

MINUTES OF STRATA PLAN LMS 259 – AGM
HELD June 20th, 2018

1. The Meeting was called to order at 7:04 p.m.
2. Call of the Roll, certifying of Proxies and issuing of voting cards and ballots for each Strata Lot represented at the meeting, confirmation of quorum.

Thirty-four owners were present, twenty-eight in person, four by proxy. As those present in person and by proxy represented more than one third of the owners of Strata plan LMS259, a quorum was declared.

3. Electing the Chairperson of the meeting, if necessary (majority vote if not the Council President).

It was Moved and Seconded (28/36) that the Managing Agent, Bill Huff chair the meeting. The Motion was carried unanimously.

4. Proof of Notice of Meeting (majority vote)

It was Moved and Seconded (34/28) that Notice of the meeting had been distributed to all owners as required under the “Regulations”. The Motion was carried unanimously.

5. Adoption of Agenda (majority vote)

It was Moved and Seconded (29/41) that the Agenda be adopted as distributed. The Motion was carried unanimously.

6. Adoption of the Minutes of the previous June 22nd. 2017 Annual General Meeting (majority vote)

It was Moved and Seconded (34/35) that the Minutes of the June 22nd, 2017 AGM be adopted as distributed. The Motion was carried unanimously.

7. Report on Insurance

The Chairman opened the floor for questions on the insurance, as no questions were forthcoming a brief explanation of how the amount of the insurance is determined each year. Owners were reminded of the importance of have liability insurance and including in their policy any improvements they may have made in their strata lot. As well, owners were encouraged to replace any rubber hoses on appliances with steel braided hoses.

8. Approval of Proposed Operating Budget for the Upcoming Fiscal Year. (majority vote)

The Chairman opened the floor for questions on the budget. As no questions were forth-coming the chairman called for a motion. It was Moved and Seconded (38/26) that the budget be Adopted as Drafted. The Motion was Carried. (33 In Favour – 0 Opposed – 1 Abstention)

Please see the accompanying strata fee table.

Special Resolution #1 Funding Remediation of water penetration noted in depreciation report.
($\frac{3}{4}$ Approval)

9.

The Chairman opened the floor for a discussion of the resolution. Copies of the May 2017 engineering report prepared by JRS Engineering were distributed to those requesting a copy. The chairman briefly explained that the membrane under the lower plaza had failed in some areas allowing water to seep into the storage room below.

Rodney Wassenaar, representing Rockport Property Services discussed the technical aspects of the proposed restoration of the plaza membrane and design of the material proposed to replace the existing “stamped concrete”.

The Chairman called for further questions or discussion, as no further questions were raised, the chairman called for a Motion. It was Moved and Seconded (48/36) that the resolution to fund the restoration of the plaza membrane from the contingency Reserve Fund be Adopted as proposed. The Motion was Carried. (33 In Favour – 0 Opposed – 1 Abstention)

10. Special Resolution #2 Replenish Contingency Reserve Fund ($\frac{3}{4}$ Approval)

The Chairman opened the floor for discussion of the resolution. After some discussion it was agreed that the first payment would be due September 1st. 2018. The chairman called for a motion. It was Moved and Seconded (34/27) that the Resolution to Replenish to Contingency Reserve Fund be Adopted as Proposed. The Motion was Carried. (31 In Favour – 2 Opposed – 1 Abstention)

PLEASE NOTE: If you wish you may pay out the assessment at any time prior to August 31st, 2020. If you wish to have the assessment paid through automated debit of your bank account, please send an e-mail to: awong@dpmonline.ca simply stating that you authorize the debit of your bank account for paying the assessment on monthly or one-time basis.

If you wish to pay the assessment by cheque(s), please make you it payable to: **Strata Plan LMS259**

Please see the accompanying assessment fee table.

