (www.frasercampbell.com),
- Click on the “owner log in” icon,
- Enter Username: **NW222** Password: **15265222**
- Once logged in click the **file icon** to access the folders containing documents including minutes of the three most recent meetings, bylaws and rules, current financial statement, and strata insurance.
- Any owners unable to access the internet are advised to notify the property manager and printed copies will continue to be mailed to them.

The meeting was called to order at 10:05 a.m.

MINUTES

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

BUSINESS ARISING

1. **Landscaping**

Tree Pruning

A certified arborist was required to cut the problematic areas. Tree Pruning of a Mountain Ash and Cedar has been completed and paid in the amount of \$409.

2. **Maintenance Schedule**

Sanitary Drain Cleaning

Pacific Western Plumbing has completed sanitary drain cleaning. A motion was made, seconded and **carried** to approve payment of the invoice in the amount of \$2,850 plus GST.

3. **Bylaw Registration**

The bylaw amendment that was approved by a $\frac{3}{4}$ of the owners at the Annual General Meeting held on March 19th, 2025 has been registered in the Land Title Office (reg.#CB2090210) and is in effect as of June 6, 2025.

(8) (1) An owner or tenant or occupant shall NOT keep, or allow to be kept, EXCEPT for domestic, in-suite, for non breeding purposes, feline (s), (maximum of 2), birds (maximum of 2). No dogs, fish, reptiles, or any other pet or animal of any description shall be kept within the strata lot or anywhere on the common property except for a certified seeing eye dog.

(a) visiting dogs are permitted to stay up to 3 weeks consecutively and cannot be left unattended in the strata lot.

(2) An owner occupant who keeps or permits to be kept any animal or pet of any description, other than that described in paragraph (1), or certified guide dog on the strata property shall be subject to a fine of \$200.00 after (7) days written notice to remove the pet or animal, following which the \$200.00 fine may be levied every (7) days of contravention of this bylaw.

4. **Parkade Gate Receiver**

Council approved an invoice from Valley All Door Distributing in the amount of \$720 plus taxes for the installation of a new radio receiver for the parkade gate.

CORRESPONDENCE

1. **Letter of Response**

Council reviewed correspondence from an owner in response to a letter that was sent regarding items being stored in an owners parking stall. The owner noted that they are currently out of town, however the items in the stall will be removed upon their arrival back home.

2. **Smoking Complaint Response**

Council reviewed correspondence from a resident in response to a letter that was sent regarding smoking within their strata lot. The resident noted that they would occasionally smoke on the patio. A final warning letter will be sent to the resident and if smoking on strata property or within their strata lot continues, fines will be applied to the owners account.

3. **Smoking Concerns/ Seagulls**

Council reviewed a letter from an owner reporting concern of a resident smoking within their strata lot. The owner has been requested to keep a log when smoking fumes are present. Additionally, the owner requested the council to install bird spikes along the edge of the roof line to deter seagulls from perching on the building. A council member will investigate feasible solutions.

Owners are invited to **send written correspondence** via email (info@frasercambell.com) Please put in the subject line: **Attention Property Manager NW 222**. Please note that **anonymous correspondence will not be reviewed**.

FINANCIAL REPORTS

1. **Financial Statements**

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

2. **Bank Statements and Reconciliations**

The council treasurer acknowledged receipt of the May and June 2025 bank statements and reconciliations in accordance with legislative requirements.

Any owner wishing a copy of the strata corporation's financial statement is requested to contact the agent during regular business hours 9:00 a.m.-4:30 p.m. The financial statement can also be viewed on the FCPM website

NEW BUSINESS

1. **Depreciation Report**

Council reviewed two depreciation report proposals. A motion was made, seconded, and **carried** to approve a proposal from Strata Engineering in the amount of \$4,846 plus GST.

2. **Otis Invoice**

Council reviewed an invoice from Otis Elevator in the amount of \$509 plus GST for a call out to investigate an issue with the door malfunctioning. The council did not approve of paying the invoice and notes that this call out should be covered under warranty for the door assembly that was installed recently.

3. **Exhaust Fan**

It was noted that an exhaust fan in storage room storage room on floor 1 requires replacing. Westech Plumbing and Heating will be requested to replace the fan.

There being no further business, the meeting was adjourned at 11:10 pm.

The next council meeting for Strata Plan NW 222 is scheduled for November. Date to be announced.

Strata management services provided by



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Fraser Campbell Property Management Ltd.

**MINUTES OF THE STRATA COUNCIL MEETING
STRATA PLAN NW 222 WILTSHIRE HOUSE
HELD ON WEDNESDAY, MAY 14th, 2025
AT 11:30 AM IN THE MEETING ROOM
15265 ROPER AVENUE, WHITE ROCK**

PRESENT:	Morley Waksel	President	#305
	Leah Baird	Vice President	#104
	Karen Stockdale	Treasurer	#304
	Paul Gohler	Member at Large	#105
	Connor Sove	Member at Large	#106

AGENT: Teya Kiriakidis, Fraser Campbell Property Management Ltd.

Electronic Access to Minutes

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- Click on the “owner log in” icon,
- Enter Username: **NW222** Password: **15265222**
- Once logged in click the **file icon** to access the folders containing documents including minutes of the three most recent meetings, bylaws and rules, current financial statement, and strata insurance.
- Any owners unable to access the internet are advised to notify the property manager and printed copies will continue to be mailed to them.

The meeting was called to order at 11:33 a.m.

MINUTES

A motion was made, seconded and **carried** to approve the minutes of the February 18th, 2025 council meeting as circulated.

ELECTION OF OFFICERS

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

BUSINESS ARISING

1. **Landscaping**

Tree Pruning

Council reviewed a revised quote from Bartlett Tree Experts in the amount of \$780 plus GST for clearance pruning of the Portuguese Laurels at the NW corner and crown reduction of two Mountain Ash trees on the North side. An additional quote will be obtained.

2. **Maintenance Schedule**

Dryer Vent Cleaning

Air-Vac Services Canada Ltd. completed cleaning of the common laundry room dryer vents and the exterior dryer vents on May 1. A motion was made, seconded and **carried** to approve payment of the invoice in the amount of \$560 plus GST.

Annual Fire Inspection

Firefly Safety Systems has completed the annual inspection of the fire safety equipment, the annual backflow preventer test (report submitted to the City of White Rock) and the sprinkler system full trip test. A motion was made, seconded and **carried** to approve payment of the invoice in the amount of \$814 plus GST. It has been noted that various alarm bells will need to be replaced.

Catch Basin Cleaning

Spectratec Services completed cleaning of the catch basins in March. A motion was made, seconded and **carried** to approve payment of the invoice in the amount of \$525 plus GST.

