

**MINUTES OF THE MEETING OF THE STRATA COUNCIL, STRATA PLAN LMS 1432, VILLAGE DEL MAR II, HELD ON MONDAY, OCTOBER 5, 2015, AT 7:00 PM IN THE EXERCISE ROOM, 7433 - 16<sup>TH</sup> STREET, BURNABY, BC**

---

Council in attendance: Bill Rand  
Norman Yu  
Fiona Xu  
Veronica Aracena Gomez

Vivian Cornescu,  
Strataco Management Ltd.

Absent with leave: Brendon Chan Kwai Siong  
Alex Chen

**CALL TO ORDER:**

The meeting was called to order by Strata Council member Bill Rand at 7:05 pm.

**ELECTION OF OFFICERS:**

The following Officer appointments were confirmed:

|                |           |
|----------------|-----------|
| President      | Bill Rand |
| Vice President | Norman Yu |
| Treasurer      | Fiona Xu  |

**MINUTES OF THE MEETING OF JUNE 22, 2015:**

It was

**MOVED AND SECONDED:**

That the minutes of the meeting of June 22, 2015 be approved as distributed.

*MOTION CARRIED UNANIMOUSLY*

**BUSINESS ARISING FROM THE MINUTES:**

There was no business arising from the minutes.

**PRESIDENT'S REPORT:**

The President reported that the fireplace pilot lights had been relit, and that for safety purposes some changes will be implemented next year when this work is done.

**STRATA MANAGER'S REPORT:**

**1) Finance Report**

Financial Statements

The Treasurer, Fiona Xu, advised that she had reviewed the financial statements for the months of May, June, July and August 2015 and found them to be in order. It was

**MOVED AND SECONDED:**

That the financial statements for the months of May through August 2015 be approved.

*MOTION CARRIED UNANIMOUSLY*

Receivables Report

The Strata Manager advised that no strata lots were in arrears of strata fees.

2015/2016 Budget and Notice of Strata Fees

The Strata Manager reported that the 2015/2016 budget and notice of strata fees had been distributed to all owners subsequent to approval of the budget at the Annual General Meeting.

**2) Staff Report**

Rental Information Sheet

Council reviewed the rental information sheet updated on August 26, 2015, noting that five strata lots were rented at Village Del Mar II. The Strata Corporation's bylaws limit the number of rentals at eight.

Council Update

The Strata Manager noted that correspondence had been sent to Mundie's Towing confirming those persons authorized to have vehicles parked in breach of the Strata Corporation's parking bylaws towed from the property. It was also reported that a list of the current Council members had been sent to the Burnaby Fire Department.

**3) Insurance**

Council reviewed the updated property appraisal received from Suncorp Valuations.

**4) Completed Items**

The Strata Manager advised that the following had been completed since the last meeting of the Strata Council: quotation for gutter cleaning and flat and sloped roof cleaning received from Knightsbridge Enterprises; parkade fan replaced; main line replacement by Citywide Plumbing; balcony repairs at strata lot 35 by SJL Construction.

Council reviewed the quotation from Knightsbridge Enterprises for gutter cleaning and flat and sloped roof cleaning, as well as a quotation for inaccessible window cleaning, after which it was

**MOVED AND SECONDED:**

To accept the quotation received from Knightsbridge Enterprises for inaccessible window cleaning in spring 2016, as well as the quotation for annual gutter and sloped and flat roof cleaning, with work to be done this winter.

*MOTION CARRIED UNANIMOUSLY*

**5) Correspondence**

The Strata Manager advised that since the last Council meeting correspondence had been sent or received concerning the following: welcome to two new owners.



**Council reminds all owners that Strata Corporation policy requires all communication to Council to be sent via the management office. This will ensure that the correspondence can be dealt with officially by the Strata Council at a duly convened meeting. Correspondence may be emailed to [managers@stratacomgmt.com](mailto:managers@stratacomgmt.com). Please ensure that you place your Strata Plan # (LMS 1432) at the beginning of the subject line when sending an email to Strataco. Thank you for your assistance.**

**OTHER BUSINESS:**

Rental Parking List

Council reviewed the rental parking list. The Strata Manager advised that the owner of one strata lot had indicated that parking stalls #55 and #17 were allocated to his strata lot. Council reviewed the relevant information available in the Strata Corporation's records concerning parking and directed staff to send correspondence to the owner requesting that they provide documentation verifying the parking stalls had been assigned to their strata lot.

Wood Trim Painting

Council noted that the window, door and fascia wood trim would require painting next year. Rot, discolouration, and chipping paint are evident, and after a lengthy discussion it was

*MOVED AND SECONDED:*

To request the Master Painters & Decorators' Association (MPDA) to prepare a scope of work and tender process for the wood trim painting, and to tender the job.

*MOTION CARRIED*

Council intends that this work be done in spring/summer 2016.