11. Resolution to Amend the bylaws.

It was Moved and Seconded (48/41) that the proposed amendment to bylaw 3.1.1 be adopted as drafted. The chairman opened the floor for discussion. After some discussion of the definition of the term unreasonable noise and the process by which the strata council would determine if the noise in a complaint qualified as unreasonable, the vote was called. The Motion to Amend the bylaw was Passed. (31 In Favour – 3 Opposed)

It was Moved and Seconded (30/38) that the proposed amendment to bylaw 37 by the addition of subsection 37.6 be adopted as drafted. The chairman opened the floor for discussion. An owner questioned the use of the word “licence”. The chairman called for a motion to amend the wording. No motion was forth-coming. After further discussion the vote was called. The Motion to Amend bylaw 37 was Carried. (25 In Favour – 5 Opposed – 4 Abstentions)

12. General Discussion

An owner requested that council consider installing a board at the gate for delivery companies to post delivery notices. It was brought to the council’s attention that the rear gate needs to be serviced as it slams when closing and a couple screws on the hinges have been sheared off.

13. Election of the 2018 – 2019 Strata Council (majority vote)

The following owners were elected by ballot to serve as the Strata council for the 2018/2019 fiscal year.

Chongwen Zhang (Unit 39), Jo -Anne Van Drunen (Unit 35), Maria Filipowski (Unit 41),
Patrick Duggan (Unit 15), Richard Gray (Unit 10), Russell Krywolt (Unit 19), Sean Daly (Unit 29)

Council president Rick Gray, thanked Carol McNeil for her service on council for the past three years. The council president also thanked DPM for their continued service.

14. Termination of the Meeting

As there was no further business on the agenda, the chairman called for a Motion to terminate the meeting. It was Moved, and Seconded (34/38) that the meeting be terminated. The Motion was Carried unanimously.

COMMON PROPERTY INSURANCE COVERAGE

DECLARATION PAGE (CERTIFICATE OF INSURANCE)		
Previous Policy No. BFL04LMS0259		Renewal Policy No. BFL04LMS0259
NAMED INSURED	The Owners, Strata Plan LMS259, acting on their own behalf or as a Strata Corporation &/or as Trustees or Agents on behalf of all Registered Unit Owners.	
MAILING ADDRESS	DPM Strata Management Ltd. (As Property Manager) #206 - 2323 Boundary Road, Vancouver, BC V5M 4V8	
POLICY PERIOD	From: October 31, 2017 To: October 31, 2018 12:01 a.m. standard time at the location of the premises as to each of the said dates	
INSURED LOCATION	7345 Sandborne Ave, Burnaby, BC V3N 4W6 SANDBOURNE WOODS	
CONSTRUCTION	Frame	4 Storeys 2 Buildings
OCCUPIED BY INSURED AS	50 Residential Units	0 Commercial Unit
Insurance is provided, subject to the Declarations, Terms, Conditions of the policy and its Riders, only for which specific Riders are attached and for which a specific limit or annotation is shown hereunder.		
INSURING AGREEMENT	DEDUCTIBLE	LIMIT
SECTION I - PROPERTY BFLSPW0001REV1015BC(Rev17Nov2016) - (Appraisal Date: August 1, 2017)		
A. All Property - All Risks, Blanket By-Laws, Stated Amount Co-Insurance, Replacement Cost, 130% Extended Replacement Cost.		\$ 14,483,000
All Risks	\$ 1,000	
Sewer Backup Damage	\$ 5,000	
Water Damage	\$ 5,000	
Earthquake Damage (Annual Aggregate not to exceed 130% of the Policy Limit)	% 10	
Flood Damage (Annual Aggregate not to exceed 130% of the Policy Limit)	\$ 10,000	
Lock & Key	\$ 250	\$ 25,000
Additional Living Expenses - Per Unit		\$ 50,000
Additional Living Expenses - Annual Aggregate		\$ 1,000,000
B. Business Interruption (Gross Rents), 100% Co-Insurance, Indemnity Period (Months) : N/A	N/A	Not Covered
SECTION II - EXCESS PROPERTY (BFL Manuscript) - (Appraisal Date: August 1, 2017)		
Excess Extended Replacement Cost		Not Covered
Excess Property Extensions up to \$5,000,000		Included
SECTION II - CRIME (Form 2110 01/2004)		
I. Employee Dishonesty - Form A - Including Property Manager and Elected Officer Theft	Nil	\$ 25,000
II. Loss Inside the Premises	Nil	\$ 10,000
III. Loss Outside the Premises	Nil	\$ 10,000
IV. Money Orders and Counterfeit Currency	Nil	\$ 10,000
V. Depositors Forgery	Nil	\$ 10,000
SECTION III - COMMERCIAL GENERAL LIABILITY (Form 2294 03/2010)		
A. Bodily Injury & Property Damage Liability - Per Occurrence	\$ 500	\$ 5,000,000
Products and Completed Operations Aggregate	\$ 500	\$ 5,000,000
B. Personal and Advertising Injury Liability - Per Occurrence (Form Number 2333)		\$ 5,000,000
C. Medical Payments - Per Person - Each Person		\$ 25,000
D. Tenants Legal Liability	\$ 500	\$ 1,000,000
Non-Owned Automobile Endorsement SPF #6 - Per Occurrence (Form Number 6063)	\$ 500	\$ 5,000,000
Legal Liability For Damage To Hired Automobiles Endorsement SEF #94 - Per Occurrence (Form Number 5644)	\$ 500	\$ 50,000
Contractual Liability Endorsement SEF #96 - Per Occurrence (Form Number 5644)		Included
Excluding Long Term Leased Vehicle Endorsement SEF #99 - Per Occurrence (Form Number 6664)		Included
Limited Pollution Liability Coverage Endorsement (Form Number 2214)	\$ 10,000	\$ 1,000,000
Employee Benefit Liability (Form Number 2311)		\$ 1,000,000
SECTION IV - CONDOMINIUM DIRECTORS & OFFICERS LIABILITY (Form D51100C (07/13))		
Claims Made Form - Including Property Manager	Nil	\$ 2,000,000
Privacy Event Expenses	Nil	\$ 50,000
Cyber Liability	Nil	\$ 50,000
SECTION V - BLANKET GLASS - Includes Lobby Glass (Form 4185 05/1992)		
Residential	\$ 250	Blanket
Commercial	\$ 250	
Canopy	\$ 1,000	