3. **Elevator Repairs**

Elevator repairs are complete. The door operator has been replaced and the elevator shaft has been scraped and painted by Otis Elevator.

CORRESPONDENCE

1. **Pruning and Deck Request**

Council reviewed correspondence from an owner requesting an update on clearance pruning of branches that are overhanging a patio. The owner provided further information regarding a previous request for approval to level the concrete patio. In addition, the owner requested approval to install a wood deck over the levelled concrete and to rebuild an existing shed. The owner's request was approved pursuant to the submitted specifications.

2. **Parking Garage Gate**

Council reviewed correspondence from an owner reporting issues with opening the garage gate from the outside noting that the problem does not appear to be with the fob. Valley All Door will be requested to inspect the sensor when they are next onsite.

3. **Letter of Response**

Council reviewed a letter of response from an owner regarding two noise issues with a reminder and advising that a noise disturbance from a gazebo is being addressed.

Owners are invited to send written correspondence via email (info@frasercambell.com) Please put in the subject line: Attention Property Manager NW 222. Please note that anonymous correspondence will not be reviewed.

FINANCIAL REPORTS

1. Financial Statements

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

2. Bank Statements and Reconciliations

The council treasurer acknowledged receipt of the January, February, March and April bank statements and reconciliations in accordance with legislative requirements.

Any owner wishing a copy of the strata corporation's financial statement is requested to contact the agent during regular business hours 9:00 a.m.-4:30 p.m. The financial statement can also be viewed on the FCPM website

NEW BUSINESS

1. Bylaw Registration

Two council members signed the Form I that is required to register the bylaw amendment that was approved by a $\frac{3}{4}$ vote of the Owners at the Annual General Meeting held March 19, 2025

2. Water Consumption

Council reviewed the water utility bill from the City of White Rock for the most recent billing period.

3. Water Leak Investigation

Premium Restoration

A motion was made seconded and **carried** to approve payment of an invoice in the amount of \$250 plus GST from Premium Restoration for investigation of water damage sourcing from a third-floor storage locker.

Westech Plumbing

A motion was made, seconded and **carried** to approve payment of two invoices totaling \$865 plus GST from Westech Plumbing and Heating for investigation/repair of a leak into #102. The leak was determined to originate from a stress fracture in a copper pipe in a third-floor storage locker. A building water shutdown was required to replace the leaking pipe.

Payment of a third invoice from Westech Plumbing and Heating in the amount of \$265 plus GST was approved for the replacement of a failed exhaust fan in the third-floor storage locker.

Subsequent to the meeting a quote was approved from Jim Gislason Painting Services for drywall repairs in the amount of \$1,275.

4. **Notice of Violation**

Council reviewed and approved a draft Notice of Violation to be sent to two owners regarding secondhand smoke.

5. **Cardboard Boxes**

Owners are reminded to breakdown cardboard before disposing of it. If you cannot break it down to a compact size, you must dispose of it off site. Emterra does not provide cardboard removal and the cardboard is removed by a volunteer owner.

6. **Water Meter**

A notification was provided by the City of White Rock that the water meter had malfunctioned and was not accurately reading the water consumption since July 2024. The city was out to replace the water meter and an adjusted invoice was submitted in the amount of \$4,666.

There being no further business the meeting was adjourned at 12:52 pm.

The next council meeting for Strata Plan NW 222 is scheduled for August. Date to be announced.

Strata management services provided by



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Fraser Campbell Property Management Ltd.

**MINUTES OF THE ANNUAL GENERAL MEETING
STRATA PLAN NW 222 WILTSHIRE HOUSE
HELD ON WEDNESDAY, MARCH 19th, 2025 at 6:15PM
IN THE LOBBY
15265 ROPER AVENUE, WHITE ROCK, BC**

PRESENT: 13 Owners in Person or Proxy as per the registration sheet.
(3 in person, 10 by proxy)

AGENT: Teya Kiriakidis, Fraser Campbell Property Management Ltd.

CALL TO ORDER

There being a quorum of owners present, the meeting was called to order at 6:15 p.m.

CHAIRPERSON

Strata Manager, Teya Kiriakidis, was appointed to chair the meeting.

PROOF OF NOTICE

It was moved, seconded, and **carried** to accept the notice dated February 26th, 2025 as proper notice of meeting.

APPROVAL OF AGENDA

It was moved, seconded, and **carried** to approve the Agenda of the March 19th, 2025 Annual General Meeting as circulated.

MINUTES

It was moved, seconded, and **carried** to adopt the minutes of the January 15, 2025 Special General Meeting as circulated.

INSURANCE REPORT

The Strata Corporation insurance coverage is provided by HUB International for the period of February 16, 2025 to February 16, 2026. **A copy of the Summary of Coverages is attached to the Notice of Meeting. Please retain for future reference.**

Renewal Fee:	\$21,318	Appraised Value	\$6,723,600
	All Risks	\$10,000.	Deductible
	Water Damage	\$25,000.	Deductible
	Sewer Backup	\$25,000	Deductible

Flood	\$25,000.	Deductible
Earthquake	15%	Deductible
		(min \$250,000)

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

RESOLUTION #1 Majority Vote
Budget Approval

WHEREAS:

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

BE IT RESOLVED THAT:

- 1. The Owners of Strata Plan NW 222 Wiltshire House, hereby authorize operating expenses in the amount of \$120,342 for the fiscal year ending March 31, 2026, which includes an allocation to the contingency reserve fund in the amount of \$11,000.

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

Following discussion, the vote was taken, and the motion was *carried (13 in favour, 0 opposed, 0 abstained)*.

Strata Fee Increase

There will be an 8% increase in strata fees for the 2025/2026 fiscal year commencing April 1, 2025. Please see the attached schedule for details. Pre-authorized payments will be adjusted automatically.

If you are not on the PAC automatic payment program, please forward twelve (12) new post-dated cheques commencing April 1, 2025, payable to "Strata Plan NW 222", to the management company.

SPECIAL RESOLUTION #2 (75% Vote)

Bylaw Amendment – Visiting Dogs

The following Resolution was presented to the owners for consideration:

WHEREAS:

- A. In accordance with section 126 and section 128(1) of the Strata Property Act of British Columbia, the Owners of Strata Plan NW 222, Wiltshire House wish to amend Strata Corporation Bylaw 8.

