

**MINUTES OF THE MEETING OF THE STRATA COUNCIL, STRATA PLAN LMS  
1432, VILLAGE DEL MAR II, HELD ON MONDAY, JANUARY 18, 2016, AT 7:00 PM  
IN THE EXERCISE ROOM, 7433 - 16<sup>TH</sup> STREET, BURNABY, BC**

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Council in attendance:

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

Vivian Cornescu,  
Strataco Management Ltd.

**CALL TO ORDER:**

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

**MINUTES OF THE MEETING OF NOVEMBER 30, 2015:**

It was

**MOVED AND SECONDED:**

That the minutes of the meeting of November 30, 2015 be approved 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 statement for the month of November 2015 and found it to be in order and recommended that it be approved. It was

**MOVED AND SECONDED:**

That the financial statement for the month of November 2015 be approved.

*MOTION CARRIED UNANIMOUSLY*

Receivables Report

Council reviewed the receivables report noting that one strata lot was one month in arrears of the rental parking fee.

**2) Staff Report**

Indemnity Agreement Summary

Council reviewed the Indemnity Agreement summary updated as of December 8, 2015.

**3) Insurance**

2016 Insurance Policy

The Strata Manager advised that a number of firms had been requested to quote on the 2016 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 \$20,478.00. 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 \$20,478.00.

***MOTION CARRIED UNANIMOUSLY***

The Strata Manager provided a copy of the 2016 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) Correspondence**

The Strata Manager advised that since the last Council meeting correspondence had been sent or received concerning the following: parking stall assignment #17 and #55.

Arising from the above the following was duly resolved:

Parking stall assignment #17 and #55: Council noted that no response had been received from the owner of strata lot 17 regarding the parking stall assignment for stalls #17 and #55. The Strata Council requested that the Strata Manager direct

correspondence to the owner advising that pursuant to the Strata Corporation's records only one parking stall (#17) has been assigned to the strata lot and that the owner is requested to use only that one stall.



**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.**

**5) In Progress**

The Strata Manager informed Council that the following items remained in progress: gutter cleaning (Knightsbridge Enterprises); replacement of backflow preventor (Citywide Plumbing); Fire Safety Plan (Voletch Fire Protection).

**OTHER BUSINESS:**

Special General Meeting Scheduled for February 29, 2016

It was

**MOVED AND SECONDED:**

That the following proposed bylaw be presented for the owners' approval at the Special General Meeting scheduled for February 29, 2016.

*"Smoking is not permitted on common property."*

**MOTION CARRIED UNANIMOUSLY**

**Painting of Fascia**

Council reviewed quotations received for the painting of the wood fascia at the buildings. After deliberation, it was

**MOVED AND SECONDED:**

That the quotation presented by Remdal Painting be presented for the owners' approval for the painting of the wood fascia with the funds of up to \$85,000.00 being transferred from reserves at the Special General Meeting scheduled for February 29, 2016.

**MOTION CARRIED UNANIMOUSLY**

**ADJOURNMENT:**

There being no further business, the meeting adjourned at 8:00 pm, until Monday, February 29, 2016 at 6:00 pm (regular Council meeting) and the Special General Meeting to follow 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