SPECIAL RESOLUTION

FUND THE REMEDIATION OF THE LOWER PLAZA MEMBRANE

WHEREAS; The water barrier membrane in the lower plaza has failed, as noted in the depreciation report prepared by “eps Services”, and

WHEREAS; The Strata Corporation is charged under section 72 of the Strata Property Act to repair common property;

Therefore; We the Owners of Strata Plan LMS259, commonly known as “Sandborne Woods”, hereby resolve to transfer \$152,500.00 from the Contingency Reserve Fund to the operating account for the sole purpose of funding the repairs to the lower courtyard as recommend in the proposal by Rockport Property Service.

Please refer to APPENDIX C

SPECIAL RESOLUTION

CONTINGENCY FUND REPLENTISHMMENT

We the Owners of Strata Plan LMS259, commonly known as “Sandborne Woods”, hereby resolve to replenish the Contingency Reserve Fund, the amount of \$172,241.00. expended for the remediation of the lower court yard, by means of a Special Assessment The assessment is due and payable upon passing, however for the sake of convenience only, the assessment may be paid by means of twenty-four (24) consecutive monthly payments as set out on the following table.

Please refer to Appendix D1 & D2

APPROVED BYLAW AMENDMENTS

3 Use of property

3.1 An owner, tenant, occupant or visitor must not use a strata lot, the common property or common assets in a way that;

(b) causes unreasonable noise,

3.1.1 An owner, tenant, occupant or visitor must not use a strata lot, the common property or common assets in a way that;

(b) causes unreasonable noise,

(i) *causes unreasonable noise or sound from loud music, conversations or social gatherings,*

(ii) *causes unreasonable noise or sound transfer between the suites and/or from your balcony,*

(iii) *construction or construction related noise,*

a.) *before 8.00 a.m. or after 7.00 p.m. from Monday to Friday;*

b.) *before 9.00 a.m. or after 5.00 p.m. on Saturday;*

c.) *at any time on Sunday or any statutory holiday; except*

1.) *in the case of emergency repair; or*

2.) *with council's written approval.*

3.)

