

October 8, 2026

TO ALL OWNERS OF BCS 340, DOUGLAS POINT

RE: NEW STRATA FEES FOR THE 2026-2027 FISCAL YEAR

Dear Owners;

Attached are the minutes of the Annual General Meeting held on September 24, 2026, along with a schedule showing your new strata fees.

As there has been an increase in strata fees, there will be a one-time catch up amount due to bring the months of August, September and October fees current.

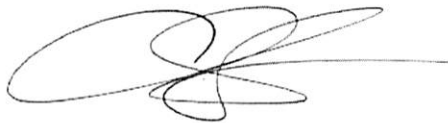
If you pay your strata fees by **postdated cheque** and have remitted your August, September and October payments, then you must make out a cheque for the shortfall for these months, as the budget period is retroactive to August 1st. All cheques must be made payable to "The Owners Strata Plan BCS 340 in Trust" and mailed to Hugh & McKinnon, 14007 - 16th Avenue, Surrey, BC, V4A 1P9.

If you are on the **pre-authorized payment program**, you need do nothing. The November payment will be taken at the new rate along with the retroactive amounts for August, September and October. The December payment will be at the new rate.

Should you have any questions, please contact the undersigned.

Yours truly,

HUGH & McKINNON REALTY LTD.
as agents for Strata Plan BCS 340



Carol Edwards, Strata Agent
Direct Line: 604-245-3321
Email: strata@hughmckinnon.com

CE/cb

c: Council

October 6, 2026

**MINUTES OF THE ANNUAL GENERAL MEETING OF THE OWNERS
STRATA PLAN BCS 340, DOUGLAS POINT
THURSDAY, SEPTEMBER 24, 2026**

CALL TO ORDER

The meeting was called to order at 7:16 PM by the Strata Agent, Carol Edwards. The Strata Agent advised the owners that the Council had requested that she chair the meeting. There were no objections.

CALLING THE ROLL, CERTIFICATION OF PROXIES

In order to conduct business, a quorum for a general meeting is eligible votes holding 1/3 of the Strata Corporation's votes, present in person or by proxy. Owners were registered upon arrival at the meeting and proxies certified. At the time the meeting was called to order, there were a total of 65 strata lots represented at the meeting: 30 in person and 35 by proxy. It was determined that this constitutes a quorum under the Strata Property Act of British Columbia and the meeting was competent to proceed.

FILING PROOF OF NOTICE OF MEETING

The Strata Agent advised that the Annual General Meeting notice was mailed to all owners on September 5th, 2026. It was determined that the notice of this meeting had been given in accordance with the Strata Property Act. Copies of the notice will be kept on file with the Strata Corporation's records at Hugh & McKinnon Realty Ltd., Strata Agents.

APPROVAL OF AGENDA

IT WAS MOVED AND SECONDED to adopt the agenda for the Annual General Meeting. The vote was taken by a show of voting cards. **MOTION CARRIED.**

E. ADOPTION OF THE MINUTES OF THE ANNUAL GENERAL MEETING OF SEPTEMBER 25, 2025

IT WAS MOVED AND SECONDED to adopt the minutes of the Annual General Meeting held September 25, 2025, as circulated. **MOTION CARRIED.**

F. COUNCIL REPORTS

The President and Treasure Report was presented by Council President, Peggy O'Brien, and a copy is attached to these minutes.

G. RATIFICATION OF RULES

1. **IT WAS MOVED AND SECONDED** to ratify Rule 12 as follows:

BE IT THEREFORE RESOLVED by a majority vote of the Owners of Strata Plan BCS 340, that the Rules for General Rules be amended by adding **Rule 12.**

12. The 2nd Avenue Gate to be kept open between 8am and 5pm Monday to Friday.

The question was called, and a vote was taken by a show of voting cards. 27 in favour, 38 opposed. **MOTION DEFEATED.**

H. REPORT ON INSURANCE

1. Insurance Report - The Strata Property Act requires that the insurance carried on the common property of the Strata Corporation be identified at the Annual General

Meeting. The strata's insurance coverage for July 31, 2026, to July 31, 2027, is held with Schill Insurance at a premium of \$38,535.00.

The new insurance documents are attached to these Minutes. The property is insured for 130% of the stated amount (full appraised value) of \$26,684,000.00.

The Water Damage and the Backup of Sewers, Sumps, Septic Tanks and Drains deductibles are \$10,000.00. The earthquake deductible is 15% of the full appraised value of the property. If owners have not already done so, they should ensure they update their personal policy accordingly.

The Strata Property Act requires that the Strata Corporation maintain replacement value insurance on the buildings comprising the development. The Act also permits the Corporation to obtain any other such insurance as it deems desirable. This usually includes glass breakage coverage, liability against third party claims, and directors' liabilities.

A copy of the insurance summary of coverage is attached to these minutes, along with a schedule for the earthquake deductible for each strata lot.

2. Owners Personal Homeowner's Insurance - Owners are reminded that the Strata Corporation's insurance policy does not cover personal belongings nor improvements, which may have been made to the strata lot since originally built. The Strata Corporation's insurance policy insures the buildings for replacement value to their original construction standards. Owners who have made improvements to their strata lots, such as flooring upgrades, appliance upgrades, cabinet upgrades, or the installation of other fixtures or chattels, must ensure that all of these are reported to the homeowner's insurer, and that they have coverage to allow for these improvements to be restored in case of a major loss. Owners are also responsible to ensure that they obtain insurance for their personal belongings as well as for personal liability in case of a civil lawsuit against them. It is recommended to obtain coverage for accommodation in case of earthquake or fire, etc.

Owners are further advised to ensure that they query their broker about obtaining coverage to "buy down" the Strata Corporation's insurance deductibles, which can be a significant amount, to the level of their homeowner's insurance deductible. As an example, the deductible for water damage is \$10,000. Should a claim be initiated through the strata policy that originates from inside a strata lot, the owner of that strata lot will be responsible for payment of the deductible. Owners are also reminded that where damage to their unit is below the strata's deductible, they will be responsible to make the repairs to their unit, regardless of the source of the damage. This means even where the source of the damage is a common component (for example: a roof leak) of the strata corporation, the strata corporation will not be responsible to repair the damage inside the unit if there is no claim filed (meaning the costs to repair damages are below the strata's insurance policy deductible).

The deductible in case of an earthquake will be 15% of the appraised value of the Strata Corporation, which would currently be \$4,002,600.00. In order to file a claim, the Strata Corporation would need to collect this deductible from the owners by way of a special levy. Each individual homeowner's share of this levy will be based on the unit entitlement of their strata lot. A number of homeowner insurance policies do not provide this coverage as a matter of course, and this should be specifically requested. Most homeowner policies are limited to \$25,000 earthquake deductible coverage. Inquiry with your insurance broker about an additional policy to provide full coverage. A copy of the schedule for allotment of the earthquake deductible per unit is attached to these minutes **for information purposes only**. Please share this information with

your personal insurance provider.

Council recommends that owners provide the Summary of Insurance, attached, to their personal insurance broker for their unit, so that they are aware of any changes to the Strata Corporation's insurance coverage.

I. FINANCIAL REPORT

1. Financial Statement

The Strata President summarized the income statement and balance sheet with a surplus \$19,888.06. There was some discussion held with respect to the year-end financial statements and the surplus.

2. Proposed Operating Budget

IT WAS MOVED AND SECONDED to adopt the proposed budget for August 1, 2026, to July 31, 2027. The Strata Agent explained that the new Budget had a Strata Fee increase of 3% with the primary reason to the contribution to the Contingency Reserve fund in anticipation of upcoming projects.

After some discussion, the question was called, and the votes were counted. There were 45 in favour, 20 opposed. **MOTION CARRIED.**

3. Strata Fee Schedule

As the proposed Operating Budget for the period August 1, 2026, to July 31, 2027, was approved, the Strata Fee Schedule included with the Notice is correct. It is a requirement of the Strata Property Act to show the contribution to the Operating Fund and the contribution to the Contingency Reserve Fund separately per month. Owners pay the amount in the last column 'Monthly Strata Fees'.

- a. Owners who submit post-dated cheques should make out a series of cheques payable to '**STRATA PLAN BCS 340 IN TRUST**' and mail them to the offices of:
Hugh & McKinnon Realty Ltd., Strata Agents
14007 – 16th Avenue, Surrey, BC V4A 1P9

As there has been an increase in the strata fees, if owners have remitted the August, September and October payments they must make out a cheque for the shortfall for these months as the budget period is retroactive to August 1, 2026.

- b. ***Owners utilizing the pre-authorized payment plan are advised that the November 1st strata fee payment will include the new rate as well as the retroactive amounts for August, September and October.***

J. RESOLUTIONS

1. EXPEND FUNDS FROM THE CONTINGENCY RESERVE FUND TO REPAIR THE WATER SHUT-OFFS AT THE CURB FOR SIX UNITS

IT WAS MOVED AND SECONDED to approve Resolution 1 as follows:

BE IT RESOLVED as a Resolution of the Owners, Strata Plan BCS 340, Douglas Point that the Strata Council is hereby authorized by way of a $\frac{3}{4}$ vote to expend up to Twenty-Four Thousand Five Hundred Dollars (\$24,500.00) plus GST from the Contingency Reserve Fund to replace the curb stop valves at six units.

After discussion, the question was called by a show of voting cards. All in favour. **MOTION CARRIED.**

2. EXPEND FUNDS FROM THE CONTINGENCY RESERVE FUND TO HOOK UP TO THE CITY SEWER SYSTEM

IT WAS MOVED AND SECONDED to approve Resolution 2 as follows:

BE IT RESOLVED as a Resolution of the Owners, Strata Plan BCS 340, Douglas Point that the Strata Council is hereby authorized by way of a $\frac{3}{4}$ vote to expend up to Two Hundred Thousand Dollars (\$200,000.00) plus GST from the Contingency Reserve Fund to connect the north side of the property directly to City sewer on 4th Avenue.

After discussion, the question was called by a show of voting cards. There were 63 in favour, 2 opposed. **MOTION CARRIED.**

3. TO EXPEND FUNDS FROM THE CONTINGENCY RESERVE FUND TO REPAIR OR CLEAN DRIVEWAYS, PARKING PAD AND WALKWAY PAVERS

IT WAS MOVED AND SECONDED to approve Resolution 3 as follows:

BE IT RESOLVED as a Resolution of the Owners, Strata Plan BCS 340, Douglas Point that the Strata Council is hereby authorized by way of a $\frac{3}{4}$ vote to expend up to Twenty-Five Thousand Dollars (\$25,000.00) plus GST from the Contingency Reserve Fund for the pavers repair and cleaning project.

After discussion, the question was called by a show of voting cards. All in favour. **MOTION CARRIED.**

4. TO EXPEND FUNDS FROM THE CONTINGENCY RESERVE FUND TO CLEAN, REPAIR AND PAINT ALL WOOD TRIM (OPTION 1-Full Project)

IT WAS MOVED AND SECONDED to approve Resolution 4 as follows:

BE IT RESOLVED as a Resolution of the Owners, Strata Plan BCS 340, Douglas Point that the Strata Council is hereby authorized by way of a majority vote to expend up to One Hundred Seventy-Six Thousand Five Hundred Dollars (\$176,500.00) plus GST from the Contingency Reserve Fund to have all wood trim, baseboards, fascias and posts cleaned, repaired and painted on all townhouses and the Clubhouse.

After discussion, the question was called by a show of voting cards. There were 28 in favour, 33 opposed. **MOTION DEFEATED.**

5. TO EXPEND FUNDS FROM THE CONTINGENCY RESERVE FUND REPAIR AND PAINT FASCIA WITH DRY ROT (OPTION 2-Small Project)

IT WAS MOVED AND SECONDED to approve Resolution 5 as follows:

BE IT RESOLVED as a Resolution of the Owners, Strata Plan BCS 340, Douglas Point that the Strata Council is hereby authorized by way of a majority vote to expend up to Nine Thousand One Hundred Dollars (\$9,100.00) plus GST from the Contingency Reserve Fund to repair and paint fascia with dry rot. The repairs will be completed in order of priority.

After discussion, the question was called by a show of voting cards. All in favour. **MOTION CARRIED.**

6. REPEAL AND REPLACE THE BYLAWS IN ITS ENTIRETY

IT WAS MOVED AND SECONDED to approve Resolution 6 as follows:

BE IT RESOLVED by way of a $\frac{3}{4}$ vote of **THE OWNERS, STRATA PLAN BCS 340, DOUGLAS POINT**, that the Strata Council is hereby authorized to repeal and replace the Current Bylaws with the new Proposed Bylaws for Douglas Point as prepared by Kelly Hodder, Cleveland Doan LLP and that the Council shall register the bylaws at the Land Titles Office.

BCS340 BYLAWS

It is intended that these bylaws replace and supersede the standard bylaws found under the Strata Property Act S.B.C 1998 c.43 and amendments thereto (herein the "Act") and all other registered bylaws of the strata corporation.

Unless otherwise stated all terms have the meaning prescribed to them in the Act.

Division 1 - Duties of Owners, Tenants, Occupants and Visitors

1. Payment of Strata Fees

- (1) An owner must pay strata fees on or before the first day of the month to which the strata fees relate.
- (2) An owner must pay a special levy on or before the date(s) on which it is due.
- (3) Interest may be charged on overdue strata fees and special levies and where charged, shall be calculated at ten percent (10%) per annum, compounded annually, which is in addition to any fine that might be imposed.
- (4) An owner shall pay to the strata corporation its reasonable legal fees and disbursements (including the costs of issuing a demand letter) incurred in collecting unpaid strata fees, special levies, and any other amounts owing to the strata corporation (whether under the Act or these bylaws).
- (5) An owner whose payment is returned for non-sufficient funds shall pay to the strata corporation the amount of any service charge or other fee charged to it as a result thereof.

2. Repair and Maintenance of Property by Owner

- (1) An owner must repair and maintain the owner's strata lot, except for repair and maintenance that is the responsibility of the strata corporation under these bylaws.
- (2) Except for repair and maintenance that is the responsibility of the strata corporation under these bylaws, an owner who has the use of limited common property must repair and maintain it.
- (3) Without limiting their obligations above, an owner must:
 - (a) keep patios and decks clean and clear of debris.

(4) Where

- (a) a strata lot, the common property or the limited common property has been altered with the approval of the council; and
- (b) it was a term or condition of that approval that the owner and subsequent owners be responsible for the costs of the repair and maintenance of that alteration,

then the owner of the strata lot to which the alteration was done, who has the use and enjoyment of the altered common or limited common property or who otherwise benefits from the alteration shall be responsible to pay for those costs of repairing and maintaining the alteration which would otherwise not have been incurred by the strata corporation.

3. Use of Property

- (1) An owner, tenant, occupant or visitor must not use a strata lot, the common property, the limited common property or common assets in a way that:
 - (a) causes a nuisance, hazard or harm to another person;
 - (b) causes unreasonable noise;
 - (c) unreasonably interferes with the rights of other persons to use and enjoy the common property, common assets or another strata lot;
 - (d) is illegal;
 - (e) unreasonably increases the risk of fire;
 - (f) creates a risk that could invalidate the strata corporation's insurance; or
 - (g) is contrary to a purpose for which the strata lot or common property is intended as shown expressly or by necessary implication on or by the strata plan.
- (2) An owner, tenant, occupant or visitor must not:
 - (a) display Christmas lights and decorations on the common or limited common property except between November 20 and January 31;
 - (b) display other holiday or celebration lights and decorations on the common or limited common property for longer than six consecutive weeks at or around the time of the holiday or celebration to which the lights or decorations relate;
 - (c) subject to any exemption required under the *Human Rights Code*, grow, alter, process cannabis (marijuana) within a strata lot or on the common property;
 - (d) attach decorations, brackets, lights or any similar item to the exterior of a building using screws, nails or any similar type of fastener (except to the interior fascia board or gutter hangers);
 - (e) store in or about a strata lot, the limited common property or the common property any item or substance which would create an unreasonable hazard;

- (f) alter, damage or otherwise interfere with the growth or maintenance of the lawn, plants, bushes and other vegetation on the common property;
 - (g) obstruct the common property or interfere with another person's use of the same;
 - (h) place or leave any item on the common property except:
 - (i) with the prior written permission of the strata corporation; or
 - (ii) as permitted by these bylaws or the Rules;
 - (i) allow a strata lot to become unsanitary;
 - (j) feed birds, rodents or wild animals on the common or limited common property, except for hummingbird feeders;
 - (k) hang laundry, sheets, blankets or clothing on the common or limited common property or in the window of a strata lot except on a patio for a maximum period of 12 consecutive hours;
 - (l) display any item in a window other than permitted window coverings and small decorative items;
 - (m) display window coverings visible from the outside of the building which are not white or off-white in colour;
 - (n) use a patio, deck or yard for the purposes of storage (other than with respect to items that are permitted by the bylaws in such areas);
 - (o) place a hot tub, swimming pool, trampoline or play structure on the common or limited common property;
 - (p) use a wood fired barbeque;
 - (q) hinder, annoy, harass or otherwise interfere with any tradesperson, contractor or employee hired by the strata corporation to carry out work on the common property or to a strata lot;
 - (r) enter any area of the common property to which access has been restricted (the council may restrict access to an area for reasons of safety or security).
- (3) An owner, tenant, occupant or visitor must not cause damage, other than reasonable wear and tear, to the common property, common assets or those parts of a strata lot which the strata corporation must repair and maintain under these bylaws or insure under section 149 of the Act.
- (4) Only the following items may be placed on the patios or decks:
- (a) patio furniture such as tables, chairs and couches;
 - (b) a free standing umbrella;
 - (c) patio heaters (gas or electric);
 - (d) a single deck box;
 - (e) a natural gas, propane or electric barbeque;

- (f) one charcoal barbeque provided it is kept a safe distance from the strata building and fence at all times;
 - (g) a reasonable number of decorative accessories;
 - (h) hanging baskets (which must be attached to the inside face of the fascia board); and
 - (i) a reasonable number potted plant.
- (5) Subject to electoral legislation and these bylaws, no signs, advertising, notices, placards or similar item shall be erected or displayed on common or the limited common property or in a strata lot, such that it may be visible from the exterior of the strata lot.
- (6) No awning, shade screen, trellis, satellite dish, radio or television antenna, air conditioner, heat pump, patio cover, canopy, greenhouse or other such items shall be hung from or attached to the exterior of any building or placed on the limited common and common property, without the prior written approval of the council pursuant to Bylaw 7 and Bylaw 44.
- (7) An owner, tenant, occupant or visitor must not use a vaporizer, e-cigarette or smoke tobacco, marijuana or any similar substance:
- (a) on the interior common property (including the Clubhouse);
 - (b) on the exterior common property within 7.5 meters of any window, entrance door or air in-take vent (including on a patio or deck).

4. Pets

- (1) The keeping of pets in a strata lot is restricted to the following:
- (a) a reasonable number of fish or other small aquarium animals (excluding snakes and spiders);
 - (b) a reasonable number of small caged mammals;
 - (c) up to 2 caged birds; and
 - (d) one dog or one cat.
- (2) An owner, tenant or occupant must not keep as a pet any animal prohibited or restricted by law to be kept as a pet.
- (3) An owner, tenant or occupant who keeps a pet (other than fish or aquarium animals must provide the strata corporation with a completed pet registration form within 3 business days of the pet being brought into the strata lot.
- (4) All pets must be on a leash not exceeding 6 feet in length (or otherwise secured) and under the direct control of their handler while on the common property.
- (5) A person in control of a pet must not allow it to defecate or urinate on the common property and if the pet does so, they must promptly remove any waste left by the pet on the common property. Where they fail to do so, the owner of the strata lot in which pet resides or is visiting shall be charged the cost of cleaning or repairing the

common property.

- (6) The owner or tenant of a strata lot shall be strictly liable for the actions of any pet kept in or visiting their strata lot and shall pay the strata corporation any costs incurred by it as a result of the pet's actions.
- (7) Pets which are, at the discretion of the council, considered to be a nuisance or a danger may, after compliance with s.135 of the Act, be ordered in writing to be removed from the strata lot. An owner, tenant or occupant shall have thirty (30) days to comply with any such order.
- (8) Visitors who bring pets onto the common property must comply with these bylaws as they pertain to pets.

5. Inform Strata Corporation

- (1) Within 2 weeks of becoming an owner, an owner must inform the strata corporation of the owner's name, strata lot number and mailing address outside the strata plan, if any.
- (2) Within 2 weeks of renting a strata lot, the owner of that strata lot must provide the strata corporation with the tenant's name, strata lot number and telephone number along with a signed Notice of Tenant's Responsibility (Form K).
- (3) Upon request of the strata corporation an owner or tenant must provide the names of all persons residing in the strata lot.
- (4) Each owner and tenant must provide the strata corporation (and advise it of any changes) with the following information for the purpose of being contacted in the event of an emergency:
 - (a) their cell phone number;
 - (b) their email address; and
 - (c) the name and phone number of a contact person who resides outside of the strata corporation.

6. Obtain Approval before Altering a Strata Lot

- (1) For the purposes of this bylaw the term "alteration" includes any one or more of the following acts:
 - (a) the replacement of an existing component whether or not it is identical to the component being replaced;
 - (b) the modification of any component or structure;
 - (c) the permanent addition of any item, component or fixture;
 - (d) changing the configuration of any part of the physical layout;
 - (e) changing, moving, adding to or removing pipes, wires or conduit; or

- (f) making a physical improvement;
but does not include painting the interior of a strata lot or the replacement of plumbing fixtures or light fixtures where no changes are being made to the pipes or wiring.
- (2) An owner must obtain the written approval of the strata corporation before making an alteration to a strata lot that involves any of the following:
 - (a) the structure of a building;
 - (b) the exterior of a building;
 - (c) chimneys, stairs or other things attached to the exterior of a building;
 - (d) doors, or windows on the exterior of a building, or that front on the common property;
 - (e) fences, railings or similar structures that enclose a patio or yard;
 - (f) common property located within the boundaries of a strata lot;
 - (g) any portion of the plumbing, electrical, heating or fire suppression/detection systems; or
 - (h) those parts of the strata lot which the strata corporation must insure under section 149 of the Act (or any replacement of the same).
- (3) A tenant or occupant must not make an alteration to a strata lot unless the owner has received approval to do so.
- (4) The strata corporation must not unreasonably withhold its approval under subsection (2), but as a condition of its approval, it may require an owner, tenant or occupant to:
 - (a) present design drawings and specifications pertaining to the proposed alteration (including a letter of assurance from a structural engineer regarding any structural changes which form part of the work);
 - (b) ensure that all work is done to a standard and is of a quality consistent with that of the rest of the building;
 - (c) install or utilize certain materials or products;
 - (d) pay the reasonable costs incurred by the strata corporation in reviewing the request, including costs paid to third parties for the purposes of review and advice;
 - (e) obtain all necessary permits and governmental approvals (including final inspection certificates) and provide copies thereof to the strata corporation;
 - (f) provide proof of insurance for the period of the work in an amount and type specified by the strata corporation;
 - (g) have the owner enter into a written agreement that they shall be responsible for any future repair and maintenance costs, damages or other expenses

- relating directly or indirectly to the alteration (an "Assumption of Liability Agreement");
- (h) provide such other documents or comply with any other terms and conditions as it may reasonably consider necessary in the circumstances.
- (5) Before commencing any alteration to their strata lot an owner to whom permission has been given must provide the following to the strata corporation, if required by it:
 - (a) a signed Assumption of Liability Agreement;
 - (b) a building permit;
 - (c) evidence of insurance.
- (6) If approval for an alteration is given, only licensed and qualified trades may carry out work on the electrical, plumbing, heating and fire suppression systems.
- (7) An owner shall indemnify the strata corporation for any costs, fees, expenses and charges incurred by it in relation to:
 - (a) returning to its previous condition any alteration which has been made and has not been approved;
 - (b) completing or fulfilling any condition or obligation which the owner failed to fulfil; or
 - (c) determining whether this bylaw and any terms and conditions imposed under it have been complied with.

7. Obtain Approval Before Altering Common Property

- (1) For the purposes of this bylaw the term "alteration" includes any one or more of the following:
 - (a) the replacement of an existing component of a building or structure, whether or not it is identical to the component being replaced;
 - (b) the modification of any component or portion of a building or structure;
 - (c) the addition of any item, component or fixture to a building, structure or the land;
 - (d) changing the appearance or configuration of any part of the exterior a building, a structure or the landscaping;
 - (e) making a physical improvement to a building, a structure or the land; or
 - (f) the placing of a structure on the common property.
- (2) An owner must obtain the written approval of the strata corporation before making an alteration to common property, including limited common property, or common assets.

- (3) A tenant or occupant must not make an alteration to the common property unless the owner has received approval to do so.
- (4) The strata corporation may require as a condition of its approval that the owner, tenant or occupant making the request:
 - (a) present design drawings and specifications pertaining to the proposed work (including a letter of assurance from a structural engineer regarding any structural changes which form part of the work);
 - (b) ensure that all work is done to a standard and is of a quality consistent with that of the rest of the building;
 - (c) install or utilize certain materials or products;
 - (d) pay the reasonable costs incurred by the strata corporation in reviewing the request, including costs paid to third parties for the purposes of review and advice;
 - (e) obtain all necessary permits and governmental approvals (including final inspection certificates) and provide copies thereof to the strata corporation;
 - (f) have the owner of the strata lot enter into a written agreement that they shall be responsible for any future repair and maintenance costs, damages or other expenses relating directly or indirectly to the alteration (an "Assumption of Liability Agreement");
 - (g) provide proof of insurance for the period of the work in an amount and type specified by the strata corporation;
 - (h) employ only trades who have Worksafe coverage;
 - (i) indemnify and save harmless the strata corporation and the other owners for any liens arising from the alterations (including but not limited to the actual costs incurred in removing the same); and
 - (j) provide such other documents or comply with any other terms and conditions as it may reasonably consider necessary in the circumstances.
- (5) Before commencing any alteration to the common property an owner to whom permission has been given must provide the following to the strata corporation, if required by it:
 - (a) a signed Assumption of Liability Agreement;
 - (b) a building permit;
 - (c) evidence of insurance.
- (6) If approval is granted under subsection (2), only licensed and qualified trades may carry out work on the electrical, plumbing, heating and fire suppression systems.
- (7) An owner shall indemnify the strata corporation for any costs, fees, expenses and charges incurred by it in relation to:
 - (a) returning to its previous condition any alteration which has been made and has not been approved;

- (b) completing or fulfilling any condition or obligation which the owner failed to fulfil; or
- (c) determining whether this bylaw and any terms and conditions imposed under it have been complied with.

8. Permit Entry to Strata Lot

- (1) An owner, tenant, occupant or visitor must allow a person authorized by the strata corporation to enter the strata lot:
 - (a) in an emergency, without notice, to ensure safety or prevent significant loss or damage, and
 - (b) at a reasonable time, on 48 hours' written notice, to:
 - (i) inspect, repair or maintain common property (including limited common property), common assets and any portions of a strata lot that are the responsibility of the strata corporation to repair and maintain under these bylaws or insure under section 149 of the Act; or
 - (ii) investigate allegations of a breach of a bylaw or rule upon receipt of a complaint that a bylaw or rule has been breached; or
 - (iii) remedy the contravention of a bylaw or rule under s.133 of the Act.
- (2) The notice referred to in subsection (1)(b) must include the date and approximate time of entry, and the reason for entry.
- (3) If access to a strata lot is not provided in accordance with this bylaw, the owner of the strata lot will be responsible for:
 - (a) all costs of forced entry incurred by the strata corporation, including where the strata corporation, having made reasonable efforts is unable to contact the owner of the strata lot, requires access to the strata lot due to an emergency;
 - (b) all costs incurred by the strata corporation in respect of contractors who must re-attend in order to access the strata lot; and
 - (c) the actual legal fees incurred in obtaining an order for entry.

9. Moving

- (1) A person who is conducting a Move must:
 - (a) only move into or out of a strata lot between 8 am and 9 pm; and
 - (b) remove all boxes and waste which is a result of the Move. (Costs incurred by the strata corporation in removing such items will be charged to the strata lot).

10. Garbage

- (1) Any articles or material, other than normal household garbage and recyclables, being disposed of must be removed by, and at the expense of the owners, tenants and occupants of the strata lot from which the articles or materials originated.
- (2) All waste must be placed and kept in appropriate containers.
- (3) Items which fall out of garbage, composting or recycling bins must be picked by the owner, tenant or occupant of the strata lot to which the bins belong.
- (4) Garbage cans, recycling bins and organics containers must be stored inside a garage.

11. Parking

- (1) Except for the purposes of temporarily loading, unloading or washing a vehicle, no person shall park a vehicle on the common property (including roadways) other than in a designated parking space, on a driveway apron or in the designated RV parking area.
- (2) Vehicles parked in a parking space or on a driveway apron must not:
 - (a) extend into a roadway; and
 - (b) be parked sideways, diagonally, or otherwise not aligned with the parking space.
- (3) Vehicles which are being loaded, unloaded or washed must not be left unattended and must be moved immediately if blocking access to the garage of another strata lot or otherwise impeding passage along the roadway.
- (4) When a person washes a vehicle on the common property, they must ensure the common property (including a parking spot) is left clean and free of excess water, soap and dirt after use.
- (5) Persons driving vehicles must not exceed the posted speed limit.
- (6) No repairs to or servicing of motor vehicles may be carried out on the common or limited common property except in an emergency.
- (7) Motor vehicles dripping oil, gasoline or any other fluid may, at the discretion of the council, be prohibited from driving on the common property until repaired. Owners of motor vehicles leaving or dripping fluids on the common or limited common property shall promptly clean up the same. (Costs incurred by the strata corporation in removing such substances will be charged to the strata lot).

- (8) Except in the case of moving trucks, deliveries and motor homes, vehicles exceeding 4500 kg GVW, shall not be brought onto the common property.
- (9) Motorhomes, trailers and boats must not be parked or stored on the common or limited common property (excluding the designated RV parking lot), other than on a temporary basis for the purposes of loading or unloading.
- (10) Visitors using the visitor parking area:
 - (a) may only do so for a maximum of 7 days without written permission of the council;
 - (b) must display an approved visitor parking pass on their dash
- (11) Owners, tenants and occupants must not park their vehicle in parking spaces designated as visitor parking.
- (12) No vehicle may be parked in a handicapped parking space unless it displays a valid handicap parking permit or decal.
- (13) No vehicle may be parked on the common property unless licensed and insured.
- (14) Any vehicle which is in violation of any provision of this or any other bylaw or rule pertaining to parking of vehicles may, at the discretion of the council, be towed, without notice, at the expense of the owner of the vehicle.

12. Sale of Strata Lots

- (1) For Sale signs and other advertising regarding strata lots for sale shall only be posted on the sign post or directory installed or created by the strata corporation for that purpose and must be removed within 7 days of a binding contract for purchase and sale being entered into.

Division 2 - Powers and Duties of Strata Corporation

13. Repair and Maintenance of Property by Strata Corporation

- (1) Subject to Bylaws 2(3) and (4), the strata corporation must repair and maintain all of the following:
 - (a) common assets of the strata corporation;
 - (b) common property that has not been designated as limited common property;
 - (c) limited common property, but the duty to repair and maintain it is restricted to:
 - (i) repair and maintenance that in the ordinary course of events occurs less often than once a year, and

- (ii) the following, no matter how often the repair or maintenance ordinarily occurs:
 - (A) the structure of a building;
 - (B) the exterior of a building;
 - (C) chimneys, stairs, patios, decks and other things attached to the exterior of a building;
 - (D) doors, windows (including frames) and skylights on the exterior of a building or that front on the common property; and
 - (E) fences, railings and similar structures that enclose patios and yards.
 - (d) a strata lot, but the duty to repair and maintain it is restricted to:
 - (i) the structure of a building;
 - (ii) the exterior of a building;
 - (iii) chimneys, stairs, decks and other things attached to the exterior of a building;
 - (iv) doors, windows (including frames) on the exterior of a building or that front on the common property; and
 - (v) fences, railings and similar structures that enclose patios and yards.
- (2) Where the strata corporation carries out repairs to a strata lot (with or without the owner's permission) for which the owner is otherwise responsible, the strata corporation may charge the costs to the owner.

14. Investigation and Other Costs

- (1) Where the strata corporation takes steps, including hiring third parties, to determine (the "Investigation") one of the following:
 - (a) the source of damage (including the presence of water or mold) or some other defect to a strata lot or the common property;
 - (b) the origin of a noise, odour or smoke;
 - (c) whether there has been a breach of a bylaw or rule;
 - (d) if an alteration was completed in accordance with the terms of its approval; or
 - (e) any other item or matter which the owner or tenant requests the strata to investigate;

it may charge any costs related to the Investigation back to the owner of a strata lot where:

- (i) in the case of (a), the source of the damage or defect originated from or was found within that owner's strata lot;
- (ii) in the case of (b), it is determined that the noise, odour or smoke originated in that owner's strata lot;

- (iii) in the case of (c), it is determined that the owner, tenant or occupant of the strata lot has breached a bylaw or rule;
 - (v) in the case of (d), where the alteration was done or which otherwise has the benefit of the alteration, if it was not completed in accordance with the terms of the approval or accepted construction practices at the time; or
 - (vi) in the case of (e), where it turns out there was no reasonable basis to make the request or it is something for which the strata corporation is not responsible to repair, maintain or otherwise deal with.
- (2) Provided that it has complied with s.135 of the Act, the strata corporation may assess a strata lot any amount(s), whether estimated or known, which it has determined it will need to incur in order to remedy a bylaw contravention but which it has not yet incurred.
- (3) Where the strata corporation pays or is assessed a fine, penalty, cost, invoice or other charge from a municipality, government body or similar organization, including a fire service or police department, which relates to a particular strata lot, the owner of that strata lot shall pay the same to the strata corporation (unless the strata corporation is responsible for the event that gave rise to the charge).

15. Legal Proceedings and Costs

- (1) In accordance with section 171(4) of the Act the authorization referred to under section 171(2) of the Act is not required for a proceeding under the Small Claims Act. Such proceedings may be commenced with the approval of the council only.
- (2) Where the strata corporation takes steps, including commencing any form of legal proceeding against an owner or tenant, in order to:
 - (a) enforce the bylaws or the rules; or
 - (b) collect monies owing to the strata corporation (including, but not limited to, fines, chargebacks and insurance deductibles)it shall be entitled to charge to and recover from that owner or tenant its actual legal costs and other fees and costs incurred in doing so (unless unsuccessful in the proceedings).
- (3) Provided that a council member has met the duty imposed on them under s.31 of the Act, the strata corporation shall indemnify the council member (or pay directly) for:
 - (a) the actual legal costs incurred by them in responding to a claim or allegation made against them in their capacity as a council member; and
 - (b) any award of damages made against them arising out of a claim made against them in their capacity as a council member.

16. Access Control System

- (1) The strata corporation may install and operate an access control system in relation to the entry doors and certain other areas of the common property (such as recreation facilities, storage areas and gate intercoms) and shall establish a policy in compliance with the Personal Information Protection Act for the operation of the system and the collection, use, disclosure and storage of information recorded by it (the "Policy").
- (2) The strata corporation is authorized to use, collect and disclose information recorded by the system so long as the same is done in accordance with the terms of the Policy and the scope of this bylaw.
- (3) The information collected by the system shall be used for:
 - (a) ensuring the safety of persons and property within the strata corporation;
 - (b) preventing and investigating damage to the common property;
 - (c) preventing and investigating criminal offences which occur within the strata corporation;
 - (d) the investigation and enforcement of serious breaches of the bylaws or rules, being a breach which:
 - (i) seriously interferes with another person's use and enjoyment of a strata lot or the common property;
 - (ii) places the safety of persons and property in jeopardy;
or
 - (iii) relates to a frequent or recurring problem encountered by the strata corporation;
 - (e) determining, in relation to the items above, when someone entered or left a building (or a portion of it).

Division 3 – Council

17. Council Size

- (1) The council must have 3 to 7 members.

18. Council Eligibility

- (1) Where the strata corporation is entitled to register a lien against a strata lot under

s.116 of the Act, the owner or tenant of that strata lot is ineligible for election to the council and where they are already a member of the council, they shall be deemed to have resigned from council upon registration of a lien.

19. Council Members' Terms

- (1) The term of office of a council member ends with the election of a new council.
- (2) A person whose term as council member is ending is eligible for re-election.

20. Removing A Council Member

- (1) Unless all the owners are on the council, the Strata Corporation may, by a resolution passed by a majority vote at an annual or special general meeting, remove one or more council members.
- (2) After removing a council member, the strata corporation must hold an election at the same annual or special general meeting to replace the council member for the remainder of the term.

21. Replacing A Council Member

- (1) If a council member resigns or is unwilling or unable to act for a period of 2 or more months, the remaining members of the council may appoint a replacement council member for the remainder of the term.
- (2) A replacement council member may be appointed from any person eligible to sit on the council.
- (3) The council may appoint a council member under this section even if the absence of the member being replaced leaves the council without a quorum.
- (4) If all the members of the council resign or are unwilling or unable to act for a period of 2 or more months, persons holding at least 20% of the strata corporation's votes may hold a special general meeting to elect a new council by complying with the provisions of the Act, the regulations and the bylaws respecting the calling and holding of meetings.

22. Officers

- (1) At the first meeting of the council held after each annual general meeting of the strata corporation, the council must elect, from among its members, a president, a vice president, a secretary and a treasurer.
- (2) A person may hold more than one office at a time, other than the offices of president and vice president.
- (3) The vice president has the powers and duties of the president:
 - (a) while the president is absent or is unwilling or unable to act; or
 - (b) for the remainder of the president's term if the president ceases to hold office.

- (4) The council, by majority vote, may remove an officer from their office (but not from council) and may (except in the case of the president) appoint a replacement officer from among themselves for the remainder of the term.
- (5) The secretary shall serve as privacy officer under the *Personal Information Protection Act* unless another council member is appointed to that role.

23. Limit on Liability of Council Member

- (1) A council member who acts honestly and in good faith is not personally liable because of anything done or omitted to be done in the exercise or intended exercise of any power or duty of the council.
- (2) Subparagraph (1) does not affect a council member's liability, as an owner, for a judgment against the strata corporation.

24. Calling Council Meetings

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

25. Quorum of Council

- (1) A quorum of the council is:
 - (a) 2, if the council consists of 3 or 4 members;
 - (b) 3, if the council consists of 5 or 6 members; and
 - (c) 4, if the council consists of 7 members.
- (2) Council members must be present in person at the council meeting to be counted in establishing quorum.

26. Council Meetings

- (1) At the option of the council, council meetings may be held by electronic means, so

long as all council members and other participants can communicate with each other.

- (2) 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.
- (3) If a council meeting is held by electronic means and a council member attends or council members participate as provided for in subsection (2)(b), those council members are deemed to be present in person.
- (4) A bylaw that permits owners to observe a council meeting does not apply to the process set out in subsection (2).
- (5) Except in the case of a meeting held entirely by email or telephone, owners may attend council meetings as observers.
- (6) Despite subsection (5), no observers may attend those portions of council meetings that deal with any of the following:
 - (a) bylaw contravention hearings under section 135 of the Act;
 - (b) a hearing requested by an owner or tenant;
 - (c) review of correspondence regarding a breach or an alleged breach of the bylaws;

- (d) legal proceedings or contemplated legal proceedings;
 - (e) any other matters if the presence of observers would, in the council's opinion, unreasonably interfere with an individual's privacy.
- (6) Despite subsection (5) the council may vote to direct an observer to leave if such observer is interfering with the meeting.

27. Voting at Council Meetings

- (1) At council meetings, decisions must be made by a majority of council members present in person at the meeting.
- (2) If there is a tie vote at a council meeting, the president may break the tie by casting a second, deciding vote.
- (3) The results of all votes at a council meeting must be recorded in the council meeting minutes.
- (4) For the purposes of this bylaw, "majority" means more than 1/2 of the votes cast by council members who are present and who have not abstained from voting.

28. Council to Inform Owners of Minutes

- (1) The council must inform owners of the minutes of all council meetings within 2 weeks of the meeting, whether or not the minutes have been approved.
- (2) For the purposes of this bylaw "inform" includes mailing, placing under a strata lot door, emailing, posting to a website to which owners have access or placing in an area of the common property readily accessible to all owners.

29. Delegation of Council's Powers and Duties

- (1) Subject to subsections (2) to (4), the council may delegate some or all of its powers and duties to one or more council members or persons who are not members of the council, and may revoke the delegation.
- (2) The council may delegate its spending powers or duties, but only by a resolution that:
 - (a) delegates the authority to make an expenditure of a specific amount for a specific purpose; or
 - (b) delegates the general authority to make expenditures in accordance with subsection (3).
- (3) A delegation of a general authority to make expenditures must:
 - (a) set a maximum amount that may be spent; and
 - (b) indicate the purposes for which, or the conditions under which, the money may be spent.

- (4) The council may not delegate its powers to determine, based on the facts of a particular case:
 - (a) whether a person has contravened a bylaw or rule;
 - (b) whether a person should be fined, and the amount of the fine; or
 - (c) whether a person should be denied access to a recreational facility.

30. Spending Restrictions

- (1) A person may not spend the strata corporation's money unless the person has been delegated the power to do so in accordance with these bylaws.
- (2) Despite subsection (1), a council member may spend the strata corporation's money to repair or replace common property or common assets if the repair or replacement is immediately required to ensure safety or prevent significant loss or damage.

31. Unapproved Expenditures

- (1) For the purposes of section 98(2) of the Act the maximum unapproved expenditure, together with all other unapproved expenditures, shall not exceed \$10,000.00.

Division 4 - Enforcement of Bylaws and Rules

32. Fines

- (1) The Strata corporation may fine an owner or a tenant a maximum of:
 - (a) except as set out below, a fine of up to \$200 for each contravention of a bylaw;
 - (b) \$1,000 per day for a contravention of Bylaw 44(1)(a);
 - (c) \$50 for each contravention of a rule.
- (2) Fines, the costs to remedy a bylaw contravention and other amounts charged by the strata corporation pursuant to these bylaws must be paid by the owner (unless paid by the tenant) within 7 days of being levied (or such longer period as permitted by these bylaws).

33. Continuing Contravention

- (1) Except in relation to Bylaw 44(1)(a) (for which a fine may be imposed for each day), if an activity or lack of activity that constitutes a contravention of a bylaw or rule continues, without interruption, for longer than 7 days, a fine may be imposed every 7 days.

34. Owner Responsibility for Compliance

- (1) An owner must not knowingly permit a tenant to breach a bylaw or rule.