**ADJOURNMENT:**

There being no further business, the meeting adjourned at 7:45 pm, until Monday, November 23, 2015 at 7:00 pm in the exercise room.

**STRATACO MANAGEMENT LTD.**

**#101 – 4126 Norland Avenue**

**Burnaby, BC**

**V5G 3S8**

**Tel: 604-294-4141**

**Fax: 604-294-8956**

**Email: [managers@stratacomgmt.com](mailto:managers@stratacomgmt.com)**



Real estate regulations require a vendor to provide purchasers with copies of minutes. Please retain these minutes as there will be a charge to the owner for replacement copies.

**MINUTES OF THE MEETING OF THE STRATA COUNCIL, STRATA PLAN LMS 1432, VILLAGE DEL MAR II, HELD ON MONDAY, APRIL 13, 2015, AT 7:00 PM IN THE EXERCISE ROOM, 7433 - 16<sup>TH</sup> STREET, BURNABY, BC**

---

Council in attendance:

Bill Rand, President  
Norman Yu, Vice President  
Fiona Xu, Treasurer  
Veronica Aracena Gomez  
Raul Sanabria  
Brendon Chan Kwai Siong  
Alex Chen

Vivian Cornescu,  
Strataco Management Ltd.

**CALL TO ORDER:**

The meeting was called to order by the Strata Council President, Mr. Bill Rand, at 7:00 pm.

**MINUTES OF THE MEETING OF JANUARY 19, 2015:**

It was

**MOVED AND SECONDED:**

That the minutes of the meeting of January 19, 2015 be adopted as distributed.

*MOTION CARRIED UNANIMOUSLY*

**BUSINESS ARISING FROM THE MINUTES:**

There was no business arising from the minutes.

**PRESIDENT'S REPORT:**

There was no President's report.

**STRATA MANAGER'S REPORT:**

**1) Finance Report**

Financial Statements

The Treasurer, Fiona Xu, advised that she had reviewed the financial statements for the months of October, November and December 2014, and January and February 2015 along with the supporting documentation. She recommended that Council approve the financial statements. It was

**MOVED AND SECONDED:**

That the financial statements for the months of October, November and December 2014, and January and February 2015 be adopted as distributed.

*MOTION CARRIED UNANIMOUSLY*

Receivables Report

The Strata Manager reported that no strata lots were in arrears.

**2) Staff Report**

City of Burnaby

Council reviewed correspondence sent to the City of Burnaby pertaining to the implementation of the multi-family food scraps program.

**3) Mechanical**

Water Main Repairs

Council reviewed two quotations received pertaining to repairs for the main water line. After deliberation it was

**MOVED AND SECONDED:**

That the quotation received from Citywide Plumbing for repairs to the main water line be approved.

***MOTION CARRIED***

Note: Council member Fiona Xu abstained from discussion and voting.

It was further

**MOVED AND SECONDED:**

That the funds necessary for all repairs to the main water lines be paid for from the contingency reserve fund.

***MOTION CARRIED UNANIMOUSLY***

Replacement of Parkade Fan

Council reviewed two quotations received. After deliberation it was

**MOVED AND SECONDED:**

That the quotation received from Phoenix HVAC Services for replacement of one fan in the parkade be approved with funds to be paid from the contingency reserve fund.

***MOTION CARRIED UNANIMOUSLY***

Note: Council member Bill Rand abstained from discussion and voting.

Council noted that the contractor advised that due to the age of the equipment parts cannot be found; therefore, the parkade exhaust fan must be replaced.

Voltech

Council reviewed a report and the deficiencies proposal from the annual fire inspection. It was

**MOVED AND SECONDED:**

That Voltech be requested to attend to complete the deficiencies from the annual fire inspection.

***MOTION CARRIED UNANIMOUSLY***

**4) Completed Items**

The Strata Manager advised that the following had been completed since the last meeting of the Strata Council: eaves and roof cleaning (Knightsbridge Enterprises); repaired garage gate (Versatile Door); quotation for annual fire inspection (Voltech); inspected mailboxes (All Elements Services & Restoration); quotation received for balcony repairs at strata lot 35.

Council reviewed a quotation received for balcony repairs at strata lot 35. It was

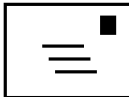
**MOVED AND SECONDED:**

That LJS Property Services be requested to attend to balcony repairs at unit 35.

*MOTION CARRIED UNANIMOUSLY*

**5) Correspondence**

The Strata Manager advised that since the last Council meeting correspondence had been sent or received concerning the following: report of stains on a living room ceiling; broken downspout; report of mail theft; request to remove tree denied.