37 Rental Restrictions

37.6 *A strata lot must not be used for short-term accommodation purposes, such as a bed-and-breakfast, lodging house, hotel, home exchange, time share or vacation rental. Without limiting the generality of the foregoing, a resident must not enter into a license for the use of all or part of a strata lot.*

LMS259 - Sandborne Woods
May 1st, 2018- April 30th, 2019 Approved Budget
Income

5100 · Operating Revenue	181,551.60
5110 · CRF Revenue	32,492.58
5400 · Interest Income	800.00
5550 · Other Income	300.00
5600 · Parking	300.00
5615 · Prior Years Surplus	12,974.00
Total Income	<u><u>228,418.18</u></u>

Expense

Audit)	2,000.00
6020 · Administrative Expense	1,540.00
6050 · Bank Charges	350.00
6100 · Insurance Expenses	21,860.00
6150 · Legal Fees	400.00
6250 · Miscellaneous Expenses	1,000.00
6300 · Property Management Fees	<u><u>19,275.60</u></u>
6600 · Utilities	
6610 · Electricity	22,000.00
6620 · Gas	22,600.00
6630 · Telecom	<u><u>1,600.00</u></u>
7000 · Repair and Maintenance	
7050 · Gutter Cleaning	2,800.00
7110 · Doors & Fobs	1,200.00
7130 · Dryer Vents	2,500.00
7145 · Electrical	6,500.00
7150 · Elevator	7,500.00
Repair)	2,500.00
7200 · Fire Protection	4,000.00
7210 · Alarm Monitoring	1,200.00
7220 · Garage Door	2,000.00
7230 · General Repairs	25,000.00
7250 · Plumbing	2,500.00
7320 · Janitorial	16,000.00
7380 · Mechanical	3,000.00
7430 · Pest Control	1,600.00
7650 · Supplies	500.00
7710 · Waste & Recycling	2,000.00
7750 · Window Cleaning	<u><u>3,500.00</u></u>
7800 · Landscaping & Grounds	
7820 · Grounds keeping	6,500.00
7860 · Landscaping	11,000.00
7880 · Snow Removal	<u><u>1,500.00</u></u>
CRF Contribution	32,492.58
Total Expense	<u><u>228,418.18</u></u>
Net Income	0.00

APPENDIX "B2"

**Sandborne Woods - Strata Plan LMS 259
May 1, 2018- April 30 2019 Strata Fee Table**

Strata Lot	Suite #	UE	Operatin	CRF	Proposed Strata Fee	Current Strata Fee
1	1	132	\$ 358.73	\$ 44.06	\$402.80	\$ 402.70
2	2	118	\$ 320.69	\$ 39.39	\$360.08	\$ 359.99
3	3	99	\$ 269.05	\$ 33.05	\$302.10	\$ 302.03
4	4	110	\$ 298.94	\$ 36.72	\$335.66	\$ 335.59
5	5	110	\$ 298.94	\$ 36.72	\$335.66	\$ 335.59
6	6	109	\$ 296.23	\$ 36.39	\$332.61	\$ 332.54
7	7	110	\$ 298.94	\$ 36.72	\$335.66	\$ 335.59
8	8	125	\$ 339.71	\$ 41.73	\$381.44	\$ 381.35
9	9	118	\$ 320.69	\$ 39.39	\$360.08	\$ 359.99
10	10	99	\$ 269.05	\$ 33.05	\$302.10	\$ 302.03
11	11	118	\$ 320.69	\$ 39.39	\$360.08	\$ 359.99
12	12	108	\$ 293.51	\$ 36.05	\$329.56	\$ 329.49
13	13	98	\$ 266.33	\$ 32.71	\$299.05	\$ 298.98
14	14	99	\$ 269.05	\$ 33.05	\$302.10	\$ 302.03
15	15	124	\$ 336.99	\$ 41.39	\$378.38	\$ 378.30
16	16	118	\$ 320.69	\$ 39.39	\$360.08	\$ 359.99
17	17	131	\$ 356.02	\$ 43.73	\$399.74	\$ 399.65
18	18	117	\$ 317.97	\$ 39.06	\$357.02	\$ 356.94
19	19	98	\$ 266.33	\$ 32.71	\$299.05	\$ 298.98
20	20	109	\$ 296.23	\$ 36.39	\$332.61	\$ 332.54
21	21	109	\$ 296.23	\$ 36.39	\$332.61	\$ 332.54
22	22	98	\$ 266.33	\$ 32.71	\$299.05	\$ 298.98
23	23	132	\$ 358.73	\$ 44.06	\$402.80	\$ 402.70
24	24	110	\$ 298.94	\$ 36.72	\$335.66	\$ 335.59
25	25	111	\$ 301.66	\$ 37.05	\$338.72	\$ 338.64