**Policy No. CLMS1432**

**Declarations**

Name of Insured: The Owners of Strata Plan LMS 1432 Village Del Mar II  
Additional Insured: Strataco Management Ltd.  
Mailing Address: 101 - 4126 Norland Avenue, Burnaby, BC V5G 3S8  
Location Address(es): 7433 16th Street Burnaby, BC V3N 4Z5  
Policy Period: **December 31, 2015 to December 31, 2016** 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	Limit
<b>PROPERTY COVERAGES</b>		
All Property, All Risks, Guaranteed Replacement Cost, Bylaws - Form STR (06/15)	\$2,500	\$11,375,000
Unlimited Additional Living Expenses	Included	Included
Water Damage	\$5,000	Included
Backup of Sewers, Sumps, Septic Tanks or Drains	\$5,000	Included
Earthquake Damage	10 %	Included
Flood Damage	\$10,000	Included
Key & Lock	\$250	\$10,000
Claims Free Reward		3 Years - 5%
<b>BLANKET EXTERIOR GLASS INSURANCE</b> - Form 820000 (02/06)	Residential	\$100 Blanket
<b>COMMERCIAL GENERAL LIABILITY</b> - Form 000102-10 (06/12)		
Each Occurrence Limit	\$500	\$10,000,000
Coverage A - Bodily Injury & Property Damage Liability - <i>Per Occurrence</i>	\$500	\$10,000,000
Products & Completed Operations - <i>Aggregate</i>		\$10,000,000
Coverage B - Personal Injury Liability - <i>Per Occurrence</i>	\$500	\$10,000,000
Non-Owned Automobile - SPF #6 - Form 335002-02- <i>Per Occurrence</i>		\$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)		
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 I		
Principal Sum - \$100,000 Weekly Accident Indemnity - \$500 (maximum 52 weeks)	7 Day Waiting Period	\$100,000
Accident Expenses - various up to \$15,000 (see policy wording) Dental Expense - \$2,500		
<b>COMPREHENSIVE DISHONESTY, DISAPPEARANCE AND DESTRUCTION</b> - Form 500000 (08/14)		
Coverage I Employee Dishonesty - Form A - <i>Aggregate</i>	Nil	\$30,000
Coverages II, III, IV and V - Broad Form Money & Securities - <i>Aggregate Limit each coverage</i>	Nil	\$10,000
<b>EQUIPMENT BREAKDOWN</b>		
I Standard Comprehensive Plus, Replacement Cost - Form C780016 (01/11)	\$1,000	\$11,375,000
II Consequential Damage, 90% Co-Insurance - Form C780032 (01/11)	\$1,000	\$25,000
III Extra Expense - Form C780033 (01/11)	24 Hour Waiting Period	\$100,000
IV Ordinary Payroll - 90 Days - Form C780034 (01/11)	24 Hour Waiting Period	\$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.

December, 11 2015 - E&OE



Executive Vice President  
Hub International Insurance Brokers

## Schedule Of Participating Insurers

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

Policy # CLMS1432

Term: December 31, 2015 to December 31, 2016 12:01 a.m. Standard Time

Insurer	Coverage	%	Limit (\$)
Aviva Insurance Company of Canada	Property	45.	\$5,118,750
Allianz Global Risks US Insurance Company	Property	25.	\$2,843,750
The Guarantee Company of North America	Property	5.	\$568,750
Temple Insurance Company	Property	25	\$2,843,750
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	Broad Form Money & Securities	100	\$10,000
Aviva Insurance Company of Canada	Glass	100	Blanket
XL Insurance Company SE	Pollution & Remediation Legal Liability	100	\$1,000,000
Aviva Insurance Company of Canada	Equipment Breakdown	100	\$11,375,000
ACE INA Insurance Canada	Volunteer Accident Insurance Plan 1	100	\$100,000 - \$500 Weekly Indemnity
Aviva Insurance Company of Canada	Privacy Breach Services	100	\$25,000
Certain Lloyd's Underwriters under contract B0621M81907014, as arranged by Hub International Insurance Brokers	Terrorism	100	\$300,000

### DISCLOSURE NOTICE

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 Insurance Brokers licensed as a general insurance broker by the Insurance Council of British Columbia. This transaction is between you and Aviva Insurance Company 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. Upon completion of this transaction, Hub International Insurance Brokers will be remunerated by way of commission and/or fee, which will be paid by the insurer named above or by you, the customer. We may work together with other appropriately licensed third parties in marketing of insurance products; we may share commissions and/or pay or receive fees as a result of a joint venture. For more on how we get paid, including for information on contingent commissions we may receive from the insurer(s), please visit *How we get paid* at: [www.hubinternational.com](http://www.hubinternational.com)

Policy Premium

**\$21,047**

Claim Free Reward:

**(\$ 569)**

Total Payable:

**\$20,478**

December 11, 2015

Insured's Copy

**MINUTES OF THE MEETING OF THE STRATA COUNCIL, STRATA PLAN LMS 1432, VILLAGE DEL MAR II, HELD ON MONDAY, APRIL 18, 2016, AT 7:00 PM IN THE EXERCISE ROOM, 7433 16<sup>TH</sup> STREET, BURNABY, BC**

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Council in attendance: Norman Yu, Vice President  
Fiona Xu, Treasurer  
Brendon Chan Kwai Siong  
Alex Chen  
Veronica Aracena Gomez

Vivian Cornescu,  
Strataco Management Ltd.