- (8) An owner or tenant or occupant shall NOT keep, or allow to be kept, EXCEPT for domestic, in-suite, for non-breeding purposes, feline (s), (maximum of 2), birds (maximum of 2), ANY dogs, fish, reptiles, or any other pet or animal of any description within the strata lot or anywhere on the common property except for a certified seeing eye dog

BE IT RESOLVED:

1. By a 3/4 vote of the owners of Strata Plan NW 222, Wiltshire House at the Annual General Meeting held March 19th, 2025 to amend Strata Corporation Bylaw 8 as follows:

- (8) (1) An owner or tenant or occupant shall NOT keep, or allow to be kept, EXCEPT for domestic, in-suite, for non-breeding purposes, feline (s), (maximum of 2), birds (maximum of 2). No dogs, fish, reptiles, or any other pet or animal of any description shall be kept within the strata lot or anywhere on the common property except for a certified seeing eye dog.**

- (a) visiting dogs are permitted to stay up to 3 weeks consecutively and cannot be left unattended in the strata lot.**

- (2) An owner occupant who keeps or permits to be kept any animal or pet of any description, other than that described in paragraph (1), or certified guide dog on the strata property shall be subject to a fine of \$200.00 after (7) days written notice to remove the pet or animal, following which the \$200.00 fine may be levied every (7) days of contravention of this bylaw.**

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

A motion was made, seconded and **carried** to approve an amendment to the bylaw to read ‘any dogs, fish, reptiles...” and “visiting dogs (maximum 2)”

A second motion was made, seconded and **carried** for a further amendment to include “no service pets are permitted”.

Following discussion, the vote was taken and Special Resolution #2 was **carried** as amended (13 in favour, 0 opposed, 0 abstained).

- (8) (1) An owner or tenant or occupant shall NOT keep, or allow to be kept, EXCEPT for domestic, in-suite, for non-breeding purposes, feline (s), (maximum of 2), birds (maximum of 2) ANY dogs, fish, reptiles, or any other pet or animal of any description shall be kept within the strata lot or anywhere on the common property except for a certified seeing eye dog.
- (a) visiting dogs (maximum 2) are permitted to stay up to 3 weeks consecutively and cannot be left unattended in the strata lot. No pet services are permitted.

(2) An owner occupant who keeps or permits to be kept any animal or pet of any description, other than that described in paragraph (1), or certified guide dog on the strata property shall be subject to a fine of \$200.00 after (7) days written notice to remove the pet or animal, following which the \$200.00 fine may be levied every (7) days of contravention of this bylaw.

Following discussion, the vote was taken, and Special Resolution #2 with the amendments was **carried**

NEW BUSINESS

1. **Notice Of AGM**

An owner inquired if the AGM notice for next year could be emailed to the owners as the postal service had a delay in delivery. The agent explained that the official method of delivery of notice is through registered mail. However, the agent agreed to send the notice by email as a follow up.

2. **Fire Inspection**

Discussion was had regarding the most recent fire inspection. It was noted that multiple units were missed. The agent advised that the contractor would be back for a return visit to address the missed suites and deficiencies.

3. **Noise Disturbance**

Discussion from an owner was held regarding a red pump that runs in the mechanical room that causes a noise disturbance especially at night. The agent advised that the pump has been inspected by Westech Plumbing and Heating in which they confirmed that the pump is running in good condition and the noise that it omits is regular mechanical noise.

4. **Potential Roof Leak**

An owner brought up a potential roof leak where water can be seen running behind the siding causing rot to the plywood. Council will discuss this matter further at the next council meeting.

ELECTION OF STRATA COUNCIL

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

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

The following owners were elected to council by a majority vote:

Karen Stockdale	Unit #304
Leah Baird	Unit #104
Morley Waksel	Unit #305
Paul Gohler	Unit #105
Connor Sove	Unit #106

ADJOURNMENT

There being no further business, a motion was made, seconded, and ***carried*** to adjourn the meeting at 7:00 p.m.

The next council meeting for Strata Plan NW 222 will be scheduled in May.

Strata management services provided by



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2025/2026 BUDGET - STRATA PLAN NW 222			20-Mar-25	
			MARCH 31 YEAR END	
CODE	NAME	2024/2025 FINAL BUDGET	2024/2025 PROBABLE	2025/2026 FINAL BUDGET
REVENUE				
4000	STRATA FEES	110,621	110,621	119,642
4300	INTEREST	320	700	350
4400	LAUNDRY/FINE	350	350	350
4950	SURPLUS FORWARD	0	0	0
TOTAL REVENUE		111,291	111,671	120,342
EXPENDITURES				
ADMINISTRATION				
5000	MANAGEMENT FEE	10,395	10,395	12,285
5100	INSURANCE/APPRaisal	23,000	23,000	22,000
5300	LEGAL FEES	2,000	0	2,000
5400	MISCELLANEOUS	2,000	2,000	2,000
5500	DEPRECIATION REPORT	0	0	6,000
		37,395	35,395	44,285
UTILITIES				
6000	GAS	18,000	12,000	18,000
6100	ELECTRICITY	2,700	2,500	2,700
6200	WATER & SEWER	8,500	5,100	8,500
6300	GARBAGE REMOVAL	6,400	6,579	6,500
		35,600	26,179	35,700
BUILDING AND GROUNDS				
6400	ELEVATOR	4,000	10,000	4,000
6700	JANITORIAL	4,725	4,183	4,700
6900	LANDSCAPE IMPROVEMENTS	800	0	800
7200	REPAIRS & MAINTENANCE	17,771	27,000	17,771
		27,296	41,183	27,271
SUB-TOTAL		100,291	102,757	107,256
9000	CONTINGENCY	11,000	11,000	11,000
9800	DEFICIT RECOVERY	0	0	2,086
		111,291	113,757	120,342
SURPLUS (DEFICIT)		-	(2,086)	-
CONTINGENCY RESERVE FUND				
BALANCE MARCH 31, 2025, ESTIMATED				44,500
2025/2026 TRANSFER FROM OPERATING FUND				11,000
ESTIMATED INTEREST INCOME				1,000
ESTIMATED BALANCE MARCH 31, 2026				56,500

STRATA PLAN NW 222					20-Mar-25
STRATA FEE SCHEDULE- 8% INCREASE					
YEAR END MARCH 31, 2026				119642.00	ANNUAL BUDGET
UNIT	S.L.	U/E	TOTAL DUE	OPERATING	CONTINGENCY
101	1	634	632.11	573.99	58.12
102	6	648	646.07	586.67	59.40
103	2	471	469.59	426.41	43.18
104	5	472	470.59	427.32	43.27
105	3	633	631.11	573.08	58.03
106	4	475	473.58	430.04	43.54
201	7	634	632.11	573.99	58.12
202	12	648	646.07	586.67	59.40
203	8	471	469.59	426.41	43.18
204	11	472	470.59	427.32	43.27
205	9	633	631.11	573.08	58.03
206	10	475	473.58	430.04	43.54
301	13	635	633.11	574.90	58.21
302	18	648	646.07	586.67	59.40
303	14	471	469.59	426.41	43.18
304	17	472	470.59	427.32	43.27
305	15	633	631.11	573.08	58.03
306	16	475	473.58	430.04	43.54
TOTAL U/E		10000	9,970.15	9,053.44	916.71



Fraser Campbell Property Management Ltd.