APPENDIX "B3"

**Sandborne Woods - Strata Plan LMS 259
May 1, 2018- April 30 2019 Strata Fee Table**

26	26	110	\$ 298.94	\$ 36.72	\$335.66	\$ 335.59
27	27	115	\$ 312.53	\$ 38.39	\$350.92	\$ 350.84
28	28	109	\$ 296.23	\$ 36.39	\$332.61	\$ 332.54
29	29	109	\$ 296.23	\$ 36.39	\$332.61	\$ 332.54
30	30	110	\$ 298.94	\$ 36.72	\$335.66	\$ 335.59
31	31	110	\$ 298.94	\$ 36.72	\$335.66	\$ 335.59
32	32	118	\$ 320.69	\$ 39.39	\$360.08	\$ 359.99
33	33	111	\$ 301.66	\$ 37.05	\$338.72	\$ 338.64
34	34	97	\$ 263.61	\$ 32.38	\$295.99	\$ 295.93
35	35	98	\$ 266.33	\$ 32.71	\$299.05	\$ 298.98
36	36	123	\$ 334.27	\$ 41.06	\$375.33	\$ 375.25
37	37	118	\$ 320.69	\$ 39.39	\$360.08	\$ 359.99
38	38	124	\$ 336.99	\$ 41.39	\$378.38	\$ 378.30
39	39	118	\$ 320.69	\$ 39.39	\$360.08	\$ 359.99
40	40	98	\$ 266.33	\$ 32.71	\$299.05	\$ 298.98
41	41	119	\$ 323.40	\$ 39.72	\$363.13	\$ 363.04
42	42	98	\$ 266.33	\$ 32.71	\$299.05	\$ 298.98
43	43	132	\$ 358.73	\$ 44.06	\$402.80	\$ 402.70
44	44	110	\$ 298.94	\$ 36.72	\$335.66	\$ 335.59
45	45	110	\$ 298.94	\$ 36.72	\$335.66	\$ 335.59
46	46	98	\$ 266.33	\$ 32.71	\$299.05	\$ 298.98
47	47	100	\$ 271.77	\$ 33.38	\$305.15	\$ 305.08
48	48	110	\$ 298.94	\$ 36.72	\$335.66	\$ 335.59
49	49	95	\$ 258.18	\$ 31.71	\$289.89	\$ 289.83
50	50	117	\$ 317.97	\$ 39.06	\$357.02	\$ 356.94

APPENDIX "C1"
Sandborne Woods - Strata Plan LMS 259
Contingency Fund Replenishment

Suite #	Total Assessment	24 Consecutive Payments
1	4,084.02	170.17
2	3,650.87	152.12
3	3,063.02	127.63
4	3,403.35	141.81
5	3,403.35	141.81
6	3,372.41	140.52
7	3,403.35	141.81
8	3,867.45	161.14
9	3,650.87	152.12
10	3,063.02	127.63
11	3,650.87	152.12
12	3,341.47	139.23
13	3,032.08	126.34
14	3,063.02	127.63
15	3,836.51	159.85
16	3,650.87	152.12
17	4,053.08	168.88
18	3,619.93	150.83
19	3,032.08	126.34
20	3,372.41	140.52
21	3,372.41	140.52
22	3,032.08	126.34
23	4,084.02	170.17
24	3,403.35	141.81
25	3,434.29	143.10