**Council reminds all owners that Strata Corporation policy requires all communication to Council to be sent via the management office. This will ensure that the correspondence can be dealt with officially by the Strata Council at a duly convened meeting. Correspondence may be emailed to [managers@stratacomgmt.com](mailto:managers@stratacomgmt.com). Please ensure that you place your Strata Plan # (LMS 1432) at the beginning of the subject line when sending an email to Strataco. Thank you for your assistance.**

**OTHER BUSINESS:**

**Mailbox Break-In**

Council reviewed the report pertaining to the mailbox break-in. Council reminds owners that they must pick up their mail on a daily basis.

**Turning off of Fireplaces**

Council reminded the Strata Manager to make the necessary arrangements to turn off the gas to the fireplaces as approved by the owners at the last Annual General Meeting. The gas is approved to be turned off from May 15 – September 15, 2015.

**Parking Stalls**

An owner presented a request for permission to rent a parking stall. Council will review the parking list and the rules approved by the owners at the last Annual General Meeting.

**ADJOURNMENT:**

There being no further business, the meeting adjourned at 7:50 pm, until Monday, June 22, 2015.

**STRATACO MANAGEMENT LTD.**

**#101 – 4126 Norland Avenue**

**Burnaby, BC**

**V5G 3S8**

**Tel: 604-294-4141**

**Fax: 604-294-8956**

**Email: [managers@stratacomgmt.com](mailto:managers@stratacomgmt.com)**



Real estate regulations require a vendor to provide purchasers with copies of minutes. Please retain these minutes as there will be a charge to the owner for replacement copies.

/eb

**MINUTES OF THE MEETING OF THE STRATA COUNCIL, STRATA PLAN LMS 1432, VILLAGE DEL MAR II, HELD ON MONDAY, JANUARY 19, 2015, AT 7:00 PM IN THE EXERCISE ROOM, 7433 - 16<sup>TH</sup> STREET, BURNABY, BC**

---

Council in attendance: Norman Yu, Vice President  
Raul Sanabria  
Brendon Chan Kwai Siong  
Alex Chen  
  
Vivian Cornescu,  
Strataco Management Ltd.

Absent with leave Bill Rand, President  
Fiona Xu, Treasurer  
Veronica Aracena Gomez

**CALL TO ORDER:**

The meeting was called to order by the Strata Council Vice President, Mr. Norman Yu, at 7:00 pm.

**MINUTES OF THE MEETING OF NOVEMBER 24, 2014:**

It was

**MOVED AND SECONDED:**

That the minutes of the meeting of November 24, 2014 be adopted as distributed.

*MOTION CARRIED UNANIMOUSLY*

**BUSINESS ARISING FROM THE MINUTES:**

There was no business arising from the minutes.

**PRESIDENT'S REPORT:**

There was no President' report.

**STRATA MANAGER'S REPORT:**

**1) Finance Report**

Financial Statements

In the absence of the Treasurer it was

**MOVED AND SECONDED:**

That the financial statements for the months of October and November 2014 be tabled.

*MOTION CARRIED UNANIMOUSLY*

Receivables Report

The Strata Manager reported that no strata lots were in arrears.

**2) Staff Report**

Snow Removal

The Strata Manager advised that correspondence had been sent to EL&B Maintenance confirming their responsibility for snow removal in 2015.



**3) Insurance**

The Strata Manager advised that a number of firms had been requested to quote on the 2015 insurance coverages for the Strataco Management portfolio and that subsequent to review of these various proposals, the insurance policy had been renewed with HUB International Coastal Insurance at an annual premium of \$20,792.00. It was

**MOVED AND SECONDED:**

That Council concur with staff's recommendations and renew its insurance policy with HUB International Coastal Insurance at a cost of \$20,792.00.

***MOTION CARRIED UNANIMOUSLY***

The Strata Manager provided a copy of the 2015 insurance certificate received from Hub International, which is attached to the minutes for the information of the owners. Please retain this information for future reference and note in particular the water loss deductible.

The Strata Corporation's insurance does not cover betterments and improvements. It is the responsibility of the strata lot owner to determine all betterments and improvements that have been made to their strata lot since initial construction, and to obtain the appropriate insurance to cover such against loss.

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 their homeowner insurers. 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.

Owners are further reminded 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. A number of homeowner insurance policies do not provide this coverage as a matter of course, and this should be specifically requested.

If owners have any questions regarding their insurance requirements or their current homeowner policy, they are urged to take the Strata Corporation's insurance certificate to their personal brokers so that they can discuss coverages to avoid any financial hardship in case of an insurable claim.

**4) Completed Items**

The Strata Manager advised that the following had been completed since the last meeting of the Strata Council: obtained quotation for balcony repairs at strata lots 12 and 35; removed tree at strata lot 36 (Bartlett Tree Service); removed items abandoned in storage locker walkways (Knightsbridge Enterprises).

**5) In Progress**

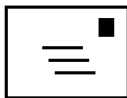
The Strata Manager advised that the following items remained in progress: roof and gutter cleaning (Knightsbridge Enterprises).