**MINUTES OF THE STRATA COUNCIL MEETING
STRATA PLAN NW 222 WILTSHIRE HOUSE
HELD ON TUESDAY, FEBRUARY 18th, 2025
AT 11:00 AM IN THE MEETING ROOM
15265 ROPER AVENUE, WHITE ROCK**

PRESENT:	Nafeesa Mohammed (via Telephone)	President	#203
	Leah Baird	Vice President	#104
	Karen Stockdale	Treasurer	#304
	Morley Waksel	Member at Large	#305

AGENT: Teya Kiriakidis, Fraser Campbell Property Management Ltd.

Electronic Access to Minutes

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- Enter Username: **NW222** Password: **15265222**
- Once logged in click the **file icon** to access the folders containing documents including minutes of the three most recent meetings, bylaws and rules, current financial statement, and strata insurance.
- Any owners unable to access the internet are advised to notify the property manager and printed copies will continue to be mailed to them.

The meeting was called to order at 11:03 a.m.

MINUTES

A motion was made, seconded and **carried** to approve the minutes of the November 27th, 2024 council meeting as circulated.

BUSINESS ARISING

1. **Landscaping**

Council reviewed a proposal in the amount \$2,080 plus GST from Bartlett Tree Experts for various tree and shrub work throughout the complex.

Council approved two items on the list for tree pruning.

2. **Maintenance Schedule**

Dryer Vent Cleaning

Airvac Services will be contacted to complete the dryer vent cleaning in May.

Annual Fire Inspection

The annual fire inspection and backflow testing are due and will be scheduled accordingly.

Sanitary Drain Lines

The agent will investigate when the last sanitary drain line cleaning was conducted.

3. **Elevator**

Category Five Testing

Otis Elevator has completed the mandatory Category 5 Test (five year full load safety test) in accordance with the CSA-B44 Code for Elevators.

4. **Parkade Exhaust Fan/Laundry Room Faucet**

Westech Plumbing and Heating has completed the replacement of the parkade exhaust fan and the laundry room faucet. A motion was made, seconded and **carried** to approve payment of the invoice in the amount of \$3,695 plus GST.

5. **Parkade Fan Housing**

VanStrata Construction has completed rebuilding the housing structure for the parkade fan which was found to be completely rotted. A motion was made seconded and **carried** to approve payment of the invoice in the amount of \$1,860 plus GST.

6. **Elevator Repairs**

Pit Sealing

Absolute Concrete Repair and Injection Ltd. has completed repairs to the perimeter cold joint in the elevator pit to prevent water ingress. A motion was made, seconded and **carried** to approve payment of the invoice in the amount of \$3,500 plus GST.

Door Operator

Otis has been requested to proceed with replacement of the elevator door operator. Scheduling is pending, the requested deposit has been paid. It has been noted that parts may take up to 3 weeks to arrive as they are not kept in stock.

CORRESPONDENCE

1. **Heating/Alteration Request**

Council reviewed correspondence from an owner reporting that the heating system does not seem to be working efficiently inside the suite. The same owner requested approval to install a free standing gazebo and to level five areas where water pools with concrete.

Owners are invited to send written correspondence via email (info@frasercambell.com) Please put in the subject line: Attention Property Manager NW 222. Please note that anonymous correspondence will not be reviewed.

FINANCIAL REPORTS

1. Financial Statements

The November and December 2024 and the January 2025 financial statements were reviewed in detail, following which it was moved, seconded, and **carried** to adopt the same.

2. Bank Statements and Reconciliations

The council treasurer acknowledged receipt of the November 2024 bank statements and reconciliations in accordance with legislative requirements.

3. Draft Budget

Council reviewed and approved a draft budget for the next fiscal year. There is a proposed increase of 8% in strata fees.

4. CRF Loan

The agent advised that there is an outstanding balance of \$20,00 remaining for the loan from the Contingency Reserve Fund loan to prepay the insurance premium as of January 31, 2025. Funds will be returned to the CRF prior to the end of the fiscal year as surplus funds permit.

Any owner wishing a copy of the strata corporation's financial statement is requested to contact the agent during regular business hours 9:00 a.m.-4:30 p.m. The financial statement can also be viewed on the FCPM website

NEW BUSINESS

1. Elevator Emergency Service Call Invoice

An invoice has been received from Otis Elevator in the amount of \$1,404 for an emergency service call following a report of entrapment on December 13, 2024.

2. Emterra Rate Increase

Council acknowledged receipt of correspondence from Emterra Environmental advising of a 5% rate increase effective February 1, 2025.

3. Otis Service Contract Invoice

A motion was made, seconded and **carried** to approve payment of the service contract invoice from Otis for the period of February 1, 2025 through April 30, 2025 in the amount of \$872 plus GST.

The agent was requested to discuss with Otis if credit will be provided for the months that the elevator has not received maintenance due to it being out of service.

4. **Addendum to the Agency Agreement**

A motion was made, seconded and **carried** to approve an addendum to the Agency Agreement with Fraser Campbell Property Management Ltd. to extend management services for the period of April 1, 2025 through March 31, 2026 for the monthly rate of \$975 plus GST.

5. **Insurance Renewal**

The Strata Corporation insurance has been renewed with HUB International for the period of February 16, 2025 to February 16, 2026.

Renewal Fee: \$21,318	Appraised Value \$6,723,000
All Risks	\$10,000. Deductible
Water Damage	\$25,000. Deductible
Sewer Backup	\$25,000 Deductible
Flood	\$25,000. Deductible
Earthquake	15% Deductible
	(min \$250,000)

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

6. **Annual General Meeting**

The Annual General Meeting has been scheduled for March 19th. Agenda items will include budget approval, visiting dog bylaw amendment, and council election. A formal notice will follow.

7. **Snow Removal**

A council member had doubts that Smiler Services attended the site during the week of February 3rd, when snow was present. The agent will follow up with Smiler Services to confirm.

There being no further business the meeting was adjourned at 12:32 pm.

The meeting for Strata Plan NW 222 is the Annual General Meeting scheduled for March 19th, 2025. at 6:15 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

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

**MINUTES OF A SPECIAL GENERAL MEETING
STRATA PLAN NW 222 WILTSHIRE HOUSE
HELD ON WEDNESDAY, JANUARY 15th, 2025 at 6:15PM
IN THE MEETING ROOM
15265 ROPER AVENUE, WHITE ROCK, BC**

PRESENT: 14 Owners in Person or Proxy as per the registration sheet.
(12 in person, 2 by proxy)

AGENT: Teya Kiriakidis, Fraser Campbell Property Management Ltd.