APPENDIX "C2"
Sandborne Woods - Strata Plan LMS 259
Contingency Fund Replenishment

Suite #	Total Assessment	24 Consecutive Payments
26	3,403.35	141.81
27	3,558.05	148.25
28	3,372.41	140.52
29	3,372.41	140.52
30	3,403.35	141.81
31	3,403.35	141.81
32	3,650.87	152.12
33	3,434.29	143.10
34	3,001.14	125.05
35	3,032.08	126.34
36	3,805.57	158.57
37	3,650.87	152.12
38	3,836.51	159.85
39	3,650.87	152.12
40	3,032.08	126.34
41	3,681.81	153.41
42	3,032.08	126.34
43	4,084.02	170.17
44	3,403.35	141.81
45	3,403.35	141.81
46	3,032.08	126.34
47	3,093.96	128.91
48	3,403.35	141.81
49	2,939.26	122.47
50	3,619.93	150.83

MINUTES OF JUNE 12TH, 2019 ANNUAL GENERAL MEETING
STRATA PLAN LMS 259 – SANDBORNE WOODS

1. **Call to Order:** The meeting was called to order at 7:00 p.m.
2. **Confirmation of Quorum:** Twenty-three owners were present, twenty in person, three by proxy. As those present in person and by proxy represented more than one-third of the owners, a quorum was declared.
3. **Electing the Chairperson:** It was MOVED and SECONDED (10/35) that Managing Agent Bill Huff chair the meeting. The MOTION was CARRIED unanimously.
4. **Proof of Notice of Meeting:** It was MOVED and SECONDED (4/36) that notice of the meeting was distributed to all owners as required under the regulations. The MOTION was CARRIED unanimously.
5. **Adoption of Agenda:** It was MOVED and SECONDED (4/48) that that the agenda be adopted as drafted. The MOTION was CARRIED unanimously.
6. **Adoption of the Minutes of the June 22nd. 2017 Annual General Meeting:** It was MOVED and SECONDED (29/5) that that the minutes be adopted as distributed. The MOTION was CARRIED unanimously.
7. **Report on Insurance:** The chairman presented the insurance document included in the AGM document package, advising owners that coverage for the 2019 – 2020 fiscal year and should be presented to their home owner’s insurance broker when renewing their policy. It was stressed that the coverage is for the common property and that owner should carry insurance and specifically liability coverage.
8. **Approval of Proposed Operating Budget for the 2019-202 fiscal year:** The chairman call for questions on the budget, as no questions were forth-coming, the chairman called for a motion. It was MOVED and SECONDED (29/10) that that the BUDGET be adopted as drafted. The MOTION was CARRIED unanimously.

PLEASE NOTE: The increase in strata fees for May & June will be collected along with the July PAP payment. Those owners paying their strata fees by cheque will need to issue a cheque to cover the increased fee for those two months.

9. **Resolution to Amend the bylaws:**

Use of Property

Plant Cultivation

- (1) *Growing, cultivating, manufacturing, producing, or distributing cannabis, marijuana, or any plant or substance that may increase the risk of nuisance, unlawful activity, or damage to a strata lot, common, or limited common property, is prohibited within strata lots and the common and limited common property of the Strata Corporation.*

(2) In the event of any growth, cultivation, manufacture, production, or distribution of any plant or substance in contravention of the Strata Corporation bylaws, the owner of the strata lot found responsible for the contravention must reimburse the Strata Corporation for all costs related to the testing for, and remediation of, any actual or potential damage to any part of any strata lots for which the Strata Corporation may be responsible (for repairing, maintaining, or insuring) and any common or limited common property, whether directly or indirectly caused by said growth, cultivation, manufacture, production, or distribution.