**6) Correspondence**

The Strata Manager advised that since the last Council meeting correspondence had been sent or received concerning the following: welcome to new tenant; plumbing in crawl space; outstanding strata fees; activities at strata lot; request for removal of tree.

Council reviewed the correspondence as follows:

Tree removal: Council considered a request from an owner that trees in the back yard be removed as they are shedding and block light into the unit. Council noted that in order to remove a tree the Strata Corporation must obtain permission from the City of Burnaby, and that the City will not approve removal of a healthy tree.



**Council reminds all owners that Strata Corporation policy requires all communication to Council to be sent via the management office. This will ensure that the correspondence can be dealt with officially by the Strata Council at a duly convened meeting. Correspondence may be emailed to [managers@stratacomgmt.com](mailto:managers@stratacomgmt.com). Please ensure that you place your Strata Plan # (LMS 1432) at the beginning of the subject line when sending an email to Strataco. Thank you for your assistance.**

**OTHER BUSINESS:**

Food Scraps Program

The Strata Manager advised that the application for the food scraps program was submitted to the City of Burnaby.

Left Vehicle Gate

Council noted that on several occasions the gate was stuck half way open. The Strata Manager was asked to have a contractor attend to any necessary repairs.

**ADJOURNMENT:**

There being no further business, the meeting adjourned at 7:25 pm, until Monday, February 23, 2015.

**STRATACO MANAGEMENT LTD.**

**#101 – 4126 Norland Avenue**

**Burnaby, BC**

**V5G 3S8**

**Tel: 604-294-4141**

**Fax: 604-294-8956**

**Email: [managers@stratacomgmt.com](mailto:managers@stratacomgmt.com)**



Real estate regulations require a vendor to provide purchasers with copies of minutes. Please retain these minutes as there will be a charge to the owner for replacement copies.



# HUB International Coastal Insurance Brokers

400 - 4350 Still Creek Drive, Burnaby, BC V5C 0G5 T: 604-269-1000 F: 604-269-1001  
TF: 1-800-665-3310 www.hubcoastal.ca E: coastal@hubinternational.com

**Policy No. CLMS1432**

## DECLARATIONS

|                           |  |
|---------------------------|--|
| Name of Insured:          | The Owners of Strata Plan LMS 1432 Village Del Mar II                                |
| Location Address:         | 7433 16th Street, Burnaby, BC, V3N 4Z5   |
| Additional Named Insured: | Strataco Management Ltd., 101 - 4126 Norland Avenue, Burnaby, BC V5G 3S8             |
| Policy Period:            | 12/31/14 to 12/31/15 (mm/dd/yy) 12:01 a.m. Standard Time                             |
| Loss Payable to:          | The Insured or Order in Accordance with the Strata Property Act of British Columbia. |
| Insurers:                 | As Per List of Participating Insurers Attached.                                      |

Insurance is provided subject to the Declarations, Terms, Conditions, Limitations and Endorsements of this policy and only for those coverages for which specific limits or amounts of Insurance are shown on this Declaration Page.