CALL TO ORDER

There being a quorum of owners present, the meeting was called to order at 6:15 p.m.

CHAIRPERSON

Strata Manager, Teya Kiriakidis, was appointed to facilitate the meeting.

PROOF OF NOTICE

It was moved, seconded, and **carried** to accept the notice dated December 23, 2024 as proper notice of meeting.

APPROVAL OF AGENDA

It was moved, seconded, and **carried** to approve the Agenda of the January 15th, 2025 Special General Meeting as circulated.

MINUTES

It was moved, seconded, and **carried** to adopt the minutes of the April 11th, 2024 Annual General Meeting as circulated.

SPECIAL RESOLUTION #1 (75% Vote)
Special Levy – Elevator Repairs

WHEREAS:

- A. The elevator is currently out of order and to get the elevator back to operational state, repairs to the door assembly system are required. Additional repairs to the elevator include a scrape and paint on the elevator pit and applicable components following recent pit flood.
- B. OTIS to supply and install a new door operator system to replace the existing obsolete door assembly in the amount of \$39,772. 33 plus GST and scrape and paint elevator pit in the amount of \$15,740 plus GST.

- C. A budget has been established in the amount of \$60,000 for the replacement of the door operator system which includes a 3% FCPM administration fee.

BE IT RESOLVED THAT:

1. In accordance with sections 96, 108 and 109 of the Strata Property Act of British Columbia and by a ¾ vote of the Owners of Strata Plan NW222 Wiltshire House at the Special General Meeting held on January 15th, 2025 that the owners expend a sum of money not exceeding \$60,000 for the purpose of repairing the elevator to an operational state funded by way of a special levy upon the owners in proportion to the unit entitlement of their respective strata lots.
2. The special assessment shall be assessed on January 15th, 2025 and become due and payable in full immediately on passing of the resolution and any owner who sells, conveys or transfers his/her title, including a remortgage, shall pay the full amount outstanding. In the event the completed work comes in lower than the budgeted amount any leftover funds in excess of \$100 per strata lot will be returned to the owners.
3. This special assessment shall be considered as part of the common expenses of the Strata Corporation and Part 6, Division 6 of the Strata Property Act of British Columbia (money owing to a strata corporation) shall be applicable where an owner fails to make the required payment as authorized by the passing of this special resolution.
- 4.

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

Following discussion, the vote was taken, and Special Resolution #1 was **carried** (13 in favour, 0 opposed, 1 abstained).

ADJOURNMENT

There being no further business, a motion was made, seconded, and **carried** to adjourn the meeting at 6:39 p.m.

The next council meeting for Strata Plan NW 222 will be held in February, date to be determined.

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EMERGENCIES

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

Electronic Access to Minutes

- Log in to the FCPM website (www.frasercampbell.com),
- Click on the “owner log in” icon,
- Enter Username: **NW222** Password: **15265222**
- Once logged in click the **file icon** to access the folders containing documents including minutes of the three most recent meetings, bylaws and rules, current financial statement, and strata insurance.
- Any owners unable to access the internet are advised to notify the property manager and printed copies will continue to be mailed to them.

STRATA PLAN NW 222			20-Dec-24
SPECIAL LEVY SCHEDULE			
ELEVATOR REPAIR		60000.00	
OPTION 1			
UNIT	S.L.	U/E	TOTAL DUE
101	1	634	3,804.00
102	6	648	3,888.00
103	2	471	2,826.00
104	5	472	2,832.00
105	3	633	3,798.00
106	4	475	2,850.00
201	7	634	3,804.00
202	12	648	3,888.00
203	8	471	2,826.00
204	11	472	2,832.00
205	9	633	3,798.00
206	10	475	2,850.00
301	13	635	3,810.00
302	18	648	3,888.00
303	14	471	2,826.00
304	17	472	2,832.00
305	15	633	3,798.00
306	16	475	2,850.00
TOTAL U/E		10000	60,000.00



Fraser Campbell Property Management Ltd.

**MINUTES OF THE STRATA COUNCIL MEETING
STRATA PLAN NW 222 WILTSHIRE HOUSE
HELD ON THURSDAY, MAY 27th, 2024
AT 4:30 PM IN THE MEETING ROOM
15265 ROPER AVENUE, WHITE ROCK**

PRESENT:	Peter Zorn	President	#106
	Bonnie Healy	Vice President	#102
	Karen Stockdale	Treasurer	#304
	Nafeesa Mohammed	Member at Large	#203

AGENT: Teya Kiriakidis, Fraser Campbell Property Management Ltd.

Electronic Access to Minutes

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- Enter Username: **NW222** Password: **15265222**
- Once logged in click the **file icon** to access the folders containing documents including minutes of the three most recent meetings, bylaws and rules, current financial statement, and strata insurance.
- Any owners unable to access the internet are advised to notify the property manager and printed copies will continue to be mailed to them.

The meeting was called to order at 4:30pm.

MINUTES

A motion was made, seconded and **carried** to approve the minutes of the February 8th, 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.

BUSINESS ARISING

1. Landscaping

Council noted that at this time pruning is not required and will reassess the trees in the fall.

2. Maintenance Schedule

Council reviewed the maintenance schedule and the following tasks for Spring Season:

- Boiler Flush/Service
Westech Plumbing and Heating has scheduled the annual flushing and servicing of the boiler for May 29th.
- Carpet Cleaning
The Agent has been requested to obtain a quote for carpet cleaning.
- Window Cleaning
The agent has been requested to obtain quotes for window and siding cleaning.
- Dryer Vent Cleaning
Air Vac services has completed exterior dryer vent cleaning. A motion was made, seconded and **carried** to approve payment of the invoice in the amount of \$540 plus GST.
- Parking Garage Power Washing
Power Washing of the parking garage will be completed once the sprinkler lines are bled by Firefly Safety Systems.

3. Window Repairs

R.M. Glassworks has been requested to proceed with the replacement of three cracked windowpanes in two units pursuant to a submitted quote in the amount of \$532 plus GST.

CORRESPONDENCE

1. Renovation Request

Council approved an owner's request to undertake kitchen renovations to include replacement of the sink and countertops.

Owners are invited to **send written correspondence** via email (info@frasercambell.com) Please put in the subject line: **Attention Property Manager NW 222. Please note that anonymous correspondence will not be reviewed.**

FINANCIAL REPORTS

1. Financial Statements

The January through April 2024 Financial Statements were reviewed in detail, following which it was moved, seconded, and **carried** to adopt the same.