Division 5 - Annual and Special General Meetings

35. Failure to Reach Quorum

- (1) Pursuant to section 48(3) of the Act, if at the time appointed for an annual or special general meeting a quorum is not present:
 - (a) if the meeting is an annual general meeting or a special general meeting held pursuant to s.42 of the Act the meeting stands adjourned for 15 minutes. At the time the meeting is reconvened, those eligible voters present at that time shall constitute a quorum;
 - (b) if the meeting is a special general meeting held pursuant to s.43 of the Act, it stands permanently adjourned.
- (2) If a meeting proceeds pursuant to (1)(a), and one or more eligible voters leave during the course of the meeting, the quorum shall be reduced to the number of eligible voters present.

36. Person to Chair Meeting

- (1) Subject to subsections (2) and (3) annual and special general meetings must be chaired by the president of the council.
- (2) If the president of the council is unwilling or unable to act, the meeting must be chaired by the vice president of the council.
- (3) If neither the president nor the vice president of the council chairs the meeting, a chair must be elected by the eligible voters present in person or by proxy from among those persons who are present at the meeting, and need not be an owner.

37. Participation by Other than Eligible Voters

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

38. Voting

- (1) Except on matters requiring a unanimous vote or an 80% vote, a vote for a strata lot may not be exercised, if the strata corporation is entitled to register a lien against that strata lot under s.116 of the Act.
- (2) At an annual or special general meeting, voting cards must be issued to eligible voters.

- (3) At an annual or special general meeting a vote is decided on a show of voting cards, unless an eligible voter requests a precise count.
- (4) If a precise count is requested, the chair must decide whether it will be by show of voting cards or by roll call, ballot or some other method.
- (5) The outcome of each vote, including the number of votes for and against the resolution if a precise count is requested, must be announced by the chair and recorded in the minutes of the meeting.
- (6) If there is a tie vote at an annual or special general meeting, the president, or, if the president is absent or unable or unwilling to vote, the vice president, may break the tie by casting a second, deciding vote.
- (7) A vote must be held by ballot, if the ballot is requested by an eligible voter, even if the chair has already decided on another form of vote under subsection (4).
- (8) Each person elected to the strata council must be elected by a majority vote, unless the owners present in person and proxy at the annual general meeting, by majority vote, approve another method of election.

39. Order of Business

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

- (2) No person may make an audio or video recording of any part of a general meeting except where doing so is approved by majority vote of the owners present in person or by proxy at the meeting.

40. Summary Financial Statements

- (1) Pursuant to Regulation 6.7(3) the strata corporation may distribute with its Notice of Annual General Meeting, financial statements in summary form.

41. Conduct at Meetings

- (1) This bylaw shall apply to annual and special general meetings.
- (2) A "meeting participant" means any person participating in or attending a meeting referred to in subsection (1) and includes owners, tenants, occupants, proxy holders and guests.
- (3) A meeting participant shall:
 - (a) Address the chair and refrain from comments directed toward other meeting participants;
 - (b) Comply with all rulings and decisions of the chair as to the conduct of the meeting;
 - (c) Refrain from using coarse, foul, derogatory, demeaning and abusive language; and
 - (d) Not threaten harm or violence to another individual.
- (4) A meeting participant, who violates the terms of subparagraph (3) may, in addition to any other penalty that may be imposed for breach of a bylaw, be expelled from the meeting by the chair if they have been warned and continue to engage in behaviour prohibited by subsection (2).

Division 6 - Additional Bylaws

42. Insurance Deductible and Damage to Property

- (1) For the purposes of section 149(4)(b) of the Act "major perils" shall include the peril of "earthquake" in addition to those perils listed under Regulation 9.1(2).
- (2) The owner of a strata lot shall be obligated to pay to the strata corporation:
 - (a) the amount of any insurance deductible paid by the strata corporation in relation to any claim made under or against the strata corporation's insurance policy (the "Deductible"); or
 - (b) the costs (up to the amount of any applicable deductible) to investigate and repair any physical damage (the "Repair Costs") to the common property, limited common property or those portions of a strata lot which the strata corporation is required to repair (or otherwise chooses to repair) and for which a claim is not made under or against the strata

corporation's insurance policy;

where either of the following apply:

- (i) the owner, their tenant, an occupant of the owner's strata lot or a visitor or invitee to the strata lot is responsible for the cause of the loss or the damage; or
 - (ii) the source of the damage originated in that owner's strata lot (other than from common property within the strata lot).
- (3) If an insurance claim is made under the strata corporation's insurance policy in relation to any portion of an owner's strata lot and the damage is confined to that owner's strata lot, the owner shall pay directly any Deductible related to such claim where:
 - (a) the owner, their tenant, an occupant of the owner's strata lot or a visitor or invitee to the strata lot is responsible for the loss or damage that gave rise to the claim; or
 - (b) the source of the damage giving rise to the claim originated in that owner's strata lot (other than from common property within the strata lot).
- (4) Where the strata corporation takes steps or does work, on an emergency basis, to mitigate the damage to a strata lot or the common property, and in doing so incurs costs which are not paid as part of an insurance claim (the "Emergency Costs"), the strata corporation can charge those costs to either of:
 - (a) the owner of the strata lot to which those steps or work relate; or
 - (b) the owner of the strata lot from which the source of the damage originated (other than from common property within the strata lot).
- (5) Each owner, tenant or occupant of a strata lot shall cooperate with the strata corporation, its insurer and any trades or contractors hired by them to mitigate or repair damage. Where they fail to do so, the owner of the strata lot shall pay to the strata corporation any additional costs or charges incurred by it as a result of such failure (the "Additional Costs").
- (6) An owner who is determined to be liable for a Deductible, Repair Costs, Emergency Costs or the Additional Costs shall pay the same to the strata corporation within 30 days after being given notice in writing the amount is due and owing.

43. Rental of Strata Lots

- (1) For the purposes of this bylaw "rent" means having entered into a tenancy agreement enforceable under the *Residential Tenancy Act*.
- (2) Should an owner rent a strata lot, they must submit a signed Notice of Tenant's Responsibility (Form K) to the strata corporation within 2 weeks of renting the strata lot.

- (3) An owner who fails to submit a signed Notice of Tenant's Responsibility within the time limit set out above shall be subject to a fine in the amount of \$200.00 for every week or part thereof that the strata lot is rented and the strata corporation is not in receipt of the same.

44. Short Term Accommodation

- (1) An owner, tenant or occupant must not:
 - (a) use or allow their strata lot (or any part of it) to be used for the purposes of providing temporary accommodation for the general public including, but not limited to:
 - (i) as vacation or travel accommodation;
 - (ii) accommodation that is provided to members of the public for a period of time of less than 90 consecutive days;
 - (iii) for a home exchange or other similar arrangement; or
 - (iv) as a rooming house;
- or
- (b) allow, permit, agree or otherwise grant, in exchange for money, a license to a person who ordinarily resides outside the strata corporation to occupy their strata lot while that owner, tenant or occupant is absent from the strata lot.

45. Video Surveillance by Owners

- (1) An owner, tenant or occupant must not operate a video surveillance system or security camera which captures activities outside of their strata lot other than a doorbell camera.
- (2) A doorbell camera may be installed and operated provided that:
 - (a) the camera does not and cannot capture activities:
 - (i) on the common property (other than the area immediately adjacent to an entry door);
 - (ii) on the limited common property of another strata lot; or
 - (iii) within another strata lot;
 - (b) the owner agrees in writing to be responsible for the repair and maintenance of the camera and to repair any damage caused by the installation of the same.
- (3) Where a doorbell camera is installed and operated:
 - (a) the camera(s) may only be installed in or immediately adjacent to the doorframe of the entry door;

- (b) the council shall, on notice given pursuant to these bylaws, have the right to inspect the camera and images captured by it to ensure compliance with (2)(a) above;
 - (c) the owner or tenant shall indemnify and save harmless the strata corporation from all claims, demands, charges, expenses, damages and costs arising from the existence and operation of the camera;
 - (d) the strata council may require the owner to remove the camera where it determines that the camera interferes with the privacy rights of others, contravenes a law or is not in the best interests of the strata corporation as a whole.
- (4) Where an owner ceases to own their strata lot, the new owner may continue to operate the camera provided that they enter into an agreement as set out in (2)(b) above

46. Heat Pump

- (1) For the purposes of this bylaw an "air conditioner" means a mechanical device or system that cools, heats or otherwise regulates the interior temperature of all or part of a strata lot and includes, but is not limited to, a mini split air conditioner, ductless air conditioner, heat pump, window mounted or portable air conditioner (but excludes a furnace).
- (2) An owner, tenant or occupant must not install or operate an air conditioner except as permitted by this bylaw.
- (3) Window mounted air conditioners are not permitted.
- (4) An owner, tenant or occupant may, without permission, operate a portable air conditioner provided that it:
 - (a) is housed entirely inside the strata lot;
 - (b) is only vented through a window or sliding door using a manufacturer approved vent kit; and
 - (c) does not create an unreasonable level of noise when in operation.
- (5) An owner who wishes to install, upgrade, expand or replace an air conditioner (other than a portable air conditioner) must have the prior written permission of the strata corporation to do so.
- (6) The strata corporation shall only permit the installation of the following air conditioners:
 - (a) ductless mini-split system with an outdoor condenser;

- (b) external heat pump condenser with an air handler or furnace;
 - (c) external air conditioner with air handler or furnace.
- (7) An owner who applies for permission to install, expand or replace an air conditioner must submit the following with their request:
 - (a) a scaled and dimensional drawing which shows the proposed interior and exterior locations of the air conditioner and its components along with the exact location of any penetration(s) of the building envelope required to install it;
 - (b) information regarding the make and model of the air conditioner to be installed, including its dimensions and the level of noise created when it is in operation;
 - (c) the type and style of material or plant(s) which will be used to obscure any portion of the air conditioner which is outside the strata lot (the "Screen Material"); and
 - (d) the name, qualifications and experience of the person or firm who will install the air conditioner.
- (8) An owner to whom permission is given to install an air conditioner must comply with the following conditions:
 - (a) the air conditioner (including its various components) is installed only in the location(s) and manner approved by the council;
 - (b) the exterior components of the air conditioner are surrounded by Screen Material of the type and style approved by the council (unless waived by council);
 - (c) the condenser must be installed on a single piece of pre-cast concrete or composite slab;
 - (d) all penetrations of the building envelope are properly sealed to prevent water ingress;
 - (e) the conduit pipe from the condenser must be white in colour;
 - (f) only one exterior supply conduit may run from the condenser. Any additional supply conduits serving interior evaporators must be located within one of the following areas:
 - (i) inside the soffit;

- (ii) inside the attic; or
 - (iii) inside the strata lot.
- (g) all wiring serving the condenser must be located within one of the following areas:
 - (i) inside the soffit;
 - (ii) inside the attic; or
 - (iii) inside the strata lot.
- (h) the installation of the air conditioner is done by a licensed and qualified contractor with Worksafe coverage and liability insurance who is approved by the strata corporation;
- (i) all necessary permits and licences are obtained (and copies provided to the strata corporation);
- (j) the sound level of the outdoor component when in operation must not exceed 65 dB measured at distance of one meter from the component;
- (k) ensure that any directions given by the strata corporation (both before and after installation) regarding the installation are complied with;
- (l) the owner of the strata lot enters into a written agreement (the "AC Agreement") with the strata corporation which provides that they (and all future owners):
 - (i) be responsible for the repair and maintenance of the entire air conditioner (including the outdoor component and any conduit), the pad and the Screen Material (if any);
 - (ii) be responsible for any and all repair and maintenance expenses incurred by the strata corporation as a result (directly or indirectly) of the installation and operation of the air conditioner;
 - (iii) pay for the costs of any inspection carried out by the strata corporation to confirm the air conditioner is properly installed and maintained;
 - (iv) be responsible for all costs related to the temporary removal and replacement of the air conditioner in order to allow for work by the strata corporation to be carried out;
 - (v) release the strata corporation, its council member, contractors and agents from all claims, damages, expenses, costs and

other liability that may arise from damage caused by them to the air conditioner or the Screen Material;

- (vi) shall indemnify and save harmless the strata corporation from any claims, demands, damages, judgments, expenses, deductibles, costs and obligations of any kind whatsoever arising from or related (directly or indirectly) to the installation and operation of the air conditioner; and
 - (vii) will routinely inspect and service the air conditioner.
- (9) The terms and requirements of an AC Agreement signed by the owner of a strata lot shall be binding on the subsequent owner(s) of the strata lot and they shall be obligated to fulfil its terms and conditions.
- (10) In considering a request to install an air conditioner the strata council may:
 - (a) require the owner to obtain an assessment of the load capacity of the strata corporation and/or strata lot's electrical system; and
 - (b) may refuse to grant permission where the load capacity will not support the operation of an air conditioner.
- (11) Notwithstanding subsection(7)(f), if the noise emitted by an air conditioner unreasonably disturbs the owners, tenant or occupants of a neighbouring strata lot, the owner of the strata lot to which the air conditioner is connected must take steps as directed by the strata corporation reduce the noise. Where the owner fails to do so, the strata corporation may take such steps and charge the costs back to the owner.
- (12) In addition to any provision in the AC Agreement, where the installation or operation of an air conditioner (portable or fixed) causes damage to the common property or a portion of the strata lot for which the strata corporation is responsible to repair or maintain, the strata corporation may charge the costs of repairing such damage to the owner of the strata lot in which the air conditioner is located.
- (13) A person must not remove an air conditioner (other than a portable one) without the prior written permission of the strata corporation.
- (14) Where a person removes an air conditioner (other than a portable one) and does not replace it, they must repair any damage (including sealing any penetrations of the building envelope) arising from or caused by the installation or the removal and otherwise restore the common property.

47. EV Charging

- (1) An owner, tenant or occupant must not install a charging station or other device or apparatus for charging an electric vehicle (a "Charging Station"):
 - (a) on the common property; or
 - (b) in a strata lot;
- (2) Despite subsection (1), a Charging Station may be installed in a garage with the written permission of the strata corporation.
- (3) A Charging Station for which permission has been granted must meet the following conditions and criteria:
 - (a) it meets the certification requirements set by Technical Safety BC;
 - (b) the owner installs a power management system or load management device (of a type approved by the strata council);
 - (c) if it is hardwired, it must be installed by a certified electrician who has Worksafe coverage and commercial general liability insurance (confirmation of which must be submitted at the time approval is requested); and
 - (d) it must only be connected to the electrical panel which services the strata lot.
- (4) Where an owner or tenant installs a Charging Station they must:
 - (a) obtain all required permit(s) from the municipality or other applicable government body and send copies of the permit and final inspection to the strata corporation upon completion; and
 - (b) at the request of council, enter or have the owner enter into a written agreement that the owner will be responsible for any future repair and maintenance costs, damages or other expenses relating directly or indirectly to the station, apparatus or device.
- (5) Despite any other bylaw regarding repair and maintenance, an owner who has a Charging Station installed in their garage shall repair and maintain the Charging Station

IT WAS MOVED AND SECONDED to amend bylaw 11. (10) (a) from "7 days" to "7 consecutive days" and amend bylaw 11. (10) (b) by adding "if parking for more than 7 days" at the end of the sentence. To read:

11. Parking

- (10) Visitors using the visitor parking area:

- (a) may only do so for a maximum of 7 **consecutive** days without written permission of the council;
- (b) must display an approved visitor parking pass on their dash if **parking for more than 7 days.**

After discussion, the question was called by a show of voting cards to approve the insignificant amendments. There were 63 in favour, 1 opposed, 1 abstained.
MOTION CARRIED.

The question was called by a show of voting cards to adopt the bylaws with the approved amendments. There were 61 in favour, 4 opposed. **MOTION CARRIED.**

K. ELECTION OF STRATA COUNCIL

The Strata Agent thanked the outgoing Council for all their hard work and dedication throughout the year.

The floor was opened for nominations or volunteers to stand for Council. The Strata Agent called three times to the floor for further volunteers or nominations.

Outgoing Council Members Peggy O'Brien, Donna Inkster, Michele Fabbro, Darrell Cannings allowed their names to stand for re-election. Nominations were received for the following owners:

Doug Lachner, Unit 32
Don Hunter, Unit 60
Diana MacKay, Unit 50

After discussion, the question was called by a show of voting cards. All in favour.
MOTION CARRIED. The following owners will form the Strata Council for 2026 -2027.

Peggy O'Brien, Unit 25	Michele Fabbro, Unit 52
Donna Inkster, Unit 13	Don Hunter, Unit 60
Darrell Cannings, Unit 46	Diana MacKay, Unit 50
Doug Lachner, Unit 32	

The Strata Agent thanked all the volunteers who put their names forward.

L. NEW BUSINESS

There was no new business.

M. ADJOURNMENT

IT WAS MOVED AND SECONDED to terminate the meeting at 9:23 PM. All in favour.
MOTION CARRIED. The next Council Meeting will be held October 6th, 2026, at 3pm in the Clubhouse.

Compiled by:

*Carol Edwards, Strata Agent
HUGH & MCKINNON REALTY LTD., Strata Agents
14007 – 16th Avenue, Surrey, BC V4A 1P9*

*Telephone: 604-531-1909
Fax: 604-531-4624
Email: strata@hughmckinnon.com*

CE/cb

**STRATA PLAN BCS 340, DOUGLAS POINT
APPROVED STRATA FEES
AUGUST 1, 2026 - JULY 31, 2027**

UNIT	Strata Lot	Unit Entitlement	Operating Fund Contribution	Contingency Reserve Fund Contribution	APPROVED 2026-2027 Monthly Strata Fees
1	13	113	335.74	\$204.19	539.93
2	14	109	323.86	196.96	520.82
3	15	111	329.80	200.57	530.37
4	16	116	344.66	209.60	554.26
5	1	113	335.74	204.19	539.93
6	2	109	323.86	196.96	520.82
7	3	111	329.80	200.57	530.37
8	4	117	347.63	211.41	559.04
9	17	135	401.11	243.94	645.05
10	18	108	320.89	195.15	516.04
11	19	108	320.89	195.15	516.04
12	20	117	347.63	211.41	559.04
13	5	135	401.11	243.94	645.05
14	6	108	320.89	195.15	516.04
15	7	108	320.89	195.15	516.04
16	8	117	347.63	211.41	559.04
17	21	117	347.63	211.41	559.04
18	22	108	320.89	195.15	516.04
19	23	108	320.89	195.15	516.04
20	24	135	401.11	243.94	645.05
21	9	117	347.63	211.41	559.04
22	10	108	320.89	195.15	516.04
23	11	108	320.89	195.15	516.04
24	12	117	347.63	211.41	559.04
25	25	135	401.11	243.94	645.05
26	26	107	317.92	193.34	511.26
27	27	108	320.89	195.15	516.04
28	28	117	347.63	211.41	559.04
29	33	117	347.63	211.41	559.04
30	34	108	320.89	195.15	516.04
31	35	108	320.89	195.15	516.04
32	36	135	401.11	243.94	645.05
33	29	117	347.63	211.41	559.04
34	30	108	320.89	195.15	516.04
35	31	108	320.89	195.15	516.04

**November Payment
(at new rate)
including Shortfall for
August, September
and October**

\$	587.09
\$	566.33
\$	576.69
\$	602.68
\$	587.09
\$	566.33
\$	576.69
\$	607.88
\$	701.42
\$	561.13
\$	561.13
\$	607.88
\$	701.42
\$	561.13
\$	561.13
\$	607.88
\$	607.88
\$	561.13
\$	561.13
\$	701.42
\$	607.88
\$	561.13
\$	561.13
\$	607.88
\$	701.42
\$	555.93
\$	561.13
\$	607.88
\$	607.88
\$	561.13
\$	561.13
\$	701.42
\$	607.88
\$	561.13

APPENDIX F

UNIT	Strata Lot	Unit Entitlement	Operating Fund Contribution	Contingency Reserve Fund Contribution	APPROVED 2026-2027 Monthly Strata Fees	November Payment (at new rate) including Shortfall for August, September and October
36	32	117	347.63	\$211.41	559.04	\$ 607.88
37	37	135	401.11	243.94	645.05	\$ 701.42
38	38	108	320.89	195.15	516.04	\$ 561.13
39	39	108	320.89	195.15	516.04	\$ 561.13
40	40	117	347.63	211.41	559.04	\$ 607.88
41	41	117	347.63	211.41	559.04	\$ 607.88
42	42	108	320.89	195.15	516.04	\$ 561.13
43	43	108	320.89	195.15	516.04	\$ 561.13
44	44	117	347.63	211.41	559.04	\$ 607.88
45	45	117	347.63	211.41	559.04	\$ 607.88
46	46	108	320.89	195.15	516.04	\$ 561.13
47	47	108	320.89	195.15	516.04	\$ 561.13
48	48	135	401.11	243.94	645.05	\$ 701.42
50	49	136	404.08	245.75	649.83	\$ 706.62
51	50	108	320.89	195.15	516.04	\$ 561.13
52	51	108	320.89	195.15	516.04	\$ 561.13
53	52	117	347.63	211.41	559.04	\$ 607.88
54	53	117	347.63	211.41	559.04	\$ 607.88
55	54	108	320.89	195.15	516.04	\$ 561.13
56	55	108	320.89	195.15	516.04	\$ 561.13
57	56	117	347.63	211.41	559.04	\$ 607.88
58	57	117	347.63	211.41	559.04	\$ 607.88
59	58	108	320.89	195.15	516.04	\$ 561.13
60	59	109	323.86	196.96	520.82	\$ 566.33
61	60	117	347.63	211.41	559.04	\$ 607.88
62	61	117	347.63	211.41	559.04	\$ 607.88
63	62	108	320.89	195.15	516.04	\$ 561.13
64	63	108	320.89	195.15	516.04	\$ 561.13
65	64	135	401.11	243.94	645.05	\$ 701.42
66	65	117	347.63	211.41	559.04	\$ 607.88
67	66	108	320.89	195.15	516.04	\$ 561.13
68	67	108	320.89	195.15	516.04	\$ 561.13
69	68	135	401.11	243.94	645.05	\$ 701.42
70	69	117	347.63	211.41	559.04	\$ 607.88
71	70	108	320.89	195.15	516.04	\$ 561.13
72	71	108	320.89	195.15	516.04	\$ 561.13
73	72	135	401.11	243.94	645.05	\$ 701.42
74	73	135	401.11	243.94	645.05	\$ 701.42
75	74	108	320.89	195.15	516.04	\$ 561.13
76	75	135	401.11	243.94	645.05	\$ 701.42
Totals		8,676	\$25,777.92	\$15,677.21	\$41,455.13	\$45,077.21
Yearly Revenue			\$309,335.08	\$188,126.48	\$497,461.56	\$540,926.52

SUMMARY OF COVERAGES



Date: July 29, 2026

This Is To Certify To: The Owners of Strata Plan BCS340 - Douglas Point, for itself and in its capacity as trustee for the Unit Owners and/or any Administrator or other agent designated in the Condominium By-Laws or under the Strata Property Act and/or the Property Manager and/or the Contract Manager for the Strata Corporation and/or their employees and/or the employees of the Corporation and/or the Board of Directors and/or the individual unit owners as their respective interests may appear.

That the following described policy(ies) or cover note(s) in force at this date have been affected to cover as shown below:

Name of Insured: The Owners of Strata Plan BCS340 - Douglas Point
 Insured Location(s): Units 1 to 38 – 17516 4th Avenue Surrey, BC V3Z 0R9 &
 Units 39 to 76 – 17516 4th Avenue, Surrey, BC V3Z 0S1
 Policy #: TBA

Term: July 31, 2026 to July 31, 2027
 12:01 am Standard time at the mailing address of the named insured

Certificate Effective Date: July 31, 2026

Additional Insured: Hugh & McKinnon Realty Ltd, as Property Manager and only arising out of the operations of the Named Insured

Additional Information: This Summary of Coverages is issued specifically with respect to the following unit: ALL UNITS

Loss If Any Payable To: All Registered Unit Owners &/or other Mortgagees as their interest may appear and as shown in the Land Registration District Office applicable to the said Property. The Standard Mortgage Clause is applicable unless a Special Mortgage Clause attached.

PROPERTY	DEDUCTIBLE	LIMIT AMOUNT
All Property - All Risk, Stated Amount, Co-insurance 130% Extended Replacement Cost	\$5,000	\$26,684,000
Water Damage	\$10,000	Included
Sewer Back Up	\$10,000	Included
Flood Damage	\$25,000	Included
Earthquake Coverage	15% min \$100,000	Included
Crime	Nil	\$25,000
Excess Additional Living Expense	Nil	\$50,000 per individual unit \$1,000,000 annual aggregate
Master Key Coverage	Nil	\$25,000
Environmental (Green) Upgrade – included in SI Plus Extension	Nil	\$500,000
Underground Lines	\$10,000	Included

E&OE

It's all good.

SUMMARY OF COVERAGES



LIABILITY	DEDUCTIBLE	LIMIT AMOUNT
Commercial General Liability – per occurrence	\$1,000	\$25,000,000
Bodily Injury & Property Damage Liability (Per Occurrence)	\$1,000	\$25,000,000
Products & Completed Operations (Aggregate)	\$1,000	\$25,000,000
Personal & Advertising Injury Liability (Any one person or organization)	\$1,000	\$25,000,000
Directors & Officers Liability (Per occurrence/ aggregate)	Nil	\$10,000,000
Volunteer Accident	Nil	\$100,000 per occurrence \$1,000,000 aggregate
Pollution Liability	\$2,500	\$1,000,000
Cyber	\$1,000 min 8 Hour waiting period	\$100,000
Terrorism (Per occurrence/ aggregate)	\$2,500	\$250,000
Non Owned Automobile	\$1,000	\$5,000,000

OTHER COVERAGE	DEDUCTIBLE	LIMIT AMOUNT
Equipment Breakdown	\$1,000	\$26,684,000
Legal Expense	Nil	\$200,000 per claim \$1,000,000 aggregate
Blanket Glass	\$500	Included

Subject to Insurer's Policy wordings, deductibles, conditions, and exclusions.

Subject to Statutory Conditions of the Province of BC and The Strata Act of British Columbia.

This certificate is issued as a matter of information only and does not confer any rights on the holder and imposes no liability on the insurer.

A handwritten signature in black ink, appearing to read 'Al Schill', written over a horizontal line.

Al Schill, President
Schill Insurance Brokers Ltd.

STRATA PLAN BCS 340, DOUGLAS POINT
EARTHQUAKE DEDUCTIBLE
July 31, 2026 - JULY 31, 2027

UNIT	Strata Lot	Unit Entitlement	Earthquake Deductible
1	13	113	\$52,131.60
2	14	109	\$50,286.24
3	15	111	\$51,208.92
4	16	116	\$53,515.63
5	1	113	\$52,131.60
6	2	109	\$50,286.24
7	3	111	\$51,208.92
8	4	117	\$53,976.97
9	17	135	\$62,281.12
10	18	108	\$49,824.90
11	19	108	\$49,824.90
12	20	117	\$53,976.97
13	5	135	\$62,281.12
14	6	108	\$49,824.90
15	7	108	\$49,824.90
16	8	117	\$53,976.97
17	21	117	\$53,976.97
18	22	108	\$49,824.90
19	23	108	\$49,824.90
20	24	135	\$62,281.12
21	9	117	\$53,976.97
22	10	108	\$49,824.90
23	11	108	\$49,824.90
24	12	117	\$53,976.97
25	25	135	\$62,281.12
26	26	107	\$49,363.55
27	27	108	\$49,824.90
28	28	117	\$53,976.97
29	33	117	\$53,976.97
30	34	108	\$49,824.90
31	35	108	\$49,824.90
32	36	135	\$62,281.12
33	29	117	\$53,976.97
34	30	108	\$49,824.90
35	31	108	\$49,824.90
36	32	117	\$53,976.97
37	37	135	\$62,281.12
38	38	108	\$49,824.90
39	39	108	\$49,824.90
40	40	117	\$53,976.97
41	41	117	\$53,976.97
42	42	108	\$49,824.90
43	43	108	\$49,824.90
44	44	117	\$53,976.97
45	45	117	\$53,976.97
46	46	108	\$49,824.90
47	47	108	\$49,824.90
48	48	135	\$62,281.12

STRATA PLAN BCS 340, DOUGLAS POINT

EARTHQUAKE DEDUCTIBLE

July 31, 2026 - JULY 31, 2027

UNIT	Strata Lot	Unit Entitlement	Earthquake Deductible
50	49	136	\$62,742.46
51	50	108	\$49,824.90
52	51	108	\$49,824.90
53	52	117	\$53,976.97
54	53	117	\$53,976.97
55	54	108	\$49,824.90
56	55	108	\$49,824.90
57	56	117	\$53,976.97
58	57	117	\$53,976.97
59	58	108	\$49,824.90
60	59	109	\$50,286.24
61	60	117	\$53,976.97
62	61	117	\$53,976.97
63	62	108	\$49,824.90
64	63	108	\$49,824.90
65	64	135	\$62,281.12
66	65	117	\$53,976.97
67	66	108	\$49,824.90
68	67	108	\$49,824.90
69	68	135	\$62,281.12
70	69	117	\$53,976.97
71	70	108	\$49,824.90
72	71	108	\$49,824.90
73	72	135	\$62,281.12
74	73	135	\$62,281.12
75	74	108	\$49,824.90
76	75	135	\$62,281.12
Totals		8,676	\$4,002,600.08

*** FOR INFORMATION PURPOSES ONLY!**

Council Report

This year, council's focus was on maintaining the property.

We did have to spend money again on the gates. We are proposing to have 2nd ave on the same timer as 4th ave. I am sure everyone has noticed how much more traffic we are experiencing with all the home deliveries. This is putting significant strain on 2nd Ave gate. 2 years ago, we installed a battery back up for 4th ave. We have had to recently replace it, but was under warranty.

Also did a soft wash of the vinyl on the North side of the buildings.

We had SWR onsite to work on the curb stops. Cleaning out the sand of 10 units that were solid and could not be vacuumed out. These 10 curb stop valves were all tested and 3 just spined. At that point it was decided to have the balance of the property tested. We had 5 additional issues, 1 unit had a slow leak, and the clubhouse line blew. These 2 had to be an emergency repair. Poly Caps have been installed on all the pipes, so sand & water doesn't get in and have more settlement around the valves. We still have 6 lines to repair and they are resolution #1.

We also had some warranty work from Premium Fence.

The clubhouse suite has been completed. We had the first guest last weekend and had great reviews.

We continue to have problems with our holding tank with items still being flushed and drained down the toilet & sinks. (latex gloves, wipes, hair & a ton of grease). Just over a week ago the pump house was flashing and took me a bit to get it reset. As many of you know that little more than half of the property drains into a holding tank at the front entrance swale and then it pumps down to 2nd Ave into the city sewer. This is because when the property was built there was no sewer available on 4th Ave. We have confirmed with the City that the latecomer fee has now expired. This is why we are proposing Resolution #2 to hook up to city sewer.

What we have noticed over the last couple of years is the rot on the townhouses. At the walkthrough this summer this is affecting 32 units and some in multiple areas. Also why we are proposing Resolution 4 & 5.

Financially we had a good year with ending with a \$19,888. surplus. We have changed insurance companies and received a substantial savings. (\$22,164) We don't expect to receive this savings next year, but we will continue to get multiple quotes on contractors and suppliers to potentially save money where we can.

The landscaping team's efforts were focused on three areas.

Red Fir mulch was installed in the interior common garden beds to enhance the property appearance but also to suppress weed growth.

The bi-annual grub treatment program that we started last year is minimizing the damage so far, and to maintain effectiveness will need to continue on an annual basis.

Most importantly, following persistent issues with our previous landscaping contractor, in March, we transitioned to Lindsay Property Services. Mark and his team have worked seamlessly and collaboratively to get the property looking great again. We feel this was a good decision and are receiving positive feedback from the community.

Thank you to the owners who have commented on how great the property looks. This will be a continued focus to maintain as it protects our investment.

Last but not least, Douglas Point has a number of amazing volunteers who continue to give back to our community and save us dollars. We sincerely thank each and everyone of you.

STRATA PLAN BCS 340 – DOUGLAS POINT

STRATA COUNCIL MEETING

HELD ON TUESDAY, JULY 28, 2026

LOCATION: Douglas Point Clubhouse

A. CALL TO ORDER

The meeting was called to order by the Strata Agent, Carol Edwards at 3:26 PM.

Peggy O'Brien, Donna Inkster, Anne Wylie, Michele Fabbro, Katrina Hansell, Marion Schut and Carol Edwards, Strata Agent, in attendance.

REGRETS: Darrel Cannings – was present for first half of meeting but left early

B. ADOPTION OF THE AGENDA

IT WAS MOVED AND SECONDED to adopt the agenda as presented. **MOTION CARRIED.**

C. ADOPTION OF THE MINUTES FROM THE PREVIOUS COUNCIL MEETINGS

IT WAS MOVED AND SECONDED to adopt the minutes of the Strata Council Meeting held on June 10, 2026, as prepared by Hugh & McKinnon Realty Ltd., Strata Agents. **MOTION CARRIED.**

D. ONGOING BUSINESS

1. GENERAL MAINTENANCE

- a) **TownSq** – TownSq is live and owners have been invited to join the new website, as eSTRATA website will be phased out. The migration of all the documents from the eSTRATA website to TownSq is underway. If you haven't received your invitation to join, then please email strata@hughmckinnon.com to advise us.
- c) **Curb Stops (Water Shut Offs)**
 - i. The Council **MOVED/SECONDED/CARRIED** over email to approve a quote from SWR Drains to test all the shut off valves to ensure they function properly. This work was completed July 3rd, 2026.
 - ii. SWR Drains noted that the shut-off valves serving units 13 & 14 & 59 are not functioning properly. SWR Drains have proposed \$7,000 in repairs, not including parts. This will be carried forward for the AGM budget planning.
 - iii. The Council reviewed a quote from Birchwood Landscapes for river rock to replace the artificial turf that was removed in order to access water shut-offs that were buried. The Council discussed other possible solutions and will discuss with the owners directly before making a decision on what to install.

A reminder to owners and residents that contractors and their staff work onsite within an approved time frame. If exceeded, the contractor bills for the extra time, and charges are higher than budgeted. This is now happening at Douglas Point. To ensure work is not disrupted and costs remain as approved, contact Council for assistance with any questions or problems rather than engaging workers in lengthy conversations.

- d) **Roof Ventilation Fans** – Broadway roofing will be onsite prior to fiscal year end to install new roof vents in units #73, #25, #50, #70. The inspector also noted when they were onsite, that some furnace or water tank upgrades have taken place with new exhaust venting. The plastic flashings noted were not installed correctly. Pheonix has advised that some units have made alterations to venting on the roofs that were not completed properly. This works cancels the roof warranty. Any modifications or new venting must be completed in collaboration with and approved by Broadway Roofing. Council will be identifying the units in question, and this work must be redone by Broadway Roofing at the owner's expense. Owners are reminded, when you change venting for a hot water tank or a furnace you require an Assumption of Liability (AOL) form approved by the Council, and all venting needs to be completed by Broadway Roofing or overseen and approved by Broadway Roofing (at Broadway Roofing's discretion only).
- e) **City Sewer Hookup** – The Council is getting close to obtaining a budgetary number. There will be a Resolution for owners to vote on at the upcoming AGM.
- f) **Appraisal Renewal** – Valuations West confirmed that the appraisal numbers are accurate, and that it includes 75 townhouses plus a clubhouse.
- g) **Dry Rot Walkthrough** – The Council reviewed two quotes from Tall Peaks Painting, for repairs and replacement. The Council to obtain quotes from Unitus prior to preparing the Notice for the upcoming AGM.
- h) **Fire Safety and Prevention** – The Council reviewed the inspection reports from Fraser Valley Fire Protection. The backflow preventer testing passed, and reports have been submitted to the city of Surrey by the vendor.
- i) **Water Pooling Beside a Unit** – Birchwood Landscapes completed the retaining wall and drainage work prior to the fiscal year end.
- j) **Garage Door Paint** – The Council identified the garage door paint deficiencies and Unitus will complete the warranty work.
- h) **Exterior Outlet Covers** – Some owners have reported damaged exterior outlet covers. An owner volunteer has sourced replacements. The Council will do a walk around to identify how many require replacement and obtain pricing.

2. **LANDSCAPING/GROUNDS**

- a) **AC & Heat Pump Screening Plants** – The Council will confirm whether the unit owner has made any progress with the installation of the screening plants and will advise the Strata Agent if any further follow-up is required.
- b) **Conversion to Drip Line Irrigation** – The Council reviewed pricing from Para Space for converting the irrigation system to a drip-line system and determined that the cost was prohibitive. As a result, the Council has decided not to pursue this conversion at this time.
- c) **Grub Treatment** – Birchwood Landscapes completed the first grub control treatment in June and will carry out the second treatment in September 2026. During the meeting, it was noted that one lawn had sustained grub damage, and a possible irrigation valve issue was reported in the same area. Council will follow up with Para Space to have the valve inspected and repaired, if necessary.

3. **CAPITAL PROJECTS**

- a) **Pavers (\$28,708.35 CRF)** – The project for 2026 is completed.

PAVER CLEANING REMINDER TO ALL OWNERS

No owner or resident at anytime is permitted to power wash any pavers. This work can only be done by the strata corporations' contractor.

- b) **Guest Suite (\$6,300 CRF)** –The Council filed with the city for the fifth time and is awaiting approval.

4. LEGAL

- a) **Unauthorized Tree Alterations** – The Council is obtaining a quote and written assessment from an arborist regarding the condition of the maple tree that was damaged without authorization. Legal counsel advised that the Strata may levy a fine for damage to common property and charge back all costs incurred as a result of the unauthorized damage to the responsible strata lot. Such costs may include, but are not limited to, arborist fees, tree replacement or restoration costs, landscaping expenses, legal costs, and any fines, penalties, or remediation requirements imposed by the City of Surrey. The responsible strata lot may be held liable for all expenses associated with restoring the common property to its condition prior to the damage.
- b) **Bylaw Review** – The Council has reviewed the draft bylaws and directed the Strata Agent to submit the changes to Kelly Hodder at Cleveland Doan LLP. A Townhall with Kelly Hodder will be held for owners to attend. Kelly will be explaining the bylaws section by section and answering questions that owners present. The Townhall will be held on August 20, 2026. Owners are encouraged to attend, even if you don't have questions or concerns.

E. COUNCIL UPDATE

1. **MAINTENANCE UPDATE** – Owner volunteers continue to manage the rodent baiters and have treated multiple wasp nests.

F. STRATA AGENTS' REPORT

1. FINANCIAL REPORTS

- a) **Financial Statements**
After review and discussion, **IT WAS MOVED AND SECONDED** to adopt the financial statements for the period up to and including May 31st, and June 30th, 2026, as prepared by Hugh & McKinnon, Strata Agents. **MOTION CARRIED.**
- b) **Accounts Receivables** – All strata lots are current with their maintenance fee payments. Two discrepancies related to electricity charges were identified on the accounts receivable report. Council directed the Strata Agent to investigate the discrepancies and make the necessary corrections.

2. CORRESPONDENCE RECEIVED:

- a) An owner reported stiff sliding door. The Council will have an owner volunteer assess and determine if this is something that they can service, or if we need to have Lundline Glass called out.
- b) There was a hit and run reported, and an owner's vehicle sustained significant damages. An email was sent out to all residents to help the owner identify the vehicle responsible.
- c) An owner reported receiving an anonymous letter regarding garbage cans being left outside. Council requests that owners refrain from sending

anonymous communications to neighbours. If you have concerns regarding a bylaw or rule violation and are uncomfortable addressing the matter directly with the individual involved, please submit your concern to the Strata Agent at strata@hughmckinnon.com. Council will review and address all valid reported bylaw and rule violations in accordance with Section 135 of the Strata Property Act.

- d) An owner sent in a request to install a screen for the front door and was directed to fill out an Assumption of Liability (AOL), return it with a photo of the screen door and their contractor's proof of liability insurance and their WorkSafe Clearance Letter.
- e) An owner sent in several emails regarding the vinyl fences and pavers cleaning and was advised not to bother contractors while they are working, and that no further emails would be responded to. The emails were noted by Council.
- f) An owner reported that hedges were too close to the building. A council volunteer will inspect.
- g) Carpenter ants were reported in the retaining wall of two units. The Council will inspect this and report back to the Council for a resolution
- h) Council received correspondence regarding a unit where wood strips have been installed in the gaps around the gates. Following discussion, Council directed the Strata Agent to issue a Notice of Complaint to the owner.
- i) An owner reported that the lighting at the Enterphone was not working. The Council has installed two new lights.

G. NEW BUSINESS

1. There was a water leak emergency at the main water valve. SWR Drain Service was called out to repair. **IT WAS MOVED AND SECONDED** to pay the invoice out of the CRF for the emergency expense. **MOTION CARRIED.** A total of \$8,586.72 to be paid out of the CRF. The balance for restoring the pavement to be paid out of the operating budget. The Council reviewed a quote from Burnaby Blacktop to install new asphalt where the water leak occurred. Council **MOVED/SECONDED/CARRIED** over email to approve the quote. A 50% deposit was paid out of the operating fund, and the work is scheduled to be completed before the end of the fiscal year.
2. An irrigation issue was reported and repaired.
3. The Council reviewed a quote from MAS Duct for exterior cleaning of the dryer vents and **MOVED/SECONDED/CARRIED** over email to approve the quote. The dryer vent cleaning will take place on September 8th, 2026, and access to the units is required. Residents have been informed and those absent on September 8 must organize entry into their units. no access to the strata lots is required.
4. The Council reviewed a quote from Excell Railing Systems for the replacement of the RV Lot fence. After discussion, Council determined that it will not be proceeding with this project at this time
5. The Council reviewed a quote from White Diamond for gutter cleaning. After discussion the council directed the Strata Agent to obtain a quote from the same company that cleaned the gutters last year, Northwest Exterior Services.
6. The Council reviewed the mid-season service report from Para Space and noted the recommended work in front and behind units 5-8, 54-57, and 70-73, including boulevard roses at unit 8, boulevard beds at 54, 71, 72, and 73. This work will be considered during budget planning for the upcoming AGM.
7. The Council reviewed four quotes for the insurance renewal. **IT WAS MOVED AND**

SECONDED to renew with Schill Insurance for a premium of \$38,535.00. **MOTION CARRIED.** The policy includes extended coverage at 130%, and low deductible: All Risks is \$5,000.00, Water/Sewer is \$10,000, and Earthquake is 15% (minimum \$100,000.00). These lower rates may enable homeowners to obtain lower rates on their homeowner policies. The policy was renewed on July 31st, 2026.