| INSURING AGREEMENTS   | Deductibles (\$)   | Limits (\$)  |
|---|--|--|
| <b>PROPERTY COVERAGES</b><br>All Property, All Risks, Guaranteed Replacement Cost, Bylaws - Form STR (08/14)<br>Unlimited Additional Living Expenses<br>Water Damage<br>Backup of Sewers, Sumps, Septic Tanks or Drains<br>Earthquake Damage<br>Flood Damage<br>Key & Lock  | 2,500<br><br>5,000<br>5,000<br>10%<br>10,000<br>250                | 11,334,000<br>Included<br>Included<br>Included<br>Included<br>Included<br>10,000 |
| <b>BLANKET EXTERIOR GLASS INSURANCE</b> - Form 820000 (02/06) Residential   | 100  | Blanket  |
| <b>COMMERCIAL GENERAL LIABILITY</b> - Form 000102-10 (06/12)<br>Each Occurrence Limit<br>Coverage A - Bodily Injury & Property Damage Liability - <i>Per Occurrence</i><br>Products & Completed Operations - <i>Aggregate</i><br>Coverage B - Personal Injury Liability - <i>Per Occurrence</i><br>Non-Owned Automobile - SPF #6 - Form 335002-02 - <i>Per Occurrence</i> | 500<br>500<br>500  | 10,000,000<br>10,000,000<br>10,000,000<br>10,000,000<br>10,000,000               |
| <b>STRATA DIRECTORS &amp; OFFICERS LIABILITY</b> - Form NP-434229 (06/14)   | Nil  | 2,000,000  |
| <b>POLLUTION &amp; REMEDIATION LEGAL LIABILITY</b> - Form XLICL-PARL6CP-CN 1111 (01/14)<br>Limit of Liability - Each Loss, Remediation Expense or Legal Defense Expense   | 10,000 Retention   | 1,000,000  |
| <b>VOLUNTEER ACCIDENT INSURANCE PLAN</b> - Policy # SG50073001 (12/31)- Plan II<br>Principal Sum - \$200,000 Weekly Accident Indemnity - \$600 (maximum 52 weeks)<br>Accident Expenses - various up to \$10,000 (see policy wording) Dental Expense - \$2,500   | 7 Day Waiting Period   | 200,000  |
| <b>COMPREHENSIVE DISHONESTY, DISAPPEARANCE AND DESTRUCTION</b> - Form 500000 (08/14)<br>Coverage I Employee Dishonesty - Form A - <i>Aggregate</i><br>Coverages II, III, IV and V - Broad Form Money & Securities - <i>Aggregate Limit each coverage</i>  | Nil<br>Nil   | 30,000<br>10,000   |
| <b>EQUIPMENT BREAKDOWN</b><br>I Standard Comprehensive Plus, Replacement Cost - Form C780016 (01/11)<br>II Consequential Damage, 90% Co-Insurance - Form C780032 (01/11)<br>III Extra Expense - Form C780033 (01/11)<br>IV Ordinary Payroll - 90 Days - Form C780034 (01/11)  | 1,000<br>1,000<br>24 Hour Waiting Period<br>24 Hour Waiting Period | 11,334,000<br>25,000<br>100,000<br>100,000                                       |
| <b>PRIVACY BREACH SERVICES</b> - Form PBE.25000 (12/13)   | Nil  | 25,000   |
| <b>TERRORISM</b> - Form LMA3030 (amended) (06/14)   | 2,500  | 300,000  |

**\*\*ALL COVERAGES SUBJECT TO POLICY DEFINITIONS\*\***

This Policy contains a clause(s), which may limit the amount payable. This policy shall not be valid or binding unless countersigned by a duly Authorized Representative of the Insurer. For the purposes of the Insurance Companies Act (Canada), this document was issued in accordance in the course of Allianz Global Risks US Insurance Company business in Canada.

**Vice President**  
**HUB International Coastal Insurance Brokers**



# HUB International Coastal Insurance Brokers

400 - 4350 Still Creek Drive, Burnaby, BC V5C 0G5 T: 604-269-1000 F: 604-269-1001  
TF: 1-800-665-3310 www.hubcoastal.ca E: coastal@hubinternational.com

## POLICY ENDORSEMENT

**For The Owners of Strata Plan LMS 1432 Village Del Mar II  
Policy # CLMS1432**

Term: 12/31/14 to 12/31/15 (mm/dd/yy) 12:01 a.m. Standard Time

**Attached to and forming part of Policy No. CLMS1432**

This Endorsement modifies the coverage provided in the Condominium and/or Strata Corporation Property Wording - STR(06/08) - Extension of Coverage 5D.

It is hereby understood and agreed that SECTION 5. D. CLAIMS FREE DEDUCTIBLE WAIVER is amended to read as follows:

**D. CLAIMS FREE REWARD:** If the location insured by this policy has been underwritten by HUB International Coastal Insurance Brokers for the past 36 months continuously, and has been claims free during that period, the Insurers agree to discount the property premium for the next renewal term by 5%.

All Other Policy Terms and Conditions Remain Unchanged.



# HUB International Coastal Insurance Brokers

400 - 4350 Still Creek Drive, Burnaby, BC V5C 0G5 T: 604-269-1000 F: 604-269-1001  
TF: 1-800-665-3310 www.hubcoastal.ca E: coastal@hubinternational.com

## SCHEDULE OF PARTICIPATING INSURERS

### For The Owners of Strata Plan LMS 1432 Village Del Mar II Policy # CLMS1432

Term: 12/31/14 to 12/31/15 (mm/dd/yy) 12:01 a.m. Standard Time

| Insurer  | Coverage  | %   | Limit (\$) |
|--|---|-----|------------|
| Aviva Insurance Company of Canada  | Property  | 35  | 3,966,900  |
| Allianz Global Risks US Insurance Company  | Property  | 30  | 3,400,200  |
| Royal & SunAlliance Insurance Company of Canada                                  | Property  | 25  | 2,833,500  |
| The Guarantee Company of North America   | Property  | 10  | 1,133,400  |
| Aviva Insurance Company of Canada  | Commercial General Liability                            | 100 | 10,000,000 |
| Encon Group Inc.   | Directors & Officers Liability                          | 100 | 2,000,000  |
| Aviva Insurance Company of Canada  | Employee Dishonesty – Form A                            | 100 | 30,000     |
| Aviva Insurance Company of Canada  | Comprehensive Dishonesty, Disappearance and Destruction | 100 | 10,000     |
| Aviva Insurance Company of Canada  | Glass   | 100 | Blanket    |
| XL Insurance Company Ltd.  | Pollution & Remediation Legal Liability                 | 100 | 1,000,000  |
| Aviva Insurance Company of Canada  | Equipment Breakdown                                     | 100 | 11,334,000 |
| ACE INA Insurance  | Volunteer Accident Insurance Plan II                    | 100 | 200,000    |
| Aviva Insurance Company of Canada  | Privacy Breach Services                                 | 100 | 25,000     |
| Binding Authority B0621M81907014 underwritten by certain underwriters at Lloyd's | Terrorism   | 100 | 300,000    |