2. Bank Statements and Reconciliations

The council treasurer acknowledged receipt of the January through April 2024 bank statements and reconciliations in accordance with legislative requirements.

Any owner wishing a copy of the strata corporation's financial statement is requested to contact the agent during regular business hours 9:00 a.m.-4:30 p.m. The financial statement can also be viewed on the FCPM website

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 April 11, 2024 in the land Title Office.

2. Sump Pump Repair

SWR Drain Service Ltd. visited the site in April following a report that the sump in the parkade was full and not draining. The sump was manually emptied, and inspection and repairs were made to the sump pump and associated parts. A motion was made, seconded and **carried** to approve payment of the invoice in the amount of \$741 plus GST. It is the recommendation of the contractor that the sump pump be replaced in the near future as the pump housing is corroded.

3. Annual Fire Inspection

Firefly Safety Systems has completed the annual inspection of the fire safety equipment and the annual testing of the backflow preventer. A motion was made, seconded and **carried** to approve payment of the invoice in the amount of \$845 plus GST.

4. Elevator Pit Sealing

Otis Elevator has advised of water ingress into the elevator pit and recommends having the pit drained and sealed. Quotes will be obtained.

5. Ant Abatement

The Pest Detective has applied treatment for carpenter ant abatement around the building perimeter and along the fence at the back and side of the building. A motion was made, seconded and carried to approve payment of the invoice in the amount of \$395 plus GST.

6. Zone Valve Replacement

Council reviewed an invoice in the amount of \$258 from Westech Plumbing and Heating for replacement of a zone valve in a third floor unit. Council noted that the cost of the zone valve repair is the responsibility of the owner. The invoice will be sent to the owner for payment.

7. Window Repair

RM Glassworks has inspected a window in a second-floor unit and advised that the window is out of alignment at the top and cannot be adjusted. The window requires replacement.

8. Noise Complaint

Discussion was held regarding a unit where excessive noise continues to emanate from. The agent was instructed to write a letter to the owner.

There being no further business the meeting was adjourned at 5:36pm.

The date of the next council meeting for Strata Plan NW 222 is to be determined.

Fraser Campbell Property Management Ltd.

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

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EMERGENCIES

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Fraser Campbell Property Management Ltd.

**MINUTES OF THE ANNUAL GENERAL MEETING
STRATA PLAN NW 222 WILTSHIRE HOUSE
HELD ON THURSDAY, APRIL 11th, 2024 at 6:15PM
IN THE LOBBY
15265 ROPER AVENUE, WHITE ROCK, BC**

PRESENT: 12 Owners in Person or Proxy as per the registration sheet.
(7 in person, 5 by proxy)

AGENT: Teya Kiriakidis, Fraser Campbell Property Management Ltd.

CALL TO ORDER

There being a quorum of owners present, the meeting was called to order at 6:17 p.m.

CHAIRPERSON

Strata Manager, Teya Kiriakidis, was appointed to facilitate the meeting.

PROOF OF NOTICE

It was moved, seconded, and **carried** to accept the notice dated March 21, 2024 as proper notice of meeting.

APPROVAL OF AGENDA

It was moved, seconded, and **carried** to approve the Agenda of the April 11, 2024 Annual General Meeting as circulated.

MINUTES

It was moved, seconded, and **carried** to adopt the minutes of the March 21, 2023 Annual General Meeting as circulated.

INSURANCE REPORT

The Strata Corporation insurance coverage is provided by HUB International for the period of February 16, 2024 to February 16, 2025. **A copy of the Summary of Coverages is attached to the Notice of Meeting. Please retain for future reference.**

Renewal Fee:	\$21,431	Appraised Value	\$6,472,000
	All Risks	\$10,000.	Deductible
	Water Damage	\$25,000.	Deductible
	Sewer Backup	\$25,000	Deductible



Fraser Campbell Property Management Ltd.

**MINUTES OF THE STRATA COUNCIL MEETING
STRATA PLAN NW 222 WILTSHIRE HOUSE
HELD ON NOVEMBER 27th, 2024
AT 3:30 PM IN THE MEETING ROOM
15265 ROPER AVENUE, WHITE ROCK**

PRESENT:	Nafeesa Mohammed (4:13 – 4:36 p.m.)	President	#203
	Leah Baird	Vice President	#104
	Karen Stockdale	Treasurer	#304
	Morley Waksel	Member at Large	#305

AGENT: Teya Kiriakidis, Fraser Campbell Property Management Ltd.

Electronic Access to Minutes

- Log in to the FCPM website (www.frasercampbell.com),
- Click on the “owner log in” icon,
- Enter Username: **NW222** Password: **15265222**
- Once logged in click the **file icon** to access the folders containing documents including minutes of the three most recent meetings, bylaws and rules, current financial statement, and strata insurance.
- Any owners unable to access the internet are advised to notify the property manager and printed copies will continue to be mailed to them.

The meeting was called to order at 3:30pm.

MINUTES

A motion was made, seconded and **carried** to approve the minutes of the August 12, 2024 council meeting as circulated.

BUSINESS ARISING

1. **Landscaping**

A quote is pending for the tree pruning throughout the complex.

2. **Maintenance Schedule**

- **Carpet Cleaning**
Aero Carpet Services Ltd has completed cleaning of the common area carpets. A motion was made, seconded and **carried** to approve payment of the invoice in the amount of \$609 plus GST.
- **Window and Siding Cleaning**
High Five Exterior Cleaning has completed exterior window and siding cleaning. A motion was made, seconded and carried to approve payment of the invoice in the amount of \$925 plus GST

3. **Elevator**

Category Five Testing

Otis Elevator has completed the mandatory Category 5 Test (five year full load safety test) in accordance with the CSA-B44 Code for Elevators.

4. **Parkade Exhaust Fan/Laundry Room Faucet**

Westech Plumbing and Heating has been requested to replace the parkade exhaust fan and the laundry room faucet pursuant to a submitted quote in the amount of \$3,695. Scheduling is pending.

CORRESPONDENCE

1. **Noise Complaint**

Council reviewed correspondence from an owner regarding noise from a neighbouring unit.

2. **Mouse**

Council reviewed correspondence from an owner reporting the sighting of a mouse in the lobby. A door sweep will be added to the door leading into the parkade. Additionally, the pest control company will be requested to move the bait box behind the garbage bin to another location in the parkade where it is easier accessible.

3. **Patio Improvement Request**

Council reviewed correspondence from an owner requesting approval to upgrade the patio area, undertake drainage improvements, and complete tree pruning. Council has requested more information regarding the patio enclosure upgrade. Council denied the request for drainage improvements and a council member will meet with the owner to discuss an alternate solution. Council will obtain a quote for the removal of the tree.