8. The Council reported that screening plants installed at a unit were not acceptable. Council will work with owner. It was also noted that the contractor put two screws through the siding that were not needed. Council has asked the owner to follow up with the contractor to find out why those screws were installed.
9. The Council reviewed a previous AOL which had been approved for a hot water tank upgrade by a previous owner. The roof venting was not installed properly and is not approved by Broadway Roofing. The Council instructed the Strata Agent to notify the owner of the unauthorized alteration to roof and advise that this work must be redone by Broadway Roofing.
10. Premium Fence came out to assess the gate adjustments needed on both sides of the complex.
11. The Council discussed the upcoming AGM Resolutions. The Council will be bringing forward resolutions for:
 - a. Full repeal and replacement of the Bylaws.
 - b. A new rule to set up the 2nd Avenue gate on the same schedule as the 4th Avenue gate.
 - c. A CRF expenditure for work required to the curb stops/water shut offs.
 - d. A CRF expenditure to convert the north side of the complex to City Sewer.
 - e. A dry rot and trim painting project, repair vs full replacement.
 - f. A paver re-setting and cleaning project.

I. DATE OF NEXT MEETING

The Annual General Meeting is scheduled for September 24th, 2026, with registration starting at 6:30pm.

J. TERMINATION

There being no further business, **IT WAS MOVED AND SECONDED** to terminate the Meeting at 6:05 PM. **MOTION CARRIED.**

Compiled by:
Carol Edwards, Strata Agent
Hugh & McKinnon Realty Ltd., Strata Agents
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CE/cb

PLEASE SIGN UP TO THE STRATA WEBSITE

Owners can request to be a member at

<https://douglas-point.estrata.ca>

This website provides owners with easy access to Council Minutes, notices and important strata documents.

CORRESPONDENCE TO COUNCIL

All correspondence should be sent to the Strata Agent at:

Email: strata@hughmckinnon.com
Mail: Hugh & McKinnon Realty Ltd.
14007 16th Avenue
Surrey BC V4A 1P9

Please do not send correspondence directly to council members.

Your correspondence will be reviewed, by the Council, at the next strata council meeting, unless immediate action is required to prevent damage or eliminate a safety threat. The Council will either direct the Strata Agent to correspond with the individual owners, or your response will be within the council meeting minutes.

Please be sure your name, Strata plan number, unit number, and a few keywords relating to the issue are included in the subject line.

EXAMPLE: Owner Name, Strata BCS 340 Unit #100 RE: "gutter repair"

STRATA INFORMATION

Darrel Cannings is the contact for purchasing replacement keys for the clubhouse & gates which are \$10.00. Mini 3 button remotes and Large Liftmaster 3 button remotes with visor clips are available at \$65.00 each. Darrel is the contact for programming the gate openers. Contact Darrel at 778-878-3401.

Katrina Hansell is the contact for updating the Enterphone information for new owners. Contact Katrina at 604-317-7944.

Candace Nordhus is the contact for renting the clubhouse and collecting the damage deposit. Contact Candace at 604-788-0361.

Candace Nordhus is the contact for garden plots. Contact Candace at 604-788-0361.

Donna Inkster is the contact for landscaping. Contact Donna at 604-833-4295.

For all other issues, please email the Strata Agent strata@hughmckinnon.com

**STRATA PLAN BCS 340 – DOUGLAS POINT
STRATA COUNCIL MEETING
HELD ON WEDNESDAY, JUNE 10, 2026
LOCATION: Douglas Point Clubhouse**

A. CALL TO ORDER

The meeting was called to order by the Strata Agent, Carol Edwards at 3:09 PM.

Peggy O'Brien, Donna Inkster, Anne Wylie, Michele Fabbro, Darrel Cannings, Katrina Hansell and Carol Edwards, Strata Agent, in attendance.

ABSENT: Marion Schut

B. ADOPTION OF THE AGENDA

IT WAS MOVED AND SECONDED to adopt the agenda as presented. **MOTION CARRIED.**

C. ADOPTION OF THE MINUTES FROM THE PREVIOUS COUNCIL MEETINGS

A typo was noted in section D. 2. b) the word "planted" should be replaced with the word "placed" on the third line. With that correction noted, **IT WAS MOVED AND SECONDED** to adopt the minutes of the Strata Council Meeting held on May 11, 2026, as prepared by Hugh & McKinnon Realty Ltd., Strata Agents. **MOTION CARRIED.**

D. ONGOING BUSINESS

1. GENERAL MAINTENANCE

- a) **TownSq** – The migration of the eStrata website to TownSq is underway. TownSq will be open to Council first for testing and loading of historical information. Owners will receive an email inviting them to join TownSq when the website is opened up for owners.
- b) **Pest Control** – Owner volunteers continue to monitor and service the rodent baiters on common and limited common property.
- c) **Curb Stops (Water Shut Offs)**
 - i. SWR Drains located and exposed the shut offs that were buried underneath the turf. Birchwood to quote on restoration of this area.
 - ii. Ten other shut offs were tested and 3 out of 10 were not functioning. The locks spin due to sitting in sand for decades. SWR Drain Service has recommended that all the water shut offs be tested. The Strata Agent was directed to obtain a quote.

A reminder to owners and residents that contractors and their staff work onsite within an approved time frame. If exceeded, the contractor bills for the extra time, and charges are higher than budgeted. This is now happening at Douglas Point. To ensure work is not disrupted and costs remain as approved, contact Council for assistance with any questions or problems rather than engaging workers in lengthy conversations.

- d) **Roof Ventilation Fans** – Phoenix Roofing Consultants assessed noise and draft from the ventilation fans at four units. A smoke test was performed and the fans sucked up the air. The rattling under strong winds is a mystery. Phoenix has recommended changing the roof vents, and access to the attics will be required. **IT WAS MOVED AND SECONDED** to approve the recommendation and have new vents installed in the 4 units inspected. **MOTION CARRIED.** The work is to be completed prior to the fiscal year end. The inspector also noted when they were onsite, that some furnace or water tank upgrades have taken

place with new exhaust venting. The plastic flashings noted were not installed correctly. The Council will do a walk around to identify the units with the type of venting shown in the photograph. This work voids warranty on the roof, which could be very costly for homeowners of those units.

- e) **City Sewer Hookup** – The Council is getting close to obtaining a budgetary number for the upcoming AGM.
- f) **Appraisal Renewal** – Council reviewed the Valuations West Appraisal and noted an error in the number of units in the summary. The Strata Agent will follow up to have that correct and redistributed to the insurance brokers quoting on the renewal of the insurance policy coming up July 31st, 2026.
- g) **Dry Rot Walkthrough** – The Council completed a walkthrough with Tall Peaks Painting. Lots of peeling on fascia was noted. Now that it's exposed water will get in and rot will happen. The vendor will submit a quote for repairs vs. the full job outlined in the Depreciation Report. It was noted on the walkthrough that no plants should be touching the exterior walls of the buildings, as it causes premature damage. Plants should be cut back.
- h) **Fire Safety and Prevention** – The inspection for common property and in suite smoke alarm inspections is scheduled for June 18th, 2026.
- i) **Exterior Cleaning** – The Council reviewed a quote from High Five for finishing the building washing next summer, to be included in the AGM and budget planning for 2027/2028 fiscal year.
- j) **Electrical Planning Report** – There were errors in the report initially. Those have been corrected and the revised report has been posted on the website.
- k) **Water Pooling Beside a Unit** – The Council reviewed a quote from Birchwood Landscapes and **IT WAS MOVED AND SECONDED** to approve the quote.
MOTION CARRIED.

2. **LANDSCAPING/GROUNDS**

- a) **AC & Heat Pump Screening Plants** – One owner placed potted plants in front of the condenser unit to block view while the yew hedge grows tall enough. Council is working with the other unit to help them comply.
- b) **Water Restrictions** – Surrey is still in Stage 2 Water Restrictions, as the mayor opted out of Stage 3. Irrigation system schedule is aligned appropriately. Grass watering is not permitted at this time.
- c) **Conversion to Drip Line Irrigation** – The Council has requested a quote from Para Space to convert the irrigation system to a drip line system.
- d) **Grub Treatment** – Birchwood Landscapes will be carrying out the chemical treatment on the grass, when the product is delivered.

3. **CAPITAL PROJECTS**

- a) **Pavers (\$28,708.35 CRF)** – The Council **MOVED/SECONDED/CARRIED** over email to approve Birchwood Landscapes to clean pavers. All pavers that are cleaned will have sand installed by early July. \$12,096.00 will be paid for out of the Paver Resetting & Cleaning CRF account. Additionally, the Council **MOVED/SECONDED/CARRIED** over email to approve Birchwood Landscapes quote for resetting pavers. \$14,259.00 will be charged to the Paver Resetting & Cleaning CRF account.

PAVER CLEANING REMINDER TO ALL OWNERS

No owner or resident at anytime is permitted to power wash any pavers. This work can only be done by the strata corporations' contractor.

- b) **Guest Suite (\$6,300 CRF)** – The Council will be filing with the city mid-June.

Additionally, **IT WAS MOVED AND SECONDED** to approve the Council to spend up to \$400.00 to acquire lightly used bedroom furniture for the guest suite.
MOTION CARRIED.

4. LEGAL

- a) **Unauthorized Tree Alterations** –The Strata Agent was directed to follow up and report back to the Council.
- b) **Bylaw Review** – The Council is reviewing a draft of the bylaws and questions from the lawyer. A Townhall with the strata's lawyer will be held for owners to come for a review and to have their questions regarding the bylaws addressed by the lawyer.

E. COUNCIL UPDATE

- 1. **MAINTENANCE UPDATE** - An owner volunteer has completed numerous projects around the property, including irradiating wasps, replacing siding, and assessing entry points for birds into a home. The Council thanks the owner volunteer for all their help.

F. STRATA AGENTS' REPORT

1. FINANCIAL REPORTS

- a) **Financial Statements**
After review and discussion, **IT WAS MOVED AND SECONDED** to adopt the financial statements for the period up to and including April 30th, 2026, as prepared by Hugh & McKinnon, Strata Agents. **MOTION CARRIED.**
- b) **Accounts Receivables** – The Council reviewed the accounts receivable report and advises that one strata lot is in arrears for current monthly fees. The Strata Agent was directed to follow up for payment.

2. CORRESPONDENCE RECEIVED:

- a) An owner reported wasps and was given advice directly from Council to put up wasp traps. The same owner reported that overgrown hedges from The Greens are an issue for all adjacent Douglas Point residents.
- b) Correspondence was received from an owner regarding garbage bin storage with attached Landscape Guidelines. The correspondence is noted.
- c) An owner reported that water came through a window seal during pressure washing. It was noted that it doesn't happen under normal conditions.
- d) An owner sent in photos of a concrete crack and reported that the yews between the driveway and the neighbouring property were not doing well. The Council advises that this is normal settling for concrete and Council will monitor the yews.
- e) An irrigation issue was reported and repaired.
- f) An owner requested permission to have a tree removed, and the request was granted.
- g) A garage door was reported to have the paint scraped off. It was noted that it may have happened during the paver washing project. A Council volunteer will follow up with the vendor.
- h) Council received a complaint from an owner regarding items leaning up against the fences in the garden plot. Owners are reminded not to lean tools or other items against any of the fences.
- i) An owner reported a cracked exterior outlet cover. Council is sourcing covers as there are multiple cracked covers throughout the complex.

G. NEW BUSINESS

1. Enterphone Outage reported and the speaker will be repaired mid-June.

For Owners Wanting to Clean their own Siding

Due to the age of our siding and how brittle it is getting, we ask that you do not power wash and rather use a mild detergent with a soft brush to clean and rinse with your hose.

Thank you for helping keep our complex beautiful

2. It was reported that an EV Charge has been installed in a garage without an approved AOL. The Strata Agent was directed to follow up with the owner and to send a Notice of Complaint.

H. BUSINESS CONDUCTED BETWEEN MEETINGS

* All business conducted since the last meeting as ratified at this meeting.

1. An AOL Approval Letter was sent for an EV Charger installation
2. Council **MOVED/SECONDED/CARRIED** over email to approve AOL requests for a Furnace and a Heat Pump installation for the same unit. Both AOL Approval Letters were sent.
3. An owner reported rodent activity on their patio. This has been reported in the past by other residents. Please ensure that barbeques are cleaned and covered to deter rodents from being attracted onto patios.
4. An owner asked if they could power wash their driveway and they were responded to directly.
5. The Council **MOVED/SECONDED/CARRIED** over email to approve a gas alteration for a Stove. An AOL Approval Letter was sent.

I. DATE OF NEXT MEETING

The next council meeting will be held July 28th, 2026, at 3pm, in the Clubhouse.

J. TERMINATION

There being no further business, **IT WAS MOVED AND SECONDED** to terminate the Meeting at 5:59 PM. **MOTION CARRIED.**

Compiled by:

Carol Edwards, Strata Agent

Hugh & McKinnon Realty Ltd., Strata Agents

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Fax:

604-531-4624

EMERGENCY

604-531-1909

CE/cb

PLEASE SIGN UP TO THE STRATA WEBSITE

Owners can request to be a member at

<https://douglas-point.estrata.ca>

This website provides owners with easy access to Council Minutes, notices and important strata documents.

CORRESPONDENCE TO COUNCIL

All correspondence should be sent to the Strata Agent at:

Email: strata@hughmckinnon.com
Mail: Hugh & McKinnon Realty Ltd.
14007 16th Avenue
Surrey BC V4A 1P9

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Your correspondence will be reviewed, by the Council, at the next strata council meeting, unless immediate action is required to prevent damage or eliminate a safety threat. The Council will either direct the Strata Agent to correspond with the individual owners, or your response will be within the council meeting minutes.

Please be sure your name, Strata plan number, unit number, and a few keywords relating to the issue are included in the subject line.

EXAMPLE: Owner Name, Strata BCS 340 Unit #100 RE: "gutter repair"

STRATA INFORMATION

Darrel Cannings is the contact for purchasing replacement keys for the clubhouse & gates which are \$10.00. Mini 3 button remotes and Large Liftmaster 3 button remotes with visor clips are available at \$65.00 each. Darrel is the contact for programming the gate openers. Contact Darrel at 778-878-3401.

Katrina Hansell is the contact for updating the Enterphone information for new owners. Contact Katrina at 604-317-7944.

Candace Nordhus is the contact for renting the clubhouse and collecting the damage deposit. Contact Candace at 604-788-0361.

Candace Nordhus is the contact for garden plots. Contact Candace at 604-788-0361.

Donna Inkster is the contact for landscaping. Contact Donna at 604-833-4295.

For all other issues, please email the Strata Agent strata@hughmckinnon.com

**STRATA PLAN BCS 340 – DOUGLAS POINT
STRATA COUNCIL MEETING
HELD ON WEDNESDAY, May 11, 2026
LOCATION: Douglas Point Clubhouse**

A. CALL TO ORDER

The meeting was called to order by the Strata Agent, Carol Edwards at 3:09 PM.

Peggy O'Brien, Donna Inkster, Anne Wylie, Michele Fabbro, Darrel Cannings, and Carol Edwards, Strata Agent, in attendance.

REGRETS: Katrina Hansell, and Marion Schut

B. APPROVAL OF THE AGENDA

IT WAS MOVED AND SECONDED to approve the agenda as presented. **MOTION CARRIED.**

C. ADOPTION OF THE MINUTES FROM THE PREVIOUS COUNCIL MEETINGS

A typo was noted in section G 1. referred to an AOL form and should read AOL Form. With that correction noted, **IT WAS MOVED AND SECONDED** to adopt the minutes of the Strata Council Meeting held on March 18, 2026, as prepared by Hugh & McKinnon Realty Ltd., Strata Agents. **MOTION CARRIED.**

D. ONGOING BUSINESS

1. GENERAL MAINTENANCE

- a) **TownSq** – The migration of the eStrata website to TownSq is to start soon. More information to come as available.
- b) **Pest Control** – Owner volunteers continue to monitor and service the rodent baiters on common and limited common property.
- c) **Curb Stops (Water Shut Offs)**
 - i. The curb stop poly caps/covers have been installed.
 - ii. The artificial turf in front of units 58 and 59 which were blocking access to the curb stops has been removed. After some discussion, **IT WAS MOVED AND SECONDED** to approve SWR Drains to locate and expose the shut offs that were buried underneath the turf. **MOTION CARRIED.** The Strata Agent was directed to approve the quote and schedule the work.

A **reminder to owners and residents** that contractors and their staff work onsite within an approved time frame. If exceeded, the contractor bills for the extra time, and charges are higher than budgeted. This is now happening at Douglas Point. To ensure work is not disrupted and costs remain as approved, contact Council for assistance with any questions or problems rather than engaging workers in lengthy conversations.

- d) **Roof Ventilation Fans** – An onsite inspection has been scheduled for June 1, 2026, at 9:00am with Phoenix Roofing Consultants to assess noise and draft from the ventilation fans. The Council is coordinating with the affected units.
- e) **City Sewer Hookup** – The Council is having discussions and obtaining preliminary pricing with multiple civil engineering firms regarding the City Sewer Hookup project. This is ongoing.
- f) **Appraisal Renewal** – The Strata Agent provided Valuations West with all of the updates to the property since the beginning of the last three-year contract.

The Council noted one addition of the concrete fence not only being on 175A Street but also on 2nd Avenue. The Strata Agent was directed to update the vendor.

- g) **Dry Rot Walkthrough** – The Council is arranging a walkthrough with the vendor to inspect the property and get a quote on dry rot repairs. The Council instructed the Strata Agent to pull prior invoices for this work.

2. **LANDSCAPING/GROUNDS**

- a) **Landscaping Report** – The landscaper, Lindsay Property Services, provided a landscaping report which was reviewed by the Council.
- b) **AC & Heat Pump Screening Plants** – One owner proposed potted plants in front of the condenser unit to block view while the yew hedge grows tall enough. These pots have not yet been planted. There is still one unit that has not responded or installed sufficient screening plants required with their AOL Agreement. After discussion, **IT WAS MOVED AND SECONDED** to approve the Council moving ahead with planting the screening plants and charging the cost back to the owner, if the owner does not respond to one final attempt to contact the Council. **MOTION CARRIED.** The Strata Agent was directed to send a final notice letter to advise of Council's decision should the plants not be installed within 30 days.

3. **RV Parking Lot**

- a) **RV Electrical Charges** – The letters have all gone out to the users of the RV parking lot with the charges for April 1, 2026, to March 31, 2027. The letters went out with the previous year's dates, and a correction email was sent out to all of those owners. The Strata Agent was directed to follow up with one user for payment not yet received. This error was noted when an owner who just took possession of the parking stall responded questioning as to who was responsible to pay for that service for the previous year.

4. **CAPITAL PROJECTS**

- a) **Pavers (\$28,708.35 CRF)** – The Council would like to provide further clarification that power washing and installation of silica sand can only be done by the contractor. Owners are not permitted to power wash any pavers on the property.

PAVER CLEANING REMINDER TO ALL OWNERS

No owner or resident at anytime is permitted to power wash any pavers. This work can only be done by the strata corporations' contractor.

- b) **Guest Suite (\$6,300 CRF)** – The Council's architect is still working with the City of Surrey on their requirements for the guest suite.

5. **LEGAL**

- a) **Unauthorized Tree Alterations** – The strata's lawyer confirmed that legal fees for advice cannot be charged back to the strata lot; however, the cost to remedy the damages can be charged back to the strata lot. A letter was sent to the strata lot in response to their March 12, 2026, letter.
- b) **Bylaw Review** – The legal review and rewrite is on going. The Council would like to let owners know there will be a Townhall meeting to review and address owner questions regarding the new bylaw package, which the strata's lawyer will attend. The Strata Agent was directed to follow up with the lawyer for potential Townhall meeting dates and for the draft of the bylaws.

E. **COUNCIL UPDATE**

1. **MAINTENANCE UPDATE** – An owner volunteer has completed numerous projects

around the property, including soffit adjustments at several units, siding repairs at several units, repairs to decorative shingles, removal of artificial turf and pest control services. The Council thanks the owner volunteer for all their help.

F. STRATA AGENTS' REPORT

1. FINANCIAL REPORTS

a) Financial Statements

After review and discussion, **IT WAS MOVED AND SECONDED** to adopt the financial statements for the period up to and including March 31st, 2026, as prepared by Hugh & McKinnon, Strata Agents. **MOTION CARRIED.**

b) Accounts Receivables – The Council reviewed the accounts receivable report. It was noted that one strata lot is in arrears for two months of strata fees, however, the Strata Agent advised that cheques were being dropped off at the offices of Hugh & McKinnon Realty Ltd. by the end of the week.

c) Fence Project – The balance of funds in the fence project account of \$92,994.01 has been transferred back to the CRF account.

d) Window Caulking Project – The balance of funds of \$7,486.50 for the window caulking project was transferred back to the CRF account.

e) Smiler Services Invoices for Snow and De-icing – The Council noted that they weren't able to confirm one of the service dates that was on an invoice from the vendor. It was noted that next year Council would like the vendor to text a Council member when they are coming out on site so that the Council can confirm the services prior to the approval of invoices.

f) Avant Guard Invoice – Invoice number 41264 was overpaid by \$94.50. The Strata Agent has noted the overpayment and will deduct the amount from the next invoice paid to Avant Guard.

2. CORRESPONDENCE RECEIVED:

a) Correspondence was received from an owner asking the Council to consider adding a rule that requires garbage, recycling and organic bins to be stored in the garage vs outside on common or limited common property. The owner noted that some units are storing their garbage outside and expressed concern about the smell and potentially attracting rodents. After some discussion the Council advised that they would speak to the owners directly.

b) Correspondence was received from an owner requesting that the municipal water restrictions be posted. The water restrictions have since been posted at the mailboxes.

c) An owner reported that a bird accessed the unit and was inside the wall but has since gotten out. The Council will have an owner volunteer assess. The Strata Agent was directed to add this unit to the list for the roofer when they come onsite June 1st at 9am.

d) Council has received correspondence from two owners regarding the RV parking lot. We would like to clarify the following:

➤ Limited common property cannot be sold or transferred, as it is collectively owned by all strata lot owners and does not have individual land title searches. While certain owners may have exclusive use of specific parking stalls, they do **not** have the legal authority to sell these spaces. However, they may rent their stall to another Douglas Point resident.

➤ Owners seeking further clarification are encouraged to consult a real estate lawyer regarding applicable legal requirements. Please note that a strata bylaw or rule is not required to enforce this matter, as land in

- British Columbia cannot be sold without a registered title.
- Council has obtained a legal opinion outlining three possible options for RV parking lot users to consider. With this, Council has fulfilled its responsibility in seeking and providing legal guidance. If RV users identify an alternative solution that complies with legal requirements, they are welcome to submit it to Council for review.
 - Additionally, RV parking lot users have expressed interest in holding a meeting to discuss the recent correspondence and explore potential solutions. This meeting is intended to be organized and conducted by the RV parking lot users themselves and is **not** a Council meeting.
 - It is now up to the RV parking lot users to determine how they wish to proceed in resolving this matter. Council has completed its role by obtaining legal advice and presenting the available options.
- e) An AOL request was received for a tesla EV charger with a load management system. After review, **IT WAS MOVED AND SECONDED** to approve the request. **MOTION CARRIED.** The Strata Agent was directed to send an approval letter.
- f) The Council reviewed two AOL requests from one unit to replace their furnace and add new venting through the roof, and to install a heat pump/ac unit. The Council noted that the paperwork for the heat pump was incomplete and didn't included sections 5 and 6 j) items listed in the AOL form. Owners are also reminded that when installing a furnace that they need to work with Broadway Roofing to either complete the work or approve the work in stages for any modifications to the roof in order to maintain the warranty. The Strata Agent was directed to follow up directly with the owner.
- g) An RV user submitted insurance forms and payment for the electricity to Hugh & McKinnon Realty Ltd.

G. NEW BUSINESS

1. **Electrical Planning Report** – Some errors were reported on the electrical planning report from VT Engineering. The Strata Agent has followed up with VT Engineering with a new report. Once the report is received, it will be posted on the website.
2. **Exterior Cleaning Quotes** - The Council reviewed quotes from High-Five Exterior Cleaning for siding cleaning on the north facing exterior walls. This cleaning would be using the same solution that was used to clean the fences previously and should last two to three years before requiring cleaning again. After discussion, **IT WAS MOVED AND SECONDED** to approve the quote. **MOTION CARRIED.** The services will be scheduled for May timeframe during stage 2 water restrictions as the city of Surrey is expected to move into stage 3 water restrictions in early June and stage 3 does not allow power washing.

For Owners Wanting to Clean their own Siding

Due to the age of our siding and how brittle it is getting, we ask that you do not power wash and rather use a mild detergent with a soft brush to clean and rinse with your hose.
Thank you for helping keep our complex beautiful

3. **Fire Safety and Prevention Inspection** - The Council reviewed a quote from Mountain Fire for annual inspection service, including backflow testing and in-suite testing of the smoke alarms in all the strata lots. **IT WAS MOVED AND SECONDED** to approve the quote. **MOTION CARRIED.** The Strata Agent was directed to schedule services for June as backflow preventer testing is required to be done by June 30th, 2026. The Council will follow up with owners requiring smoke alarm

replacements this year to see if they want to get them replaced by the vendor during the inspection. The Strata Agent was directed to follow up for pricing for smoke alarm units as well and to also confirm that they can be installed during the in-suite inspections. Following the meeting Mountain Fire advised that they could no longer accommodate a June service date. Additional quotes were obtained and the Council **MOVED/SECONDED/CARRIED** over email to approve a quote from Fraser Valley Fire for services on June 18, 2026. Access to units is required, please make arrangements for someone to be home to provide access for smoke alarm testing on June 18th, 2026.

4. **Water Pooling** – Birchwood Landscaping assessed the water pooling beside a unit and the Council to review the options with the owner.
5. **Irrigation** – The Council is obtaining a quote from Para Space to convert the irrigation system into a drip line system.
6. **Loose Soffits** – A unit reported lose soffits and wasps accessing inside the soffit and it is on the list of repairs for an owner volunteer.
7. **Grub Treatment** – Council reviewed a quote from Birchwood for spring grub treatment. Services will be carried out the last week of May. Council **MOVED/SECONDED/CARRIED** over email to approve the services.

H. **BUSINESS CONDUCTED BETWEEN MEETINGS**

* All business conducted since the last meeting as ratified at this meeting.

1. An AOL request for a gas alteration was reviewed by the Council and **MOVED/SECONDED/CARRIED** over email to approve the AOL request. An AOL approval letter is to be sent.
2. The Council reviewed a quote from Avant Guard to replace the mag lock on the 4th Avenue gates. The Council **MOVED/SECONDED/CARRIED** over email to approve the quote. This work was completed on April 9th, 2026.
3. Avant Guard's annual service agreement has been executed.
4. Valuations West three-year appraisal contract has been approved.
5. Fraser Strata Care provided a final update of work completed up until the expiration of their contract.
6. Two electrical outlet replacements were completed by Sunset Electric.
7. An owner planted seedlings beside their home and Lindsay Property Services will work directly with the owner on those plants.
8. An owner reported a bird in the attic, and an owner volunteer secured the opening to keep the birds out.
9. A neighbour behind unit 60 to 61 was notified that Scott's Vegetation would need to prune the tree in order to have access to Douglas Point Property.
10. An owner sent in a repeat request that was already answered in the December meeting minutes and they were directed to review those.
11. An owner inquired for information regarding cleaning the pavers and the Council confirmed can clean pavers with chemicals but not a pressure washer.
12. Owners reported that their hedge was not pruned. Fraser Strata Care confirmed that it was pruned in the fall and spring is not the time of year to prune that hedge.
13. Water pooling was reported beside a unit and later drained on its own. The owner has been advised to report it if they see this happen again.
14. A wasp's nest was reported and taken care of by an owner volunteer.
15. An owner responded to confirm that they only wanted the tree pruned to keep it from getting too big.

I. **DATE OF NEXT MEETING**

The next council meeting will be held June 10th, 2026, at 3pm, in the Clubhouse.

J. TERMINATION

There being no further business, **IT WAS MOVED AND SECONDED** to terminate the Meeting at 6:40 PM. **MOTION CARRIED.**

Compiled by:

Carol Edwards, Strata Agent

Hugh & McKinnon Realty Ltd., Strata Agents

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Direct:

604-245-3321

Fax:

604-531-4624

EMERGENCY

604-531-1909

CE/cb

PLEASE SIGN UP TO THE STRATA WEBSITE

Owners can request to be a member at

<https://douglas-point.estrata.ca>

This website provides owners with easy access to Council Minutes, notices and important strata documents.

CORRESPONDENCE TO COUNCIL

All correspondence should be sent to the Strata Agent at:

Email: strata@hughmckinnon.com

Mail: Hugh & McKinnon Realty Ltd.
14007 16th Avenue
Surrey BC V4A 1P9

Please do not send correspondence directly to council members.

Your correspondence will be reviewed, by the Council, at the next strata council meeting, unless immediate action is required to prevent damage or eliminate a safety threat. The Council will either direct the Strata Agent to correspond with the individual owners, or your response will be within the council meeting minutes.

Please be sure your name, Strata plan number, unit number, and a few keywords relating to the issue are included in the subject line.

EXAMPLE: Owner Name, Strata BCS 340 Unit #100 RE: "gutter repair"

STRATA INFORMATION

Darrel Cannings is the contact for purchasing replacement keys for the clubhouse & gates which are \$5.50. Mini 3 button remotes and Large Liftmaster 3 button remotes with visor clips are available at \$65.00 each. Darrel is the contact for programming the gate openers. Contact Darrel at 778-878-3401.

Katrina Hansell is the contact for updating the Enterphone information for new owners. Contact Katrina at 604-317-7944.

Candace Nordhus is the contact for renting the clubhouse and collecting the damage deposit. Contact Candace at 604-788-0361.

Candace Nordhus is the contact for garden plots. Contact Candace at 604-788-0361.

For all other issues, please email the Strata Agent strata@hughmckinnon.com

**STRATA PLAN BCS 340 – DOUGLAS POINT
STRATA COUNCIL MEETING
HELD ON WEDNESDAY, MARCH 18, 2026
LOCATION: Douglas Point Clubhouse**

A. CALL TO ORDER

The meeting was called to order by the Strata Agent, Carol Edwards at 3:08 PM.

Peggy O'Brien, Donna Inkster, Anne Wylie, Katrina Hansell, and Carol Edwards, Strata Agent, in attendance.

REGRETS: Michele Fabbro, Darrel Cannings, and Marion Schut

B. APPROVAL OF THE AGENDA

IT WAS MOVED AND SECONDED to approve the agenda as presented. **MOTION CARRIED.**

C. ADOPTION OF THE MINUTES FROM THE PREVIOUS COUNCIL MEETINGS

IT WAS MOVED AND SECONDED to adopt the minutes of the Strata Council Meeting held on January 27, 2026, as prepared by Hugh & McKinnon Realty Ltd., Strata Agents. **MOTION CARRIED.**

D. ONGOING BUSINESS

1. GENERAL MAINTENANCE

- a) **TownSq** – The migration of the eStrata website to TownSq is to start soon. More information to come as available.
- b) **Pest Control** – Owner volunteers continue to monitor and service the rodent baiters on common and limited common property.
- c) **Curb Stops (Water Shut Offs)** – The curb stop poly caps/covers will be installed in the spring.
- d) **Artificial Turf** – The artificial turf in front of units 58 and 59, blocking access to the curb stops, must be removed. The Strata Agent was directed to notify the units that the turf is being removed.
- d) **Roof Ventilation Fans** – Broadway Roofing has advised that the ceiling ventilation is installed and functionally property. Noise from rain hitting the fan cannot be remediated, as rain on metal is noisy. After discussion the Council made a decision to draft a letter to the roofer to push for a physical inspection, as this complaint has been raised by several units since the roof project was completed.
- e) **City Sewer Hookup** – The Council is having discussions and obtaining preliminary pricing with multiple civil engineering firms regarding the City Sewer Hookup project.
- f) **Gutter Repairs** – A slanted gutter was reported, and Kymar Gutters confirmed that the gutter is perfectly level and working as intended. Damages to a gutter damaged by fallen tree branches has been repaired by Kymar Gutters.
- g) **Gates** – The Council reviewed the renewal contract from Avant-Guard Gates And Access Controls Ltd. The Council also reviewed pricing and considered moving services to Amazing Gates which is owned by Premium Fence. After discussion **IT WAS MOVED AND SECONDED** to renew with Avant-Guard. **MOTION CARRIED.** The Strata Agent was directed to renew the contract.

2. LANDSCAPING/GROUNDS

- a) Landscaping Mulch – Lindsay Property Services has completed installation of mulch throughout the west swale. The removal of the tall grasses in the east swale is outstanding. As part of the new annual contract with Lindsay Property Services, mulch will be installed in the common beds, but not beside the houses.
- b) Landscaping Contract – The contract with Fraser StrataCare was terminated without penalty. The contract with Lindsay Property Services were revised and the contract was executed for annual landscaping services. The Council is looking forward to working with Lindsay Property Services going forward.
- c) AC & Heat Pump Screening Plants – One owner proposed potted plants in front of the condenser unit to block view while the yew edge grows tall enough. The Council discussed and approved the proposal. There is still one unit that has not responded or installed sufficient screening plants required with their AOL agreement. The Strata Agent was directed to follow up with that unit again.

3. RV Parking Lot

- a) RV Stall LCP Designation – If your strata lot is designated with exclusive use on the strata plan (attached), and if you (or a previous owner) sold your rights to use that space to another strata lot, that sale is only valid for as long as the purchaser owns a strata lot at Douglas Point. When the purchaser sells their strata lot the RV stall will revert back to the original designation shown on the plan.
- b) Electricity Charges – The electricity charges will be charged back to the strata lots with exclusive use of the RV stalls. A charge back letter will be sent out to those owners.
- c) Electrical Outlet Replacements – The Council has obtained hourly pricing from Sunset Electric for repairs needed to outlets in the RV Parking Lot. There are seven electrical outlets, which will need to be tested, and **IT WAS MOVED AND SECONDED** to start by replacing two of the outlets. **MOTION CARRIED.**
- d) Insurance – users of the RV stalls are reminded that you need to submit current insurance paperwork for the vehicle parked in the RV Parking Lot. There is one stall with expired insurance.

4. CAPITAL PROJECTS

- a) Pavers (\$28,708.35 CRF) – The Council reviewed preliminary pricing and priority lists from Birchwood Landscapes Ltd. Birchwood will be doing a second walkthrough to finalize the scope of the project for this year. For cleaning the pavers, they recommend power washing and installing silica sand as it hardens and requires less maintenance over time.
- b) Guest Suite (\$6,300 CRF) – This project is ongoing. The Council's architect is working with the City of Surrey on their requirements for the guest suite.

- 5. CLUBHOUSE COMMITTEE – Everyone is invited to join Happy Hour on April 15th, 2026, at 4:00 PM in the Clubhouse. You're welcome to bring an appetizer if you like. BYOB.

6. LEGAL

- a) Unauthorized Tree Alterations – The Council reviewed Shawn Smith's legal opinion regarding the common property trees altered without authorization. Based on the advice the Council directed the Strata Agent to send another letter to the strata lot regarding the original complaint. The letter was sent. The owner responded in writing. The Council reviewed the owner's correspondence and

directed the Strata Agent to respond to the owner directly. The Council confirmed with the strata corporation's arborist that the Dogwood is likely to survive the dramatic pruning; however, the larger tree will not survive. The larger tree requires replacement. **IT WAS MOVED AND SECONDED** to move forward with the replacement of the tree and charge back all charges associated with repairing and/or replacement of these trees due to the damages caused by the owners unauthorized pruning, including any fines, permits, penalties and costs associated with requirements imposed by the City of Surrey. **MOTION CARRIED.** The Council directed the Strata Agent to inquire with the lawyer if legal fees associated with this incident can also be charged back to the strata lot.

- b) **Bylaw Review** – The legal review and rewrite is on going. The Strata Council has not yet received the first draft.

H. **STRATA AGENTS' REPORT**

1. **FINANCIAL REPORTS**

1. **Financial Statements**

After review and discussion, **IT WAS MOVED AND SECONDED** to adopt the financial statements for the period up to and including November 30th, December 31st, 2025, January 31st, and February 28th, 2026, as prepared by Hugh & McKinnon, Strata Agents. **MOTION CARRIED.**

2. **Accounts Receivables** – One strata lot is in arrears for March fees. The Strata Agent is following up with the owner directly.
3. **CRF Loan for Insurance Premium** – The CRF loan for the insurance premium has been paid back into the CRF in full.
4. **Fence Project** – **IT WAS MOVED AND SECONDED** to move the balance of \$92,994.01 for the fence project back into the prior years' CRF account. **MOTION CARRIED.**
5. **Window Caulking Project** – **IT WAS MOVED AND SECONDED** to move the balance of \$7,486.50 for the window caulking project back into the prior years' CRF account. **MOTION CARRIED.**

2. **CORRESPONDENCE RECEIVED:**

1. Correspondence was sent to an owner regarding the yew hedges cut back by Fraser StrataCare, following the Council's investigation. New growth has been viewed, and the shrubs will not be removed at this time. The owners responded in writing, and the response is noted by the Council.
2. An owner previously submitted an AOL for approval to install a new gas connection, penetrating the building envelope. The paperwork is incomplete and the Strata Agent was directed to follow up with the owner.

F. **NEW BUSINESS**

1. An owner submitted a request for tree pruning in the back yard to allow for more sunlight. The Council's arborist assessed the tree and quoted on the pruning; however, they noted that the real issue of shading is being caused by the City of Surrey tree blocking the sun directly behind the strata tree. The arborist noted that even with pruning the owner may not receive the desired result. The Strata Agent was instructed to send the quote to the homeowner from the Arborist for their review. The homeowner needs to coordinate any pruning with the Council.
2. An owner reported some dry rot to several areas around their unit. The Council advises that they will be doing a walk through to identify dry rot throughout the community. The Council notes this dry rot and it is on the list for repairs.

3. An owner reported water pooling beside their unit. The Council investigated. The water drained on its own. The Council advises the owner to report if this happens again. The Strata Agent was directed to follow up with the owner.
4. The Council reviewed several quotes from the strata corporation's arborist Scott's Vegetation Management Ltd. for the following items: 1) An owner requested the pruning of a tree in their yard to improve light filtration. 2) The removal of a maple tree damaged by previous unauthorized pruning and the corrective pruning of a poorly pruned dogwood tree. 3) Pruning of a willow tree, planted by a previous owner. The Strata Agent was directed to find out who is responsible for the maintenance of this tree. 4) A neighbouring property owner requested access to our property to prune two strata trees overhanging his property. The Strata Agent was directed to provide the neighbour with a quote from Scott's Vegetation Management Ltd. and advise him that access is conditional upon him using the strata corporation's arborist.
5. Garden Plots have been assigned, and the assignment is attached to these minutes.

G. BUSINESS CONDUCTED BETWEEN MEETINGS

* All business conducted since the last meeting as ratified at this meeting.

1. An owner inquired about installing a 220 plug for an EV Charger and was sent an AOL form with instructions. The Strata Agent was directed to follow up with the owner
2. The Council **MOVED/SECONDED/CARRIED** over email to approve an AOL for various renovations including flooring upgrades. The AOL Approval Letter was sent.
3. The Strata Agent notified Edenflo to always advise when they are coming on site as a council member needs to be present to open the gate house.
4. The Council **MOVED/SECONDED/CARRIED** over email to approve the mulch quote from Lindsay Property Services.

H. DATE OF NEXT MEETING

The next council meeting will be held May 11th, 2026, at 3pm, in the Clubhouse.

I. TERMINATION

There being no further business, **IT WAS MOVED AND SECONDED** to terminate the Meeting at 5:48 PM. **MOTION CARRIED.**

Compiled by:

Carol Edwards, Strata Agent
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Fax: 604-531-4624
EMERGENCY 604-531-1909

CE/cb

PLEASE SIGN UP TO THE STRATA WEBSITE

Owners can request to be a member at

<https://douglas-point.estrata.ca>

This website provides owners with easy access to Council Minutes, notices and important strata documents.

CORRESPONDENCE TO COUNCIL

All correspondence should be sent to the Strata Agent at:

Email: strata@hughmckinnon.com

Mail: Hugh & McKinnon Realty Ltd.
14007 16th Avenue
Surrey BC V4A 1P9

Please do not send correspondence directly to council members.

Your correspondence will be reviewed, by the Council, at the next strata council meeting, unless immediate action is required to prevent damage or eliminate a safety threat. The Council will either direct the Strata Agent to correspond with the individual owners, or your response will be within the council meeting minutes.

Please be sure your name, Strata plan number, unit number, and a few keywords relating to the issue are included in the subject line.

EXAMPLE: Owner Name, Strata BCS 340 Unit #100 RE: "gutter repair"

STRATA INFORMATION

Darrel Cannings is the contact for purchasing replacement keys for the clubhouse & gates which are \$5.50. Mini 3 button remotes and Large Liftmaster 3 button remotes with visor clips are available at \$65.00 each. Darrel is the contact for programming the gate openers. Contact Darrel at 778-878-3401.

Katrina Hansell is the contact for updating the Enterphone information for new owners. Contact Katrina at 604-317-7944.