#### DISCLOSURE NOTICE - Under The Financial Institutions Act

The Financial Institutions Act requires that the information contained in this Disclosure Notice be provided to a customer in writing at the time of entering into an insurance transaction.

HUB International Coastal Insurance Brokers is licensed as a general insurance broker by the Insurance Council of British Columbia.

This transaction is between you and Aviva Insurance Co. of Canada Policy No. CLMS1432.

We have no interest in the above stated Insurance Company and the Insurance company also has no interest in our company.

The Financial Institutions Act prohibits the Insurance Company or our company from requiring you to transact additional or other business with the Insurance Company or any other person or corporation as a condition of this transaction.

HUB International Insurance Brokers receives commissions and may receive contingent commissions from the insurance carrier(s) with whom this business is placed. Commissions are generally a fixed percentage of premium for a particular placement. Contingent commissions may be based on factors such as a positive loss ratio for the broker's entire book of business with an insurer, or a certain percentage of premium growth over a previous comparable period of time. We may work together with other appropriately licensed third parties in marketing of insurance products and may share commissions or pay/receive fees as a result of a joint venture. Further information is available upon request or at: <http://www.hubinternational.com/about/how-we-get-paid/>.

**Total Policy Premium:**

**\$20,792**

E&OE/LE

Insured's Copy

**MINUTES OF THE MEETING OF THE STRATA COUNCIL, STRATA PLAN LMS 1432, VILLAGE DEL MAR II, HELD ON MONDAY, JUNE 22, 2015, AT 7:00 PM IN THE EXERCISE ROOM, 7433 - 16<sup>TH</sup> STREET, BURNABY, BC**

---

Council in attendance: Bill Rand, President  
Fiona Xu, Treasurer  
Raul Sanabria  
Brendon Chan Kwai Siong  
Alex Chen

Vivian Cornescu,  
Strataco Management Ltd.

Absent with leave: Norman Yu, Vice President  
Veronica Aracena Gomez

**CALL TO ORDER:**

The meeting was called to order by the Strata Council President, Mr. Bill Rand, at 7:00 pm.

**MINUTES OF THE MEETING OF APRIL 13 2015:**

It was

**MOVED AND SECONDED:**

That the minutes of the meeting of April 13, 2015 be adopted as distributed.

*MOTION CARRIED UNANIMOUSLY*

**BUSINESS ARISING FROM THE MINUTES:**

There was no business arising from the minutes.

**PRESIDENT'S REPORT:**

Mr. Sanabria advised that he had sold his strata lot and would consequently be resigning from the Strata Council. It was

**MOVED AND SECONDED:**

That Mr. Sanabria's resignation be accepted with regret.

*MOTION CARRIED UNANIMOUSLY*

Council thanked Mr. Sanabria for his assistance while on Council and wished him all the best in future.

**STRATA MANAGER'S REPORT:**

**1) Finance Report**

Financial Statements

The Treasurer, Fiona Xu, advised that she had reviewed the financial statements for the months of March and April 2015. She sought some clarification on the March statement and requested that copies of the invoices be provided to her. It was then

**MOVED AND SECONDED:**

That the financial statements for the months of March and April 2015 be approved.

*MOTION CARRIED UNANIMOUSLY*

Receivables Report

The Strata Manager advised that one strata lot was 30 days in arrears and that no collections action was required.

2015/2016 Operating Budget

Council thoroughly reviewed the draft of the proposed budget for the 2015/2016 fiscal year, after which it was

MOVED AND SECONDED:

That a proposed operating budget for the 2015/2016 fiscal year calling for no increase in strata fees be recommended to the owners for approval at the Annual General Meeting to be held on September 14, 2015.

*MOTION CARRIED UNANIMOUSLY*

**2) Staff Report**

Rental Information Sheet

Council reviewed the rental information sheet dated June 1, 2015.

Annual General Meeting Agenda

The Strata Manager tabled for Council's review the proposed agenda for the Annual General Meeting to be held on September 14, 2015, noting that pursuant to the Strata Property Act, Council sets the agenda for the meeting. Council reviewed the agenda, after which it was

MOVED AND SECONDED:

To approve the proposed agenda for the Annual General Meeting to be held on September 14, 2015.