Absent with leave: Bill Rand, President

**CALL TO ORDER:**

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

It was noted that the meeting scheduled for February 29, 2016 had not been held due to a lack of quorum.

**MINUTES OF THE MEETING OF JANUARY 18, 2016:**

It was

**MOVED AND SECONDED:**

That the minutes of the meeting of January 18, 2016 be approved as distributed.

*MOTION CARRIED UNANIMOUSLY*

**BUSINESS ARISING FROM THE MINUTES:**

There was no business arising from the minutes.

**PRESIDENT'S REPORT:**

**Bylaw Amendments**

Council noted that the Form I – Amendment to Bylaws documentation had been signed by two Council members and returned to management for registration in the Land Title Office.

**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 January and February 2016, found them to be in order and recommended approval. It was

**MOVED AND SECONDED:**

That the financial statements for the months of January and February 2016 be approved.

*MOTION CARRIED UNANIMOUSLY*

**Receivables Report**

Council reviewed the receivables report, noting that one strata lot was one month in arrears.

Collections

The Strata Manager advised that an arrears notice had been sent to one strata lot.

**2) Staff Report**

Painting Project

Council reviewed correspondence sent to the Master Painters & Decorators Association confirming approval of the painting project.

Light Installation

Council reviewed a quotation received from Global Lighting for the installation of a pole light at the northwest corner by the gate, after which it was

**MOVED AND SECONDED:**

That the quotation from Global Lighting be approved.

*MOTION CARRIED UNANIMOUSLY*

Exterior Cleaning

Council reviewed a quotation from Knightsbridge Enterprises for power washing/cleaning various areas of the complex. It was

**MOVED AND SECONDED:**

To approve the quotation from Knightsbridge Enterprises for cleaning all inaccessible windows, annual gutter cleaning and roof cleaning (to be done in 2016 winter), cleaning of the stucco at the four stairwells leading to the parkade, the parkade ramp and concrete walls, and cleaning of the exterior gutters (white areas).

*MOTION CARRIED UNANIMOUSLY*

**3) Completed Items**

The Strata Manager reported that the following items had been completed since the last meeting of the Strata Council: replacement of backflow prevention assembly (Citywide Plumbing); cleaning of interior gutters and roofs (Knightsbridge Enterprises); downpipe repair at strata lot 11; annual fire inspection.

Council reviewed the list of deficiencies identified during the annual fire inspection and it was

**MOVED AND SECONDED:**

To accept the quotation from Voltech to correct the deficiencies.

*MOTION CARRIED UNANIMOUSLY*

**4) In Progress**

The Strata Manager reported that the following remained in progress: fire safety plan (Voltech Fire Protection).

**5) Correspondence**



The Strata Manager advised that since the last Council meeting correspondence had been sent or received concerning the following: parking stall assignment; welcome to new owner.



**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.**

**6) Insurance**

Council noted that the property appraisal update had been received from Suncorp Valuations.

**OTHER BUSINESS:**

**Security**

An owner had advised Council that persons were seen smoking marijuana in the visitor parking area. Owners are reminded that if any untoward activities are observed they may contact the RCMP non-emergency line.

**Dead Shrubs**

Council agreed that the boxwood shrubs adjacent to the sidewalk on 16<sup>th</sup> Street (between the two gates) be removed as certain sections are dead.