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FLOOR PLANS

SCALE 1:200

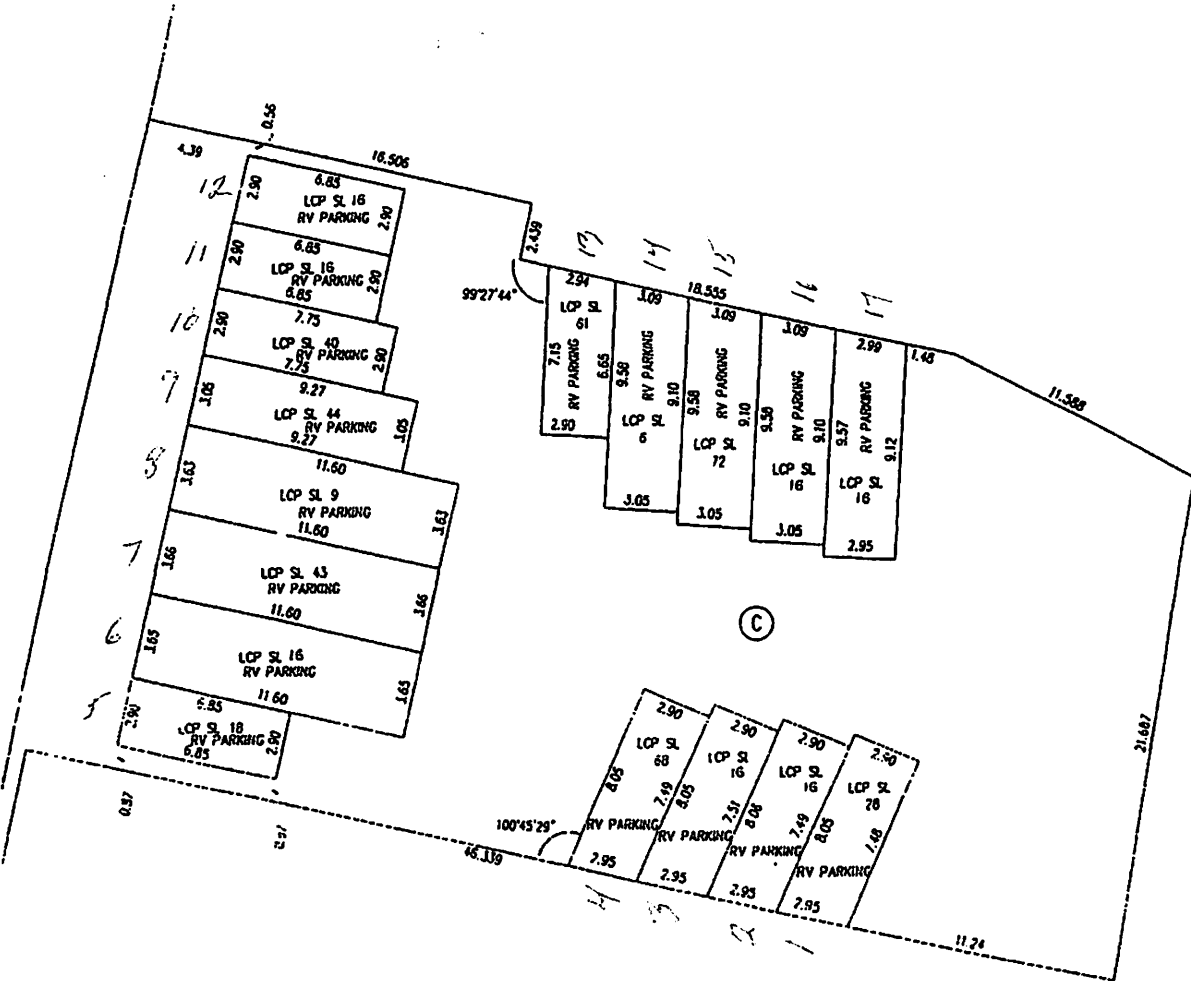
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ALL DISTANCES IN METRES



STRATA PLAN BCS340 PHASE 8

RECREATION VEHICLE PARKING



A.O.
B.C.L.S.
DATED THIS 1ST DAY OF DEC. 2003

MARCH – 2026 Garden PLOT ALLOCATIONS

1. Sigvardsen	10. Waroway	19. MacKay
2. Dulat	11. Wylie	20. Lachner
3. Dulat	12. Taek	
4. MacGregor	13. Tomyn	
5. Fabbro	14. Taek	
6. MacGregor	15. O'Brien	
7. Nikolaev	16. MacKay	
8. Nikolaev	17. O'Brien	
9. Hansell	18. Berezan	

**STRATA PLAN BCS 340 – DOUGLAS POINT
STRATA COUNCIL MEETING
HELD ON WEDNESDAY, JANUARY 27, 2026**

A. CALL TO ORDER

The meeting was called to order by the Strata Agent, Carol Edwards at 3:00 PM.

Peggy O'Brien, Donna Inkster, Anne Wylie, Michele Fabbro, Darrel Cannings, Katrina Hansell, Marion Schut, and Carol Edwards, Strata Agent, in attendance.

B. APPROVAL OF THE AGENDA

IT WAS MOVED AND SECONDED to approve the agenda as presented. **MOTION CARRIED.**

C. ADOPTION OF THE MINUTES FROM THE PREVIOUS COUNCIL MEETINGS

IT WAS MOVED AND SECONDED to adopt the minutes of the Strata Council Meeting held on December 2, 2025, as prepared by Hugh & McKinnon Realty Ltd., Strata Agents. **MOTION CARRIED.**

D. HEARING – A hearing was requested and held for an owner to present their case regarding a vehicle parked in the RV Lot that is not registered to a resident of Douglas Point.

E. ONGOING BUSINESS

1. GENERAL MAINTENANCE

- a) **TownSq** – The Council was given a demonstration of TownSq and discussed the migration from the current eStrata website and the onboarding process. After discussion **IT WAS MOVED AND SECONDED** to move forward with TownSq. **MOTION CARRIED.**
- b) **Pest Control** – Owner volunteers continue to monitor and service the rodent baiters on common and limited common property.
- c) **Curb Stops (Water Shut Offs)** – Council has located all the curb stops, except for 2 that are buried beneath artificial turf in front of units 58 and 59. This turf was installed by a previous Council as a test, and the as-builds confirm that the water shut offs are buried beneath the artificial turf in front of these two units. After discussion **IT WAS MOVED AND SECONDED** to remove the artificial turf and restore access to the water shut offs. **MOTION CARRIED.** Work to make all water shut-offs accessible is carried forward to spring. Additionally, the Council obtained a quote of \$200 for 75 proper covers/caps. After discussion **IT WAS MOVED AND SECONDED** to approve the purchase. **MOTION CARRIED.**
- d) **Ceiling Ventilation Fans (Roof)** – Broadway Roofing has been called out to assess the issue of excessive draft in the ceiling ventilation of some units. The Strata Agent was directed to follow up with Broadway Roofing for an update.
- e) **City Sewer Hookup** – The Strata Agent provided the Council with two civil engineering firms to contact regarding the City Sewer Hookup project (McElhanney Ltd. and Kerr Wood Leidal Associates Ltd.)

2. LANDSCAPING/GROUNDS

- a) **Landscaping Mulch** – The Council **MOVED/SECONDED/CARRIED** over email to approve a quote from Lindsay Property Services for the installation of mulch throughout the west swale and removal of the tall grasses in the east swale.

- b) **Landscaping Contract** – After review and discussion, **IT WAS MOVED AND SECONDED** to terminate the contract with Fraser StrataCare Ltd. effective March 31st, 2026, and enter into a contract with Lindsay Property Services for annual landscaping services, once the finer detail changes are implemented into the contract. **MOTION CARRIED.** The new landscaper will take over annual services on April 1st, 2026.
- c) **AC & Heat Pump Screening Plants** – Two units have not yet installed sufficient screening plants required with their AOLs. A Council member will work with both owners to help them be compliant.

F. CAPITAL PROJECTS

- 1. **Fence Financial Summary** – Hugh & McKinnon has provided a **one-time** financial summary for the project, attached to these minutes. An anonymous notice posted by the mailboxes accused the Council of not delivering the financial summary within 2 weeks of the AGM as promised. The Council would like to address the accusation by reminding owners that there is no duty to provide a financial report for a project, nor was a delivery date of the summary promised at any point. The Strata Agent advises that the Fence Financial Summary is a one-time report and will be not provided for future projects, as it is not included in your management contract. Owners can always request a printout of a General Ledger should they wish.
- 2. **Pavers** – Birchwood will be doing a walkthrough in the spring to assess the pavers and prioritize the paver resetting and cleaning for this year.
- 3. **Guest Suite** – Council volunteer is working with the City of Surrey on their requirements for the guest suite.

G. LEGAL

- 1. Council will review legal advice received from Cleveland Doan regarding trees altered on common property without authorization.
- 2. The retainer has been signed with Cleveland Doan to review and rewrite the bylaws.

H. STRATA AGENTS' REPORT

1. FINANCIAL REPORTS

- a) **Financial Statements**
The financial statements for the period up to and including November 30th, and December 31st, 2025, as prepared by Hugh & McKinnon, Strata Agents are carried forward to the next council meeting.
- b) **Accounts Receivables** – All owners are current with their monthly strata fees.
- c) **CRF Loan for Insurance Premium** – A payment of \$20,000.00 has been repaid to the CRF and the balance is now \$20,000.00. The Strata Agent will continue to monitor and pay down the loan as funds become available.
- d) **Fence Project** – The Council directed the Strata Agent to close the special levy bank account for the fence project.
- e) **Westech Credit** – The credit from Westech was used to pay the service invoice for January.

2. CORRESPONDENCE RECEIVED:

- a) An owner reported that the landscapers continue to walk through their yard with the leaf blower causing damages to their artificial turf. Owners are reminded that when you alter limited common property, it does not change access for vendors and the Council to carry out work or pass through the yard into another.
- b) An owner hedges cut back by a vendor. The Council believes it was done by the landscaper and isn't sure if it will grow back. The Council will investigate a

solution.

- c) Two owners reported deficiencies with the concrete fence. After reviewing the photos with the contractor, it was reported that the discolouration is normal efflorescence, which is a seasonal effect not uncommon in the winter months.

F. NEW BUSINESS

1. A roof deficiency was reported where the shingles were installed above the diverter. Broadway Roofing repaired under warranty. It was also noted that the same unit has a slanted gutter. The Strata Agent was directed to add it to Kymar's repair in the spring.
2. A unit had some tree branches fall into their yard and damage their gutter. Kymar provided a quote. **IT WAS MOVED AND SECONDED** to approve the quote, and schedule repairs to be completed in the spring. **MOTION CARRIED.**
3. Avant Guard has indicated another price adjustment to \$140/hour is coming, but if the Council signs a contract the rate will stay at \$130/hour. The Council is awaiting receipt of the contract.
4. An issue with the RV lot electrical has been reported. The Council is obtaining quotes.
5. There was some discussion regarding paperwork required for any workers hired to carry out work on the common property and/or within strata lots. The strata corporation requires proof of liability insurance and a WorkSafe Clearance Letter.

G. BUSINESS CONDUCTED BETWEEN MEETINGS

* All business conducted since the last meeting as ratified at this meeting.

1. The 2nd Avenue Gate hydraulic arm was repaired, and a code added which will allow the Council to lock the gate into position when needed.
2. Avant Guard completed the spring maintenance on baths gates. A wire was knocked loose causing the FOBs not to work for the 4th Avenue gate, and it was repaired.
3. An owner reported a internal power bar being used outside for Christmas Lights, and it was removed.
4. An owner submitted correspondence regarding their displeasure with the vinyl fence installation in their backyard. The Council reviewed the deficiencies and advised that they are not valid deficiencies. Owner was provided with vendor and warranty information, and a letter was sent to the owner advising that the bricks leaning against the fence must be removed.
5. An owner that previously inquired about a Furnace AOL advised that they opted for repair instead of replacement.
6. A letter was sent to an owner regarding outstanding screen plants for the AC installation.
7. An owner reported a roof leak. Broadway Roofing was called out to assess and reported that it was not a roof leak it was furnace condensation. The roofer used a ladder and damaged the gutter while onsite and it was reported to Broadway Roofing who sent out Kymar to repair.
8. Owner submitted a Broadway Roofing approval for their new furnace installation. Owner was reminded that their screening plants are still outstanding for the AOL.
9. The Council **MOVED/SECONDED/CARRIED** over email to approve the new Para Space Irrigation Contract. The contract was renewed.
10. An owner submitted RV insurance proof for the RV Lot.

H. DATE OF NEXT MEETING

The next council meeting will be held March 18, 2026, at 3pm, over Zoom.

I. TERMINATION

There being no further business, **IT WAS MOVED AND SECONDED** to terminate the Meeting at 6:19 PM. **MOTION CARRIED.**

Compiled by:

Carol Edwards, Strata Agent
Hugh & McKinnon Realty Ltd., Strata Agents
Email: carol@hughmckinnon.com

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CE/cb

PLEASE SIGN UP TO THE STRATA WEBSITE

Owners can request to be a member at

<https://douglas-point.estrata.ca>

This website provides owners with easy access to Council Minutes, notices and important strata documents.

CORRESPONDENCE TO COUNCIL

All correspondence should be sent to the Strata Agent at:

Email: strata@hughmckinnon.com
Mail: Hugh & McKinnon Realty Ltd.
14007 16th Avenue
Surrey BC V4A 1P9

Please do not send correspondence directly to council members.

Your correspondence will be reviewed, by the Council, at the next strata council meeting, unless immediate action is required to prevent damage or eliminate a safety threat. The Council will either direct the Strata Agent to correspond with the individual owners, or your response will be within the council meeting minutes.

Please be sure your name, Strata plan number, unit number, and a few keywords relating to the issue are included in the subject line.

EXAMPLE: Owner Name, Strata BCS 340 Unit #100 RE: "gutter repair"

STRATA INFORMATION

Darrel Cannings is the contact for purchasing replacement keys for the clubhouse & gates which are \$5.50. Mini 3 button remotes and Large Liftmaster 3 button remotes with visor clips are available at \$65.00 each. Darrel is the contact for programming the gate openers. Contact Darrel at 778-878-3401.

Katrina Hansell is the contact for updating the Enterphone information for new owners. Contact Katrina at 604-317-7944.

Candace Nordhus is the contact for renting the clubhouse and collecting the damage deposit. Contact Candace at 604-788-0361.

Candace Nordhus is the contact for garden plots. Contact Candace at 604-788-0361.

For all other issues, please email the Strata Agent strata@hughmckinnon.com

PHASE 2 FENCE PROJECT FINANCIAL RECAP		
<u>BUDGET</u>	\$ 341,250.00	CRF
	\$ 237,771.20	Special Levy Due Feb 1
	\$ 10,170.40	Surplus from Phase 1 fencing project
	\$ 589,191.60	Phase 2 Budget
<u>PREMIUM FENCE</u>	\$ 452,894.00	Contract
	\$ 5,000.00	Tariff
	-\$ 6,122.25	Paraspace invoice
	-\$ 225.00	Kymar Gutter repair
	\$ 22,577.34	GST
	\$ 474,124.09	Total
	-\$ 118,884.67	25% deposit per the fence contract
	-\$ 118,884.67	25% deposit when material has arrived
	-\$ 236,354.75	Final Payment
Total	\$ -	
<u>BIRCHWOOD</u>	-\$ 6,289.50	Perimeter rose & tree removal
	-\$ 4,296.60	Stump Removal & Perimeter rock installation
Total	-\$ 10,586.10	
<u>LANDSCAPE</u>		
Greenland Growers	-\$ 1,692.69	Invoice 1304, Plant / Tree material
Greenland Growers	-\$ 2,480.46	Invoice 1861, Plant / Tree material
Total	-\$ 4,173.15	
<u>IRRIGATION</u>		
Paraspace	-\$ 4,481.40	Investigation, rerouting, pressure valve leak
Paraspace	-\$ 6,122.25	Breaks, wire repairs, Main line break-charged back to Premium
<u>MISC.</u>	-\$ 236.25	Kymar Gutters -charged back to Premium
Total	-\$ 10,839.90	
<u>LEGAL</u>		
Cleveland Doan	-\$ 1,404.37	Contract review
Total	-\$ 1,404.37	
<u>BANK FEES / INT</u>		
	-\$ 79.79	Service Charge
	\$ 5,414.65	Interest
	-\$ 55.29	Fine & Overpayment
PROJECT COST	-\$ 501,262.69	
PROJECT FUNDS	\$ 594,606.25	
TOTAL UNDER BUDGET	\$ 93,343.56	

STRATA PLAN BCS 340, DOUGLAS POINT

TELUS EVENT IN CLUBHOUSE

Dear Owners and Residents,

Please see the notice regarding the upcoming Telus Event which is attached at the back of these minutes for your information.

The Council,
BCS 340, Douglas Point

**STRATA PLAN BCS 340 – DOUGLAS POINT
STRATA COUNCIL MEETING
HELD ON WEDNESDAY, December 2, 2025**

A. CALL TO ORDER

The meeting was called to order by the Strata Agent, Carol Edwards at 3:08 PM.

Peggy O'Brien, Donna Inkster, Anne Wylie, Michele Fabbro, Darrel Cannings, Katrina Hansell, and Carol Edwards, Strata Agent, in attendance.

REGRETS: Marion Schut

B. APPROVAL OF THE AGENDA

IT WAS MOVED AND SECONDED to approve the agenda as presented. **MOTION CARRIED.**

C. ADOPTION OF THE MINUTES FROM THE PREVIOUS COUNCIL MEETINGS

IT WAS MOVED AND SECONDED to adopt the minutes of the Strata Council Meeting held on October 14, 2025, as prepared by Hugh & McKinnon Realty Ltd., Strata Agents. **MOTION CARRIED.**

D. ONGOING BUSINESS

1. GENERAL MAINTENANCE

- a) **Pest Control** – Owner volunteers continue to monitor and service the rodent baiters on common and limited common property.
- b) **Gates** – Avant Guard hourly rates have increased by \$10.00. Council reviewed the winter procedures for the gates when it's snowing or snow is expected.
- c) **Fire Safety & Prevention** – Mountain Fire Protection completed replacement of 5 battery packs and a fire extinguisher in the clubhouse. Council noted that a smoke alarm was replaced in a unit and directed the Strata Agent to chargeback the cost of the smoke alarm to the strata lot once received.
- d) **TownSq** – Hugh & McKinnon confirmed that data for last two years will be loaded to TownSq. The Council will have the option to have additional data loaded for a cost of \$50.00/hr. Strata Agent to set up a demonstration of TownSq for the Council.
- e) **Sump/Holding Tank** – Quarterly service was completed shortly after the installation of the new pump. Westech agreed to void the invoice. The payment will be applied to the next service.
- f) **Gutter Cleaning** – Completed by Northwest Exterior Cleaning on November 19th, 2025.
- g) **Concrete Cracks** – Tarcott Construction assessed the common and limited common property concrete cracks reported at unit #44. Tarcott advised that these cracks are normal and no remediation is required.
- h) **Curb Stops (Water Shut-Offs)** – Council will review the mechanical as-builds to locate three curb stops that are not currently visible. Once locations are determined the Strata Agent will obtain a quote from SWR Drains to make them accessible.
- i) **EV Chargers** – A new assumption of liability form for EV Charger installations has been created for Douglas Point and is available on the website. Owners wishing to install must first submit a completed AOL request to

strata@hughmckinnon.com and obtain an approval letter prior to starting an installation.

- j) **Roofs** – An owner reported excessive draft in the ceiling ventilation. Council noted that this is not an isolated complaint. After discussion the Strata Agent was directed to get Broadway Roofing out to assess the issue.

2. **LANDSCAPING/GROUNDS**

- a) **Grub Treatment** – Birchwood Landscaping spot treated areas of activity for grubs at no cost. A full treatment will be carried out in the spring and Council will budget for a second full treatment in September 2026.

3. **CAPITAL PROJECTS**

- a) **Fence Replacement Project (Concrete/Vinyl)** – The Strata Agent will provide a summary of the invoices to Council to create a financial summary.
- b) **Guest Suite** – Council volunteer has confirmed that a building permit is required for updates to create a guest suite in the clubhouse, and a fire wall is required between the sleeping room and the clubhouse.

4. **CLUBHOUSE**

- a) **TELUS Event** – The TELUS event is scheduled for January 7th. A notice is attached to these minutes. Everyone is invited. TELUS will host the open house from 3-7pm in the Clubhouse. There will be refreshments and draws for prizes.

- 5. **LEGAL** – Council reviewed legal opinion received from Cleveland Doan regarding contractor vs. employee status, and how to protect the strata from inadvertently becoming an employer.

E. **STRATA AGENTS' REPORT**

1. **FINANCIAL REPORTS**

a) **Financial Statements**

After review and discussion, **IT WAS MOVED AND SECONDED** to adopt the financial statements for the period up to and including September 30th, and October 31st, 2025, as prepared by Hugh & McKinnon, Strata Agents. **MOTION CARRIED.**

- b) **Accounts Receivables** – All owners are current with their strata fees.

- c) **CRF Loan for Insurance Premium** – A payment of \$10,000.00 has been repaid to the CRF and the balance is now \$40,000.00. The Strata Agent will continue to monitor and pay down the loan as funds become available.

2. **CORRESPONDENCE RECEIVED:**

- a) An owner submitted numerous feedback and correspondence regarding landscaping, and the keypad light at the 4th Avenue gate. Council advises that they try to readjust the light for a better angle. Landscaping concerns are noted and have been reported to Fraser Strata Care and were responded to by the Strata Agent at the direction of Council.
- b) An owner reported a deficiency with their newly installed vinyl gate, and Premium Fence has completed warranty repairs.
- c) Owner reported water leak at the bottom of their sliding glass door. Lundline was called out for emergency repair. The door was removed, holes were noted and everything was sealed up and reinstalled. No further issues were reported

following the repair.

- d) AOL Approval Letter was sent for a furnace installation. Owner forwarded Broadway Roofing approval of work and confirmation that roof warranty is intact.
- e) An owner submitted additional correspondence with the same complaints about the gaps between sections of the new vinyl fencing and between the new vinyl fence and the ground. The Council's decision stands. Items are not permitted to lean against, hang from, or in any way be attached to the vinyl fencing/gates. The owner requested copy of the warranty, and it was provided. Owner is advised that the bricks can be attached to the ground but not leaning on the fence.
- f) A resident submitted a complaint regarding Council accessing the limited common property yards during the gutter cleaning service. Resident was advised that the Council was accessing as part of the Gutter Cleaning Notice to check the work and assess if any damages to property had been caused by the vendor during the service.
- g) A non-resident recreational vehicle is parked in the RV Parking Lot. Council has been unsuccessful in obtaining insurance documentation showing that the vehicles are registered to a resident of Douglas Point. Council instructed the Strata Agent to send a letter to the resident and advise them that if acceptable insurance documentation showing that the vehicle is registered to a resident of Douglas Point is not received within 7 days, the vehicle must be removed in the same timeframe.
- h) Owner correspondence received regarding a Notice of Complaint letter for unauthorized tree trimming to common property trees. Council confirmed that the trees were over pruned, a certified arborist was not used, and the work completed was not consistent with the description on the quote provided in the recent owner correspondence only received after the trees in the owner's response to the Notice of Complaint Letter. After discussion the Council directed the strata agent to obtain direction from the strata lawyer, Shawn Smith, regarding remediation of the trees and any potential fines from the City of Surrey regarding the illegal tree trimming.
- i) Correspondence was sent to an owner following up on outstanding plantings required to camouflage the a/c condenser installed on common property. After discussion the Strata Agent was directed to send a letter to follow up.
- j) An owner submitted an AOL request for a furnace installation. Council **MOVED/SECONDED/CARRIED** over email to approve the request. The Strata Agent was directed to send an approval letter and the letter was sent. The owner also submitted a complaint regarding the time it took to receive their AOL approval. The owner was notified that there is no required timeline for owner responses to be received. The AOL approval was provided within 5 days. Although the current Council does approve alteration requests between meetings, they are not required to do so, and correspondence gets handled in order of receipt.
- k) An owner reported a paint blister below a window. The owner had it assessed and reported that there is no issue.
- l) Council **MOVED/SECONDED/CARRIED** over email to chargeback a strata lot for plumbing repair for damages caused by an alteration in their strata lot. Both owners were advised to open claims with their perspective homeowner insurance policies to cover internal damages, as the damages were below the strata deductible.
- m) Owner inquired about replacing a furnace and installing new ventilation in the roof. The owner was sent an AOL form to fill out with their contractor and advised

that the Council's roofer needs to manage the roof installation to ensure that the warranty is maintained.

F. NEW BUSINESS

1. Council have received quotes from three vendors for landscaping mulch. To be reviewed at a future council meeting.
2. Council reviewed pricing for a bylaw review and rewrite from Cleveland Doan LLP. After discussion **IT WAS MOVED AND SECONDED** to approve the quote for the package that includes having Shawn Smith attend a Townhall Meeting with the owners to answer questions and concerns related to the bylaws package prior to the AGM. **MOTION CARRIED.** The Strata Agent was directed to approve the quote and get the process started.
3. Council has had initial discussion with an engineering firm and the city of Surrey planning department regarding a feasibility study and rollout for the future city sewer connection. The project is estimated at approximately \$100,000.00. The Council directed the strata agent to provide an additional two engineering firms for quotes.
4. **IT WAS MOVED AND SECONDED** to approve a new rule ***"Nothing is permitted to be attached, hung, draped, or leaning against any fences or gates."*** **MOTION CARRIED.**

G. DATE OF NEXT MEETING

The next council meeting will be held January 27, 2026, at 3pm, over Zoom.

H. TERMINATION

There being no further business, **IT WAS MOVED AND SECONDED** to terminate the Meeting at 5:44 PM. **MOTION CARRIED.**

Compiled by:

Carol Edwards, Strata Agent
Hugh & McKinnon Realty Ltd., Strata Agents
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Fax: 604-531-4624
EMERGENCY 604-531-1909

CE/cb

PLEASE SIGN UP TO THE STRATA WEBSITE

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CORRESPONDENCE TO COUNCIL

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14007 16th Avenue
Surrey BC V4A 1P9

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Please be sure your name, Strata plan number, unit number, and a few keywords relating to the issue are included in the subject line.

EXAMPLE: Owner Name, Strata BCS 340 Unit #100 RE: "gutter repair"

STRATA INFORMATION

Darrel Cannings is the contact for purchasing replacement keys for the clubhouse & gates which are \$5.50. Mini 3 button remotes and Large Liftmaster 3 button remotes with visor clips are available at \$65.00 each. Darrel is the contact for programming the gate openers and updating the Enterphone information for new owners. Contact Darrel at 778-878-3401

Candace Nordhus is the contact for renting the clubhouse and collecting the damage deposit. Contact Candace at 604-788-0361.

Candace Nordhus is the contact for garden plots. Contact Candace at 604-788-0361.

For all other issues, please email the Strata Agent strata@hughmckinnon.com

A special event for you & your neighbours



You are invited to our **FREE** event
with TELUS members on site

Where: at Clubhouse

Date: 7 January 2026, Wednesday

Time: 3 PM to 7 PM

Details: We will have free refreshments, gift draws, giveaways, etc. If you miss us on the day of the event or any concern you can email at gaurav.jariwala@telus.com or call number mentioned below.

Contact your rep: **+1 236-607-9526**

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**STRATA PLAN BCS 340 – DOUGLAS POINT
STRATA COUNCIL MEETING
HELD ON WEDNESDAY, October 14, 2025**

A. CALL TO ORDER

The meeting was called to order by the Strata Agent, Carol Edwards at 3:04 PM.

Peggy O'Brien, Donna Inkster, Anne Wylie, Michele Fabbro, Darrel Cannings, Marion Schut, Katrina Hansell, and Carol Edwards, Strata Agent, in attendance.

B. APPROVAL OF THE AGENDA

IT WAS MOVED AND SECONDED to approve the agenda as presented. **MOTION CARRIED.**

C. ASSIGNMENT OF COUNCIL POSITIONS

Election of Council Positions – The Strata Agent discussed the various positions. After some discussion, **IT WAS MOVED AND SECONDED** to approve the Council for 2025-2026 positions as follows:

President & Treasurer – Peggy O'Brien
Vice President & Landscaping – Donna Inkster
Secretary & Privacy Officer – Anne Wylie
Parking Passes – Michele Fabbro
Enterphone – Katrina Hansell
Member at Large – Marion Schut
Maintenance & FOBs – Darrel Cannings

MOTION CARRIED.

Clubhouse Coordinator, Events and Garden Plots volunteer is Candace Nordhus
Maintenance team is supported by an owner volunteer
Visitor Passes will be coordinated by Michele Fabro
Enterphone volunteer is Katrina Hansell
FOBs volunteer is Darrel Cannings

The Strata President reviewed confidentiality and privacy requirements for the new council members.

The Strata President will approach former council members and request the return of any strata corporation keys.

D. ADOPTION OF THE MINUTES FROM THE PREVIOUS COUNCIL MEETINGS

IT WAS MOVED AND SECONDED to adopt the minutes of the Strata Council Meeting held on July 23, 2025, as prepared by Hugh & McKinnon Realty Ltd., Strata Agents. **MOTION CARRIED.**

E. ONGOING BUSINESS

1. GENERAL MAINTENANCE

- a) **Second Avenue Gates** – Avant Guard Rate Change - The Council noticed that the rates for Avant Guard have increased. The Strata Agent has followed up to confirm the details and the Council is waiting on confirmation. Carried forward.

- b) **Pest Control** – Owner volunteers continue to monitor and service the rodent baiters on common and limited common property. Rodent issues continue. No bird houses are permitted per Douglas Point Rules. Owner volunteer removed a wasp nest.
- c) **Catch Basins & Perimeter Drains**
 - i. Roadway Catch Basin – SWR Drains has completed all deficiencies at the catch basin adjacent unit 31.
 - ii. Hydro Flushing For the Remaining 8 Foundations - SWR Drain Service completed the hydro flushing for the remaining 8 foundations.
- d) **Dryer Vent Cleaning** – MAS Duct Cleaning Ltd. completed dryer vent cleaning on September 8th.
- e) **Enterphone/Gate Keypad Lighting** – A council volunteer installed a solar light at the 4th Avenue gate to help light up the keypad.
- f) **Fire Safety and Prevention** – Mountain Fire Protection completed the annual common property fire inspection, including servicing of hydrants and the backflow preventer testing. Due dates for all backflow preventers tests are now aligned with the City of Surrey for June 30th annually. The Council **MOVED/SECONDED/CARRIED** over email to approve the deficiency quote from Mountain Fire to replace 5 battery packs and replace a fire extinguisher in the clubhouse.
- g) **Rental Parking Stall** – Owners requested that the Council look at potential for converting a visitor parking stall to a rental stall. To be considered for the next annual general meeting.
- h) **Owner Volunteer Repairs** – An owner volunteer has installed light bulbs, completed some siding repairs, and checked and cleared out all of the main water shut offs. No access to four water shuts offs, but with minor pruning those can be accessed. An additional three water shuts offs were not located. Council will check the mechanical plans. Strata Agent was directed to obtain quote from SWR Drains to access final four water shuts offs.
- i) **Townsquare** – The current website for Douglas Point is being phased out. The Council directed the Strata Agent to inquire if additional services could be purchased with Hugh & McKinnon to have the balance of data transferred to the new website. The Strata Agent will follow up for a response. Carried forward.
- j) **Shed** – Council reviewed the financials approaching the end of the fiscal year and noted there were sufficient funds in the budget for the purchase of a shed for strata corporation storage. The Council **MOVED/SECONDED/CARRIED** over email to approve \$5,442.08 for the purchase of the shed, plus \$1,387.31 for installation, and an additional \$1,176.00 to install a framed gravel/bricks/stone pad.
- k) **Sump/Holding Tank**
 - i. Edenflo completed the semi-annual service.
 - ii. Sump pump #2 failed and Westech was called out for emergency services to assess. They removed the failed pump, and Westech advised that the pump either needed to be replaced or rebuilt. The Council **MOVED/SECONDED/CARRIED** over email to have the pump rebuilt due to the lower cost and reinstalled, and the invoice for \$14,910.00 paid out of the CRF as an emergency expense. The work has been completed.
- l) **Gutter Cleaning** – Council reviewed gutter cleaning quotes from High Five Exterior Cleaning, Clover Clean and Northwest Exterior Cleaning. After discussion **IT WAS MOVED AND SECONDED** to approve the quote from Northwest Exterior Cleaning. **MOTION CARRIED**. The service is scheduled for

November 17-19, 2025. **Reminder – Christmas lights may not be put up until the cleaning is completed.**

- m) **Gutter Repairs** – downspout damage was caused by Premium Fence to a unit and repaired by Kymar Gutters at the expense of Premium Fence.
- n) **Plumbing** – Water pressure was increased to a backyard tap. A tap in front of the clubhouse has a frost-free bib and will only require the hose to be removed during the winter. The RV/Garden Plot tap has a shut off valve under the kitchen sink in the clubhouse and lines need to be drained prior to winter each year. An owner volunteer takes care of this.

2. **LANDSCAPING/GROUNDS**

- a) **Landscaping** – An owner brought forward concerns regarding the landscaper not laying a tarp to catch trimmings while pruning the cedar hedges.
- b) **Grub Damage** – Several units have reported grub damages caused by racoons and crows to the front and back lawns. A council volunteer will have Birchwood Landscapes assess the lawns and quote on a solution.
- c) **Irrigation** – Para Space completed the winterization of the irrigation system on October 8, 2025.
- d) **4th Avenue Trees** – The City has been notified that replacement trees were not planted in 2022, and the tree deposit was forfeited for tree planting by the City of Surrey. The City of Surrey has confirmed and closed the permit.
- e) **Snow & De-icing Services** – The Council **MOVED/SECONDED/CARRIED** over email to approve the contract from Smiler Services after reviewing multiple quotes for snow removal and de-icing services this winter season. The contract was executed.

GARDEN STAKE PROGRAM

Owners are asked to only use one garden stake in their front garden and one in their back garden if they want to identify gardens being cared for by the owners not the landscapers. The stakes are located by the mailboxes.

F. **CLUBHOUSE COMMITTEE**

- 1. **TELUS Event** – The Strata Agent was directed to set a new date for the Telus event which did not happen as previously scheduled. Carried forward.

G. **CAPITAL PROJECTS**

a. **Fence Replacement Project (Concrete/Vinyl)**

- i. The final invoice from Premium Fence of \$236,354.75 was paid from the special levy/CRF account. A financial summary will be prepared by the Council.
- ii. An owner submitted correspondence regarding gaps between sections of the fencing and between the fence and the ground. The contract allows for up to 2" gaps along the bottom, and unfortunately there is nothing that can be added beside the post to fill the gap between the post and the perpendicular fence. The gap is to specifications and is acceptable. The owner has been notified that they are not permitted to attach anything to the vinyl fence but can place a planter in front of that section to fill the gap. Nothing is permitted to be attached to, hanging on or from, or leaning on the vinyl fence as it will void the product warranty. The owner may add gravel in the area under the fence if they choose, at their expense.
- iii. The deficiencies reported are not considered deficiencies as they meet the specifications of the contract.

- iv. Birchwood Landscapes completed the installation of plants along the boulevard and completed the asphalt patch along the sides of both pathways to the boulevard to fill in the asphalt gaps left because of removing the wooden fences.

b. Paver Re-setting/Cleaning Project 2026

- i. The Council **MOVED/SECONDED/ CARRIED** over email to have Birchwood reset the pavers at the Clubhouse back walkway to address roots shifting the pavers. This work is completed. **IT WAS MOVED AND SECONDED** to use pay the invoice of \$441.00 using the CRF account. **MOTION CARRIED.**
 - ii. An owner reported that they were stopped from power washing the pavers. Owners are not permitted to pressure wash the pavers. The capital project approved at the AGM now includes cleaning and pavers will be cleaned in order of priority by a council contractor and budget permitting..
- c. Guest Suite** – The Strata Agent obtained legal advice regarding hiring and paying an owner to convert the strata office space to a guest suite. The Council is working through the legal questions with the owner to determine how to proceed as a contractor and not an employee. Council volunteer is following up with the City to determine if a fire wall is required.

H. STRATA AGENTS' REPORT

1. FINANCIAL REPORTS

a) Financial Statements

After review and discussion, **IT WAS MOVED AND SECONDED** to adopt the financial statements for the period up to and including June 30th, July 31st, and August 31st, 2025, as prepared by Hugh & McKinnon, Strata Agents. **MOTION CARRIED.**

b) Accounts Receivables – All owners are current with their strata fees.

c) CRF Loan for Insurance Premium – \$59,864.00 was borrowed from the CRF to pay the insurance premium. A payment of \$9,864.00 has been repaid to the CRF and the balance is now \$50,000.00. The Strata Agent will continue to monitor and pay down the loan as funds become available.

2. CORRESPONDENCE RECEIVED:

- a) An owner submitted numerous questions and was responded to by the Strata Agent at the direction of Council.
- b) An owner submitted a complaint regarding another resident parked in the handicap stall at the clubhouse. Council reviewed the complaint and determined it not valid as the person parked in the handicap stall visiting the clubhouse has a handicap parking permit. Another complaint was received regarding oil stains in the visitor parking stalls and the complaint was deemed incomplete. Proof must be submitted with photos that show the entire car with identifying markers as well as a clear licence plate, along with the unit # that the car is associated with, for the Council to act on a complaint. The owner's suggestion for more speed limit signs is noted. The owner should refer to the bylaws and rules for information regarding how electricity is charged to the RV Parking lot users. The same owner submitted a complaint regarding cracks in the concrete walkway and where foundation meets the walkway, and Council will assess and the owner will be responded to directly.
- c) An owner submitted correspondence regarding the roof. After some discussion the Council directed the Strata Agent to send forward the correspondence to Broadway Roofing for their assessment.

- d) RV insurance paperwork for a non-resident was submitted. The Council directed the Strata Agent to notify the owner that the RV parked in the stall must be registered to a resident of Douglas Point, or it must be removed from the property, per the rule passed at the AGM: "The Recreational Vehicle Parking Lot is for residents only, vehicles are required to be insured and registered by a resident.
- e) The Strata Agent sent an email regarding landscaping requirements in front of a newly installed AC unit. There was a report at the AGM that the concrete in that area in the ground prevents plantings. The Council to review and assess.

I. NEW BUSINESS

- 1. Council reviewed and signed the Hugh & McKinnon Agreement for the new year.
- 2. Council to review the Level 2 EV Charger AOL Agreement and return to the Strata Agent for final edits.
- 3. Council reviewed owners request not to include unit #'s in the minutes and elected to grant the request.
- 4. **REMINDER** – please do not put up Christmas lights until the gutters have been cleaned.

J. BUSINESS CONDUCTED/CONCLUDED BETWEEN MEETINGS:

All decisions made between Council meetings were ratified by the Council at this meeting and minuted.

- 1. An owner submitted RV Insurance paperwork for two parking stalls.
- 2. An owner submitted a landscaping alteration request. The Council **MOVED/SECONDED/CARRIED** over email to approve the request. An approval letter was sent.
- 3. RV lot questions were received and from an agent listing a unit for sale in addition to several phone calls. The Strata Agent responded.
- 4. Multiple emails received from an owner regarding landscapers walking through their back yard with the leaf blower. Owners are reminded that when you alter limited common property, it does not alter access by the Council or their contractors. Damages and alterations required due to any strata projects are at the expense of the homeowner, as per the assumption of liability contract that an owner signs when they are granted approval to alter limited common property.
- 5. Welcome Package sent to a new owner.
- 6. Notice of Complaint letter sent for damages to two trees on common property.
- 7. An AOL request received for removing a dying unhealthy tree from a back yard. Council **MOVED/SECONDED/CARRIED** over email to approve the request. The tree was removed by a council approved arborist.
- 8. An AOL request received for removing a tree from a back yard. Council **MOVED/SECONDED/CARRIED** over email to approve the request. The tree was removed by a council approved arborist.
- 9. An AOL request received for installing a heat pump and a new furnace. Council **MOVED/SECONDED/CARRIED** over email to approve both requests. Approval letters were sent for both requests.

J. DATE OF NEXT MEETING

The next council meeting will be held December 2, 2025, at 3pm.

K. TERMINATION

There being no further business, **IT WAS MOVED AND SECONDED** to terminate the

Meeting at 5:32 PM. **MOTION CARRIED.**

Compiled by:

Carol Edwards, Strata Agent
Hugh & McKinnon Realty Ltd., Strata Agents
Email: carol@hughmckinnon.com

Direct: 604-245-3321
Fax: 604-531-4624
EMERGENCY 604-531-1909

CE/cb

PLEASE SIGN UP TO THE STRATA WEBSITE

Owners can request to be a member at

<https://douglas-point.estrata.ca>

This website provides owners with easy access to Council Minutes, notices and important strata documents.

CORRESPONDENCE TO COUNCIL

All correspondence should be sent to the Strata Agent at:

Email: strata@hughmckinnon.com
Mail: Hugh & McKinnon Realty Ltd.
14007 16th Avenue
Surrey BC V4A 1P9

Please do not send correspondence directly to council members.

Your correspondence will be reviewed, by the Council, at the next strata council meeting, unless immediate action is required to prevent damage or eliminate a safety threat. The Council will either direct the Strata Agent to correspond with the individual owners, or your response will be within the council meeting minutes.

Please be sure your name, Strata plan number, unit number, and a few keywords relating to the issue are included in the subject line.

EXAMPLE: Owner Name, Strata BCS 340 Unit #100 RE: "gutter repair"

STRATA INFORMATION

Donna Inkster is the contact for purchasing replacement keys for the clubhouse & gates which are \$5.50. Mini 3 button remotes and Large Liftmaster 3 button remotes with visor clips are available at \$65 each. Donna is the contact for programming the gate openers and updating the Enterphone information for new owners. Contact Donna at 604-833-4295.

If your FOBS do not work, contact Donna and she can reprogram them and ensure proper operation.

Candace Nordhus is the contact for renting the clubhouse and collecting the damage deposit. Contact Candace at 604-788-0361.

Candace Nordhus is the contact for garden plots. Contact Candace at 604-788-0361.

For all other issues, please email the Strata Agent strata@hughmckinnon.com



October 8, 2025

TO ALL OWNERS OF BCS 340, DOUGLAS POINT

RE: NEW STRATA FEES FOR THE 2025-2026 FISCAL YEAR

Dear Owners;

Attached are the minutes of the Annual General Meeting held on September 25, 2025, along with a schedule showing your new strata fees.

As there has been an increase in strata fees, there will be a one-time catch up amount due to bring the months of August, September and October fees current.

If you pay your strata fees by **postdated cheque** and have remitted your August, September and October payments, then you must make out a cheque for the shortfall for these months, as the budget period is retroactive to August 1st. All cheques must be made payable to "The Owners Strata Plan BCS 340 in Trust" and mailed to Hugh & McKinnon, 14007 - 16th Avenue, Surrey, BC, V4A 1P9.

If you are on the **pre-authorized payment program**, you need do nothing. The November payment will be taken at the new rate along with the retroactive amounts for August, September and October. The December payment will be at the new rate.

Should you have any questions, please contact the undersigned.

Yours truly,

HUGH & McKINNON REALTY LTD.
as agents for Strata Plan BCS 340

Carol Edwards, Strata Agent
Direct Line: 604-245-3321
Email: strata@hughmckinnon.com

CE/cb

c: Council

October 8, 2025

**MINUTES OF THE ANNUAL GENERAL MEETING OF THE OWNERS
STRATA PLAN BCS 340, DOUGLAS POINT
THURSDAY, SEPTEMBER 25, 2025**

A. CALL TO ORDER

The meeting was called to order at 7:07 PM by the Strata Agent, Carol Edwards. The Strata Agent advised the owners that the Council had requested that she chair the meeting. There were no objections.