*MOTION CARRIED UNANIMOUSLY*

**3) Insurance**

The Strata Manager referred to the recent property appraisal prepared by Suncorp Valuations and noted that this information had been provided to Hub International Coastal Insurance so that the necessary adjustment could be made to the policy to reflect the revised valuation.

**4) Mechanical**

Council reviewed a proposal from Voltech Fire Protection for preparation of a fire safety plan, which is required by the Burnaby Fire Department. It was

MOVED AND SECONDED:

That Voltech Fire Protection be authorized to prepare the fire safety plan.

*MOTION CARRIED UNANIMOUSLY*

**5) Completed Items**

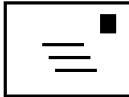
The Strata Manager advised that the following had been completed since the last meeting of the Strata Council: parkade sprinkler system repaired by Voltech Fire Protection; security watch (Polo Security).

6) **In Progress**

The Strata Manager reported that the following remained in progress: replacement of parkade fan; main line replacement by Citywide Plumbing; balcony repairs at strata lot 35 by SJL Construction.

7) **Correspondence**

The Strata Manager advised that since the last Council meeting correspondence had been sent or received concerning the following: welcome to new owner; access to storage locker (sent to two strata lots); request for permission to rent approved; request for permission to modify strata lot approved.



**Council reminds all owners that Strata Corporation policy requires all communication to Council to be sent via the management office. This will ensure that the correspondence can be dealt with officially by the Strata Council at a duly convened meeting. Correspondence may be emailed to [managers@stratacomgmt.com](mailto:managers@stratacomgmt.com). Please ensure that you place your Strata Plan # (LMS 1432) at the beginning of the subject line when sending an email to Strataco. Thank you for your assistance.**

**OTHER BUSINESS:**

**Rental Parking Stalls**

Owners are advised that a limited number of parking stalls are available for rent for a monthly fee of \$20.00. Requests to rent a parking stall are to be submitted to management. Residents are not permitted to park in the rental parking stalls unless they have entered into a rental agreement with the Strata Corporation. As per the Strata Corporation's bylaws, the following parking stalls are designated as rentals: 1, 3, 42, 48, 49, 55 and 63. The rental parking stalls will be monitored effective August 1, 2015.

**ADJOURNMENT:**

There being no further business, the meeting adjourned at 8:00 pm, until the Annual General Meeting, to be held on Monday, September 14, 2015.

**STRATACO MANAGEMENT LTD.**

**#101 – 4126 Norland Avenue**

**Burnaby, BC**

**V5G 3S8**

**Tel: 604-294-4141**

**Fax: 604-294-8956**

**Email: [managers@stratacomgmt.com](mailto:managers@stratacomgmt.com)**



Real estate regulations require a vendor to provide purchasers with copies of minutes. Please retain these minutes as there will be a charge to the owner for replacement copies.



**MINUTES OF THE MEETING OF THE STRATA COUNCIL, STRATA PLAN LMS 1432, VILLAGE DEL MAR II, HELD ON MONDAY, NOVEMBER 30, 2015, AT 7:00 PM IN THE EXERCISE ROOM, 7433 - 16<sup>TH</sup> STREET, BURNABY, BC**

---

Council in attendance: Bill Rand, President  
Fiona Xu, Treasurer  
Brendon Chan Kwai Siong  
Alex Chen

Vivian Cornescu,  
Strataco Management Ltd.

Absent with leave: Norman Yu, Vice President  
Veronica Aracena Gomez

**CALL TO ORDER:**

The meeting was called to order by Strata Council President, Bill Rand, at 7:00 pm.

**MINUTES OF THE MEETING OF OCTOBER 5, 2015:**

It was

**MOVED AND SECONDED:**

That the minutes of the meeting of October 5, 2015.

*MOTION CARRIED UNANIMOUSLY*

**BUSINESS ARISING FROM THE MINUTES:**

There was no business arising from the minutes.

**PRESIDENT'S REPORT:**

The President informed Council that he is in the process of doing fence repairs. The President also informed Council that residents are using the exercise room and they do not clean up after themselves and they also leave the heat on.

Owners are reminded to ensure that they clean up after themselves and to turn off the heat when they leave the exercise room so that the Strata Corporation can save money on electricity costs.

**STRATA MANAGER'S REPORT:**

**1) Finance Report**

Financial Statements

The Treasurer, Fiona Xu, advised that she had reviewed the financial statements for the months of September and October 2015 and found them to be in order. She recommended that Council approve the financial statements. It was

**MOVED AND SECONDED:**

That the financial statements for the months of September and October 2015 be approved.

*MOTION CARRIED UNANIMOUSLY*

Receivables Report

The Strata Manager advised that no strata lots were in arrears of strata fees.