Owners are invited to send written correspondence via email (info@frasercambell.com) Please put in the subject line: Attention Property Manager NW 222. Please note that anonymous correspondence will not be reviewed.

FINANCIAL REPORTS

1. Financial Statements

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

2. Bank Statements and Reconciliations

The council treasurer acknowledged receipt of the August, September and October 2024 bank statements and reconciliations in accordance with legislative requirements.

Any owner wishing a copy of the strata corporation's financial statement is requested to contact the agent during regular business hours 9:00 a.m.-4:30 p.m. The financial statement can also be viewed on the FCPM website

NEW BUSINESS

1. Window Replacement

A motion was made, seconded and **carried** to approve payment of an invoice in the amount of \$2,824 plus GST from R.M. Glassworks Inc. for the replacement of large window in a second-floor unit.

2. Elevator Pit

Council reviewed a quote from Absolute Concrete Repair and Injection Ltd. in the amount of \$3,500 plus GST for a cold joint repair (cement patching/urethane injection) to mitigate water ingress into the elevator pit. Otis Elevator has submitted a quote in the amount of \$490 per hour plus GST for being in attendance while work on the elevator shaft is being completed in accordance with the CSA – B44 Safety Code for Elevators.

3. Exterior Hose Bib

Discussion was had regarding an exterior hose bib that requires repair. Westech Plumbing and Heating will be requested to complete the repair.

4. Unauthorized Structure

Discussion was had regarding a structure that was erected on limited common property. Council noted that approval was not provided to the owner for the structure's installation. The agent will send a letter requesting the owner remove the structure and apply for approval in writing to the council.

There being no further business the meeting was adjourned at 4:36 pm.

The next council meeting for Strata Plan NW 222 will be held in February 2025, date to be determined.

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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:

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.

Flood	\$25,000.	Deductible
Earthquake	15%	Deductible
		(min \$250,000)

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

SPECIAL RESOLUTION #1 75% Vote

Exemption for Depreciation Report Update

The following Resolution was presented to the owners for consideration:

WHEREAS:

1. A Depreciation Report is a mandatory function of Strata Corporations in the Province of British Columbia and must be updated every three years.
2. Strata Corporations must comply with the provision by December 13, 2013, unless exempted by an annual 75% vote.
3. The Owners of Strata Plan 222, Wiltshire House exempted themselves from the requirement of obtaining a Depreciation Report by a 75% vote at the Annual General Meeting held on March 21, 2023.

BE IT RESOLVED THAT:

1. The Owners of Strata Plan NW 222, Wiltshire House by a 75% vote at the Annual General Meeting held April 11, 2024, exempt the Strata Corporation from the requirement of Section 94(2) of the Strata Property Act of British Columbia for a further one-year period.

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

Following discussion, the vote was taken, and Special Resolution #1 was **carried** (12 in favour, 0 opposed, 0 abstained).

RESOLUTION #2A Majority Vote

Budget Approval – Option A – 5% strata fee increase

WHEREAS:

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

- B. The proposed budget must be distributed with the notice of the annual general meeting under Section 45 and must be accompanied by the financial statements.

BE IT RESOLVED THAT:

1. The Owners of Strata Plan NW 222 Wiltshire House, hereby authorize operating expenses in the amount of \$113,349 for the fiscal year ending March 31, 2025, which includes an allocation to the contingency reserve fund in the amount of \$11,343.

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

Following discussion, the vote was taken, and the motion was **defeated** (6 in favour, 6 opposed, 0 abstained).

As Resolution #2A did not receive a majority vote required for approval, consideration must be given to Resolution #2B.

RESOLUTION #2B (Majority Vote)

Budget Approval – Option B – 3% strata fee increase

WHEREAS:

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

BE IT RESOLVED THAT:

1. The Owners of Strata Plan NW 222 Wiltshire House, hereby authorize operating expenses in the amount of \$111,291 for the fiscal year ending March 31, 2025, which includes an allocation to the contingency reserve fund in the amount of \$11,000.

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

Following discussion, the vote was taken, and the motion was **carried**, to adopt the 2024/2025 operating expenses in the amount of \$111,291 (12 in favour, 0 opposed, 0 abstained).

There will be a 3% increase in strata fees for the 2024/2025 fiscal year commencing April 1, 2024. Please see the attached schedule for details. Pre-authorized payments will be adjusted automatically and a catch up fee will be deducted from your account.

If you are not on the PAC automatic payment program, please forward twelve (12) new post-dated cheques commencing April 1, 2024, payable to "Strata Plan NW 222", to the management company.

SPECIAL RESOLUTION #3 (75% Vote)

Bylaw Amendment – Council Approval via Email

The following Resolution was presented to the owners for consideration:

WHEREAS:

- A. In accordance with section 126 and section 128(1) of the Strata Property Act of British Columbia, the Owners of Strata Plan NW 222, Wiltshire House wish to amend Strata Corporation Bylaw 17 with the addition of section (3) regarding approval of decisions by council made via email.

BE IT RESOLVED:

1. By a 3/4 vote of the owners of Strata Plan NW 222, Wiltshire House at the Annual General Meeting held April 11th, 2024 to amend Strata Corporation Bylaw 17 with the addition of section (3) as follows:

17 (3) For the purposes of this bylaw, a decision made by email or any other electronic messaging system or platform shall be deemed a meeting "held by electronic means" provided that:

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

- (d) a copy of the email or message exchange is retained as a record of the strata corporation pursuant to s.35 of the Act.

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

Following discussion, the vote was taken, and Special Resolution #3 was *carried* (11 in favour, 0 opposed, 1 abstained).

SPECIAL RESOLUTION #4 (75% Vote)

Bylaw Amendment-Rental Restrictions

The following Resolution was presented to the owners for consideration:

WHEREAS:

- A. Amendments to the Strata Property Act introduced as Bill 44 became law as of November 24, 2022.
- B. Section 141 of the Act provides the following: (1)The Strata Corporation must not pass a bylaw that restricts or limits the rental of strata lots.