B. CALLING THE ROLL, CERTIFICATION OF PROXIES

In order to conduct business, a quorum for a general meeting is eligible votes holding 1/3 of the Strata Corporation's votes, present in person or by proxy. Owners were registered upon arrival at the meeting and proxies certified. At the time the meeting was called to order, there were a total of 58 strata lots represented at the meeting: 34 in person and 24 by proxy. It was determined that this constitutes a quorum under the Strata Property Act of British Columbia and the meeting was competent to proceed.

C. FILING PROOF OF NOTICE OF MEETING

The Strata Agent advised that the Annual General Meeting notice was mailed to all owners on September 5th, 2025. It was determined that the notice of this meeting had been given in accordance with the Strata Property Act. Copies of the notice will be kept on file with the Strata Corporation's records at Hugh & McKinnon Realty Ltd., Strata Agents.

D. APPROVAL OF AGENDA

IT WAS MOVED AND SECONDED to adopt the agenda for the Annual General Meeting. The vote was taken by a show of voting cards. **MOTION CARRIED.**

E. ADOPTION OF THE MINUTES OF THE ANNUAL GENERAL MEETING OF SEPTEMBER 26, 2024

IT WAS MOVED AND SECONDED to adopt the minutes of the Annual General Meeting held September 26, 2024, as circulated. **MOTION CARRIED.**

F. COUNCIL REPORTS

The President and Treasure Report was presented by Council President, Peggy O'Brien, and a copy is attached to these minutes.

G. RATIFICATION OF RULES

1. **IT WAS MOVED AND SECONDED** to repeal and replace Rule 2 as follows:

BE IT THEREFORE RESOLVED by a majority vote of the Owners of Strata Plan BCS 340, that the Rules for RECREATIONAL VEHICLE PARKING GUIDELINES be amended by repealing and replacing **Rule 2**.

2. The Recreational Vehicle Parking Lot is for residents only, vehicles are required to be insured and registered by a resident.

The question was called, and a vote was taken by a show of voting cards. 48 in favour, 10 opposed. **MOTION CARRIED.**

2. **IT WAS MOVED AND SECONDED to add Rule 11 as follows:**

BE IT THEREFORE RESOLVED by a majority vote of the Owners of Strata Plan BCS 340, that the Rules for RECREATIONAL VEHICLE PARKING GUIDELINES be amended by adding **Rule 11**.

11. Limited Common Property may not be sold or traded.

After discussion the owners decided not to vote on this; however, that does not change that limited common property cannot be sold or traded as it is owned by all the ownership as a whole and does not have individual titles.

3. **IT WAS MOVED AND SECONDED to repeal and replace Rule 6 as follows:**

BE IT THEREFORE RESOLVED by a majority vote of the Owners of Strata Plan BCS 340, that the Rules for AIR CONDITIONING / HEAT PUMP SYSTEM RULES be amended by repealing and replacing **Rule 6**.

- 6) The installation of an ACS is subject to the following conditions:
- c) Condenser units must be installed on a single piece of pre-cast concrete or composite slab with riser blocks, and;
 - i) there must be a discussion between the contractor and council prior to the slab being poured to determine the approved location.
 - d) All penetrations of the building envelope must be a maximum of 3.5 inches and properly sealed to prevent water ingress or pest infestation;
 - e) The outdoor condenser unit must not exceed a maximum operating sound level of 65 Db at a distance of 3 feet from the condenser.
 - f) The conduit pipe from the condenser to the entry point through the building envelope must take the most direct route and must be white in colour;
 - g) Only one exterior supply conduit may be run from the condenser. All other supply conduit for additional interior evaporators must be contained in one of the following.
 - (i) inside the soffit;
 - (ii) inside the attic;
 - (iii) inside the strata lot.
 - h) Wiring for the condenser must only be run through the inside of the soffit, inside the attic or inside the strata lot;
 - i) The quick disconnect for the outdoor condenser must be encased in it's own box.
 - j) The condenser unit installed on the exterior of the building must be screened at the owners' expense, to obscure visibility from the roadway, and the screening material must be:
 - (i) plant material selected from the following list of approved plants (subject to change as weather patterns change). When purchasing plants, please use the scientific name of the plant NOT the common name noted in brackets below. (The common name refers to a variety of plants whereas the scientific name refers to a specific plant.)
GRASSES
 - Helictotrichon sempervirens (blue oat grass) (SUN)
 - Panicum virgatum (switch grass) (SUN)**BROAD LEAVED EVERGREENS**

- Euphorbia characias (Mediterranean spurge) (SUN)
 - Buxus microphylla (Asian boxwood) (PART SHADE)
 - Buxus sinica 'Winter Gem' (little leaf boxwood) (PART SHADE)
 - Choisya 3ileate (Mexican mock orange) (PART SHADE)
 - Euonymus japonicus 'Paloma Blanca' (Paloma Blanco euonymus) (SUN-PART SHADE)
 - Euonymus japonicus 'Silver King' (Silvery King euonymus) (SUN-PART SHADE)
 - Lonicera ligustrina 'Red Tips' (Red Tips box leaf honeysuckle) (SUN-PART SHADE)
 - Lonicera pileata (privat honeysuckle) (SUN-PART SHADE)
- (ii) discussed with council prior to purchasing as unit specifics vary and may require specific plants to be used or not used.
- (iii) installed in compliance with the clearance requirements as outlined in the OEM manual;
- (iv) in the location approved by the strata council in any permission granted.
- k) Any modifications to the irrigation system (or the repair of damage caused to same during the installation) are to be done by a contractor approved by the strata council, and at the owner's expense.

The question was called, and a vote was taken by a show of voting cards. 54 in favour, 0 opposed. **MOTION CARRIED.**

4. **IT WAS MOVED AND SECONDED to amend the Amenity Booking Agreement as follows:**

BE IT THEREFORE RESOLVED by a majority vote of the Owners of Strata Plan BCS 340, that the AMENITY BOOKING AGREEMENT be amended by repealing and replacing the agreement.

**DOUGLAS POINT
The Owners Strata Plan BCS 340
49-17516-4th Avenue, Surrey BC V3Z 0S1**

AMENITY BUILDING BOOKING AGREEMENT

OWNER: _____

UNIT: _____

DATE REQUIRED: _____

TERMS AND CONDITIONS

CAPACITY

The number of visitors will be restricted to 150 persons.

NOISE

Please be respectful of your neighbours, especially when you and your guests are outside the Amenity Building.

BOOKINGS ARE FOR 24 HOUR PERIOD - 10:00 AM to 10:0 AM

- The Amenity Rooms are for the exclusive use of Douglas Point Owners/Residents.
- Owners/Residents **MUST** be present for all booked events.

FEES

- **FLAT RATE USER FEE:** **\$50.00 per day payable at time of booking.** *Any booking beyond 24 hours will be deemed to be multiple bookings and additional rental fees of \$50.00 per day will be charged.
- **SECURITY DEPOSIT*:** **\$250.00 due prior to event**
*to be refunded ONLY after satisfactory inspection has been conducted. Repair of any damages resulting during the time the building is reserved for your event will be paid first out of the security deposit. If damages exceed the security amount, the owner agrees, by signing this booking form, to pay for repairs satisfactory to the Strata Council or their designate. The Strata Council will coordinate and arrange all repairs to the building, furniture or equipment.

INSPECTION

An inspection of the hall will be conducted by a Strata Council Member, or their designate, both BEFORE and AFTER the event.

PETS

No pets to be allowed in the building at any time unless they are Official Service Dogs.

ALCOHOL

Any owner/resident who books the clubhouse and plans to serve alcohol to non-residents may require a liquor license and possibly Event insurance. Where event insurance and/or a liquor license is required, owners must provide a copy to the Council, prior to the event taking place.

SMOKING

- Smoking is restricted to the backyard patio of the Amenity Building.
- Owners must ensure there are sufficient ashtrays for smoking guests.

EATING AREAS

- No food or drinks in carpeted areas (stairs or library).

POOL TABLE AND SHUFFLEBOARD

- **DO NOT MOVE THE POOL TABLE FOR ANY REASON** (or a charge will be levied to have the table re-levelled).
- No children under the age of 12 are allowed to use the pool table and equipment.
- Children under the age of 12 using the Shuffleboard must be supervised by an adult.
- No food or drinks permitted on the pool table unless it is covered with the ping pong table, which you must first put the sponge bars on the pool table, then the ping pong boards, cover with the black plastic sheet supplied/ and then your preferred tablecloth.
- The ping pong boards, foam bars and black plastic sheet are to be placed back in the storage room after use, and the clear plastic pool table cover onto the pool table.
- *Do not use the clear pool table plastic cover for anything else.* The clear plastic Pool Table Cover must not be used for food service.

CHILDREN

Anyone under the age of 18 must be supervised at all times by an adult.

CLEANING,

Following the event the Owner **MUST**:

1. Remove all GARBAGE & EMPTIES from the premises.
2. Sweep & mop floors, clean washrooms, clean out fridge, stove, oven and microwave (if used).
3. Wash and put away all linens, utensils, dishes, etc. (if used).
4. Clean up garbage and spills on patio and return tables and chairs to original set-up **inside and out**.
5. Clean BBQ and return to original set-up (if used).

GENERAL

- No tape, tacks, etc. to be affixed to the walls.

- Remove all balloons and signs from trees and gates after the function.
- Other Owners/Residents are not permitted access to the Clubhouse when it's booked for a private event.

CONTRACT AND RELEASE

I/WE AGREE TO THE AFORESAID TERMS AND CONDITIONS AS HEREIN SET OUT AND FURTHER AGREE TO RELEASE AND HOLD HARMLESS THE STRATA CORPORATION BCS, 340 STRATA COUNCIL, EMPLOYEES, OFFICERS, AGENTS, AFFILIATES AND VOLUNTEERS FROM ANY CLAIMS FOR INJURY, LOSS OR DAMAGE THAT I/WE MAY SUSTAIN WHILE MAKING USE OF THE AMENITY BUILDING AT:

#49 - 17516 - 4TH AVENUE, SURREY, BC, V3Z 0R9

Signed this _____ day of _____, 2____ in Surrey, B.C.

Owner/Resident

Council Member (or designate)

SECURITY DEPOSIT REFUND

OWNER: _____

UNIT: _____

DATE: _____

INSPECTION COMPLETED: _____

STORAGE ROOM KEY RETURNED: _____

DEPOSIT REFUNDED: _____

The question was called, and a vote was taken by a show of voting cards. 54 in favour, 0 opposed. **MOTION CARRIED.**

H. REPORT ON INSURANCE

1. Insurance Report - The Strata Property Act requires that the insurance carried on the common property of the Strata Corporation be identified at the Annual General Meeting. The strata's insurance coverage for July 31, 2025, to July 31, 2026, is held with HUB International at a premium of \$59,864.00.

The new insurance documents are attached to these Minutes. The property is insured for 130% of the stated amount (full appraised value) of \$25,634,000.00.

The Water Damage and the Backup of Sewers, Sumps, Septic Tanks and Drains deductibles are \$25,000.00. The earthquake deductible is 15% of the full appraised value of the property. If owners have not already done so, they should ensure they update their personal policy accordingly.

The Strata Property Act requires that the Strata Corporation maintain replacement value insurance on the buildings comprising the development. The Act also permits the Corporation to obtain any other such insurance as it deems desirable. This usually includes glass breakage coverage, liability against third party claims, and directors' liabilities.

A copy of the insurance summary of coverage is attached to these minutes, along with

a schedule for the earthquake deductible for each strata lot.

2. Owners Personal Homeowner's Insurance - Owners are reminded that the Strata Corporation's insurance policy does not cover personal belongings nor improvements, which may have been made to the strata lot since originally built. The Strata Corporation's insurance policy insures the buildings for replacement value to their original construction standards. Owners who have made improvements to their strata lots, such as flooring upgrades, appliance upgrades, cabinet upgrades, or the installation of other fixtures or chattels, must ensure that all of these are reported to the homeowner's insurer, and that they have coverage to allow for these improvements to be restored in case of a major loss. Owners are also responsible to ensure that they obtain insurance for their personal belongings as well as for personal liability in case of a civil lawsuit against them. It is recommended to obtain coverage for accommodation in case of earthquake or fire, etc.

Owners are further advised to ensure that they query their broker about obtaining coverage to "buy down" the Strata Corporation's insurance deductibles, which can be a significant amount, to the level of their homeowner's insurance deductible. As an example, the deductible for water damage is \$25,000. Should a claim be initiated through the strata policy that originates from inside a strata lot, the owner of that strata lot will be responsible for payment of the deductible. Owners are also reminded that where damage to their unit is below the strata's deductible, they will be responsible to make the repairs to their unit, regardless of the source of the damage. This means even where the source of the damage is a common component (for example: a roof leak) of the strata corporation, the strata corporation will not be responsible to repair the damage inside the unit if there is no claim filed (meaning the costs to repair damages are below the strata's insurance policy deductible).

The deductible in case of an earthquake will be 15% of the appraised value of the Strata Corporation, which would currently be \$3,687,000.00. In order to file a claim, the Strata Corporation would need to collect this deductible from the owners by way of a special levy. Each individual homeowner's share of this levy will be based on the unit entitlement of their strata lot. A number of homeowner insurance policies do not provide this coverage as a matter of course, and this should be specifically requested. Many homeowner policies are limited to \$25,000 earthquake deductible coverage. Inquiry with your insurance broker about an additional policy to provide full coverage. A copy of the schedule for allotment of the earthquake deductible per unit is attached to these minutes **for information purposes only**. Please share this information with your personal insurance provider.

Council recommends that owners provide the Summary of Insurance, attached, to their personal insurance broker for their unit, so that they are aware of any changes to the Strata Corporation's insurance coverage.

I. FINANCIAL REPORT

1. Financial Statement

The Strata President summarized the income statement and balance sheet with a surplus \$21,670.29. There was some discussion held with respect to the year-end financial statements and the surplus.

2. Proposed Operating Budget

IT WAS MOVED AND SECONDED to adopt the proposed budget for August 1, 2025, to July 31, 2026. The Strata Agent explained that the new Budget had a Strata Fee increase of 4% with the primary reason to the contribution to the Contingency Reserve

fund in anticipation of upcoming projects (sewer connect).

After some discussion, the question was called, and the votes were counted. There were 41 in favour, 15 opposed. **MOTION CARRIED.**

3. Strata Fee Schedule

As the proposed Operating Budget for the period August 1, 2025, to July 31, 2026, was approved, the Strata Fee Schedule included with the Notice is correct. It is a requirement of the Strata Property Act to show the contribution to the Operating Fund and the contribution to the Contingency Reserve Fund separately per month. Owners pay the amount in the last column 'Monthly Strata Fees'.

- a. Owners who submit post-dated cheques should make out a series of cheques payable to '**STRATA PLAN BCS 340 IN TRUST**' and mail them to the offices of:
Hugh & McKinnon Realty Ltd., Strata Agents
14007 – 16th Avenue, Surrey, BC V4A 1P9

As there has been an increase in the strata fees, if owners have remitted the August, September and October payments they must make out a cheque for the shortfall for these months as the budget period is retroactive to August 1, 2025.

- b. ***Owners utilizing the pre-authorized payment plan are advised that the November 1st strata fee payment will include the new rate as well as the retroactive amounts for August, September and October.***

J. RESOLUTIONS

1. EXPEND FUNDS FROM THE CONTINGENCY RESERVE FUND TO CREATE A GUEST SUITE

IT WAS MOVED AND SECONDED to approve Resolution 1 as follows:

BE IT RESOLVED as a Resolution of the Owners, Strata Plan BCS 340, Douglas Point that the Strata Council is hereby authorized by way of a $\frac{3}{4}$ vote to expend up to Six Thousand Dollars (\$6,000) plus GST from the Contingency Reserve Fund to change the use of the office and create a guest suite. The cost includes adding a fire-rated wall to the room (if required), having locksmith work carried out; and furnishing the suite.

After discussion, the question was called by a show of voting cards. There were 54 in favour, 2 opposed. **MOTION CARRIED.**

2. EXPEND FUNDS FROM THE CONTINGENCY RESERVE FUND TO REPAIR AND/OR CLEAN DRIVEWAYS, PARKING PAD AND WALKWAYS

IT WAS MOVED AND SECONDED to approve Resolution 2 as follows:

BE IT RESOLVED as a Resolution of the Owners, Strata Plan BCS 340, Douglas Point that the Strata Council is hereby authorized by way of a $\frac{3}{4}$ vote to expend up to Five Thousand Dollars (\$5,000) plus GST from the Contingency Reserve Fund for the pavers repair project, and the paver repair project will include cleaning of the pavers.

After discussion, the question was called by a show of voting cards. There were 56 in favour, 0 opposed. **MOTION CARRIED.**

3. REPEAL AND REPLACE BYLAW 3 (3) (d)

IT WAS MOVED AND SECONDED to approve Resolution 3 as follows:

BE IT RESOLVED as a Resolution of the Owners, Strata Plan BCS 340, Douglas Point that the Strata Council is hereby authorized by way of a $\frac{3}{4}$ vote to repeal and replace bylaw 3 (3) (d) to the Standard Bylaws for Douglas Point and that Council will register the bylaw addition in the Land Title Office.

Use of Property

- 3 (3) An owner, tenant or occupant must not keep a pet on a strata lot other than one or more of the following:
- (a) a reasonable number of fish or other small aquarium animals;
 - (b) a reasonable number of small caged mammals;
 - (c) up to two caged birds;
 - (d) up to two dogs, or two cats, or one dog and one cat

After discussion, the question was called by a show of voting cards. There were 29 in favour, 25 opposed. **MOTION DEFEATED.**

K. ELECTION OF STRATA COUNCIL

The Strata Agent thanked the outgoing Council for all their hard work and dedication throughout the year.

The floor was opened for nominations or volunteers to stand for Council. The Strata Agent called three times to the floor for further volunteers or nominations.

Outgoing Council Members Peggy O'Brien, Donna Inkster, Michele Fabbro, Anne Wylie, Darrell Cannings all allowed their names to stand for re-election. Nominations were received for the following owners:

Vladimir Nikolaev, Unit 73
Marion Schut, Unit 22
Katrina Hansell, Unit 55

The owners were instructed to select up to 7 members on the ballots.

The vote was held by ballot. Election Ballots were collected and counted by scrutineers and verified by the Strata Agent. The following owners will form the Strata Council for 2025-2026.

Peggy O'Brien, Unit 25	Michele Fabbro, Unit 52
Donna Inkster, Unit 13	Anne Wylie, Unit 17
Darrell Cannings, Unit 46	Marion Schut, Unit 22
Katrina Hansell, Unit 55	

The Strata Agent thanked all the owners who put their names forward and thanked the volunteers for their assistance with the ballot counting.

L. NEW BUSINESS

1. An owner brought up issues with the vinyl fence, and the Council responded by advising that vinyl fences are designed to have movement.

2. Council was asked to consider designating a visitor parking spot as a rental for owners. This would require a $\frac{3}{4}$ vote at an annual or special general meeting for a significant change in use of common property. Council will consider for a future general meeting.
3. An owner brought up email response times for emergencies. The owner was reminded that email is not a form of communication for emergencies. Owners must call 604-531-1909 if you have an emergency.
4. Owners asked if they could organize an RV Committee to address the issues brought forward in the RV Letter distributed May 13, 2025. Owners were advised that the RV users can organize a committee to work on a resolution.
5. Owners asked the Council to consider not including unit numbers in the minutes.

M. ADJOURNMENT

IT WAS MOVED AND SECONDED to terminate the meeting at 9:38 PM. All in favour.
MOTION CARRIED.

Compiled by:

*Carol Edwards, Strata Agent
HUGH & MCKINNON REALTY LTD., Strata Agents
14007 – 16th Avenue, Surrey, BC V4A 1P9*

*Telephone: 604-531-1909
Fax: 604-531-4624
Email: strata@hughmckinnon.com*

CE/cb

President & Treasure Report

This last fiscal year has gone so fast. The fence replacement was the large capital project we completed and even though we had a few surprises along the way, the project went very well. A few owners had mentioned that the City closed the project down. That never happened. Yes, the city was onsite, and I spoke with them personally and they only asked for a couple minor things to change but no time was lost. We did have some major irrigation issues as we knew we would base on what happened on the West side. Our only cost for irrigation was the rerouting and addition of lines. Timeline, we ran about 2 weeks later than expected but we were content with that. We also added services done on the west side with no cost to us. Overall, we were very happy with the east side crew. I would like to thank the owners who supplied them with water, pop and cookies, also who took the time to call or email Premium Fence and share what a great team they have. All of our invoices are not in yet but we will be providing all of you with a full fence accounting over the next few weeks.

Council also had all the rainwater down spouts serviced, they hydro jetted the line to clear any obstruction, followed by a camera inspection to assess the condition and integrity of the drainage line. All the roadway basins have also been cleaned.

We did have to spend some money on the gates. More so 2nd Ave. We have installed bumper stops on both to hopefully take some pressure off them.

Also did a soft wash of the west side vinyl fence. With the solution they used it should help with the algae. The fence is 5 years old so it was expected to be done every 4-5 years.

Our only emergency was the expense on our holding tank. Last month pump #2 stopped working. We had it removed and were lucky to find a discontinued part to have it repaired. (cost \$15,000) We have been running on pump #1 only for the last month. This has been a huge concern as pump #1 was replaced in 2018 and now is past its life expectancy. As many of you know that half of the property drains into a holding tank at the front entrance swale and then it pumps down to 2nd Ave into the city sewer. This is because when the property was built there was no sewer available on 4th Ave. We have started the conversation with the City of Surrey and confirmed the latecomer fee will expire on July 28, 2026. This will give us the option to have the whole property on city sewer. We continue to have problems with our holding tank with items still being flushed and drained down the toilet & sinks. (latex gloves, wipes, hair & a ton of grease).

Council did purchase a storage shed for the property. The small area we have in the clubhouse has been outgrown. This shed will assist us to stay in compliance with the fire regulations.

Financially we had a good year with ending with a \$21,670.29 surplus. Happy to have our second year with an insurance savings. (\$1,675) Council will continue to get multiple quotes on contractors and suppliers to potentially save money where we can.

Thank you to the owners who have commented on how great the property looks. We have had some great changes to the property over the last few years. New roof, painting of the garage & entry doors, new fence and perimeter planting. This will be a continued focus to maintain as it protects our investment.

Last but definitely not least, Douglas Point has a number of amazing volunteers who continue to give back to our community and save us dollars. We sincerely thank each and everyone of you.

LANDSCAPING REPORT

This year, our focus has been on the perimeter garden beds in support of the fence project, grub treatment, tree maintenance, and invasive plant removal.

****Perimeter Plantings****

Removing the roses on the perimeter to accommodate the fence project resulted in choosing hardy and drought-tolerant replacement shrubs. As these shrubs mature, they will be sheared as hedging, which will reduce future landscape maintenance costs. Sourcing the new plant material through a commercial wholesaler saved the community approximately 70% of the total cost. Additional savings were realized by the involvement of our community volunteers who assisted in making these perimeter beds look beautiful. Thank you so much for your hard work.

****Grubs****

The grub treatment applied in the spring seems to have kept the damage to a minimum this year. Raccoons and crows may visit and do minor damage, but once they find there are no grubs, they should move on to the next property. This is a treatment that will need to be carried out yearly to remain effective.

****Tree Maintenance****

SVM carried out year one of the tree pruning program, which focuses on tree health and building and roadway clearance. This program recommends that the next property-wide tree pruning be carried out in 2027, 2030, 2035, 2040 etc.

****Invasive Plants****

Work continues with the removal of invasive plants as they become problematic.

THIS POLICY CONTAINS A CLAUSE WHICH MAY LIMIT THE AMOUNT PAYABLE

Policy No. CBCS340

Summary of Coverage

Named Insured: The Owners of Strata Plan BCS 340 Douglas Point
 Additional Insured(s): Hugh & McKinnon Realty Ltd.
 Mailing Address: c/o Hugh & McKinnon Realty Ltd., 14007 16th Avenue, Surrey, BC V4A 1P9
 Location Address(es): 1 to 38 - 17516 4th Avenue, Surrey, BC, V3Z 0R9 & 39 to 76 - 17516 4th Avenue, Surrey, BC V3Z 0R9
 Policy Period: **July 31, 2025 to July 31, 2026** 12:01 a.m. Standard Time
 Loss Payable to: The Insured or Order in Accordance with the Strata Property Act

Insuring Agreements	Deductibles	Amount of Insurance
PROPERTY COVERAGES		
All Property, All Risk	\$10,000	\$25,634,000
Extended Replacement Cost 130%	Included	Included
Excess Unit Owner Displacement Coverage - Aggregate Limit		\$1,000,000
A. Additional Living Expense Limit per Unit - \$50,000		Included
Uninsured Unit Owner Retention - \$10,000		
B. Contingent Mass Evacuation Limit per Unit - \$5,000		Included
Water Damage	\$25,000	Included
Back up of Sewers, Sumps, Septic Tanks or Drains	\$25,000	Included
Earthquake Damage	15%	Included
Minimum Deductible:	\$250,000	
Aggregate Limit		\$25,634,000
Flood Damage	\$50,000	Included
Aggregate Limit		\$25,634,000
Key and Lock Replacement	Nil	\$25,000
BLANKET EXTERIOR GLASS		
	Residential \$ 500	Blanket
	Canopies \$1,000	Blanket
COMMERCIAL GENERAL LIABILITY		
A - Bodily or Mental Injury and Property Damage Liability - <i>Each Occurrence</i>	\$2,500	\$30,000,000
Products & Completed Operations - <i>Aggregate</i>	\$2,500	\$30,000,000
B - Personal and Advertising Liability - <i>Any one person or organization</i>		\$30,000,000
C - Tenant's Property Damage Liability - <i>any one premises</i>	\$2,500	\$500,000
D - Voluntary Medical Payments - any one person		\$25,000
Employer's Liability		
Non-Owned Automobile - SPF #6		
Third Party Liability		\$5,000,000
SEF 94 Legal Liability for Damage to Hired Automobiles	\$500	\$50,000
Contractual Liability Endorsement		
Excluding Long Term Leased Vehicle Endorsement		
Employee Benefits Errors and Omissions Liability		\$1,000,000
Pollution Liability - 120 Hour Extension Endorsement		\$100,000
Liability Conditions		

Insuring Agreements	Deductibles	Amount of Insurance
CONDO DIRECTORS & OFFICERS LIABILITY Primary Policy	Nil	\$20,000,000
ENVIRONMENTAL LIABILITY POLICY / POLLUTION LEGAL LIABILITY Limit of Liability – Each Incident, Coverages A-G Limit of Liability – Each Incident, Coverage I Aggregate Limit Crisis Management Expense Endorsement <i>The inclusion of more than one insured strata or condominium corporation under the HUB CondoSure program in the discovery of a pollution event or in the making of a claim regarding the same pollution event shall not increase the Limits of Liability set forth in Item 3 of the Declarations.</i>	\$25,000 Retention 5 day waiting period	\$1,000,000 \$250,000 \$5,000,000 \$50,000
VOLUNTEER ACCIDENT INSURANCE COVERAGE Personal Accident Limit - Maximum Benefit - Lesser of \$1,000,000 or 5x Annual Salary Weekly Accident Indemnity - Lesser of \$750 or 75% of Gross Weekly Earnings (52 weeks) Accident Expenses - various up to \$15,000 (see policy wording) Dental Expense - \$5,000 Program Aggregate Limit (Maximum Benefit - 60 years of age or older - Lesser of \$750,000 or 5x Annual Salary)	8 day Waiting Period	\$1,000,000 \$10,000,000
COMPREHENSIVE DISHONESTY, DISAPPEARANCE AND DESTRUCTION Employee Dishonesty / Excess Broad Form Money & Securities / Excess Program Aggregate Limit	\$100 \$100	\$1,000,000 \$60,000 \$10,000,000
EQUIPMENT BREAKDOWN I Standard Comprehensive Plus, Replacement Cost II Consequential Damage, 90% Co-Insurance III Extra Expense IV Ordinary Payroll – 90 Days	\$5,000 \$5,000 24 Hour Waiting Period 24 Hour Waiting Period	\$25,634,000 \$25,000 \$250,000 \$100,000
TERRORISM	\$ 500	\$500,000
CYBER INSURANCE FOR BUSINESS Comprehensive Cyber Coverage A. Data Compromise Response Expenses Forensic IT Review Legal Review Public Relations - sublimit flat \$5,000 Regulatory Fines & Penalties PCI Fines & Penalties Named Malware - sublimit flat \$25,000	\$1,000	\$25,000

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.

Other Services and Service Providers

PLATINUM LEGAL SERVICES RETAINER – CLARK WILSON LLP

Legal advice and exclusive benefits. See Contract for details.
\$1,000,000 / Legal Proceeding
\$1,500,000 Aggregate
Fee: 100% Retained

Retained

STRATA PLAN BCS 340, DOUGLAS POINT

EARTHQUAKE DEDUCTIBLE

July 31, 2025 - JULY 31, 2026

UNIT	Strata Lot	Unit Entitlement	Earthquake Deductible
1	13	113	\$50,080.26
2	14	109	\$48,307.50
3	15	111	\$49,193.88
4	16	116	\$51,409.82
5	1	113	\$50,080.26
6	2	109	\$48,307.50
7	3	111	\$49,193.88
8	4	117	\$51,853.01
9	17	135	\$59,830.39
10	18	108	\$47,864.32
11	19	108	\$47,864.32
12	20	117	\$51,853.01
13	5	135	\$59,830.39
14	6	108	\$47,864.32
15	7	108	\$47,864.32
16	8	117	\$51,853.01
17	21	117	\$51,853.01
18	22	108	\$47,864.32
19	23	108	\$47,864.32
20	24	135	\$59,830.39
21	9	117	\$51,853.01
22	10	108	\$47,864.32
23	11	108	\$47,864.32
24	12	117	\$51,853.01
25	25	135	\$59,830.39
26	26	107	\$47,421.13
27	27	108	\$47,864.32
28	28	117	\$51,853.01
29	33	117	\$51,853.01
30	34	108	\$47,864.32
31	35	108	\$47,864.32
32	36	135	\$59,830.39
33	29	117	\$51,853.01
34	30	108	\$47,864.32
35	31	108	\$47,864.32
36	32	117	\$51,853.01
37	37	135	\$59,830.39
38	38	108	\$47,864.32
39	39	108	\$47,864.32
40	40	117	\$51,853.01
41	41	117	\$51,853.01
42	42	108	\$47,864.32
43	43	108	\$47,864.32
44	44	117	\$51,853.01
45	45	117	\$51,853.01
46	46	108	\$47,864.32
47	47	108	\$47,864.32
48	48	135	\$59,830.39

50	49	136	\$60,273.58
51	50	108	\$47,864.32
52	51	108	\$47,864.32
53	52	117	\$51,853.01
54	53	117	\$51,853.01
55	54	108	\$47,864.32
56	55	108	\$47,864.32
57	56	117	\$51,853.01
58	57	117	\$51,853.01
59	58	108	\$47,864.32
60	59	109	\$48,307.50
61	60	117	\$51,853.01
62	61	117	\$51,853.01
63	62	108	\$47,864.32
64	63	108	\$47,864.32
65	64	135	\$59,830.39
66	65	117	\$51,853.01
67	66	108	\$47,864.32
68	67	108	\$47,864.32
69	68	135	\$59,830.39
70	69	117	\$51,853.01
71	70	108	\$47,864.32
72	71	108	\$47,864.32
73	72	135	\$59,830.39
74	73	135	\$59,830.39
75	74	108	\$47,864.32
76	75	135	\$59,830.39
Totals		8,676	\$3,845,100.13

*** FOR INFORMATION PURPOSES ONLY!**

STRATA PLAN BCS 340, DOUGLAS POINT APPROVED STRATA FEES AUGUST 1, 2025 - JULY 31, 2026						November Payment (at new rate) including Shortfall for August, September and October
UNIT	Strata Lot	Unit Entitlement	Operating Fund Contribution	Contingency Reserve Fund Contribution	APPROVED 2025-2026 Monthly Strata Fees	
1	13	113	334.71	\$189.50	524.21	\$ 584.69
2	14	109	322.86	182.79	505.65	\$ 564.00
3	15	111	328.79	186.14	514.93	\$ 574.36
4	16	116	343.60	194.52	538.12	\$ 600.19
5	1	113	334.71	189.50	524.21	\$ 584.69
6	2	109	322.86	182.79	505.65	\$ 564.00
7	3	111	328.79	186.14	514.93	\$ 574.36
8	4	117	346.56	196.20	542.76	\$ 605.37
9	17	135	399.88	226.39	626.27	\$ 698.54
10	18	108	319.90	181.11	501.01	\$ 558.82
11	19	108	319.90	181.11	501.01	\$ 558.82
12	20	117	346.56	196.20	542.76	\$ 605.37
13	5	135	399.88	226.39	626.27	\$ 698.54
14	6	108	319.90	181.11	501.01	\$ 558.82
15	7	108	319.90	181.11	501.01	\$ 558.82
16	8	117	346.56	196.20	542.76	\$ 605.37
17	21	117	346.56	196.20	542.76	\$ 605.37
18	22	108	319.90	181.11	501.01	\$ 558.82
19	23	108	319.90	181.11	501.01	\$ 558.82
20	24	135	399.88	226.39	626.27	\$ 698.54
21	9	117	346.56	196.20	542.76	\$ 605.37
22	10	108	319.90	181.11	501.01	\$ 558.82
23	11	108	319.90	181.11	501.01	\$ 558.82
24	12	117	346.56	196.20	542.76	\$ 605.37
25	25	135	399.88	226.39	626.27	\$ 698.54
26	26	107	316.94	179.43	496.37	\$ 553.64
27	27	108	319.90	181.11	501.01	\$ 558.82
28	28	117	346.56	196.20	542.76	\$ 605.37
29	33	117	346.56	196.20	542.76	\$ 605.37
30	34	108	319.90	181.11	501.01	\$ 558.82
31	35	108	319.90	181.11	501.01	\$ 558.82
32	36	135	399.88	226.39	626.27	\$ 698.54
33	29	117	346.56	196.20	542.76	\$ 605.37
34	30	108	319.90	181.11	501.01	\$ 558.82
35	31	108	319.90	181.11	501.01	\$ 558.82

UNIT	Strata Lot	Unit Entitlement	Operating Fund Contribution	Contingency Reserve Fund Contribution	APPROVED 2025-2026 Monthly Strata Fees	November Payment (at new rate) including Shortfall for August, September and October
36	32	117	346.56	\$196.20	542.76	\$ 605.37
37	37	135	399.88	226.39	626.27	\$ 698.54
38	38	108	319.90	181.11	501.01	\$ 558.82
39	39	108	319.90	181.11	501.01	\$ 558.82
40	40	117	346.56	196.20	542.76	\$ 605.37
41	41	117	346.56	196.20	542.76	\$ 605.37
42	42	108	319.90	181.11	501.01	\$ 558.82
43	43	108	319.90	181.11	501.01	\$ 558.82
44	44	117	346.56	196.20	542.76	\$ 605.37
45	45	117	346.56	196.20	542.76	\$ 605.37
46	46	108	319.90	181.11	501.01	\$ 558.82
47	47	108	319.90	181.11	501.01	\$ 558.82
48	48	135	399.88	226.39	626.27	\$ 698.54
50	49	136	402.84	228.06	630.90	\$ 703.68
51	50	108	319.90	181.11	501.01	\$ 558.82
52	51	108	319.90	181.11	501.01	\$ 558.82
53	52	117	346.56	196.20	542.76	\$ 605.37
54	53	117	346.56	196.20	542.76	\$ 605.37
55	54	108	319.90	181.11	501.01	\$ 558.82
56	55	108	319.90	181.11	501.01	\$ 558.82
57	56	117	346.56	196.20	542.76	\$ 605.37
58	57	117	346.56	196.20	542.76	\$ 605.37
59	58	108	319.90	181.11	501.01	\$ 558.82
60	59	109	322.86	182.79	505.65	\$ 564.00
61	60	117	346.56	196.20	542.76	\$ 605.37
62	61	117	346.56	196.20	542.76	\$ 605.37
63	62	108	319.90	181.11	501.01	\$ 558.82
64	63	108	319.90	181.11	501.01	\$ 558.82
65	64	135	399.88	226.39	626.27	\$ 698.54
66	65	117	346.56	196.20	542.76	\$ 605.37
67	66	108	319.90	181.11	501.01	\$ 558.82
68	67	108	319.90	181.11	501.01	\$ 558.82
69	68	135	399.88	226.39	626.27	\$ 698.54
70	69	117	346.56	196.20	542.76	\$ 605.37
71	70	108	319.90	181.11	501.01	\$ 558.82
72	71	108	319.90	181.11	501.01	\$ 558.82
73	72	135	399.88	226.39	626.27	\$ 698.54
74	73	135	399.88	226.39	626.27	\$ 698.54
75	74	108	319.90	181.11	501.01	\$ 558.82
76	75	135	399.88	226.39	626.27	\$ 698.54
Totals		8,676	\$25,698.64	\$14,549.25	\$40,247.89	\$44,891.65
Yearly Revenue			\$308,383.69	\$174,590.99	\$482,974.68	\$538,699.80

**STRATA PLAN BCS 340 – DOUGLAS POINT
STRATA COUNCIL MEETING
HELD ON WEDNESDAY, JULY 23, 2025**

A. CALL TO ORDER

The meeting was called to order by the Strata Agent, Carol Edwards at 3:14 PM.

Peggy O'Brien, Donna Inkster, Denise Tomy, Anne Wylie, and Carol Edwards, Strata Agent, in attendance.

REGRETS: Michele Fabbro, Josh Paluch & Darrel Cannings.

B. APPROVAL OF THE AGENDA

IT WAS MOVED AND SECONDED to approve the agenda as presented. **MOTION CARRIED.**

C. ADOPTION OF THE MINUTES FROM THE PREVIOUS COUNCIL MEETINGS

With the following corrections noted: Council Member Michele Fabbro was not present at the June 11, 2025, meeting as stated in those minutes. Under the heading, Business Conducted/Completed Between Meetings, 5. The unit named should be 43, not 73. 9. was an AOL approval for a heat pump, not an air conditioning unit. 11. Was for an air conditioning unit not a heat pump. **IT WAS MOVED AND SECONDED** to adopt the minutes of the Strata Council Meeting held on June 11, 2025, as prepared by Hugh & McKinnon Realty Ltd., Strata Agents. **MOTION CARRIED.**

D. ONGOING BUSINESS

1. GENERAL MAINTENANCE

a) Second Avenue Gates

- i. Gate bumpers – Avant Guard has installed round soft bumpers to the 2nd Avenue gates. This work was completed on July 14, 2025.
- ii. 4th Avenue Gate – The bolt holding the hydraulic arm broke and Avant Guard was called out to repair. These repairs have been completed.
- iii. Avant Guard Rate Change - The Council noticed that the rates for Avant Guard have increased. The Strata Agent has followed up to confirm the details and the Council is waiting on confirmation.

b) Pest Control – Owner volunteers continue to monitor and service the rodent baiters on common and limited common property. A wasp nest was removed, and rodent bait traps were replenished with bait. Minimal activity was noted.

c) Perimeter Drains

- i. Roadway Catch Basin - The Council reviewed a quote over email to repair the curb and asphalt following the sunken road/catch basin being raised in front of unit 31. It was **MOVED/SECONDED/CARRIED** over email to approve a quote from SWR Drain Service. The work has been completed, however, SWR Drains is addressing some deficiencies.
- ii. Hydro Flushing for the Remaining 8 Foundations - SWR Drain Service has scheduled the services for August 13 and 14th, with an arrival time between 8:30 and 9:30am.

d) Fence Soft Washing – The Council reviewed the job report from High Five Exterior Cleaning following the soft washing of the fences on June 17-19th. The work has been completed.

e) Dryer Vent Cleaning – MAS Duct Cleaning Ltd. has scheduled dryer vent

cleaning for September 8th starting at 8:30am. Access to units is not required for this service. The dryer vents will be cleaned from the outside only this year.

- f) **Enterphone/Gate Keypad Lighting** – The light on the Enterphone keypad at the 4th Avenue gate is an ongoing issue that has been reported by owners several times. The Council is exploring options to provide better lighting in this area. Carried forward.
- g) **Fire Safety and Prevention**
 - i. The Council reviewed a proposal from Mountain Fire Protection for the annual common property fire inspection. Including servicing of hydrants and the backflow preventer testing.
The Council **MOVED/SECONDED/CARRIED** over email to approve the quote. Services to be carried out on July 29, 2025. Additionally, one unit is getting three smoke alarms replaced during the service and the costs will be charged back to the unit.
 - ii. **Annual In-suite Testing** – This is required for all strata lots. Currently owners are legally responsible to test their smoke alarms annually. The Strata Corporation carried out testing last year for most units in the complex. Please note that currently this is an owner obligation, not a Strata Corporation obligation.
- h) **Roof Damages** – The roof alterations at unit 72 were approved by Broadway Roofing and the roof warranty is maintained on that building. The Strata Agent was directed to follow up with the owner regarding the landscaping requirements.
- i) **Owner Volunteer Repairs** – An owner volunteer has completed siding repairs at units 21, 73 and 76. House numbers have been added to the backyard of the east side and 2nd Avenue homes. The pumphouse generator has been started and the generator ran for 15 minutes. Gas tank in the generator is half full with stabilizer in the gas and the maintenance log has been updated by the owner volunteer.
- j) **Townsquare** – The current website for Douglas Point is being phased out. The Council directed the Strata Agent to inquire if additional services could be purchased with Hugh & McKinnon to have the balance of data transferred to the new website. The Strata Agent will follow up for a response.

2 LANDSCAPING/GROUNDS

- a) **Wood Retaining Wall Replacement** – The Council **MOVED/SECONDED/CARRIED** over email to approve a quote for a wood retaining wall replacement at unit 25. The work is outstanding.
- b) **Birchwood Landscapes** – Units 20 and 25 - Quote for the boulder retaining wall excavation, the PVC pipe installation, delivery and installation of the crushed rock and soil, and an application of grass seed and fertilizer for the lawn was approved and the work is to be scheduled by Birchwood Landscapes.
- c) **Irrigation** – Para Space completed the startup of the irrigation system on April 30, 2025, and were on site May 6 and May 16 to service and complete critical repairs. No additional recommendations were noted. The mid-season irrigation assessment was completed between July 9th – 15th. Critical repairs were completed and no additional recommendations noted. An issue with a sprinkler at unit 31 was resolved by a Council volunteer.
- d) **Tree Damages** – Two trees have been severely cut without permission. The Council has investigated with the company that carried out the work for the owner. After some discussion, the Council directed the Strata Agent to send a notice of complaint letter to the owner regarding the damage to common

property.