**2) Staff Report**

Rental Information Sheet

Council reviewed the rental information sheet updated on October 23, 2015, noting that four strata lots were rented at Village Del Mar II. The Strata Corporation's bylaws limit the number of rentals to eight.

EL&B Maintenance

Council noted that the 2015/2016 snow removal contract had been awarded to EL&B Maintenance.

Meeting Schedule

The Strata Manager presented the proposed meeting schedule for 2016, calling for regular Strata Council meetings to be held on January 18, February 29, April 18, June 20, October 3, November 21, 2015, and the Annual General Meeting to be held on September 12, 2016. It was

**MOVED & SECONDED:**

That the 2016 meeting schedule be adopted as presented.

*MOTION CARRIED UNANIMOUSLY*

Wood Trim Painting Quotation

Council reviewed six quotations received for the wood trim painting as per their request that MPDA provide a scope of work and tender process. Council reviewed all of the quotations and discussion was tabled until the next meeting of the Strata Council. The Strata Council will be calling a Special General Meeting to be held on February 29, 2016 to present the wood trim painting quotation along with the replacement of rotten wood boards for owners' approval.

**3) Insurance**

**2016 Insurance Policy Renewal**

The Strata Manager tabled the request for proposals to renew the Strata Corporation's insurance policy in 2016, which had been sent to Hub International Coastal Insurance and BFL Canada. The Strata Manager advised that the Strata Council would be notified of the decision made on the renewal.

Insurance Reserve Transfer Resolution

The Strata Manager recommended that the Strata Council authorize the borrowing of the amount required to pay the insurance premium from the reserves to be repaid during the course of the fiscal year as permitted by the Strata Property Act. It was

**MOVED AND SECONDED:**

That:

**WHEREAS** The Strata Corporation has the obligation to pay the insurance premium upon receipt of the invoice; and

**WHEREAS** The Strata Corporation anticipates receiving a bill in the amount of the 2016 annual insurance premium that would have to be paid in fiscal year 2016 to avoid being charged interest; and

**WHEREAS** There will be insufficient funds in the operating account to satisfy the financial obligations;  
and

**WHEREAS** Section 95 of the Strata Property Act permits the Strata Corporation to lend money in the CRF to the operating fund if the loan is to be repaid by the end of the fiscal year of the Strata Corporation, and the loan is for the purpose of covering temporary shortages in the operating fund resulting from expenses becoming payable before the budgeted monthly contributions to the operating fund to cover these expenses have been collected;

**BE IT THEREFORE RESOLVED THAT** The Strata Council authorize the transfer of up to the amount of the 2016 annual insurance premium from the CRF as a loan to the operating fund to be repaid by the end of the 2016 fiscal year.

*MOTION CARRIED UNANIMOUSLY*

The above resolution was duly signed by two Council members.

**4) Correspondence**

The Strata Manager advised that since the last Council meeting correspondence had been sent or received concerning the following: damage to car from garage gate due to break in; improvements at strata lot approved (Indemnity Agreement requested); parking assignment parking stalls #17 and #55; rental parking stall assigned #49.

Arising from the above the following was duly resolved:

Request for reimbursement for damages to motor vehicle due to break-in: Council reviewed a report along with an estimation for damage repairs to a vehicle resulting from a break-in into the garage gate. After deliberation, it was

**MOVED AND SECONDED:**

That the request for reimbursement from the owner of strata lot 11 for damage repairs from the gate to his vehicle resulting from a break-in into the parkade be approved.

*MOTION CARRIED UNANIMOUSLY*

Parking stall assignment #17 and #55: Council noted that the owner of strata lot 17 had not submitted any information pertaining to further documentation where it states that the strata lot is assigned two parking stalls. Council requested that the Strata Manager to follow up.



**Council reminds all owners that Strata Corporation policy requires all communication to Council to be sent via the management office. This will ensure that the correspondence can be dealt with officially by the Strata Council at a duly convened meeting. Correspondence may be emailed to [managers@stratacomgmt.com](mailto:managers@stratacomgmt.com). Please ensure that you place your Strata Plan # (LMS 1432) at the beginning of the subject line when sending an email to Strataco. Thank you for your assistance.**

**OTHER BUSINESS:**

There was no other business.

**ADJOURNMENT:**

There being no further business, the meeting adjourned at 7:50 pm, until Monday, January 18, 2016 at 7:00 pm in the exercise room.

**STRATACO MANAGEMENT LTD.**

**#101 – 4126 Norland Avenue**

**Burnaby, BC**

**V5G 3S8**

**Tel: 604-294-4141**

**Fax: 604-294-8956**

**Email: [managers@stratacomgmt.com](mailto:managers@stratacomgmt.com)**



Real estate regulations require a vendor to provide purchasers with copies of minutes. Please retain these minutes as there will be a charge to the owner for replacement copies.

/eb