**ADJOURNMENT:**

There being no further business, the meeting adjourned at 8:00 pm, until Monday, June 13, 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)**



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

Dear Owners:

Please note that we have made changes to our email system, and wish to advise that it is important **that you specify your Strata Plan # at the beginning of the subject line when sending an email to Strataco. This will allow your email to be directed to the appropriate Strata Manager and be handled in a timely manner.**

**If you do not specify your Strata Plan # on the subject line this will delay response time.**

**Thank you for your cooperation.**

***STRATACO MANAGEMENT LTD.***

**MINUTES OF THE MEETING OF THE STRATA COUNCIL, STRATA PLAN LMS 1432, VILLAGE DEL MAR II, HELD ON MONDAY, JUNE 13, 2016, AT 7:00 PM IN THE EXERCISE ROOM, 7433 16<sup>TH</sup> STREET, BURNABY, BC**

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Council in attendance: Bill Rand, President  
Norman Yu, Vice President  
Fiona Xu, Treasurer  
Brendon Chan Kwai Siong  
Alex Chen  
  
Vivian Cornescu,  
Strataco Management Ltd.

Absent with leave: 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 APRIL 18, 2016:**

It was

**MOVED AND SECONDED:**

That the minutes of the meeting of April 18, 2016 be approved 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 reported that she had reviewed the financial statements for the months of March and April 2016, found them to be in order and recommended their approval. It was

**MOVED AND SECONDED:**

That the financial statements for the months of March and April 2016 be approved.

*MOTION CARRIED UNANIMOUSLY*

Receivables Report

The Strata Manager reported that one strata lot was in arrears for the month of February 2016.

2016/2017 Operating Budget

The Strata Manager presented a draft of the proposed budget for the 2016/2017 fiscal year. After review it was

**MOVED AND SECONDED:**

That a 2016/2017 operating budget calling for an increase in strata fees of 2.9% be presented to the owners for approval at the Annual General Meeting to be held on September 14, 2016.

***MOTION CARRIED***

Council noted that the primary reason for the increase in strata fees was to increase funding of the contingency reserve fund in anticipation of future projects. It was further noted that the last increase in strata fees had occurred in 2012, and that since that time major repairs and projects had been completed, such as water line repairs in the underground parkade, fence painting, and the current painting of the exterior wood trim. All of this work has been or will be paid for from the contingency reserve fund.

**2) Staff Report**

**Annual General Meeting Agenda**

The Strata Manager tabled for Council's review the proposed agenda for the Annual General Meeting to be held on Monday, September 14, 2016, 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, 2016.

***MOTION CARRIED UNANIMOUSLY***

**Organics Recycling Notice**

Council reviewed a draft notice concerning organics recycling. Council member Chen offered to translate the notice into Mandarin and to post it in the garbage room.

**Fortis BC**

Council received confirmation that the Strata Corporation's PST exemption had been submitted to Fortis BC.

**3) Insurance**

Council reviewed an acknowledgement of the property insurance update from Hub International Coastal Insurance.

**4) Completed Items**

The Strata Manager reported that the following items had been completed since the last meeting of the Strata Council: light pole installation by Global Electric; power washing of steps and driveways by Knightsbridge Enterprises; exterior downpipes and eavestroughs cleaned by Knightsbridge Enterprises; removal of dead shrubs and installation of turf at street level by landscaper; gas to fireplaces turned off by Sure Fire Gas.

**5) In Progress**

The Strata Manager reported that the following remained in progress: painting of exterior wood trim by Remdal Painting.

**6) Correspondence**

The Strata Manager advised that since the last Council meeting correspondence had been sent or received concerning the following: report of parkade leaks; parking stall assignment.

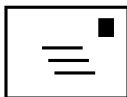
Council asked the Strata Manager to request a contractor to provide a proposal to repair the leak in the parkade at stalls #34/35.

Council reviewed communication from an owner challenging a parking stall assignment, after which it was

**MOVED AND SECONDED:**

That Hammerberg Lawyers LLP be requested to review the Strata Corporation's records relating to the assignment of parking stall #55 and provide a recommendation on the action to be taken by the Strata Council.

*MOTION CARRIED*



**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 8:00 pm, until the Annual General Meeting, to be held on Monday, September 14, 2016.

**STRATACO MANAGEMENT LTD.**

**#101 – 4126 Norland Avenue**

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