- e) **4th Avenue Trees** – Seven trees were permitted and removed in 2023. At the time the Council voted to forfeit/donate the tree deposit to the City of Surrey, as it would be more expensive to replace and plant fourteen new trees than it would be to donate the deposit back to the City of Surrey and have them plant trees on City property elsewhere. This was not communicated back to the City of Surrey. The City has contacted Para Space to schedule an inspection. The Strata Agent to follow up with the City of Surrey to advise them that the trees were never planted and that the deposit was forfeited/donated to the City of Surrey for tree planting.
- f) **Irrigation Valve** – An owner reported that an irrigation valve was spewing water 20 feet into the air. A Council volunteer adjusted the valve and the issue was resolved.

GARDEN STAKE PROGRAM

Owners are asked to only use one garden stake in their front garden and one in their back garden if they want to identify gardens being cared for by the owners not the landscapers.
The stakes are located by the mailboxes.

E. CAPITAL PROJECTS

- 1. **Paver Re-setting Project 2025** – The Council **MOVED/SECONDED/CARRIED** over email to approve the priority one list of pavers, identified by Birchwood Landscapes to be reset this year. The work has been completed and \$10,458.00 will be paid from the CRF account for this project.
- 2. **Fence Replacement Project (Concrete/Vinyl)**
 - a) Premium Fence was paid \$118,884.67 from the special levy/CRF account for the second payment as outlined by the contract. The project was completed on July 12, 2025, to lock up stage. Minor deficiencies are outstanding.
 - b) Irrigation damages and repairs related to the fence project are \$6,122.25. The Council **MOVED/SECONDED/CARRIED** over email to pay the invoice from the special levy/CRF account and to be reimbursed by Premium Fence on the final invoice. Additional work to re-route lines, fixing how the lines were installed and repairing a pressure line leak were needed in support of the fence project. The Council **MOVED/SECONDED/CARRIED** over email to approve \$4,481.40 to be paid to Para Space from the special levy/CRF account in support of the fence project. This work has been completed.
 - c) The Council reviewed a quote from Birchwood Landscapes for plantings along the boulevard and **MOVED/SECONDED/CARRIED** over email to approve the quote of \$1,680.00. After some discussion, **IT WAS MOVED AND SECONDED** to approve an additional work in the amount of \$876.85 for planting of trees and shrubberies along the boulevard. **MOTION CARRIED.**
 - d) The Council reviewed a quote from Birchwood Landscapes for an asphalt patch along the sides of both pathways to the boulevard to fill in the asphalt gaps left when the wooden fences were removed. **IT WAS MOVED AND SECONDED** to approve the quote for \$546.00 and charge it to the special levy/CRF account. **MOTION CARRIED.** The Strata Agent was directed to approve the quote.
 - e) The Council **MOVED/SECONDED/CARRIED** over email to approve a quote from Birchwood Landscapes for the installation of existing gravel along the boulevard in the amount of \$504.00 including GST. The work has been completed.

- f) Additional plantings approved from Greenland Growers. The Council **MOVED/SECONDED/CARRIED** over email to approve additional plantings in the amount of \$926.69. The work has been completed.

NOTE OF APPRECIATION – A special thank you to all the volunteers that helped with the plantings during the fence project. Your help was much appreciated.

F. CLUBHOUSE COMMITTEE

1. **TELUS Event** – The Strata Agent was directed to set a new date for the Telus event which did not happen as previously scheduled. Carried forward.

G. STRATA AGENTS' REPORTS

1. FINANCIAL REPORTS

a) Financial Statements for May 2025

After review and discussion, **IT WAS MOVED AND SECONDED** to adopt the financial statements for the period up to and including May 31, 2025, as prepared by Hugh & McKinnon, Strata Agents. **MOTION CARRIED.**

- b) **Accounts Receivables** – The Council **MOVED/SECONDED/CARRIED** over email to apply a late payment fee of \$50.00 and interest back to the due date for a levy outstanding. This owner responded and paid the levy and the late payment fee but short paid the interest. The Strata Agent was directed to send a letter to collect the outstanding \$90.52.

- c) **Insurance Renewal** – This Council received four quotes for insurance renewal this year. After review, **IT WAS MOVED AND SECONDED** to renew with HUB International at a premium of \$59,864 for the 130% over stated amount coverage. The premium is \$2,500 less than last year. A copy of the insurance summary is attached to these minutes

2. CORRESPONDENCE RECEIVED:

- a) Unit #3 reported that their exterior tap was not working. The Council noted that that a shut off valve will be under a sink, and it is likely that the valve needs to be turned on. The owner is advised to check, and report back if there is still an issue.
- b) Unit #39 reported a crack in the concrete fence. After discussion, the Council advised that concrete could have hairline cracks. This is normal and not a deficiency.
- c) Unit #44 submitted a complaint about a contractor speeding. Noted.
- d) Unit #44 submitted a question regarding the electrical planning report. Owners are advised that if you have further questions, not answered in the electrical planning report, please confer with a professional of your choice.
- e) Unit #44 submitted a question regarding the selling of RV parking stalls. This has been answered numerous times in previous minutes. Additionally, a letter was sent to all owners at Douglas Point regarding this topic.
- f) Unit #44 requested a key to the RV lot. A key can be purchased from the Council at a cost of \$10.00 each. Once payment is received a key will be made available.
- g) Unit #48 submitted a complaint regarding damages to their artificial grass by the fence contractors. They spoke with the contractor directly. After some discussion, the Council directed the Strata Agent to respond directly to the owner.
- h) Unit #44 submitted a complaint regarding an oil spill on the blacktop. Noted.

- i) Unit #72 submitted correspondence regarding the fence project and their retaining wall with questions regarding plantings. After some discussion the Strata Agent was directed to respond to the owner regarding the AOL process.
- j) Unit #73 submitted correspondence to the Council regarding the reposting of the bylaws, without specific changes. The owner is advised that the changes were noted in the previous minutes.
- k) Unit #73 submitted a complaint regarding Premium Fence deficiencies. Owners are advised that deficiencies will be forwarded to Premium Fence and damages to the plant materials is the owners responsibility. Owners were forewarned regarding this work and if plantings were a concern, then the plantings should have been removed ahead of time.

H. NEW BUSINESS

- 1. Paver Cleaning – Birchwood Landscapes has tested 30 Seconds cleaning solution for cleaning the pavers and the Council is waiting for an itemized quote for cleaning and an optional renewal treatment. A separate step by step instruction sheet is pending for owners wishing to do their own pavers.
- 2. Paver Power Washing Rule Amendment – The Council is reviewing options for a new rule regarding power washing pavers. This will be addressed at the AGM this year.
- 3. Clubhouse Rental Suite – The Council is reviewing options for developing a guest suite in the Clubhouse as a potential avenue of income for Douglas Point. Further research and discussion will take place.
- 4. Rental Visitor Parking Stall - under discussion with more consideration and research needed to determine how this might be done.

I. BUSINESS CONDUCTED/COMPLETED BETWEEN MEETINGS: *All decisions made between Council meetings were all ratified by the Council at this meeting and minuted.*

- 1. Unit #18 submitted correspondence questioning anonymity for complaints. Owners are advised that the unit and or strata lot number of the complainant can be published in the minutes at the Council's discretion.
- 2. Unit #26 requested permission for a resident to park in visitor parking. The request was denied.
- 3. Unit #36 was sent an AOL Approval letter to remove two Nandina trees.
- 4. Unit #39 inquired about alterations and the Strata Agent responded directly.
- 5. Two owners requested to view strata documents at the office of Hugh & McKinnon Realty Ltd. The Strata Corporation was billed \$50 per hour plus GST for the two-hour service.
- 6. Unit #68 submitted an AOL request for phantom screens at the front entrance. The Council **MOVED/SECONDED/CARRIED** over email to approve the request. The approval letter was sent.
- 7. Unit #69 was notified of an approval for a landscaping request subject to an acceptable AOL form being filled out, signed and provided to the Strata Agent with supporting documents. If accepted, an AOL approval letter will be provided. Work cannot commence prior to receiving the approval letter.

J. DATE OF NEXT MEETING

The Next Meeting will be the AGM, which is scheduled for September 25, 2025, at 7:00PM, with registration at 6:30PM. The Notice to be sent out by September 5, 2025.

K. TERMINATION

There being no further business, **IT WAS MOVED AND SECONDED** to terminate the meeting at 6:03 pm. **MOTION CARRIED.**

Compiled by:
Carol Edwards, Strata Agent
Hugh & McKinnon Realty Ltd., Strata Agents
Email: carol@hughmckinnon.com
CE/cb

Direct: 604-245-3321
Fax: 604-531-4624
EMERGENCY 604-531-1909

Pump House Warning Light - if you notice the RED LIGHT flashing on the pump house at the 4th Avenue gate, a problem with the pumps on the sewage holding tank needs to be addressed. Please contact Council so that appropriate action can be taken.

PLEASE SIGN UP TO THE STRATA WEBSITE

Owners can request to be a member at

<https://douglas-point.estrata.ca>

This website provides owners with easy access to Council Minutes, notices and important strata documents.

CORRESPONDENCE TO COUNCIL

All correspondence should be sent to the Strata Agent at:

Email: strata@hughmckinnon.com

Mail: Hugh & McKinnon Realty Ltd.
14007 16th Avenue
Surrey BC V4A 1P9

Please do not send correspondence directly to council members.

Your correspondence will be reviewed, by the Council, at the next strata council meeting, unless immediate action is required to prevent damage or eliminate a safety threat. The Council will either direct the Strata Agent to correspond with the individual owners, or your response will be within the council meeting minutes.

Please be sure your name, Strata plan number, unit number, and a few keywords relating to the issue are included in the subject line.

EXAMPLE: Owner Name, Strata BCS 340 Unit #100 RE: "gutter repair"

STRATA INFORMATION

Donna Inkster is the contact for purchasing replacement keys for the clubhouse & gates which are \$5.50. Mini 3 button remotes and Large Liftmaster 3 button remotes with visor clips are available at \$65 each. Donna is the contact for programming the gate openers and updating the Enterphone information for new owners. Contact Donna at 604-833-4295.

If your FOBS do not work, contact Donna and she can reprogram them and ensure proper operation.

Candace Nordhus is the contact for renting the clubhouse and collecting the damage deposit. Contact Candace at 604-788-0361.

Candace Nordhus is the contact for garden plots. Contact Candace at 604-788-0361.

For all other issues, please email the Strata Agent strata@hughmckinnon.com

STRATA PLAN BCS 340 – DOUGLAS POINT
STRATA COUNCIL MEETING
HELD ON WEDNESDAY, JUNE 11, 2025

A. CALL TO ORDER

The meeting was called to order by the Strata Agent, Carol Edwards at 3:10 PM.

Peggy O'Brien, Donna Inkster, Denise Tomy, Michele Fabbro, Anne Wylie, Josh Paluch, Darrel Cannings, and Carol Edwards, Strata Agent, in attendance.

B. APPROVAL OF THE AGENDA

IT WAS MOVED AND SECONDED to approve the agenda as presented. **MOTION CARRIED.**

C. ADOPTION OF THE MINUTES FROM THE PREVIOUS COUNCIL MEETINGS

IT WAS MOVED AND SECONDED to adopt the minutes of the Strata Council Meeting held on April 29, 2025, as prepared by Hugh & McKinnon Realty Ltd., Strata Agents. **MOTION CARRIED.**

D. ONGOING BUSINESS

1. GENERAL MAINTENANCE

a) Second Avenue Gates

- i. Gate bumpers – After some discussion, **IT WAS MOVED AND SECONDED** to approve the quote from Avant Guard to install round soft bumpers to the second avenue gates. **MOTION CARRIED.** The Strata Agent was directed to approve the quote.
- ii. The Second Avenue Gate Keypad Relocation (in support of the fence project) – An owner volunteer relocated the keypad for the gate and a fuse blew in the control box. Avant Guard was called out to repair and the issue has been resolved.
- iii. Avant Guard Rate Change - The Council noticed that the rates for Avant Guard has gone up. The Strata Agent has followed up to confirm the details and waiting on confirmation.

b) Pest Control – Owner volunteers continue to monitor and service the rodent baiters on common and limited common property.

c) Gutters

Kymar Gutters completed repairs to all four gutters including the one that was covered under warranty at no charge.

d) Perimeter Drains

- i. Roadway Catch Basin - The catch basin in front of unit 31 was **MOVED/SECONDED/CARRIED** over email to approve SWR Drain Service to complete the work. This work was completed on May 26, 2025. The Strata Agent was directed to obtain quotes for the curb and asphalt repairs now that the sunken road catch basin has been raised. The Council reviewed a quote from SWR Drain Service and are waiting for quotes from Burnaby Blacktop and Jacob Brothers
- ii. Lawn basin quote from SWR Drain Service Ltd. was reviewed by the Council at a previous meeting. The Council will re-assess if these need to be done later in the summer.
- iii. A downspout near the back of a patio was holding water after hydro jetting and required further investigation by SWR Drain Service Ltd.

The Council **MOVED/SECONDED/CARRIED** over email to approve a quote from SWR Drain Service to clear the blockage at unit 40. This work was completed on May 26, 2025.

- iv. Hydro Flushing For the Remaining 8 Foundations – After some discussion, **IT WAS MOVED AND SECONDED** to approve SWR Drain Services quote to service the remaining 8 foundations. **MOTION CARRIED.** The Strata Agent was directed to approve the quote.

- e) **Fence Soft Washing** – High Five exterior cleaning will be onsite June 17-19 to soft wash the fences.
- f) **Oil Stains on Pavement** – Fraser Strata Care cleaned as much of the oil stains as possible and will apply a product for removing stains once a week until the stain is lifted. Owners are asked to please not engage with strata contractors while they are onsite as they are busy working. If you have any concerns, please report them to the Council.
- g) **Dryer Vent Cleaning** – The Council reviewed quotes for dryer vent cleaning from MAS Duct Cleaning Ltd., Air Vac Services Canada Ltd. and National Air Technologies. After some discussion, **IT WAS MOVED AND SECONDED** to approve the quote from MAS Duct Cleaning Ltd. **MOTION CARRIED.** The Strata Agent was directed to approve the quote.

2 LANDSCAPING/GROUNDS

- a) **Fraser Strata Care** – The Council reviewed the April monthly service report from Fraser Strata Care.
- b) **Chafer Beetle / Grub Cleanup and Treatment:** – Birchwood Landscapes completed the grub treatment on May 28, 2025. Topsoil and seed have been applied. This work is now completed.
- c) **Tree Removal** – The Council **MOVED/SECONDED/CARRIED** over email to approve the removal of a tree. Scott Vegetation Management carried out the work on May 13, 2025.
- d) **Irrigation** – The irrigation system will be adjusted to support the fence project. This is ongoing.
- e) **Drainage** – The drainage issue reported at the side and end unit was repaired by Birchwood Landscapes. This work is completed.
- f) **Tree Damages** – An owner has had trees severely cut without permission. The Council is investigating.

GARDEN STAKE PROGRAM

Owners are asked to only use one garden stake in their front garden and one in their back garden if they want to identify gardens being cared for by the owners not the landscapers. The stakes are located by the mailboxes.

E. CAPITAL PROJECTS

1. **Paver Re-setting Project 2025** – The priority list for this year is being finalized with Birchwood Landscapes and the Council. As information is available the Council will update the owners.
2. **Electrical Planning Report (Deadline December 2026)** – The electrical planning report has been completed and reviewed by the Council. A copy of the report has been posted to website for owners to review.
3. **Fence Replacement Project (Concrete/Vinyl)**
 - a) The fence project commenced following a 2 week break on June 9, 2025. Owners are asked to keep an eye out for Notices and updates as the project

progresses.

- b) Premium Fence was paid \$118,884.67 from the special levy for the second payment as outlined by the contract.
- c) Deficiencies have been reported by multiple owners and will be reviewed and rectified by Premium Fence at the end of the project. One owner reported a gap between the fences. There is nothing to fit in this small space and owners are not permitted to attach to the vinyl fence. An owner is permitted to place a planter on the grass in front of the corner to block the opening.
- d) Birchwood Landscapes quote #20574 for the boulder retaining wall excavation and PVC pipe installation and the delivery and installation of the crushed rock and soil and an application of grass seed and fertilizer for the lawn was reviewed by the Council. **IT WAS MOVED AND SECONDED** to approve the quote with the drainage system extension added. **MOTION CARRIED.** The Strata Agent was directed to approve the quote.
- e) Birchwood Landscapes completed the removal and disposal of the rose bushes and other shrubs along the boulevard of the property to allow for the fence replacement and the removal of three designated trees. This work was completed, and Birchwood Landscapes was paid \$3,642.97 from the special levy account.

NOTE OF APPRECIATION – an owner volunteer kindly made and attached new unit #s to the east side and 2nd Ave residences. Thank you very much for your time and commitment to Douglas Point!

F. LEGAL

1. Bylaws/Rules Legal Review

With unexpected legal costs this past year the legal review of the bylaws and rules is being pushed to the next fiscal year and will be budgeted for the next AGM. The Council will budget to have the lawyer attend a townhall meeting with owners to discuss the new proposed bylaw package and answer owner questions.

G. CLUBHOUSE COMMITTEE

- 1. **TELUS Event** – The Strata Agent was directed to get a new date for the Telus event which did not happen as previously scheduled. Carried forward.
- 2. **Clubhouse Rules and Rental Procedures** – **IT WAS MOVED AND SECONDED** to adopt the new amenity booking agreement and terms and conditions. **MOTION CARRIED.** New amenity booking agreement is attached to these minutes and posted to the website.
- 3. **Bingo Night** – Was cancelled for June 19 due to lack of participation and will be rescheduled. There will be a happy hour social on Friday, July 4th.

H. STRATA AGENTS' REPORTS

1. FINANCIAL STATEMENTS

a) Financial Statements for April 2025

After review and discussion, **IT WAS MOVED AND SECONDED** to adopt the financial statements for the period up to and including April 30, 2025, as prepared by Hugh & McKinnon, Strata Agents. **MOTION CARRIED.**

b) Accounts Receivables

- i. One unit remains outstanding for the special levy payment. The Strata Agent was directed to follow up. If payment is not received promptly

- the Council will move to next steps for collection.
- ii. Smoke Alarm Chargebacks have all been paid.
 - iii. RV Electrical Chargebacks have all been paid.
 - iv. RV Insurance – RV lot users are reminded to send in their updated insurance paperwork as required by the bylaws and rules.
- c) **CRF Loan for Insurance** – The loan has paid back to the CRF as of June 2025.
 - d) **GIC** – The \$250,000.00 GIC matured to \$270,671.62 and the Council voted to not reinvest at this time.
 - e) **Insurance Appraisal Renewal Year 3 of 3** – The Council reviewed the Year 3 appraisal of \$25,634,000.00 from Valuations West Properties Appraisals. The vendor also quoted on the renewal for the next 3-year appraisal starting in 2026. This is on hold until the next fiscal year.
 - f) **Insurance Renewal** – This is coming up on July 31, 2025. The Strata Agent to request quotes from the incumbent HUB International, BFL Canada, Schill Insurance and Acera.

REMINDER: Extra costs are being incurred this year because the sump chamber of the holding tank has to be drained and cleaned more frequently. Residents continue to flush latex gloves, wipes and other non-flushable items instead of putting them in the garbage. Grease and oil drained into the plumbing instead of the garbage also causes major clogs. Please use extra care and attention as we all share the additional expense of maintaining this system.

2. **CORRESPONDENCE RECEIVED:**

- a) Unit #18 reported a dead rhododendron in the back yard and requested removal by the Strata. The landscaping committee will obtain a quote for removal only but there will be no replacement planted.
- b) A complaint was received from Unit #18 regarding a resident parking on the street and interfering with an owner passing by easily. The Council directed the Strata Agent to send a notice of complaint letter to the unit in question. A notice letter was sent and the owner responded in writing and the response was reviewed and noted by the Council.
- c) Unit #36 requested to have two Nandina trees removed from the backyard. The owner submitted an AOL form for the removal. The Council **MOVED /SECONDED/CARRIED** over email to approve the AOL. The Council directed the Strata Agent to send an approval letter, and the approval letter has been sent.
- d) Unit #37 submitted a complaint regarding the slope of their lawn becoming steeper on the pathway to their gate. The same correspondence included a request for a hedge to be trimmed in the backyard. There was some discussion, and the Council advised that all end units have a slope in their yards. Many owners opt to install stepping stones. Hedge and shrub trimming is scheduled according to the landscaper's timetable.
- e) Unit #37 reported birds accessing their attic. An owner volunteer will assess and report back to Council.
- f) Unit #39 reported an issue with a smoke alarm. The Strata Agent advised that smoke alarms are the owners' responsibility, and the unit likely needs to be reset. The Strata Agent directed the owner to the website for alarm user guides.
- g) Unit #42 submitted a complaint regarding their dirt on the fence. Noted.

- h) Unit #44 advised that they were parking their vehicle in visitor parking. Owners are reminded that residents are not allowed to park in visitor parking.
- i) Unit #44 advised that their key to the RV parking lot is not working. The Council investigated this and discovered the lock has not been changed.
- j) Unit #69 owner requested permission to remove and replace a bush on LCP. After some discussion, **IT WAS MOVED AND SECONDED** to approve the work subject to an acceptable AOL form being filled out, signed and returned for approval. **MOTION CARRIED.**
- k) Unit #70 reported that they are experiencing a draft from their stove vent. The owner is advised to have their fan checked to ensure it has a flap to block the draft. This has been discovered in a few units, and this has rectified the issue.
- l) Unit #72's contractor penetrated the roof membrane without permission. The Council is waiting for photos of the installation to be reviewed by Broadway Roofing. If Broadway Roofing approves the installation, then the roof warranty will be maintained, if not then the work will need to be redone by Broadway Roofing at the owner's expense. This is pending.
- m) Unit #73 submitted a complaint regarding the fence project. The Council reviewed the owner's concerns. Vinyl is not solid; it is designed to have movement but the particular issue has been referred back to the fencing contractor for further review.
- n) An owner inquired regarding their French doors at the back of the home and also inquired about when their pavers would be done. After some review, the Council advised that the pavers are not on the priority list to be done this year. Every year Birchwood Landscapes makes the recommendations of which ones need to be done. The Council will investigate the inquiry regarding the French doors.

F. NEW BUSINESS

1. Townsquare – The current website is being phased out. After some discussion, **IT WAS MOVED AND SECONDED** to move forward with Townsquare for the new website. **MOTION CARRIED.** The Council directed the Strata Agent to inquire if additional services could be purchased with Hugh & McKinnon to have the balance of data transferred to the new website. The Strata Agent to follow up.
2. Air Conditioning Rules - **IT WAS MOVED AND SECONDED** to adopt the new heat pump and air conditioning rules. **MOTION CARRIED.** A copy of the new rules for heat pump installations are attached to these minutes and posted to the website.
3. Gate Enterphone Light on Keypad – The light on the Enterphone keypad at the 4th Avenue gate is an ongoing issue that has been reported several times. The Council is exploring options to provide better lighting in this area.
4. The AGM has been tentatively set for September 25, 2025, more details to follow.

G. BUSINESS CONDUCTED/COMPLETED BETWEEN MEETINGS: *All decisions made between Council meetings were all ratified by the Council at this meeting and minuted.*

1. Unit #4 requested a meeting with the Council and the landscaper. The meeting was denied as the landscaper felt it was better dealt with over email. The owner was responded to in writing. Resolved.
2. The Strata Agent responded to Unit 16 and provided them with an AOL form to fill out for the removal and replacement of planting on common property and LCP and a patio extension.
3. Unit #14 owner was sent a cease-and-desist letter regarding communications with Strata contractors and services were halted in their yard. The owner responded in writing to apologize. The apology is appreciated, and services were resumed by the

- contractor.
4. Unit #25 requested an AOL approval for a landscaping alteration. It was reviewed by the Council over email and **MOVED/SECONDED/CARRIED** to approve the request. An AOL approval letter was sent.
 5. Unit #73 submitted a complaint regarding their pavers being dirty. The Council is aware and has been investigating different cleaning products for those who would like to clean their own driveways and pavers. The Council understands that some people are unable to do this themselves, however, it is not in the budget to clean the pavers this year.
 6. Unit #44 requested that the entry and exit pedestrian gate be unblocked during the fence project. The Council advises that the front and rear gates are open and there are four pedestrian gates which are not blocked off and are available to owners if they wish. Request denied.
 7. Unit #44 further requested an update from the Council following a scheduled walk through by the contractor and was informed by the Strata Agent that the Council will reach out if they have an update for the owner, otherwise, updates come at the Councils discretion.
 8. Unit #44 submitted a complaint regarding Council. After some discussion, it was deemed to not be valid.
 9. Unit #72 submitted an AOL request for the installation of an air conditioning unit. The Council **MOVED/SECONDED/CARRIED** over email to approve the AOL request and an approval letter was sent. The owner was notified following the installation that the screening plants have not been installed and are required.
 10. Unit 74 was sent an AOL approval letter for landscaping, plant removal and replacement.
 11. Unit 74 was sent an AOL approval letter for a heat pump installation. The owner sent in photos of the finished installation which were added to the owner's file.
 12. Unit 76 was issued an AOL approval letter for landscaping alterations. The owner changed the plant material to be used, and the new information was approved and added to the AOL approval.

Request for Volunteers!

To save from hiring gardeners, we are looking for volunteers to help plant on the perimeter of the property as the fence projects wraps up later in June. If you are able to help, please call or email Peggy at 778 237 8758 or p.obrien@telus.net Thank you in advance. Your help will be so appreciated!

H. DATE OF NEXT MEETING

Next Council Meeting – July 23, 2025, at 3:00 pm.

K. TERMINATION

There being no further business, **IT WAS MOVED AND SECONDED** to terminate the Meeting at 5:21 PM. **MOTION CARRIED.**

Compiled by:

Carol Edwards, Strata Agent

Hugh & McKinnon Realty Ltd., Strata Agents

Email: carol@hughmckinnon.com

CE/cb

Direct:

604-245-3321

Fax:

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Please be sure your name, Strata plan number, unit number, and a few keywords relating to the issue are included in the subject line.

EXAMPLE: Owner Name, Strata BCS 340 Unit #100 RE: "gutter repair"

STRATA INFORMATION

Donna Inkster is the contact for purchasing replacement keys for the clubhouse & gates which are \$5.50. Mini 3 button remotes and Large Liftmaster 3 button remotes with visor clips are available at \$65 each. Donna is the contact for programming the gate openers and updating the Enterphone information for new owners. Contact Donna at 604-833-4295.

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For all other issues, please email the Strata Agent strata@hughmckinnon.com

DOUGLAS POINT
The Owners Strata Plan BCS 340
49-17516-4th Avenue, Surrey BC V3Z 0S1

AMENITY BUILDING BOOKING AGREEMENT

OWNER: _____

UNIT: _____

DATE REQUIRED: _____

.....

TERMS AND CONDITIONS

CAPACITY

The number of visitors will be restricted to 150 persons.

NOISE

Please be respectful of your neighbours, especially when you and your guests are outside the Amenity Building.

BOOKINGS ARE FOR 24 HOUR PERIOD - 10:00 AM to 10:00 AM

- The Amenity Rooms are for the exclusive use of Douglas Point Owners/Residents.
- Owners/Residents **MUST** be present for all booked events.

FEES

- **FLAT RATE USER FEE: \$50.00 per day payable at time of booking.** *Any booking beyond 24 hours will be deemed to be multiple bookings and additional rental fees of \$50.00 per day will be charged.
- **SECURITY DEPOSIT*: \$250.00 due prior to event**
*to be refunded **ONLY** after satisfactory inspection has been conducted. Repair of any damages resulting during the time the building is reserved for your event will be paid first out of the security deposit. If damages exceed the security amount, the owner agrees by signing this booking form, to pay for repairs satisfactory to the Strata Council or their designate. The Strata Council will coordinate and arrange all repairs to the building, furniture or equipment.

INSPECTION

An inspection of the hall will be conducted by a Strata Council Member, or their designate, both **BEFORE** and **AFTER** the event.

PETS

No pets to be allowed in the building at any time unless they are Official Service Dogs.

ALCOHOL

Any owner/resident who books the clubhouse and plans to serve alcohol to non-residents may require a liquor license and possibly Event insurance. Where event insurance and/or a liquor license is required, owners must provide a copy to the Council, prior to the event taking place.

SMOKING

- Smoking is restricted to the backyard patio of the Amenity Building.
- Owners must ensure there are sufficient ashtrays for smoking guests.

EATING AREAS

- No food or drinks on carpeted areas (stairs or library).

POOL TABLE AND SHUFFLEBOARD

- **DO NOT MOVE THE POOL TABLE FOR ANY REASON** (or a charge will be levied to have the table re-levelled).
- No children under the age of 12 are allowed to use the pool table and equipment.
- Children under the age of 12 using the Shuffleboard must be supervised by an adult.
- No food or drinks permitted on the pool table unless it is covered with the ping pong table, which you must first put the sponge bars on the pool table, then the ping pong boards, cover with the black plastic sheet supplied/ and then your preferred tablecloth.
- The ping pong boards, foam bars and black plastic sheet are to be placed back in the storage room after use, and the clear plastic pool table cover onto the pool table.
- *Do not use the clear pool table plastic cover for anything else.* The clear plastic Pool Table Cover must not be used for food service.

CHILDREN

Anyone under the age of 18 must be supervised at all times by an adult.

CLEANING,

Following the event the Owner **MUST**:

1. Remove all GARBAGE & EMPTIES from the premises.
2. Sweep & mop floors, clean washrooms, clean out fridge, stove, oven and microwave (if used).
3. Wash and put away all linens, utensils, dishes, etc. (if used).
4. Clean up garbage and spills on patio and return tables and chairs to original set-up **inside and out**.
5. Clean BBQ and return to original set-up (if used).

GENERAL

- No tape, tacks, etc. to be affixed to the walls.
- Remove all balloons and signs from trees and gates after the function.
- Other Owners/Residents are not permitted access to the Clubhouse when it's booked for a private event.

CONTRACT AND RELEASE

I/WE AGREE TO THE AFORESAID TERMS AND CONDITIONS AS HEREIN SET OUT AND FURTHER AGREE TO RELEASE AND HOLD HARMLESS THE STRATA CORPORATION BCS, 340 STRATA COUNCIL, EMPLOYEES, OFFICERS, AGENTS, AFFILIATES AND VOLUNTEERS FROM ANY CLAIMS FOR INJURY, LOSS OR DAMAGE THAT I/WE MAY SUSTAIN WHILE MAKING USE OF THE AMENITY BUILDING AT:

#49 - 17516 - 4TH AVENUE, SURREY, BC, V3Z 0R9

Signed this _____ day of _____, 2____ in Surrey, B.C.

Owner/Resident

Council Member (or designate)

SECURITY DEPOSIT REFUND

OWNER: _____

UNIT: _____

DATE: _____

INSPECTION COMPLETED: _____

STORAGE ROOM KEY RETURNED: _____

DEPOSIT REFUNDED: _____

Air Conditioning / Heat Pump System Rules

- 1) For the purposes of these Rules, an Air Conditioning System (ACS) means a mechanical device or system that cools or otherwise regulates the interior temperature of all or part of a strata lot and including but not limited to mini split air conditioners, ductless air conditioners, heat pumps, portable air conditioners or window mounted air conditioners.
- 2) Window-mounted air conditioners are not permitted.
- 3) Portable air conditioners are permitted without prior approval provided that they are housed entirely inside the strata lot and are vented through the window using a manufacturer approved vent kit.
- 4) Only the following types of ACS are permitted with prior written approval and a signed Assumption of Liability (AOL) agreement:
 - a) ductless mini-split system with outdoor condenser;
 - b) external heat pump condenser with an air handler or furnace;
 - c) external air conditioner with air handler or furnace.
- 5) When requesting permission to install an ACS, an owner must provide a diagram that includes (and where applicable explains):
 - a) the proposed location and size of the condenser;
 - b) the manufacturer's clearance requirements for the exterior condenser;
 - c) the exact location of any penetration(s) of the building envelope;
 - d) the exact location and length of any conduits intended to run on the outside of the building;
 - e) the exact location of the electrical quick disconnect for the outdoor condenser;
 - f) the location of the external drain;
 - g) the location of the pre-approved plant material which will be used to screen any portion of the ACS which is on the exterior of the building.
- (6) The installation of an ACS is subject to the following conditions:
 - a) Use only licensed trades holding WorkSafe BC coverage and liability insurance for work related to the plumbing, electrical and natural gas alterations;
 - b) Condenser units installed outside the strata lot are restricted to the following locations:
 - i) for an outside unit, at the side of the unit;
 - ii) for an inside unit, at the front of the unit below the kitchen window;
and the final installation location of the condenser must:
 - iii) comply with the clearance requirements as outlined in the Original Equipment Manufacturer's (OEM) manual; and
 - iv) be in the location approved by the strata council in any permission granted.
 - c) Condenser units must be installed on a single piece of pre-cast concrete or composite slab with riser blocks, and;
 - i) there must be a discussion between the contractor and council prior to the slab being poured to determine the approved location.
 - d) All penetrations of the building envelope must be a maximum of 3.5 inches and properly sealed to prevent water ingress or pest infestation;
 - e) The outdoor condenser unit must not exceed a maximum operating sound level of 65 dB at a distance of 3 feet from the condenser.
 - f) The conduit pipe from the condenser to the entry point through the building envelope must take the most direct route and must be white in colour;
 - g) Only one exterior supply conduit may be run from the condenser. All other supply

conduit for additional interior evaporators must be contained in one of the following.

- (i) inside the soffit;
 - (ii) inside the attic;
 - (iii) inside the strata lot.
 - h) Wiring for the condenser must only be run through the inside of the soffit, inside the attic or inside the strata lot;
 - i) The quick disconnect for the outdoor condenser must be encased in it's own box.
 - j) The condenser unit installed on the exterior of the building must be screened at the owners' expense, to obscure visibility from the roadway, and the screening material must be:
 - i) plant material selected from the following list of approved plants (subject to change as weather patterns change). When purchasing plants, please use the scientific name of the plant NOT the common name noted in brackets below. (The common name refers to a variety of plants whereas the scientific name refers to a specific plant.)
 - GRASSES**
 - Helictotrichon sempervirens (blue oat grass) (SUN)
 - Panicum virgatum (switch grass) (SUN)
 - BROAD LEAVED EVERGREENS**
 - Euphorbia characias (Mediterranean spurge) (SUN)
 - Buxus microphylla (Asian boxwood) (PART SHADE)
 - Buxus sinica 'Winter Gem' (little leaf boxwood) (PART SHADE)
 - Choisya ternata (Mexican mock orange) (PART SHADE)
 - Euonymus japonicus 'Paloma Blanca' (Paloma Blanco euonymus) (SUN-PART SHADE)
 - Euonymus japonicus 'Silver King' (Silvery King euonymus) (SUN-PART SHADE)
 - Lonicera ligustrina 'Red Tips' (Red Tips box leaf honeysuckle) (SUN-PART SHADE)
 - Lonicera pileata (privat honeysuckle) (SUN-PART SHADE)
 - ii) discussed with council prior to purchasing as unit specifics vary and may require specific plants to be used or not used.
 - iii) installed in compliance with the clearance requirements as outlined in the OEM manual;
 - iv) in the location approved by the strata council in any permission granted.
 - k) Any modifications to the irrigation system (or the repair of damages caused to same during the installation) are to be done by a contractor approved by the strata council, and at the owners expense.
- (7) Prior to installing an ACS an owner shall sign an Assumption of Liability (AOL) agreement in favour of the strata corporation whereby they agree to:
- a) repair and maintain the ACS as per the OEM manual;
 - b) repair and maintain any portions of the common or limited common property that have been altered to install the ACS or the conduit;
 - c) pay for the costs incurred by the strata corporation to repair water ingress, pest infestations or any other damage resulting from the installation;
 - d) indemnify and save harmless the strata corporation from all losses, damages and costs incurred as a result of the installation and use of the ACS;
 - e) to remove and reinstall (at their expense) the ACS and conduit if required to permit the strata corporation to carry out its repair and maintenance duties.

- (8) Where an owner sells their strata lot, they shall have the purchaser sign an agreement assuming the owners duties under the AOL agreement including their ongoing responsibility for the ACS and the conduit. Should the prospective owner decline to sign the agreement, owner will have the exterior portions of the ACS removed and restore the common or limited common property to its pre-alteration condition at their own expense. Should the owner not remove the exterior portions of the ACS and restore the common or limited common property to its pre- alteration state, the strata corporation may do so and the owner shall be liable to pay the cost or estimated cost thereof.

(To be ratified at the next AGM 2025)

**STRATA PLAN BCS 340 – DOUGLAS POINT
STRATA COUNCIL MEETING
HELD ON TUESDSAY, APRIL 29, 2025**

A. CALL TO ORDER

The meeting was called to order by the Strata Agent, Carol Edwards at 3:09 PM.

Peggy O'Brien, Donna Inkster, Denise Tomy, Michele Fabbro, Anne Wylie, Josh Paluch, Darrel Cannings, and Carol Edwards, Strata Agent, in attendance.

B. APPROVAL OF THE AGENDA

IT WAS MOVED AND SECONDED to approve the agenda as presented. **MOTION CARRIED.**

C. ADOPTION OF THE MINUTES FROM THE PREVIOUS COUNCIL MEETINGS

IT WAS MOVED AND SECONDED to adopt the minutes of the Strata Council Meeting held on March 19, 2025, as prepared by Hugh & McKinnon Realty Ltd., Strata Agents with the following errors noted. D.1 (f). ii. a. "The catch basin in front of unit 60 will be completed in next fiscal years' budget" Corrected to read: "The catch basin in front of unit 60 will be monitored by the Council". D. 2 (c) i. "The tree pruning and stump grinding in the front and back yards was completed". Corrected to read: "The tree pruning in the front and the backyards was completed". **MOTION CARRIED.**

D. ONGOING BUSINESS

1. GENERAL MAINTENANCE

a) Second Avenue Gates

- i. The Council reviewed photos of what the gate bumpers will look like. Decision regarding the acquisition of gate bumpers has been carried forward to the next meeting.
- ii. Avant Guard replaced the bracket and adjusted the chain strap on the west gate. The crack on the gate is now secure with the new bracket installed. The east gate was detached from the post bracket and was dangling by the electrical cord. The bracket pin was straightened and the ram re-installed.

b) Pest Control – Owner volunteers continue to monitor and service the rodent baiters on common and limited common property.

c) Gutters

- i. One gutter requires spray paint to cover some scrapes from the gutter cleaning service. Kymar Gutters is not charging to touch up the paint on that gutter. This job was added to Kymar's list of gutter repairs.
- ii. Two gutters have been damaged, one by vehicle impact and one by a ladder leaning up against the gutter. Kymar Gutters to repair.
- iii. An owner reported that their gutter is leaking at the seam by the front door. Broadway Roofing is sending out Kymar to address this issue. If it turns out to be a clog there will be a small fee.

d) Plumbing – 20 external tap shields for the hose bibs have been installed and the work has been completed.

e) Perimeter Drains

- i. SWR Drain Service Ltd. completed the hydro flushing and clean out of 12 foundations on April 4, 2025.

- ii. Roadway catch basin – The catch basin in front of unit 31 is on hold waiting for a quote from SWR Drain Service Ltd. for deficiencies found during the hydro flushing service.
 - iii. Lawn basin quote from SWR Drain Service Ltd. was reviewed by the Council. After some discussion, the Council volunteers will assess to see if these need to be done. Carried forward to the summer.
 - iv. A downspout near the back of a patio is holding water after hydro jetting and requires further investigation as SWR Drain Service Ltd. was unable to clear the lines. The Council is waiting for a quote for this service.
- f) **Pressure Washing** – The Council reviewed pricing to pressure wash the vinyl fences on the west side of the property. After some discussion, **IT WAS MOVED AND SECONDED** to approve up to \$2,500 for soft washing the fences on the west side of the property only. This is subject to no price increase. **MOTION CARRIED.**
- g) **Dryer Vent Cleaning** – After some discussion, the Council directed the Strata Agent to obtain quotes for cleaning the dryer vents.

2. **LANDSCAPING**

- a) **Chafer Beetle / Grub Cleanup and Treatment:** – Birchwood Landscapes has removed the torn-up sod in preparation for the chemical control product and reseeding. The Council **MOVED/SECONDED/CARRIED** over email to purchase grass seed to re-seed the lawns. The grass seed to be laid and irrigation heads will be turned on temporarily for watering.
- b) **Irrigation** – The start up for the irrigation system was moved to April 30, 2025, to accommodate the rose removal along 175A in support of the fence project.
- c) **Drainage** – The drainage issue reported at the side and end unit to be repaired by Birchwood Landscapes.

GARDEN STAKE PROGRAM

Owners are asked to only use one garden stake in their front garden and one in their back garden if they want to identify gardens being cared for by the owners not the landscapers.

The stakes are located by the mailboxes.

Contact Candace Nordhus to sign up - 604-788-0361.

E. **CAPITAL PROJECTS**

- 1. **Paver Re-setting Project 2025** – Carried forward to June meeting. Council volunteers are obtaining a quote for cleaning some of the pavers.
- 2. **Electrical Planning Report (Deadline December 2026)** – VT Engineering quoted \$650.00 plus GST for the electrical planning report. After some discussion, **IT WAS MOVED AND SECONDED** to approve the quote. **MOTION CARRIED.** This was significantly cheaper than expected given the past capacity report that was done by VT Engineering. This is a CRF expenditure.
- 3. **Fence Replacement Project (Concrete/Vinyl)**
 - a) Please pay attention to the notices being released regarding the fence project. The project commenced May 5, 2025, for the vinyl and the concrete. The tear down of the side fences will be done first. A 48-hour notice will go out to the units affected. The second avenue gate will be open Monday to Saturday to accommodate traffic from May 5 to 16. This will be managed by the Council

volunteers. Parking stalls 1, 9, 21, 22 and 23 are reserved for storage during the project.