BE IT RESOLVED THAT:

- 1. In accordance with sections 126 and 128 (1) of the Strata Property Act and by a ¾ vote of the Owners of Strata Plan NW 222, Wilshire House at the Annual General Meeting held April 11th, 2024 to **repeal Bylaw 32** in its entirety which currently reads:

Rental Restrictions

- 32 (1) *The rental of strata lots is prohibited.*
- (2) *Should an owner rent a strata lot to a family member (as defined by the Act) or obtain permission under the Act to rent on the basis of a hardship, that owner must submit a signed Form K "Notice of Tenant's Responsibility" to the strata corporation within the time limit allowed under the Act.*
- (3) *An owner who fails to submit a signed Form K "Notice of Tenant's Responsibility" within the time limit allowed under the Act shall be subject to a fine in the amount of \$100.00 for every month or part thereof that the strata lot is rented and the strata corporation is not in receipt of a signed Form K "Notice of Tenant's Responsibility".*
- (4) *An owner who rents a strata lot contrary to this bylaw shall be subject to a fine of \$500.00.*

And replace with the following:

32. Rental Restrictions

- (1) Should any Owner rent a strata lot, that Owner must submit a signed notice of Tenant's Responsibility (Form K) to the Strata Corporation within the time limit allowed under the Act.**
- (2) An Owner who fails to submit a signed Notice of Tenant's Responsibility within the time limit allowed under the Act shall be subject to a fine in the amount of two hundred dollars (\$200.00) for every month or part thereof that the strata lot is rented and the Strata Corporation is not in receipt of a signed Notice of Tenant's Responsibility.**
- (3) For the purposes of this Bylaw, the rental of a strata lot shall be defined to include occupancy of a strata lot by a person who is not an Owner, without the Owner also residing in the strata lot, for a period of greater than ninety (90) days regardless of whether or not money or other consideration is paid for the right to reside in the strata lot.**
- (4) A strata lot must not be used for short-term accommodation purposes, such as a bed-and-breakfast, a lodging house, hotel, home exchange, time share, or vacation rental. Without limiting the generality of the foregoing, a resident must not enter into a license for the use of all or part of a strata lot.**
- (5) The Strata Corporation is entitled to impose a fine of up to five hundred dollars (\$500.00) for a contravention of Bylaw 32(4) and may impose such fine for a continuing contravention every seven (7) days.**

A motion was made and seconded to consider Special Resolution #4; the floor was then opened for discussion.

Following discussion, the vote was taken, and Special Resolution #4 was **carried** (11 in favour, 1 opposed, 0 abstained).

NEW BUSINESS

Nothing new to report.

ELECTION OF STRATA COUNCIL

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

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

The following four owners were elected to council by a majority vote:

Karen Stockdale	Unit #304
Nafeesa Mohammed	Unit #203
Peter Zorn	Unit #106
Bonnie Healy	Unit #102

ADJOURNMENT

There being no further business, a motion was made, seconded, and **carried** to adjourn the meeting at 6:41 p.m.

The next council meeting for Strata Plan NW 222 will be scheduled in May.

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.
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Electronic Access to Minutes

- Log in to the FCPM website (www.frasercampbell.com),
- Click on the “owner log in” icon,
- Enter Username: **NW222** Password: **15265222**
- Once logged in click the **file icon** to access the folders containing documents including minutes of the three most recent meetings, bylaws and rules, current financial statement, and strata insurance.
- Any owners unable to access the internet are advised to notify the property manager and printed copies will continue to be mailed to them.

2024/2025 BUDGET - STRATA PLAN NW 222			12-Apr-24	
3% INCREASE		MARCH 31 YEAR END		
CODE	NAME	2023/2024 FINAL BUDGET	2023/2024 ACTUAL	2024/2025 FINAL BUDGET
REVENUE				
4000	STRATA FEES	107,399	107,399	110,621
4300	INTEREST	320	640	320
4400	LAUNDRY/FINE	350	454	350
4950	SURPLUS FORWARD	0	0	0
TOTAL REVENUE		108,069	108,493	111,291
EXPENDITURES				
ADMINISTRATION				
5000	MANAGEMENT FEE	10,395	10,395	10,395
5100	INSURANCE/APPRAISAL	25,000	26,011	23,000
5300	LEGAL FEES	2,500	0	2,000
5400	MISCELLANEOUS	2,000	2,066	2,000
		39,895	38,472	37,395
UTILITIES				
6000	GAS	17,500	14,925	18,000
6100	ELECTRICITY	2,700	2,503	2,700
6200	WATER & SEWER	5,200	9,225	8,500
6300	GARBAGE REMOVAL	6,400	5,718	6,400
		31,800	32,371	35,600
BUILDING AND GROUNDS				
6400	ELEVATOR	4,000	3,912	4,000
6700	JANITORIAL	4,725	4,725	4,725
6900	LANDSCAPE IMPROVEMENTS	800	1,444	800
7200	REPAIRS & MAINTENANCE	15,777	15,294	17,771
		25,302	25,375	27,296
SUB-TOTAL		96,997	96,218	100,291
9000	CONTINGENCY	9,447	9,447	11,000
9800	DEFICIT RECOVERY	1,625	1,625	0
		108,069	107,290	111,291
SURPLUS (DEFICIT)		-	1,203	-
CONTINGENCY RESERVE FUND				
BALANCE MARCH 31, 2024				32,875
2024/2025 TRANSFER FROM OPERATING FUND				11,000
ESTIMATED INTEREST INCOME				800
ESTIMATED BALANCE MARCH 31, 2025				44,675

STRATA PLAN NW 222							13-Mar-24	
STRATA FEE SCHEDULE- 3% INCREASE								
YEAR END MARCH 31, 2025			110621.00		ANNUAL BUDGET 2024/2025		11000	
UNIT	S.L.	U/E	TOTAL DUE	OPERATING	CONTINGENCY	OLD FEE	CATCHUP***	
101	1	634	584.45	526.33	58.12	567.42	17.03	
102	6	648	597.35	537.95	59.40	579.95	17.40	
103	2	471	434.19	391.01	43.18	421.54	12.65	
104	5	472	435.11	391.84	43.27	422.44	12.67	
105	3	633	583.53	525.50	58.03	566.53	17.00	
106	4	475	437.87	394.33	43.54	425.12	12.75	
201	7	634	584.45	526.33	58.12	567.42	17.03	
202	12	648	597.35	537.95	59.40	579.95	17.40	
203	8	471	434.19	391.01	43.18	421.54	12.65	
204	11	472	435.11	391.84	43.27	422.44	12.67	
205	9	633	583.53	525.50	58.03	566.53	17.00	
206	10	475	437.87	394.33	43.54	425.12	12.75	
301	13	635	585.37	527.16	58.21	568.32	17.05	
302	18	648	597.35	537.95	59.40	579.95	17.40	
303	14	471	434.19	391.01	43.18	421.54	12.65	
304	17	472	435.11	391.84	43.27	422.44	12.67	
305	15	633	583.53	525.50	58.03	566.53	17.00	
306	16	475	437.87	394.33	43.54	425.12	12.75	
TOTAL U/E		10000	9,218.42	8,301.71	916.71	8,949.90	268.52	
*** The catchup is the difference between the old strata fee and the new strata fee for the month of April 2024. This amount will be withdrawn shortly after the AGM. The new strata fee will commence May 1 , 2024.								