- b) The Canadian retaliation tariffs have impacted the cost of the fence project. The CRA invoice for \$19, 274.45 was charged to Premium Fence for the vinyl fence product on arrival. The Council negotiated with Premium Fence and agreed to pay \$5,000 towards the tariff. A part of the negotiation was to start the vinyl fence portion of the project earlier than agreed.
- c) Plantings were purchased by a Council volunteer from Greenland Growers to support the fence project for a total of \$3,385.38. A deposit of \$1,692.69 was paid out of the special levy/CRF project fund to reimburse the Council volunteer. The balance of the invoice will be paid following the delivery and will also be paid out of the special levy/CRF project fund. **IT WAS MOVED AND SECONDED** to approve an additional charge of \$150 plus GST to split the shipment into two deliveries. **MOTION CARRIED.** This will be added to the final invoice and paid out of the special levy/CRF project fund.
- d) Birchwood Landscape: The quote #20564 for the 4 to 7 truckloads of soil was approved and ordered. The quote #20574 for the drainage system for the retaining wall excavation is carried forward to the next meeting.
- e) The Council will be having update meetings with the contractor three times a week until completion of the project.

F. LEGAL

1. Letter to Owners Regarding the RV Parking Lot

The RV lot letter has been reviewed by Cleveland Doan, finalized, and will be hand delivered to each household and posted on the website. A copy is also attached to these minutes.

G. CLUBHOUSE COMMITTEE

- 1. **TELUS Event** – The Strata Agent was directed to get a new date for the Telus event which did not happen as previously scheduled.
- 2. **Bingo Night** – A special thank you to the organizers of the event. It was a great turnout and a fun event for all.
- 3. **Ant Treatment** – The Clubhouse has been treated for ants. This is ongoing.

H. STRATA AGENTS' REPORTS

1. FINANCIAL STATEMENTS

a) Financial Statements for February and March 2025

- i. After review and discussion, **IT WAS MOVED AND SECONDED** to adopt the financial statements for the period up to and including February 28, 2025, as prepared by Hugh & McKinnon, Strata Agents. **MOTION CARRIED.**
- ii. After review and discussion, **IT WAS MOVED AND SECONDED** to adopt the financial statements for the period up to and including March 31, 2025, as prepared by Hugh & McKinnon, Strata Agents. **MOTION CARRIED.**

b) Accounts Receivables

- i. Outstanding levies – Demand letters have been sent out to 11 units with outstanding levies for the fence project. After some discussion, **IT WAS MOVED AND SECONDED** to apply late payment fee of \$50.00 plus 10 percent interest per annum compounded annually to all outstanding levies as of May 1, 2025. **MOTION CARRIED.**

- ii. Smoke Alarm Charges – Three units are in arrears for smoke alarm chargebacks. The Strata Agent was directed to send follow up letters.
- iii. Strata Maintenance Fees Outstanding – The Strata Agent has sent a demand letter for the outstanding strata fee of one unit.
- c) **CRF Loan** – \$20,000 was paid toward the loan for the insurance. The balance is now \$20,000.
- d) **Annual RV Lot Electricity Chargebacks** – Notices were sent to all the RV lot owners for electricity on March 26, 2025.
- e) **GIC** – Council noted that the GIC matures end of May. Council to consider whether to reinvest.

2. **CORRESPONDENCE RECEIVED:**

- a) An owner submitted a landscaping request involving a patio extension and planting and removal of plants. After some discussion the Council directed the Strata Agent to follow up with the owner. The owner needs to send a sketch of the changes they want, and the Council will review, and an AOL is also required for these alterations. The Strata Agent to follow up.
- b) An owner submitted an email regarding the landscaper's spraying dirt, mud and grass at the entrance of their home and against the exterior of the property. After some discussion, a Council volunteer will speak with the landscapers and see if anything can be done to avoid this in the future.
- c) An owner sent in photos of lawn damage by racoons searching for grubs and requested that the lawn be repaired. Please refer to the landscaping section where it talks about the grub treatment.
- d) An owner submitted a landscaping request to alter common property. There is an AOL outstanding for this. The owner has moved forward with the alteration. The Strata Agent was directed to follow up for the AOL.
- e) An owner responded to a dog feces notice of complaint they received. The Council reviewed the response, and it has been noted.
- f) An owner submitted a complaint regarding an RV parked in the fire lane. No unit number was provided in the complaint. The Council does not know which unit this was. All owners are reminded that parking in the fire lane is prohibited.
- g) An owner responded to a visitor parking notice of complaint and sent numerous complaints about parking in the fire lane. The owners' response is noted. **Owners are reminded of bylaw 36.2.**

Roadways/Firelanes

36 Douglas Point Townhouse complex internal roadways/firelanes consist of the main road between the 4th and 2nd Avenue gates and the east/west road at the south end of the complex.

2. No vehicle will be left unattended on internal roadway/firelanes at any time.

- h) An AOL approval letter was sent to an owner regarding landscaping.
- i) An owner requested information regarding the installation of a phantom retractable screen. After some discussion, **IT WAS MOVED AND SECONDED** to approve subject to receiving a completed AOL agreement and the phantom screen must be white in colour according to the rules. The Strata Agent was directed to follow up directly with the owner. **MOTION CARRIED.**
- j) An owner sent a complaint regarding neighbourhood construction garbage and debris. After some discussion the Council directed the Strata Agent to report it to the City. The Strata Agent to submit a complaint.
- k) An owner submitted a request to alter plants on common property. After some discussion, **IT WAS MOVED AND SECONDED** to approve the AOL. **MOTION**

CARRIED. The Strata Agent was directed to send an AOL approval letter.

F. NEW BUSINESS

1. A/C Heat pump installations – It was noted by the landscaping committee that heat coupled with wind will be detrimental to any plant material planted in front of the a/c or heat pump unit and that the plant material should be planted 2 to 3 feet from the unit. A new AOL has been created for a/c and heat pump installations to be used going forward.
2. Goods for Donations Notice went out to all owners. Please refer to the notice posted on April 15.
3. After some discussion **IT WAS MOVED AND SECONDED** to send a Cease & Desist letter to a unit owner. **MOTION CARRIED.**

G. BUSINESS CONDUCTED BETWEEN MEETINGS: These decisions were all ratified by the Council at this meeting.

1. The landscaper submitted a complaint regarding an owner contacting the vendor directly by email. After some discussion the Council instructed the Strata Agent over email to send a cease-and-desist letter to the owner. This letter was sent.
2. A welcome letter was sent to a new owner.
3. An owner was sent a reminder regarding a February letter notifying them to remove a compost bin and an invasive ivy plant in preparation for the fence project.
4. The landscapers lodged a complaint with the strata regarding an owner being abusive to a crew worker. Service has been halted to the yard of this owner. At the Council's instruction the owner was sent a cease-and-desist letter. The Strata Agent followed up, sent the letter and left voice mail messages for the owner as well.

Owners are not to complain or give instructions to a strata contractor.

Due to a verbal altercation between a resident and a contractor, the Council advises all Residents that any concerns they have **MUST** be forwarded to Hugh & McKinnon Realty Ltd. at strata@hughmckinnon.com.

Residents are NOT to talk to any contractors, and any abuse toward any contractor will not be tolerated by the Council.

5. Numerous complaints were received from a unit.
 - a) Complaint received regarding contractors using the Clubhouse. Noted.
 - b) An owner reported an oil spill in a visitor parking spot. Noted.
 - c) Fence damage was reported between a unit and the Clubhouse. Noted.
 - d) Owner submitted RV lot questions and the Strata Agent responded directly.
 - e) The owner submitted several complaints regarding vehicles parking in visitor parking. Owner was instructed to review the bylaws. Visitors are allowed to park in visitor parking for up to 7 days without a parking permit. Owners are reminded that if you are submitting a complaint for visitor parking you must include the unit number that the vehicle is associated with and the dates and times the vehicle was parked to confirm it exceeded 7 consecutive days. Photos submitted need to include, location, license plate and full view showing make and model of the vehicle. If reporting a resident for parking in visitors, you must include the unit number and identify that it is a resident.
 - f) A complaint was received regarding a contractor leaving a gate open. Noted.
 - g) A complaint regarding emails not responded to. Owners are reminded that correspondence is typically responded to in the minutes of the next Council

- Meeting. Owners are not due a direct response.
- h) The owner submitted several emails and correspondence asking for follow up to visitor parking and fire lane complaints. These types of emails will not be responded to. Owners need to view the minutes to see how complaints are dealt with.
 - i) Complaint regarding unattended vehicle parked in the fire lane. Photos do not show the license plate or vehicle make and model. Complaint could not be verified and was dismissed.
 - j) Owner requested an update on Council limited common property walk through. If the Council has an update, the owner will be contacted directly, or it will be reported in the minutes. Request of this nature will not be responded to.
 - k) Owner submitted a question for bylaw information. Owners are to review the bylaws and seek independent interpretation from their own sources if needed. Owners are entitled to documents per section 36 that are listed in section 35 of the Strata Property Act (SPA), not information.
 - l) Owner submitted notification that they intend to install a Canadian Flag in support of Canada during the tariff war. The Council had no issue with this request. The Council will look to bring a bylaw change to support flags at the next AGM.
6. An owner submitted a response to a letter sent out regarding prep needed in their back yard in support of the fence project. The owner argued that the Strata Corporation should be responsible for rolling back artificial turf and re-installing after the fence was installed. Owners are reminded that when owners make alterations to common and limited common property they assume all future responsibility for the alteration which includes removal and installation and re-installation if needed for any strata corporation projects. This is the responsibility of the owner.
7. The Council directed the Strata Agent to send an RV lot user a second notice letter regarding items stored in an RV stall. The letter was sent and the owner responded in writing to notify that all items had been removed. Noted
8. Owner installed a new furnace and penetrated the roof membrane without permission. The Strata Agent is helping the owner and the contractor coordinate services with Broadway Roofing to have them assess and redo the work if necessary to maintain the warranty. If the roof warranty is not maintained further warranty items will be billed to the Strata lot. Owners have submitted paperwork for the AOL and the Council is waiting for receipt of a completed updated AOL form for the heat pump and furnace installation before approving.
9. A realtor inquired about listing a unit that has a "traded" RV stall. The realtor was advised that the traded stall is not legally owned and cannot be sold. Use of the stall is assigned as per the strata plan only. RV stall designation carries with the land as per the Strata Plan submitted at Land Titles.
10. An AOL approval letter was sent for landscaping alterations.

H. DATE OF NEXT MEETING

Next Council Meeting – June 11th, 2025, at 3:00 pm.

K. TERMINATION

There being no further business, **IT WAS MOVED AND SECONDED** to terminate the Meeting at 6:22 PM. **MOTION CARRIED.**

Compiled by:

Carol Edwards, Strata Agent
Hugh & McKinnon Realty Ltd., Strata Agents
Email: carol@hughmckinnon.com

Direct: 604-245-3321
Fax: 604-531-4624
EMERGENCY 604-531-1909

PLEASE SIGN UP TO THE STRATA WEBSITE

Owners can request to be a member at

<https://douglas-point.estrata.ca>

This website provides owners with easy access to Council Minutes, notices and important strata documents.

CE/cb

CORRESPONDENCE TO COUNCIL

All correspondence should be sent to the Strata Agent at:

Email: strata@hughmckinnon.com

Mail: Hugh & McKinnon Realty Ltd.
14007 16th Avenue
Surrey BC V4A 1P9

Please do not send correspondence directly to council members.

Your correspondence will be reviewed, by the Council, at the next strata council meeting, unless immediate action is required to prevent damage or eliminate a safety threat. The Council will either direct the Strata Agent to correspond with the individual owners, or your response will be within the council meeting minutes.

Please be sure your name, Strata plan number, unit number, and a few keywords relating to the issue are included in the subject line.

EXAMPLE: Owner Name, Strata BCS 340 Unit #100 RE: "gutter repair"

STRATA INFORMATION

Donna Inkster is the contact for purchasing replacement keys for the clubhouse & gates which are \$5.50. Mini 3 button remotes and Large Liftmaster 3 button remotes with visor clips are available at \$65 each. Donna is the contact for programming the gate openers and updating the Enterphone information for new owners. Contact Donna at 604-833-4295.

If your FOBS do not work, contact Donna and she can reprogram them and ensure proper operation.

Candace Nordhus is the contact for renting the clubhouse and collecting the damage deposit. Contact Candace at 604-788-0361.

Candace Nordhus is the contact for garden plots. Contact Candace at 604-788-0361.

For all other issues, please email the Strata Agent strata@hughmckinnon.com



May 13, 2025

Dear Owners,

RE: RV Lot Parking Stall Current Usage vs. the BCS 340 Strata Plan

Owners have been inquiring about the RV lot and the buying and selling of the rights to use the RV parking stalls.

The purpose of this letter is to inform owners of the issue and outline the available option for resolving it.

Common property (CP) and which are limited common property (LCP, including which strata lot the limited common property is allocated too. While CP is for the use of all owners, LCP is for the "exclusive use of the owners of one or more strata lots."

The RV Lot is designated as CP, with parking stalls designated as LCP, Page 44 of the Strata Plan BCS 340 – Phase 8, shows the LCP designation and the assigned SL for each parking stall in the RV Parking Lot (attached). Please note that if you wish to view a full copy of the strata plan, it is available on the property management portal.

Owners who have purchased use of these parking stalls from anyone other than the developer will notice that their strata lot is not shown on the Strata Plan, as having exclusive use of the parking stall. In simple terms, the purchase was not legally binding, and the parking stall remains for the exclusive use of the strata lot indicated on the strata plan. The SL named on the strata plan is the current (and original) legal user of the parking stall. Without the strata plan being updated to reflect who has purchased parking stalls, the purchaser has no legal rights to the parking stall. Owners do not have a legal right to sell CP or LCP, which includes the RV parking stalls. It's important to note that LCP designation carries with the strata lot that it is assigned to.

The Council has sought legal advice by Shawn Smith, of Cleveland Doan LLP, that the transfer agreement used by owners to sell/buy usage of these parking stalls is not effective against anyone other than perhaps the owner who signed the agreement. It does not bind a future owner, or even a current owner that did not sign the agreement.

If the strata plan indicates a parking stall as LCP for a specific strata lot, it is that strata lot who has exclusive use (regardless of any other agreement). Thus, the strata lot to which the LCP is designated (on the strata plan) can insist another owner vacate the spot (regardless of an agreement signed with previous owner and whether they intend to use it or not). The strata corporation would not be able to enforce the agreement and would require the non-designated owner to move if requested to do so. This poses great risk to the owners who have paid money (to a current or past owner) to acquire exclusive use of these parking stalls.

The issue of selling and buying of these parking stalls has been brought to the attention of the RV Lot Users many times throughout the years; however, the practice of buying and selling has continued, the strata plan does not reflect the current usage. The Council has sought legal advice regarding this practice.

The Strata Council was informed that if a new buyer were to want an RV stall and the strata plan designated one as LCP to their strata lot, they would have the exclusive use of that stall despite it have being sold by the previous owner. The legal and rightful user is the strata lot owner of the SL named on the strata plan.

LCP stalls (shown on the strata plan) can only be changed by amending the strata plan, which requires a unanimous vote. This can be done in person (at an AGM or SGM or in writing).

A unanimous vote is every strata lot (if voting at a general meeting) or every owner on title (if owners waive the right to holding a general meeting and approve it in writing). Owners are not permitted to vote by proxy for a unanimous vote in writing. It is an extremely high bar, but s.52 of the SPA allows the strata corporation to apply to the court if the resolution gets between 95-99% owner approval. On application, the court may, if satisfied that the passage of the resolution is in the best interests of the strata corporation and would not unfairly prejudice the dissenting voter or voters, make an order providing that the vote proceed as if the dissenting voter or voters had no vote.

The lawyer suggested that if owners want to be able to "sell" the stalls then the LCP designation would need to be removed from the plan. Therefore, the LCP would become CP. Following the designation of common property, the lawyer recommends registering a lease on the Common Property Record. Owners could then be replaced with a lease arrangement (which also requires approval by unanimous vote), and the leases then assigned to another owner for whatever money the owner wants to pay. This option would allow the RV lot users to continue to buy and sell the right to use the RV stalls. The approximate cost for this is \$5,000.00, excluding the court application fee.

Another option would be to update the strata plan to reflect the change in SL designation for the RV stalls that do not match the original (and current) strata plan. This option doesn't allow for the RV stalls to be bought and sold in the future.

A third option is to update the strata plan to designate the RV stalls as CP. This would give the strata the ability to designate the usage to specific strata lots. The stalls could be rented. The current users would maintain usage of the stalls until they either no longer needed them, or upon sale of their strata lot. This option would allow the strata corporation to eventually have a revenue stream from the RV lot.

The approximate cost for the amendment of the strata plan to remove the current LCP designations is around \$1,500 (this does not include the actual amendment page would need to be done by a surveyor).

All options require a unanimous vote.

It is the Council's opinion that the cost of remediating the strata plan should be the responsibility of the RV lot users.

Should you have any questions, please contact the undersigned.

Yours truly,

HUGH & McKINNON REALTY LTD.
as agents for Strata Plan BCS 340

A handwritten signature in black ink, appearing to be 'Carol Edwards', with a stylized, flowing script.

Carol Edwards, Strata Agent
Direct Line: 604-245-3321
Email: strata@hughmckinnon.com

**STRATA PLAN BCS 340 – DOUGLAS POINT
STRATA COUNCIL MEETING
HELD ON WEDNESDAY, MARCH 19, 2025**

A. CALL TO ORDER

The meeting was called to order by the Strata Agent, Carol Edwards at 3:05 PM.

Peggy O'Brien, Donna Inkster, Denise Tomy, Michele Fabbro, Anne Wylie, Josh Paluch, Darrel Cannings, and Carol Edwards, Strata Agent, in attendance.

B. APPROVAL OF THE AGENDA

IT WAS MOVED AND SECONDED to approve the agenda as presented. **MOTION CARRIED.**

C. ADOPTION OF THE MINUTES FROM THE PREVIOUS COUNCIL MEETINGS

The following errors were noted in the previous meeting minutes:

A Josh Paluch was not present for the meeting

D 2, b) i, should have included tree pruning.

D 3. b) vi. the vote should have stated: **IT WAS MOVED AND SECONDED** to approve the quote and to charge the expense to the CRF account as this is part of the fence capital project. **MOTION CARRIED."**

IT WAS MOVED AND SECONDED to adopt the minutes of the Strata Council Meeting held on January 22, 2025, as prepared by Hugh & McKinnon Realty Ltd., Strata Agents, with the above errors noted. **MOTION CARRIED.**

D. ONGOING BUSINESS

1. GENERAL MAINTENANCE

a) Holding Tank/Sump

The holding tank was emptied and cleaned on January 27, 2025.

b) Gates

i. The Council **MOVED/SECONDED/CARRIED** over email to approve Avant Guard to repair the broken hydraulic arm on the 2nd Avenue gate and to move up the spring maintenance by one month to avoid two visits. The work is completed. During the spring service Avant Guard discovered a crack on the hinge bracket on the 4th Avenue gate and were able to weld it to prevent a future break.

ii. Avant Guard is recommending that the control panel be replaced soon. The Council reviewed a quote for the replacement, and it has been tabled for now.

iii. The Council reviewed a quote from Avant Guard to move the 2nd Avenue keypad in support of the fence project, as it is currently attached to the wooden fence. An owner volunteer offered to relocate the keypad. After some discussion, the Council decided to let the owner volunteer handle the removal and relocation of the keypad.

iv. A complaint was received regarding the 4th Avenue gate Enterphone not opening the gate. This issue was sporadic and resolved itself.

v. The Council reviewed a quote from Avant Guard to install ground stop gate bumpers to help prolong the life of the gates. After some discussion, the Council decided to table this until June, when the Council determine if there is room in the budget for this year.

c) **Pest Control**

Owner volunteers continue to monitor and service the rodent baiters on common and limited common property.

d) **General Repairs**

Water in the gatehouse. TELUS has completed the repairs, and the Council will monitor for further problems.

e) **Gutters**

- i. One gutter requires spray paint to cover some scrapes from the gutter cleaning service. The Council directed the Strata Agent to contact the roofer to get a colour code for the paint.
- ii. Two gutters have been damaged, one by vehicle impact and one by a ladder leaning up against the gutter. The Council is waiting for a quote from Kymar Gutters to repair these damages. The Strata Agent was instructed to follow up.
- iii. An owner reported that their gutter is leaking at the seam by the front door. After some discussion, the Council directed the Strata Agent to contact Broadway Roofing as this would be a warranty repair.

f) **Plumbing**

- i. **External Tap Shields for the Hose Bibs** – MVP Plumbing fabricated external tap shields for the hose bibs. After some discussion, **IT WAS MOVED AND SECONDED** to approve up to \$4,000 for replacements. Twenty units are currently identified as having broken tap shields. The Council will do a walkabout to identify any others that require replacement prior to finalizing the order. **MOTION CARRIED.**
- ii. **Perimeter Drains & Catch Basins**
 - a. The Council reviewed quotes from SWR Drain Service Ltd. to repair the two sunken road catch basins located in front of unit 31 and 60. After some discussion, **IT WAS MOVED AND SECONDED** to approve the quote for the worst catch basin in front of unit 31 only. **MOTION CARRIED.** The Strata Agent is to follow up and schedule the work as soon as possible and no later than mid-May. The catch basin in front of unit 60 will be completed in next fiscal years' budget.
 - b. The Council reviewed two proposals from SWR Drain Service Ltd. to clean out the perimeter drains for 20 foundations. After reviewing the two quotes, **IT WAS MOVED AND SECONDED** to approve estimate number 87640966 to hydro jet the perimeter drains of 12 foundations. **MOTION CARRIED.** The remaining 8 foundations will be budgeted for the next fiscal year. The Council directed the Strata Agent to approve the quote and instruct SWR Drain Service Ltd, that the work is to be completed no later than mid-May.
- iii. **City Water Shut-Off** – The City of Surrey shut off the water on March 16 from 9am to 2pm and notice was sent the owners and posted at the clubhouse.

g) **City of Surrey Fire Inspection**

This inspection was completed on February 15, 2025, without notice.

2. **LANDSCAPING**

a) **Fraser Strata Care**

- i. **Invasive Plant Materials**: Invasive plants are being removed from three garden beds.
- ii. **Pruning of Small Trees**: This was completed throughout the property as a part of Fraser Strata Care's annual contract.

b) **Chafer Beetle / Grub Cleanup and Treatment**:

- i. **Cleanup** – The Council reviewed Birchwood Landscapes and Fraser Strata

Care quotes to repair grub damaged areas in preparation for seeding. After some discussion, **IT WAS MOVED AND SECONDED** to approve the quote number 20569 from Birchwood Landscapes Ltd. **MOTION CARRIED.** Council volunteers will price out grass seed for re-seeding once the damaged area is cleared out.

- ii. Treatment – The Council reviewed a quote from Birchwood Landscapes for chemical control treatment and a quote from Fraser Strata Care for Grub-Ex. After some discussion, **IT WAS MOVED AND SECONDED** to approve the quote number 20562 from Birchwood Landscapes for the chemical control product. **MOTION CARRIED.** The Strata Agent was directed to approve the quote.

c) Tree Pruning

- i. Scott Vegetation Management: The tree pruning and stump grinding in the front and back yards was completed.
- ii. In addition, the 8 trees along the fence to support the fence replacement project were done as a part of the above project at no additional cost.

d) Irrigation

Para Space has confirmed the start up of the irrigation system for April 16, 2025, and their contract has been renewed.

d) Drainage

- i. A drainage issue has been reported between at an end unit. The Council reviewed a quote from Birchwood Landscapes, #20551. After some discussion, **IT WAS MOVED AND SECONDED** to approve the quote from Birchwood Landscapes to excavate 12' of soil and sod and create better drainage in the area beside an end unit, with date of work to be negotiated in conjunction with the fence project requirements. **MOTION CARRIED.** The Council instructed the Strata Agent to approve the quote.
- ii. A garden wall collapsed in a yard along the fence line. This will be repaired b as a part of the fence project.
- iii. The Council reviewed quote number 20574 from Birchwood Landscapes for a drainage issue between two end units. This is carried forward to June.

e) Snow Removal and De-Icing

Three walkways were reported as missing snow clearing and de-icing. Smiler services acted quickly to resolve the issue.

GARDEN STAKE PROGRAM

Owners are asked to only use one garden stake in their front garden and one in their back garden if they want to identify gardens being cared for by the owners not the landscapers. The stakes are located by the mailboxes.

3. CAPITAL PROJECTS

a) Paver Re-setting Project 2025

The Council reviewed a quote from Birchwood Landscapes, number 20570 to reset the pavers along the side of the clubhouse, this is carried forward to the June Council meeting.

b) Electrical Planning Report

This has been carried forward to the June Council meeting.

c) Fence Replacement Project (Concrete/Vinyl)

- i. The project is schedule to start May 26 and is estimated to last up to 6 weeks.
- ii. The Council reviewed quote number 20564 from Birchwood Landscapes for soil needed for the garden beds along the boulevard. After some discussion, **IT WAS**

MOVED AND SECONDED to approve \$4,116.00 for soil to be charged to the CRF for the fence capital project. **MOTION CARRIED.**

- iii. The Council reviewed quote number 20574 from Birchwood Landscapes for the drainage system quote for the boulder retaining wall excavation. This is carried forward to June.
- iv. Persons with **GARDEN PLOTS** on the west side along fence line need to remove all trellises/structures and anything leaning against the fence. Please complete this by May 1st
- v. At the AGM a few owners thought that the old boards and posts from the east side fence should be salvaged and sold. Most have some level of rot on them but if anyone wishes to take on this project, will you please reach out to Hugh & Mckinnon by **APRIL 15th** at strata@hughmckinnon.com. If no one is interested, the fence company will dispose of them. This project will include moving the wood, marketing it online and collecting the money for the strata corporation. Some of the panels and posts will be retained by the strata for repairs in the RV lot.

4. LEGAL

a) Tree Pruning Legal Letter Received

The Council received a legal letter demanding tree pruning for a unit. The owner had previously been told that the trees were on the list for pruning since the fall of 2024. The Council responded to the letter received. Owners are reminded that the Council does not schedule the landscaping company's small tree pruning services. Those services are assessed and scheduled by Fraser Strata Care, and they provide those services on the same week that they provide them for all their clients in the South Surrey and White Rock area.

b) Letter to Owners Regarding the RV Parking Lot

After some discussion, **IT WAS MOVED AND SECONDED** to send the letter to Cleveland & Doan LLP for legal review. **MOTION CARRIED.** The Strata Agent was directed to send the letter to Cleveland & Doan LLP for review.

c) Bylaw & Rules Review

Council discussed having our Bylaws & Rules reviewed by a Cleveland & Doan LLP to ensure they reflect current Strata Laws/Regulations. The Council decided to table this until June.

5. CLUBHOUSE COMMITTEE

a) TELUS Wi-Fi

Wi-Fi has been installed in the clubhouse.

b) TELUS Event

The Strata Agent was directed to get a new date for the Telus event which did not happen as previously scheduled.

c) Clubhouse Outside Hose Bib

The hose bib in front of the clubhouse was dripping. An owner volunteer suggested that a shut off be added to the clubhouse. This will be done next time we have a plumber on site.

d) Clubhouse Rules

A review of the Clubhouse Rules for bookings will be completed with changes or updates, if required.

E. STRATA AGENTS' REPORTS

1. FINANCIAL STATEMENTS

a) Financial Statements for December 2024 and January 2025

This was carried forward to the next meeting.

b) Accounts Receivables

The Strata Agent was directed to follow up on outstanding levies, smoke alarm arrears and outstanding strata fees.

c) CRF Loan

\$20,000 was paid toward the loan for the insurance. The balance is now \$40,000.00.

d) Annual RV Lot Electricity Chargebacks

Letters to go out to the RV lot owners for electricity by April 1, 2025.

2. CORRESPONDENCE RECEIVED:

- a)** An owner submitted a request to receive left over boards from the removal of the wooden fences. A Council volunteer will follow up directly with the owner.
- b)** An owner who had previously submitted an AOL request for a heat pump sent in an updated sketch plan. After review and discussion, the Council directed the Strata Agent to follow up with the owner as this AOL submission does not meet the heat pump rules of Douglas Point.
- c)** Some owner's reported their home shaking from neighbouring construction. If owners have a complaint, please contact the City of Surrey directly.
- d)** Two units inquired about tree pruning and the landscaping committee is following up directly.
- e)** A complaint was received from an owner regarding pruning by the landscapers. If owners are unhappy with how the landscapers prune and weeding, owner have the ability to place a green stake in front and backyards otherwise the Council does trust the landscapers to do the job they are hired to do.
- f)** An owner submitted a complaint regarding a visitor's car that left an oil leak. No unit number was reported being associated with the vehicle. The owner complained that the Council didn't take care of this on their own. Council is not responsible for patrolling the property looking for issues. Council responds if they notice something or if an owner or resident reports it.
- g)** An owner submitted an inspection pass following their renovations and it has been added to their AOL approval.
- h)** An owner submitted an AOL request to alter the landscaping. After some review, **IT WAS MOVED AND SECONDED** to approve the AOL with the added notice to the owner that the approval is subject to the strata lot being responsible for any irrigation damage caused by the alteration. The Strata Agent was directed to send the approval. **MOTION CARRIED.**
- i)** An owner reported that their FOB which they only had for 3 months is no longer working. The battery has to be changed every seven days. The Council agreed to offer a replacement to this owner.

G. NEW BUSINESS

- 1.** The Council discussed the features of the Townsquare website, and it was decided to stay with their current website solution.
- 2.** The Council instructed the Strata Agent to create a new AOL for Air Conditioning/Heat Pumps.

H. BUSINESS CONDUCTED BETWEEN MEETINGS: These decisions were all ratified by the Council at this meeting.

1. A complaint was received regarding issues opening and closing a common property pedestrian gate. An owner volunteer has repaired the gate work completed.
2. An owner was notified to remove a compost bin and an invasive ivy plant in preparation for the fence project.
3. Owner correspondence was received questioning the due date of the levy and additional information regarding the RV parking lot issue. The Strata Agent responded directly.
4. Visitor parking pass was requested and approved.
5. RV lot questions were received from an owner and the Strata Agent responded.
6. An owner inquired regarding a landscaping alteration and the Strata Agent forwarded an AOL for the owner to fill out and submit.
7. An owner inquired about a heat pump installation. The Strata Agent sent the AOL and a copy of the bylaws and rules.
8. An owner inquiry was received regarding the Strata Plan for a landscaping alteration. The Strata Agent sent the owner a copy of the AOL and a copy of the strata plan. No AOL has been received yet and the project is not approved.
9. An owner reported water coming in through their dryer vent. Broadway Roofing confirmed that if snow is covering the vent it will leak into the vent. This shouldn't cause any drywall damage as it would just come through the inside of vent.
10. Multiple complaints were received regarding their trees and were responded to.
11. Owner correspondence was received regarding tree pruning and the Strata Agent responded.
12. A complaint was received from an owner regarding another resident parking in visitors. The Council **MOVED/SECONDED/CARRIED** over email to send a notice of complaint letter to the owner. Notice of complaint letter was sent for residents parking in visitors.

I. DATE OF NEXT MEETING

Next Council Meeting – April 16th, 2025, at 3:00 pm.

K. ADJOURNMENT

There being no further business, **IT WAS MOVED AND SECONDED** to adjourn the Meeting at 6:22 PM. **MOTION CARRIED.**

Compiled by:
Carol Edwards, Strata Agent
Hugh & McKinnon Realty Ltd., Strata Agents
Email:

Direct: 604-245-3321
Fax: 604-531-4624
EMERGENCY 604-531-1909

CE/cb

PLEASE SIGN UP TO THE STRATA WEBSITE

Owners can request to be a member at

<https://douglas-point.estrata.ca>

This website provides owners with easy access to Council Minutes, notices and important strata documents.

CORRESPONDENCE TO COUNCIL

All correspondence should be sent to the Strata Agent at:

Email: strata@hughmckinnon.com

Mail: Hugh & McKinnon Realty Ltd.
14007 16th Avenue
Surrey BC V4A 1P9

Please do not send correspondence directly to council members.

Your correspondence will be reviewed, by the Council, at the next strata council meeting, unless immediate action is required to prevent damage or eliminate a safety threat. The Council will either direct the Strata Agent to correspond with the individual owners, or your response will be within the council meeting minutes.

Please be sure your name, Strata plan number, unit number, and a few keywords relating to the issue are included in the subject line.

EXAMPLE: Owner Name, Strata BCS 340 Unit #100 RE: "gutter repair"

STRATA INFORMATION

Donna Inkster is the contact for purchasing replacement keys for the clubhouse & gates which are \$5.50. Mini 3 button remotes and Large Liftmaster 3 button remotes with visor clips are available at \$65 each. Donna is the contact for programming the gate openers and updating the Enterphone information for new owners. Contact Donna at 604-833-4295.

If your FOBS do not work, contact Donna and she can reprogram them and ensure proper operation.

Candace Nordhus is the contact for renting the clubhouse and collecting the damage deposit. Contact Candace at 604-788-0361.

Candace Nordhus is the contact for garden plots. Contact Candace at 604-788-0361.

For all other issues, please email the Strata Agent strata@hughmckinnon.com

**STRATA PLAN BCS 340 – DOUGLAS POINT
STRATA COUNCIL MEETING
HELD ON WEDNESDAY, JANUARY 22, 2025**

A. CALL TO ORDER

The meeting was called to order by the Strata Agent, Carol Edwards at 3:06 PM.

Peggy O'Brien, Donna Inkster, Denise Tomy, Michele Fabbro, Anne Wylie, Josh Paluch, Darrel Cannings, and Carol Edwards, Strata Agent, in attendance.

B. APPROVAL OF THE AGENDA

IT WAS MOVED AND SECONDED to approve the agenda as presented. **MOTION CARRIED.**

C. ADOPTION OF THE MINUTES FROM THE PREVIOUS COUNCIL MEETINGS

IT WAS MOVED AND SECONDED to adopt the minutes of the Strata Council Meeting held on November 20, 2024, as prepared by Hugh & McKinnon Realty Ltd., Strata Agents. **MOTION CARRIED.**

D. ONGOING BUSINESS

1. GENERAL MAINTENANCE

a) Annual Fire Safety Inspection

- i. Remaining 4 smoke alarms have been installed in 2 units.
- ii. Smoke alarm expirations updated on report. There are a handful of smoke alarm units that do not have expiration dates or manufacturing dates on them, however, when they were tested, they were in good working order.

b) Holding Tank/Sump

- i. On December 12, 2024, high level alarm was sounded for the holding tank. Emergency services from Edenflo were called out to the property and a truck load was taken away. It was noted that there were rubber gloves and other non-flushable items in the tank. A notice was sent out to all units regarding the holding tank and the importance of what you can and cannot flush. Units 1-40 drain into the holding tank which is pumped into the Edenflo truck and disposed of at a site on Annacis Island. Owners are reminded not to flush anything except human waste and toilet paper. Please review the notice attached to these minutes.
- ii. Next service date is January 27, 2025, for a full emptying and cleaning of the tank. The Strata Agent was directed by the Council to find out an arrival time with Edenflo.

c) Gate

- i. The backup battery has been installed and is working as intended. There have been a couple of power outages since the back up battery was installed and the gate opened automatically as it should. There is also an on/off switch for manual operations. The Council will be able to open the gates when expecting a snowfall, so no one is trapped in or out of the complex.

d) **Pest Control**

- i. The Council reviewed pricing from Ideal Pest Control for bird and wasp nest removal.

e) **General Repairs**

- i. Malc Construction has completed fascia removal and repair to a unit and installed a drain cap in the furnace room of the Clubhouse.
- ii. Water was found in the gatehouse following the atmospheric river. TELUS was on site twice. The water was getting in through the TELUS lines which were altered during the fibre install. TELUS is repairing this. The Strata Agent was directed to call TELUS for an update and find out when we can expect the work to be completed.

f) **Gutter Cleaning**

- i. Over-the-Top Cleaners cleaned the gutters on November 28 & 29. There was damage done to unit 13 gutters, however the contractor refused responsibility. Work has been completed, and the Council will point out the damage to the gutter vendor when they are on site next.
- ii. Gutter damage was reported on a unit caused by a ladder used without the roof guards. The Council reviewed a quote provided by a roofing contractor and the Council reviewed the quote from Kymar. It was also noted that there was damage to another gutter which appeared to be from a truck colliding with the gutter. The Council will be providing photos to the Strata Agent of this damage and the Strata Agent will get an updated quote to include repairs to the second unit. This is ongoing.

g) **Plumbing**

- i. The external tap shields for the hose bibs on the exterior of the units must be custom manufactured. The vendor has custom made a tap shield and will present a sample later this month.
- ii. The Council reviewed a quote to have the perimeter drains cleaned by Surrey White Rock Drain Service. The Council directed the Strata Agent to review some questions with the vendor, and have them itemize and prioritize the quote, preferably over two budget years, if possible. It was also noted that there were 2 basins that needed to be raised. The Strata Agent was directed to talk to Surrey White Rock Drain Clean about those repairs and obtain a quote to do that work.

h) **Enterphone**

- i. An owner, at their request, has been removed from the Enterphone system.

2. **LANDSCAPING**

a) **Fraser Strata Care**

- i. Monthly Service Report: Reviewed August to November by the Council.
- ii. Chafer Beetle / Grub Treatment: The Council reviewed a quote from Fraser Strata Care for treating the lawns, with Scotts GRUB BGON MAX. Council is awaiting a quote from Birchwood Landscapes who uses a chemical control product which has been successful and is only required once per year. Treatment for the Grubs would take place in early spring. Many owners have reported issues with their lawns being torn up by raccoons and crows.
- iii. Invasive Plant Materials: **IT WAS MOVED AND SECONDED** to approve a quote from Fraser Strata Care to remove invasive plant materials from two properties. **MOTION CARRIED**. The Landscaping Committee will do

a walk around to see if any remaining areas require removal.

b) **Tree Pruning**

- i. Scott Vegetation Management: The Council **MOVED/SECONDED/CARRIED** over email to approve the quote for stump grinding in the front and backyards, where necessary.
- ii. There are 8 trees along the fence line that require pruning in support of the new fence project. Scott Vegetation Management will provide a quote for those 8 trees.

c) **Irrigation**

- i. The Council reviewed four quotes for servicing the irrigation system, from Craigs Irrigation, Tom's Sprinklers, Para Space Landscaping and Kore Irrigation. After some discussion, **IT WAS MOVED AND SECONDED** to renew the strata's contract with Para Space Landscaping. The Strata Agent was directed to sign the contract and approve the proposal.
MOTION CARRIED.

GARDEN STAKE PROGRAM

Owners are asked to only use one garden stake in their front garden and one in their back garden if they want to identify gardens being cared for by the owners not the landscapers.
The stakes are located by the mailboxes.

3. **CAPITAL PROJECTS**

a) **Paver Re-setting Project 2025**

There is no update expected until the spring/summer. Two sidewalks have been reset by Birchwood Landscapes and additional work in front of a unit was completed at no charge.

b) **Fence Replacement Project (Concrete/Vinyl)**

- i. All owners were sent a reminder notice regarding the upcoming fence levy which is due by February 1, 2025. If you have not already made arrangements to pay the levy, please drop your cheque to the offices of Hugh & McKinnon Realty Ltd. or send your form in to strata@hughmckinnon.com as soon as possible.
- ii. A survey was taken with owners regarding which fence was favored amongst the owners. 95% of owners who participated in the survey voted for the cobblestone concrete fence option, over the other available concrete fence options.
- iv. The Council **MOVED/SECONDED/CARRIED** over email to select Premium Fence as the vendor for the fence replacement project and opted for the cobblestone concrete perimeter fence with the vinyl for the divider fences.
- v. The Council did obtain legal advice from Shawn Smith at Cleveland & Doan LLP in regard to negotiations for the fence contract. The contract has now been finalized and a deposit of \$118, 844.68 has been paid to premium fence. The next payment will be due when the product is delivered on site. This was paid out of the CRF. As a part of the project the Second Avenue emergency code box needs to be removed and relocated. It is currently mounted on the wooden fence and will be reinstalled on a wooden post. The Council is considering locations. Please watch for notices regarding the fence project.
- vi. The Council reviewed a quote from Birchwood Landscapes for the

installation of river rock along the fence line 12 to 18 inches in width, leaving the center of each bed for planting. After some discussion, **IT WAS MOVED AND SECONDED** to approve the quote. The Strata Agent is to sign the proposal and notify the vendor. **MOTION CARRIED.**

4. **RV PARKING**

- a) All insurance policies for RV vehicles have been received.
- b) All units are up to date for BC Hydro payments for RV lots.
- c) The Council discussed the strata plan designation and the discrepancies noted regarding the registered user list.

5. **LEGAL**

The Council obtained legal advice from Shawn Smith with Cleveland Doan LLP regarding the discrepancies between the Strata Plan RV Parking Stall limited common property (exclusive use) designation and the internal RV Lot registered user and renter list. After some discussion, the Council directed the Strata Agent to send a notice to all owners to summarize the situation regarding these discrepancies, the problem it presents for the current users, and the potential solutions. A notice will be coming out to all owners with an update in the next few weeks.

6. **CLUBHOUSE COMMITTEE**

TELUS will be hosting an event in the Clubhouse on February 19 from 2 to 7pm to offer a discounted rate for the fiber optics. Notice to come.

E. **STRATA AGENTS REPORTS**

1. **FINANCIAL STATEMENTS**

a) **Financial Statements for October and November 2024**

After review and discussion, **IT WAS MOVED AND SECONDED** to adopt the financial statements for the period up to and including October 31st, 2024, as prepared by Hugh & McKinnon, Strata Agents. **MOTION CARRIED.**

After review and discussion, **IT WAS MOVED AND SECONDED** to adopt the financial statements for the period up to and including November 30th, 2024, as prepared by Hugh & McKinnon, Strata Agents. **MOTION CARRIED.**

b) **Accounts Receivables**

Strata fees are current for all units. 5 units are outstanding for their smoke alarm invoices. The Strata Agent will follow up.

c) **CRF Loan**

\$60,000 was borrowed from the CRF to pay for the insurance. The Strata Agent will look at the financials at the end of the month, to determine if a portion can be paid back to the loan this month.

2. **CORRESPONDENCE RECEIVED:**

- a) Correspondence was received from a unit requiring proof that their cherry and apple trees were not original at the time of the build. The Strata Agent to respond to the owner directly.
- b) An owner responded to a dog faeces letter. The letter was reviewed, and the matter was discussed, and the Strata Agent was directed by the Council to respond to the owner directly.
- c) An owner's response was reviewed regarding a dog faeces letter and the response

was noted.

- d) A visitor parking complaint was reviewed, no further action as this was previously dealt with.
- e) An owner notified that a resident had moved out of their home. This has been noted.
- f) An owner submitted a request for the Strata Corporation to renovate their backyard at the Strata's expense, as they felt that the slope was unsafe. The Council reviewed the request and denied it. If the owner would like to move ahead at their cost then they need to submit an AOL request for the Council review.
- g) An owner request to pressure wash their pavers, and the request has been denied.
- h) A complaint has been received by an owner and requested to make changes to the common property garden. The Council reviewed this request, and the owner is asked to please submit an AOL agreement and a sketch plan for the Council to review.
- i) An owner submitted parking questions, and this was answered by the Council.
- j) An owner reported 3 loose fence boards coming off and the back of their property. These were fixed by an owner volunteer.
- k) A complaint was received regarding the gutter cleaners and lawn damage from crows and or racoons. This correspondence was noted.
- l) An owner submitted an AOL request to install a furnace and hot water tank with heat pump and ac unit. The Strata Agent was requested to respond to the owner.

G. NEW BUSINESS

- 1. Clubhouse rules will be reviewed by the Council this year.
- 2. After some discussion **IT WAS MOVED AND SECONDED** to add a rule #11 to the Strata Plan BCS 340, Douglas Point Rules: Limited Common Property may not be sold or traded. **MOTION CARRIED.** This rule is in effect immediately and will be added to the next General Meeting agenda to be ratified.

GARDEN PLOT SIGN UP

**Owners are asked to contact Candice if they would like to sign up.
Candace Nordhus - 604-788-0361.**

H. BUSINESS CONDUCTED BETWEEN MEETINGS: These decisions were all ratified by the Council at this meeting.

- 1. A parking pass was requested and received.
- 2. An owner responded to an RV stall cleanup notice and the stall was cleaned out and the response was noted.
- 3. An owner advised the Council that they were going to be out of the country for a period of time. This was noted.
- 4. An owner complained about the poll for fences and how the poll for the fence options were presented to the owners. The Strata Agent responded directly.
- 5. An owner requested details regarding the BC Hydro amounts being charged for the RV stalls and the Strata Agent responded directly.
- 6. An owner inquired on whether or not the gutter company will clean up behind themselves. As the gutter cleaning has been completed their job, those questions have been answered.
- 7. Chargeback letters were sent to 2 units for 2 smoke alarms installed.
- 8. A welcome letter was sent.
- 9. An email was received from an owner re gate codes to the Strata Agent and the Strata

Agent responded.

10. A complaint was received regarding dog faeces from Strata Fraser Care and Over the Top Cleaners and Council during a walk through with Premium Fence. The Council directed the Strata Agent to send notice letters to all 3 units.
11. An owner reported low water pressure. The Strata Agent responded. Owners are reminded that the water source contains a large amount of sediment and water filters can become dirty and effect water pressure. Owners are asked to clean their tap filters or call a plumber.
12. An email and a notice letter was sent regarding an outstanding insurance RV papers required in order to park in the RV lot. Insurance papers received.
13. Parking pass was requested and approved.
14. The Strata Agent emailed an owner regarding their feedback about the minutes.
15. An owner requested an update on the RV parking stall issue. A notice is coming in the next coming weeks.
16. A complaint was received regarding dog faeces in the backyard. The Council instructed the Strata Agent to send a notice letter over email. The owner responded and it was reviewed by the Council and the Strata Agent was directed to respond.
17. A notice letter for dog faeces in the backyard was sent and the owner response was noted.
18. An owner inquired regarding a hot water tank installation process and continued with the installation within less than 24 hours after their initial email. No AOLs are required for like-for-like renovations.
19. An owner reported grub damage to their lawns and this was noted.

I. HEARING

An owner requested a hearing for parking infractions. The hearing was granted and held on December 7, 2024. The Council met to discuss, and **IT WAS MOVED AND SECONDED** to levy a \$50.00 fine to the unit for the parking infractions. **MOTION CARRIED**. The owner was informed informally via email followed by a formal letter via mail to be in compliance with the 7-day response period.

J. DATE OF NEXT MEETING

Next Council Meeting – March 19th, 2025, at 3:00 pm.

K. ADJOURNMENT

There being no further business, **IT WAS MOVED AND SECONDED** to adjourn the Meeting at 6:12 PM. **MOTION CARRIED**.

Compiled by:
Carol Edwards, Strata Agent
Hugh & McKinnon Realty Ltd., Strata Agents
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CE/cb

Direct: 604-245-3321
Fax: 604-531-4624
EMERGENCY 604-531-1909

PLEASE SIGN UP TO THE STRATA WEBSITE

Owners can request to be a member at
<https://douglas-point.estrata.ca>

This website provides owners with easy access to Council Minutes, notices and important strata documents.

CORRESPONDENCE TO COUNCIL

All correspondence should be sent to the Strata Agent at:

Email: strata@hughmckinnon.com

Mail: Hugh & McKinnon Realty Ltd.
14007 16th Avenue
Surrey BC V4A 1P9

Please do not send correspondence directly to council members.

Your correspondence will be reviewed, by the Council, at the next strata council meeting, unless immediate action is required to prevent damage or eliminate a safety threat. The Council will either direct the Strata Agent to correspond with the individual owners, or your response will be within the council meeting minutes.

Please be sure your name, Strata plan number, unit number, and a few keywords relating to the issue are included in the subject line.

EXAMPLE: Owner Name, Strata BCS 340 Unit #100 RE: "gutter repair"

STRATA INFORMATION

Donna Inkster is the contact for purchasing replacement keys for the clubhouse & gates which are \$5.50. Mini 3 button remotes and Large Liftmaster 3 button remotes with visor clips are available at \$65 each. Donna is the contact for programming the gate openers and updating the Enterphone information for new owners. Contact Donna at 604-833-4295.

If your FOBS do not work, contact Donna and she can reprogram them and ensure proper operation.

Candace Nordhus is the contact for renting the clubhouse and collecting the damage deposit. Contact Candace at 604-788-0361.

Candace Nordhus is the contact for garden plots. Contact Candace at 604-788-0361.

For all other issues, please email the Strata Agent strata@hughmckinnon.com

Notice to Douglas Point Residents

Re: Holding Tank and Sewer Service

Please be reminded that not all units in Douglas Point are connected to Surrey City Sewer service. Units 1 - 40 are connected to a holding tank (that is then pumped up to second Ave / City sewer) because the sewer hook up was unavailable when this phase of the development was built. If you are relatively new to Douglas Point and live in this section, you may be unaware of this information.

There is significant cost to maintaining the holding tank and maintenance is done every 6 months. However, in December it threatened to overflow, and an emergency service was necessary. At present we are looking at one or two more services in the year due to the below.

Your strata council was informed that the floats in the tank were not working efficiently because they were clogged with an excessive amount of grease and hair. Also, additional debris had been flushed into the system and this waste was causing problems.

Since all residents share the cost of maintaining the septic tank, please consider this notice a friendly reminder to follow when disposing waste material to all units.

DO NOT FLUSH:

Personal hygiene supplies - personal wipes regardless of whether they are labeled flushable

First Aid supplies such as bandages, surgical tape etc.

Latex gloves

Feminine hygiene supplies or incontinence pads

Food waste - place all food waste in your Green Organics Bin, not in the toilet.

If you have home care, come in, please ensure they are aware of the above and that there is a garbage for them to use.

Please use care in your kitchen. Do not pour fat and grease into the plumbing. It clogs the floats which regulate the efficient functioning of the entire system and results in more frequent and costly maintenance.

With our caution and cooperation, we can manage our current system within budget until Douglas Point is fully connected to city service.

Thank you for your attention to this notice.

Your Council

STRATA PLAN BCS 340 – DOUGLAS POINT

STRATA COUNCIL MEETING

HELD ON WEDNESDAY November 20th, 2024

A. CALL TO ORDER

The meeting was called to order by the Strata Agent, Carol Edwards at 3:03 PM.

Peggy O'Brien, Donna Inkster, Denise Tomy, Michele Fabbro, Anne Wylie, Josh Paluch, Darrel Cannings, and Carol Edwards, Strata Agent, in attendance.

B. APPROVAL OF THE AGENDA

IT WAS MOVED AND SECONDED to approve the agenda as presented. **MOTION CARRIED.**

C. ADOPTION OF THE MINUTES FROM THE PREVIOUS COUNCIL MEETINGS

IT WAS MOVED AND SECONDED to adopt the minutes of the Council Meeting held on October 9th, 2024, as distributed. An error was noted on Page 2 E. 1. b) Septic was mentioned twice. It should have stated Holding Tank, not Septic Tank. **MOTION CARRIED** with the noted correction.

D. ONGOING BUSINESS

1. GENERAL MAINTENANCE

a) Annual Fire Safety Inspection

- i. Installation of 4 smoke alarms in 2 units are scheduled for December 17 @ 8:30am. The 3rd unit opted out and installed their own smoke/CO alarms.
- ii. The Council reviewed the Backflow Preventer Test Results from the City of Surrey. All the tests successfully passed.

b) Holding Tank/Sump

Edenflo is scheduled to clean the holding tank January 27th, 2025.

c) Gate

- i. There was discussion regarding the gate not working during a power outage. The Council reviewed a recommendation and quote from Avant-Guard to install a backup battery system that will automatically open the gate and lock it in an open position during a power outage. The gate will automatically reset when power is restored. **IT WAS MOVED AND SECONDED** to approve the quote from Advant-Guard. **MOTION CARRIED.**
- ii. Winter maintenance will require that the 4th Avenue and 2nd gates be manually locked in the open position prior to expected snowfall or freezing rain. The Council will manage this.

d) General Repairs

- i. Malc Construction have submitted their Work Safe Clearance Letter and proof of Liability insurance.
 - a. A self-closing latch was replaced on a gate.
 - b. A unit has reported some water ingress and ants. The Council

MOVED/SECONDED/CARRIED over email to have Malc Construction remove the fascia to further assess and repair up to \$1000.00. Sand will also need to be added as the pavers do not come up to the foundation.

- c. The Council **MOVED/SECONDED/CARRIED** over email to have Malc Construction add a drain cap in the furnace room.
- ii. During the atmospheric river on October 21st, water was discovered in the gate house. During the TELUS Fibre install, the technician pulled out the original water dam and replaced it with a different product, which seems to let water in. The Strata Agent was directed to contact TELUS to report the issue and get Telus to repair.
- iii. The Council has purchased a rust proof metal box that matches the siding to be used for Peace Arch weekly newspapers. A Council volunteer will assemble the box and place it in front of the clubhouse.

e) Gutter Cleaning

Gutters were cleaned by Over-the-Top Cleaners on November 28-29. Owners are asked to report any deficiencies.

f) Plumbing

- i. External Tap Shields for Hose Bibs: The Council is obtaining quotes for replacing the external tap shields where necessary. Carried forward.

2. LANDSCAPING

a) Irrigation

- i. Backyard Drainage: Para Space investigated a drainage issue on the side of a unit, where water pools inches deep. The sprinkler head valve was changed, and the sprinkler heads at the adjacent property were also adjusted. As this is a drainage issue it will be reassessed in the spring. The homeowner to monitor during the snow and rainy season.

b) Fraser Strata Care

- i. Monthly Service Report: The Council has not received monthly reports since July from Fraser Strata Care. The Strata Agent will follow up.
- ii. Landscapers and Artificial Turf: All backyards are LCP and need to be accessible by the Landscapers and other contractors regardless of whether they are sod or artificial turf.
- iii. Tree Pruning

An owner reported apple and cherry trees that require pruning. The Strata Agent was directed to respond directly to the owner. Another tree was reported damaged following a windstorm. The tree has been removed and the root will be pulled out in better weather, with soil added with some grass seed.

c) Plant Removal to Support the Fence Project

The Council reviewed quotes from Fraser Strata Care and Birchwood. After some discussion **IT WAS MOVED AND SECONDED** to approve Birchwood Landscapes Quote of \$7,108.50 for removal and disposal of the rose bushes and shrubs (including the roots) and 3 trees and grinding of 6 stumps that cannot be dug out. To be paid for as part of the Fence Special Assessment/CRF project as budgeted. **MOTION CARRIED.**

After further discussion **IT WAS MOVED AND SECONDED** to approve an additional \$4,900.00 for replacement plants which the Landscape

Committee will purchase from a wholesaler. Delivery to be included in total cost. Labour to be carried out by the Landscaping team. **MOTION CARRIED.**

GARDEN STAKE PROGRAM

Owners are asked to only use one garden stake in their front garden and one in their back garden if they want to identify gardens being cared for by the owners not the landscapers.
The stakes are located by the mailboxes.

3. CAPITAL PROJECTS

a) Window Caulking Project

The Council **MOVED/SECONDED/CARRIED** over email to approve an additional 4 windows that were not included in the original scope because they were not previously caulked, as they were missed by the builder during development. The project has been completed under budget for \$13,513.50 and will be paid out of the CRF.

b) Paver Re-setting Project

\$30,000 + GST has been allocated from the CRF to continue the Paver Resetting Project, in the spring.

- i. Pavers in front of a unit were reported for water pooling. After some discussion **IT WAS MOVED AND SECONDED** to have Birchwood reset the pavers at a cost up to \$1,000.00 out of the operating budget. **MOTION CARRIED.**
- ii. The Council reviewed a quote from Burnaby Blacktop for pavers, and alternative options of concrete (stamped and coloured versions). The price almost double what Birchwood charges.

c) Fence Replacement Project (Concrete/Vinyl)

The Council is finalizing quotes, based on the resolution approved at the AGM for the concrete/vinyl fence option. The new fence is being funded by way of special levy (\$226,396 + GST) and a CRF expenditure of \$325,000 + GST. The Council will survey the owners regarding the choice of product for the concrete fence. Prior to signing any fence contract, the Council will have the contract reviewed by Cleveland Doan LLP.

4. RV PARKING

a) Insurance for RV's

- i. Owners with vehicles in the RV lot are reminded to submit proof of insurance to Hugh & McKinnon or Peggy O'Brien in unit 25. 3 stalls have yet to provide policies. The Council instructed the Strata Agent to follow up with the associated units.
- ii. One BC Hydro meter fee is outstanding.

5. LEGAL

The Council recently became aware of a discrepancy between the Strata Plan RV parking stall designation and the internal RV Lot registered user and renter list. Council is seeking legal advice on how be this can be resolved as lots are Limited Common Property which cannot be sold or traded.

Effective immediately, there will be no more sales permitted. Council will share further information with owners as it is received with the intention of protecting the financial investment of the current registered users of the RV lot.

E. STRATA AGENTS REPORTS

1. FINANCIAL STATEMENTS

a) Financial Statements for July and August 2024

After review and discussion, **IT WAS MOVED AND SECONDED** to adopt the financial statements for the period up to and including September 30th, 2024, as prepared by Hugh & McKinnon, Strata Agents. **MOTION CARRIED.**

b) Accounts Receivables

Strata fees are current for all units. 3 units are outstanding for their smoke alarm invoices.

c) RV Lot

The Council was notified that an RV lot user sold their rights to another strata lot within the complex.

d) CRF Loan

\$60,000 was borrowed from the CRF to pay for the insurance. No payments have occurred yet.

2. CORRESPONDENCE RECEIVED:

- a)** An agent representing a seller requested permission for a bylaw exception for multiple pets. The Strata Agent responded to advise that Council does not have authority to grant exceptions to bylaws.
- b)** An owner requested permission to have a bird feeder, which is not permitted per the Douglas Point Rules. After some discussion, the Council made a decision to send representatives (from Council) to the unit to view the feeder and report back to see if a rule change should be considered. Carried forward to the next Council meeting.
- c)** An owner requested to be removed from the Enterphone system. The Council has removed their phone number, and the unit number now shows as Occupied.
- d)** An owner sent correspondence regarding the legal article that was attached to the October 9th minutes and transparency of how money is spent. They felt that the tone was not inclusive. The article was attached in effort to educate owners on what owners are entitled to. The Council has been inundated with requests for information, answers, and documents that owners are not entitled to receive. It takes significant time (of the volunteer Council) to deal with these requests. To clarify, this article was shared so that all owners would be aware of their rights and what they are entitled to request from the Council. Financials and minutes are available for owners to view on the website. In addition, section 35 and 36 of the Strata Property Act outline the additional documents that owners can access, for a fee.
- e)** An owner submitted a complaint regarding landscaping and it was addressed by the Landscaping team.
- f)** A complaint was received regarding an owner parked in visitor parking. A recent notice letter was sent to the unit. This complaint is on file pending response from the current letter issued.

G. NEW BUSINESS

- 1.** Christmas Happy Hour for owners and residents on December 18th @ 4pm. Stay tuned for more details.
- 2.** **Pet owners are reminded of Bylaw 3. Use of Property (7) “Any excrement on common property or on land that is a common asset must be immediately disposed of by the pet owner.”** Backyards are limited common property and are a common asset. Since there has been some incidents with landscapers and other contracted workers encountering dog feces in back gardens (which Council knows is not

anyone's intention) pet owners are asked to be diligent about picking up after their pet. Please also note that employees are protected under Work Safe BC Regulations and employers must be careful to identify and resolve threats to health and safety.

H. BUSINESS CONDUCTED BETWEEN MEETINGS:

1. An owner emailed questions during the Window Caulking project, and they were answered by the Strata Agent.
2. An owner reported vent mesh that came off their roof. Council investigated this with the roofer as well as with a drone, and determined that if this was on the roof, it was just old debris that may have been left on the roof during the roofing project. No repairs required.
3. Two owners requested confirmation on new strata fees. The Strata Agent responded.
4. An owner reported that they haven't been receiving minutes. The Strata Agent updated information on file and sent the owner the missing minutes.
5. An owner sent an email to a former Strata Agent with a complaint regarding the AGM and was responded to.
6. A notice letter was sent regarding a sign on a fence, and the owner responded. The response was noted.
7. A complaint was received from the Landscapers regarding dog feces in two backyards. Notice letters were sent to both strata lots.
8. A complaint was received regarding follow up from the AGM, but the sender hadn't attended and was misinformed. The Strata Agent provided the information requested.
9. A notice letter was sent advising regarding a sign reported to be on a fence. The owner responded that there was no sign not on the fence. Noted.
10. A notice letter was sent regarding a resident parking in Visitor Parking.
11. A notice letter was sent to an owner regarding storage in two RV parking stalls, and requirement to provide insurance for vehicle parking in one of the RV parking stalls, with a copy to both landlords.
12. Two visitor parking passes were requested and issued.
13. A notice letter was sent regarding a sign on a fence.
14. An owner had questions regarding their statement of adjustments from their purchase and strata fees owed. The Strata Agent responded.
15. An offsite owner discovered that a downspout was blocking their backdoor from opening. This had not been reported by the tenant. The Strata Agent contacted Broadway Roofing and the position of the downspout was repaired within 4 days. Owner responded and thanked Council for the quick repair.
16. A complaint was received, and a notice was sent to an owner advising that the nails needed to be removed from common property exterior prior to the sale of their unit closing. The owner complied and responded with photos.
17. An owner inquired about the special levy payment due date when selling. The Strata Agent responded.
18. An agent representing a buyer asked for clarification regarding the Holding Tank. It was explained that units 1-40 drain into a holding tank and is pumped to the city sewer on 2nd Avenue, as there was no sewer on 4th Avenue when Douglas Point was developed. We have a backup generator to run the pump system, in the event of a power failure. The developer's late comer fee will expire in 2026. Following that, it will depend on what owners decide they want to do.
19. The exterior water was shut off, at the Clubhouse, and frost covers put on.
20. Siding on a unit was repaired.
21. 3 gates were repaired. It was noted that the posts were rotten and hopefully, they make it to spring.

I. DATE OF NEXT MEETING

Next Council Meeting – January 22nd, 2025, at 3pm.

J. ADJOURNMENT

There being no further business, **IT WAS MOVED AND SECONDED** to adjourn the Meeting at 6:08 PM. **MOTION CARRIED.**

Compiled by:
Carol Edwards, Strata Agent
Hugh & McKinnon Realty Ltd., Strata Agents
Email: carol@hughmckinnon.com

Direct: 604-245-3321
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EMERGENCY 604-531-1909

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PLEASE SIGN UP TO THE STRATA WEBSITE

Owners can request to be a member at

<https://douglas-point.estrata.ca>

This website provides owners with easy access to Council Minutes, notices and important strata documents.

CORRESPONDENCE TO COUNCIL

All correspondence should be sent to the Strata Agent at:

Email: strata@hughmckinnon.com

Mail: Hugh & McKinnon Realty Ltd.
14007 16th Avenue
Surrey BC V4A 1P9

Please do not send correspondence directly to council members.

Your correspondence will be reviewed, by the Council, at the next strata council meeting, unless immediate action is required to prevent damage or eliminate a safety threat. The Council will either direct the Strata Agent to correspond with the individual owners, or your response will be within the council meeting minutes.

Please be sure your name, Strata plan number, unit number, and a few keywords relating to the issue are included in the subject line.

EXAMPLE: Owner Name, Strata BCS 340 Unit #100 RE: “gutter repair”

STRATA INFORMATION

Donna Inkster is the contact for purchasing replacement keys for the clubhouse & gates which are \$5.50. Mini 3 button remotes and Large Liftmaster 3 button remotes with visor clips are available at \$65 each. Donna is the contact for programming the gate openers and updating the Enterphone information for new owners. Contact Donna at 604-833-4295.

If your FOBS do not work, contact Donna and she can reprogram them and ensure proper operation.

Candace Nordhus is the contact for renting the clubhouse and collecting the damage deposit. Contact Candace at 604-788-0361.

Candace Nordhus is the contact for garden plots. Contact Candace at 604-788-0361.

For all other issues, please email the Strata Agent strata@hughmckinnon.com

STRATA PLAN BCS 340 – DOUGLAS POINT

STRATA COUNCIL MEETING

HELD ON WEDNESDAY October 9th, 2024

A. CALL TO ORDER

The meeting was called to order by the Strata Agent, Carol Edwards at 3:03 PM.

Peggy O'Brien, Donna Inkster, Denise Tomy, Michele Fabbro, Anne Wylie, Josh Paluch, Darrel Cannings, and Carol Edwards, Strata Agent, in attendance.

B. APPROVAL OF THE AGENDA

IT WAS MOVED AND SECONDED to approve the agenda as presented. **MOTION CARRIED.**

C. ASSIGNMENT OF COUNCIL POSITIONS

Election of Council Positions – The Strata Agent discussed the various positions. After some discussion, the Council for 2024-2025 will be as follows:

President & Treasurer – Peggy O'Brien

Vice President & Landscaping – Donna Inkster

Secretary – Anne Wylie

Landscaping – Denise Tomy

Member at Large – Michele Fabbro

Maintenance & Member at Large – Josh Paluch

Maintenance & Member at Large – Darrel Cannings

Clubhouse Coordinator, Events and Garden Plots volunteer is Candace Nordhus.

Maintenance team is supported by an owner volunteer.

Visitor Passes will be coordinated by Darrel Cannings.

Enterphone and FOBs volunteer is Donna Inkster.

Window Caulking Project volunteers are Peggy O'Brien, Michele Fabbro, and Anne Wylie.

Paver Project volunteers are Donna Inkster, Denise Tomy, Michele Fabbro, and Josh Paluch.

The entire Council will volunteer for the Fence Project.

The Strata President reviewed confidentially and privacy requirements for the new council members.

The Strata President will approach former Council members and request the return of any Strata Corporation keys.

D. ADOPTION OF THE MINUTES FROM THE PREVIOUS COUNCIL MEETINGS

IT WAS MOVED AND SECONDED to adopt the minutes of the Council Meeting held on August 20th, 2024, as distributed. **MOTION CARRIED.**

E. ONGOING BUSINESS

1. GENERAL MAINTENANCE

a) Annual Fire Safety Inspection

- i. The remaining 3 units have not yet confirmed if they wish to have the new smoke alarms installed. The Strata Agent to verify and schedule, if required.
- ii. Manuals for the smoke detectors installed by Mountain Fire Protection, have been posted to the website, and can be downloaded here:
https://www.shreddocs.com/hvac/docs/2001/Public/03/i12040CA_UserGuide_EN.pdf
https://www.shreddocs.com/hvac/docs/2001/Public/05/i12040CA_Datasheet_EN.pdf
- iii. The City of Surrey confirmed that the schedule for all 3 backflow preventor tests have been aligned going forward, next due date is June 15, 2025.
- iv. The Council directed the Strata Agent to follow up for the pass certification from the City of Surrey, for the 2024 Backflow Preventor Testing.

b) Septic

Edenflo will be servicing the septic tank every 6-months going forward, with the next service slated for late January.

c) General Repairs

- i. Malc Construction have replaced Lafontaine Handyman Services for repairs around the complex.
- ii. The crack in the siding has been taped, holes are sufficiently filled, and an owner volunteer has confirmed that no moisture can get behind the siding.
- iii. A gate requiring a self-closing latch was installed by Unitus during the fence repairs.
- iv. Fascia peak over the garage was sanded and painted by an owner volunteer.
- v. Slipped siding at a unit was repaired by an owner volunteer.

d) Pest Control

- i. Baiters: Owner volunteers continue to monitor and fill the baiters.
- ii. Wasps: 18 wasp nests reported throughout the complex were sprayed.
- iii. Bird Nest: Removed by an owner volunteer.

e) Gutter Cleaning

The Council reviewed quotes from White Diamond Construction, Clover Clean, High Five and Over the Top. After some discussion **IT WAS MOVED AND SECONDED** to approve the quote from Over the Top. **MOTION CARRIED.** Gutter cleaning is scheduled for November 28-29. 8:00am-4:30 pm.

f) Plumbing

- i. External Tap Shields for Hose Bibs: The Council is obtaining quotes for replacing the external tap shields where necessary. Carried forward.
- ii. An owner volunteer went to inspect a leaky exterior tap previously reported, but the owner refused access. Owner to notify if the issue reoccurs.

g) Mailbox Recycle Bin

The recycle bin will remain by the mailboxes.

h) **2nd Avenue Gate**

The gate has been reprogrammed to remain closed.

i) **House Numbers**

The Council would like to thank the owner volunteer for doing a great job, painting the house numbers.

2. **LANDSCAPING**

a) **Irrigation**

i. **Winterization**: Para Space completed winterization of the irrigation system in October.

ii. **Backyard Drainage**: The Council **MOVED/SECONDED/CARRIED** over email to approve a quote from Para Space to investigate the drainage issue in a backyard.

b) **Fraser StrataCare**

i. **Monthly Service Report**: The Council did not receive a monthly report since July from Fraser StrataCare. The Strata Agent will follow up.

c) **Invasive Plant Materials**

Over the next several months plants that are compromising Douglas Point property including the building envelopes, fencing and rock retaining walls will be removed. These areas will be replanted where appropriate with plants suitable to the location and our changing climate conditions. This project is ongoing.

d) **Snow Removal**

The Council **MOVED/SECONDED/CARRIED** over email to renew the snow removal contract with Smiler Services.

GARDEN STAKE PROGRAM

Owners are asked to only use one garden stake in their front garden and one in their back garden if they want to identify gardens being cared for by the owners not the landscapers.
The stakes are located by the mailboxes.

3. **CAPITAL PROJECTS**

a) **Window Caulking Project**

The Council reviewed quotes from Unitus, Tarcott, and Prostar. After some discussion **IT WAS MOVED AND SECONDED** to approve the quote from Unitus. **MOTION CARRIED**. \$20,000 + GST has been allocated from the CRF for this project.

b) **Paver Re-setting Project**

\$30,000 + GST has been allocated from the CRF to continue the Paver Resetting Project, in the spring.

i. Pavers at a unit were reset to remediate a tripping hazard when Birchwood Landscaping was on site addressing deficiencies.

c) **Fence Replacement Project (Concrete/Vinyl)**

i. The Council is finalizing quotes, based on the resolution approved at the AGM for the concrete/vinyl fence option. The new fence is being funded by way of special levy (\$226,396 + GST) and a CRF expenditure of \$325,000 + GST. Prior to signing any fence contract, the Council will have the contract reviewed by Cleveland Doan LLP.

ii. The Council reviewed the information received from Keith at the City of Surrey during a phone discussion with the Strata Agent. Keith

advised that the fence can be replaced with like for like, following the intent of the original development permit, even though we are changing the material of the fence. The City of Surrey is aware that the fence is 6' in height. Keith confirmed that the new fence can not be any higher than the existing fence. An email was also received from the city with general information and specific bylaws for the zoning.

4. RV PARKING

a) Insurance for RV's

- i. Owners with vehicles in the RV lot are reminded to submit proof of insurance to Hugh & McKinnon or Peggy O'Brien in unit 25. 3 stalls have yet to provide policies. The Council instructed the Strata Agent to follow up with the associated units.
- ii. One BC Hydro metre fee outstanding.

F. STRATA AGENTS REPORTS

1. FINANCIAL STATEMENTS

a) Financial Statements for July and August 2024

After review and discussion, **IT WAS MOVED AND SECONDED** to adopt the financial statements for the period up to and including July 31, 2024, as prepared by Hugh & McKinnon, Strata Agents. **MOTION CARRIED.**

After review and discussion, **IT WAS MOVED AND SECONDED** to adopt the financial statements for the period up to and including August 31, 2024, as prepared by Hugh & McKinnon, Strata Agents. **MOTION CARRIED.**

After some discussion, **IT WAS MOVED AND SECONDED** to transfer \$9,446.25 left over from the Garage Door Project, from account #3550-0250 back into the CRF fund account #3510-0000. **MOTION CARRIED.**

After some discussion, **IT WAS MOVED AND SECONDED** to transfer \$326.85 left over from the Depreciation Report Project, from account #3550-0000 back into the CRF fund account #3510-0000. **MOTION CARRIED.**

b) Accounts Receivables

Strata fees are current for all units.

c) Budget Error

Following the AGM, it was noted by the Council that Office Expenses and Bank Charges were transposed on the Proposed Budget. This has not been corrected, as it was noticed after the Budget was Approved by the owners.

d) CRF Loan

\$60,000 was borrowed from the CRF to pay for the insurance renewal. Funds will be paid back as available throughout the fiscal year.

e) Management Contract

The contract with Hugh & McKinnon Realty has been renewed.

2. CORRESPONDENCE RECEIVED:

- a) Correspondence received from an owner regarding BC Hydro metre fee. The Strata Agent to provide the requested information to the owner directly. Same correspondence included a concern about landscapers and potential harm to artificial turf from hot tools, as well as grass droppings being left behind. After some discussion the Council directed the Strata Agent to obtain additional details from the

- landscapers. Ongoing.
- b) It was noted that a strata lot with an extended stay resident has been parking in visitor parking, beyond the period authorized by the Council. After some discussion, **IT WAS MOVED AND SECONDED** to send a final warning letter regarding resident parking in visitors, and if action continues after receipt of the letter, a fine(s) will be levied against the strata lot. **MOTION CARRIED.**
 - c) An owner requested that their real estate agent be able to hang their real estate sign on the post outside the 4th Avenue gate. The Strata Agent advised that restricting For Sale Signs is prohibited by the Strata Property Act Section 122. After some discussion, **IT WAS MOVED AND SECONDED** to approve the request. **MOTION CARRIED.** The Strata Agent notified the owner directly. An additional request was received from the same strata lot to change the Enterphone information.
 - d) Correspondence was received reporting a torn-up yard from racoons hunting for grubs. Grubs are on the property, and we are going to continue to see this issue. The landscapers have advised that if you roll back the grass, there is a possibility it will grow back again.
 - e) An owner sent in a link to an article about leaf blowers. Noted.
 - f) An owner reported vinyl fence damages, it turned out to be grass stains and not damage. The same owner reported that he placed a sign on the vinyl fence for the landscapers to not stain the fence. The Strata Agent was directed to send a notice letter to the owner, that signs are not allowed on fences. Approved signs can be stuck in the ground using an H-frame.
 - g) The Council directed the agent to send 3 notice letters regarding unapproved signs on common property, including fences.
 - h) An owner emailed regarding holes in the siding. The Council has confirmed that no moisture is getting into the wall from these holes, the holes were filled, by either the current or a previous homeowner. There will be no further action regarding these holes.
 - i) An owner reported 2 fallen boards from a wooden fence panel. They have been repaired.
 - j) An owner requested and received FOBs.
 - k) An owner inquired as to whether or not a gazebo is allowed on the LCP patio. There is no bylaw against it, if it is fully contained on the LCP deck and does not interfere with the landscapers.
 - l) A complaint was received from our Landscapers regarding dog feces in two yards, following an incident. After some discussion over email the Council directed the Strata Agent to send Notice Letter's to both units. Notices were sent. One owner responded and requested that the Landscapers not service their yard. After some discussion, the Council denied the request and directed the Strata Agent to respond directly to the owner.
 - m) An owner reported a gutter that was installed during the roof replacement that is blocking a back door from fully opening. This was missed during the project and following inspections and was not reported by the tenants to the owner. The Council directed the Strata Agent to call the roofer to report the deficiency.

G. **NEW BUSINESS**

1. **Rules**

- a) The Council is planning to review the Clubhouse Booking Rules and the RV Parking Rules this fiscal year.
- b) Owners are reminded that there is no storage of household items permitted in the RV parking lot. All dangerous goods (propane or gasoline tanks) must be stored in safe

containers and in a safe manner.

2. **Legal Article**

After some discussion, **IT WAS MOVED AND SECONDED** to send the owners a copy of the legal article, from Cleveland Doan LLP strata lawyers confirming what documents owners are entitled to, under section 35 and 36 of the Strata Property Act. **MOTION CARRIED**. Owners are advised that they are entitled only to documents not information. This is being shared as a result of repeated requests for information beyond what is required. Such requests require extensive time from the Strata Agent and the Council which would be better used addressing other strata matters. A copy is attached to these minutes.

H. **BUSINESS CONDUCTED BETWEEN MEETINGS:**

1. Chargebacks were issued to 10 units for smoke alarm purchases.
2. A unit reported an insurance claim for a hot water tank leak, and submitted an AOL to upgrade to a hot water on demand system. The Council **MOVED/SECONDED/CARRIED** over email to approve the request, subject to the owners using Broadway Roofing to install the roof flashing, to maintain the roof warranty. During the project water for the unit needed to be shut off and the key was provided to their plumber.
3. An owner inquired about the strata plan for the RV Parking lot, regarding designation. The Strata Agent confirmed that the strata plan designation is unchanged since the property was developed. A copy of the strata plan was provided to the owner.
4. An owner sent in numerous emails and questions regarding the Townhall meeting and the AGM notice. The Strata Agent responded, per the Council.
5. An AOL request was received from a unit replacing a sliding door, it was **MOVED/SECONDED/CARRIED** over email to approve the AOL. The Strata Agent sent an approval letter.
6. An AOL request was received from a unit replacing a window beside the front door, it was **MOVED/SECONDED/CARRIED** over email to approve the AOL. The Strata Agent sent an approval letter.
7. An owner requested a Visitor Parking Pass, but the request was for less than 7 days, so no pass was required. The Strata Agent notified the owner directly.
8. A welcome letter was sent.
9. Correspondence was received from an owner prior to the Townhall meeting, clarifying the objective for the townhall and sharing concerns about the upcoming project and the flow of information to the owners. The Strata Agent responded directly.
10. An owner called and sent an email regarding measurement discrepancies between the strata plan and actual measurements. Strata plans are created prior to the structures being built, and things change, and walls often move during construction which render slightly different measurements than originally planned on the Strata Plan. This is not a strata corporation issue. The Strata Agent called the owner to explain how discrepancies happen.
11. An owner submitted a complaint that the Council was not awake at 4am to open a gate during a power outage. The Strata Agent responded to the owner directly to remind them that if there is an **emergency** (like in this case), the owner is the one responsible to **call Hugh & McKinnon at 604-531-1909**. It is not the Council member's responsibility to stay awake at night patrolling the neighbourhood to identify potential emergencies. If you encounter an emergency that requires immediate action to remediate loss of damage, or if you are trapped outside or behind the gate, call Hugh & McKinnon for assistance, as our phone is answered 24 hours a day, 7 days a week.
12. A parking pass was requested and issued.
13. An owner requested approval for hanging drapes and blinds inside the home. The owner

was advised that approval is not required, in this instance.

14. An owner sent in an email thanking the Strata Agent and outgoing Council for a well-run meeting.

I. DATE OF NEXT MEETING

Annual General Meeting – November 20th, 2024, at 3pm.

J. ADJOURNMENT

There being no further business, **IT WAS MOVED AND SECONDED** to adjourn the Meeting at 5:45 PM. **MOTION CARRIED.**

Compiled by:

*Carol Edwards, Strata Agent
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Email: carol@hughmckinnon.com*

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Fax: 604-531-4624
EMERGENCY 604-531-1909*

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CORRESPONDENCE TO COUNCIL

All correspondence should be sent to the Strata Agent at:

Email: strata@hughmckinnon.com

Mail: Hugh & McKinnon Realty Ltd.
14007 16th Avenue
Surrey BC V4A 1P9

Please do not send correspondence directly to council members.

Your correspondence will be reviewed, by the Council, at the next strata council meeting, unless immediate action is required to prevent damage or eliminate a safety threat. The Council will either direct the Strata Agent to correspond with the individual owners, or your response will be within the council meeting minutes.

Please be sure your name, Strata plan number, unit number, and a few keywords relating to the issue are included in the subject line.

EXAMPLE: Owner Name, Strata BCS 340 Unit #100 RE: "gutter repair"

PLEASE SIGN UP TO THE STRATA WEBSITE

Owners can request to be a member at

<https://douglas-point.estrata.ca>

This website provides owners with easy access to Council Minutes, notices and important strata documents.

STRATA INFORMATION

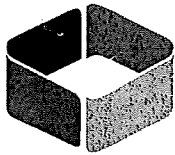
Donna Inkster is the contact for purchasing replacement keys for the clubhouse & gates which are \$5.50. Mini 3 button remotes and Large Liftmaster 3 button remotes with visor clips are available at \$65 each. Donna is the contact for programming the gate openers and updating the Enterphone information for new owners. Contact Donna at 604-833-4295.

If your FOBS do not work, contact Donna and she can reprogram them and ensure proper operation.

Candace Nordhus is the contact for renting the clubhouse and collecting the damage deposit. Contact Candace at 604-788-0361.

Candace Nordhus is the contact for garden plots. Contact Candace at 604-788-0361.

For all other issues, please email the Strata Agent strata@hughmckinnon.com



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DEALING WITH DIFFICULT OWNERS

April 2021

By Shawn M. Smith

One of council's hardest jobs is to manage people; both with respect to their expectations and their criticisms. At times this can be an exasperating endeavour.

The first thing to do when dealing with an owner who is making unreasonable and unrelenting demands is to take a step back and not react. One can easily get caught up in responding to the demands and accusations of such an owner. Engagement seems not to satisfy, but only fuel them. Answers given are rarely satisfactory. In order to manage the situation, boundaries must be established.

The first boundary to set is with respect to timing. Other than the deadlines under s.36 (document requests) and s.144 (hardship rental requests) of the *Strata Property Act* ("SPA") there is no obligation to respond to an owner's correspondence within a certain time frame. Unless a matter is truly urgent (i.e. a needed repair that presents a danger), then council can wait until the next meeting to review, consider and, if necessary, respond to communications. That way, council controls the process at its own pace and becomes less reactive in its approach. The owner can simply be informed that their communication will be reviewed at the next meeting.

The second boundary is with respect to answering questions and responding to demands. It is important to remember that owners are not entitled to information, explanations or answers; only to documents (and only then in accordance with s.35 and s.36 of the SPA). They are not entitled to anything else, including answers to their inquiries. There is nothing in the SPA or the strata's bylaws that requires the strata to respond to every question the owner may have about the strata or its operation - *Harvey v. The Owners, Strata Plan VR 390*, 2019 BCCRT 944. As such, there is no obligation to answer questions posed by owners or respond to their complaints (unless those complaints are with respect to an alleged breach of the bylaws – in which case council is obliged by s.26 of the SPA to deal with the matter). Council can simply advise (through the minutes even) that they have noted the owner's comments/concerns.

Even though an owner can request a hearing under s.34.1 of the SPA, the purpose of the hearing is "to be heard", not to demand answers. Only if they seek a decision is council obliged under the section to respond. An owner has no right to question council- *Hugo v. The Owners, Strata Plan 1601 et al*, 2018 BCCRT 11. In *McDowell v. The*

Owners, Strata Plan 1875, 2018 BCCRT 11 the CRT stated that "a hearing is a right to be heard, not a forum to make demands with respect to governance of the strata invoking discussion and rebuttal." Where that is the sole nature of the request, a hearing can be refused.

Along those same lines, individual owners do not have a right to micromanage the operations of the strata corporation (nor should they be allowed to do so). A council is elected each year with the statutory task, pursuant to s.4 and s.26 of the SPA, to manage the daily affairs of the strata corporation. Again, suggestions and comments can be noted as having been received. However, there is no obligation on the part of council to follow any of those (unless they come in the form of a direction by majority rule pursuant to s.27 of the SPA).

The last boundary is not to engage in revisiting the same issue(s) over and over again. There is no need to respond to communications regarding a topic that has already been dealt with (unless there is new information or a statutory obligation to do so; such as under s.144 of the SPA). A strata council need not respond to all correspondence received from an owner – *Norman v. The Owners, Strata Plan VR113* 2019 BCCRT 1427. A single owner cannot be allowed to hijack council's agenda because they have not gotten their way. However, councils must act reasonably. A refusal to engage an objectively reasonable request could lead to a finding of significant unfairness under s.164 of the SPA.

Even when boundaries are established they sometimes don't work. When that happens, recourse to the CRT becomes the option of last resort. In *Schuler v. The Owners, Strata Plan BCS 4064*, 2018 BCCRT 175 the CRT ordered an owner not to communicate directly with the council and from using derogatory language towards trades, staff and council and from intimidating them. In *Heise v. The Owners, Strata Plan VR237* 2021 BCCRT 296 the owner was ordered not to email strata council members. Where an owner doesn't comply with an order and continues in their disruptive behaviour they can be ordered to sell and leave - *The Owners, Strata Plan NW1245 v. Linden* 2017 BCSC 852.

Where appropriate and necessary a lawyer can be retained to deal with owners and their unrelenting demands - *Dullaert v. The Owners, Strata Plan VIS 6296*, 2019 BCCRT 656.

Dealing with difficult owners is not easy, but with resolve, a strategy and legal advice where needed, the situation can be brought under control.

This article is intended for information purposes only and should not be taken as the provision of legal advice. Shawn M. Smith is lawyer whose practice focuses on strata property law. He frequently writes and lectures for strata associations. He is a partner with the law firm of Cleveland Doan LLP and can be reached at (604)536-5002 or shawn@clevelanddoan.com. He can be followed on Twitter @stratashawn.