It was MOVED and SECONDED (29/41) that the bylaw amendment be ADOPTED, the floor was opened for discussion. It was MOVED and SECONDED (19/4) that the wording of the resolution be amended. To read as follows:

Use of Property

Plant Cultivation

(1) Growing, cultivating, manufacturing, producing, or distributing cannabis, marijuana, hemp, or any plant or substance that may increase the risk of nuisance, unlawful activity, or damage to a strata lot, common or limited common property, is prohibited within strata lots and the common and limited common property of the Strata Corporation

(2) In the event of any growth, cultivation, manufacture, production, or distribution of any plant or substance in contravention of the Strata Corporation bylaws, the owner of the strata lot found responsible for the contravention must reimburse the Strata Corporation for all costs related to the testing for, and remediation of, any actual or potential damage to any part of any strata lots for which the Strata Corporation may be responsible (for repairing, maintaining, or insuring) and any common or limited common property, whether directly or indirectly caused by, or related to, said growth, cultivation, manufacture, production, or distribution.

The floor was opened for discussion. After a brief discussion the vote was called. The Motion to Amend the proposed bylaw amendment was CARRIED. (22 in favour, 1 abstention)

The Chairman called for the vote on the resolution to amend the bylaws by the addition of the Use of Property by law 3.5 *Plant Cultivation* as AMENDED. The “CULTIVATION” bylaw was ADOPTED as amended. (22 in favour, 1 abstention)

10. Election of the 2019 – 2020 Strata Council: Owners Chongwen Zhang, Jo -Anne Van Drunen, Maria Filipowski, Patrick Duggan, Richard Gray, Russell Krywolt and Sean Daly Stood for re-election.

The Chairman called for nominations and/or volunteers. As there were no nominations of volunteers, the chairman called the vote. Those owners standing for re-election were elected by acclamation.

11. Adjournment of the Meeting: As there was no further business on the agenda, the meeting was adjourned at 8:45 p.m.

COMMON PROPERTY INSURANCE COVERAGE

SUMMARY OF COVERAGES	
Named Insured	The Owners, Strata Plan LMS259, acting on their own behalf or as a Strata Corporation &/or as Trustees or Agents on behalf of all Registered Unit Owners
Project Name	SANDBOURNE WOODS
Property Manager	DPM Strata Management Ltd.
Policy Period	April 30, 2019 to April 30, 2020
Policy Number	BFL04LMS0259
Insured Location(s)	7345 Sandborne Ave, Burnaby, BC V3N 4W6

INSURING AGREEMENT	DEDUCTIBLE	POLICY LIMIT
PROPERTY (Appraisal Date: August 1, 2018)		
All Property, Blanket By-Laws.		\$15,207,000
130% Extended Replacement Cost		\$19,769,100
Property Extensions		\$5,000,000
Lock & Key	\$250	Included
Additional Living Expenses - \$50,000 Per Unit		Included
All Risks	\$5,000	
Sewer Backup	\$10,000	
Water Damage	\$10,000	
Earthquake (Annual Aggregate not to exceed \$ 19,769,100)	10%	
Flood (Annual Aggregate not to exceed \$ 19,769,100)	\$10,000	
Gross Rents, 100% Co-Insurance, Indemnity Period (Months) : N/A	N/A	Not Covered
CRIME		
Employee Dishonesty - Including Property Manager and Elected Officer Theft	Nil	\$1,000,000
Broad Form Money and Securities	Nil	\$10,000
COMMERCIAL GENERAL LIABILITY		
Bodily Injury & Property Damage	\$500	\$30,000,000
Non-Owned Automobile	\$500	\$30,000,000
Sudden and Accidental Pollution	\$5,000	\$1,000,000
CONDOMINIUM DIRECTORS & OFFICERS LIABILITY		
Claims Made Form - Including Property Manager	Nil	\$20,000,000
Privacy Event Expenses	Nil	\$50,000
Cyber Liability	Nil	\$50,000
BLANKET GLASS - Includes Lobby Glass		
Residential	\$100	Blanket
Commercial	\$250	
Canopy	\$1,000	
EQUIPMENT BREAKDOWN		
Standard Comprehensive Form including Production Machines and Electronic Equipment	\$1,000	\$15,207,000
- Deductible Waiver Endorsement with respect to losses exceeding \$25,000		
Extra Expense - 100% available in first month	24 Hour Waiting Period	\$1,000,000
- Additional Living Expenses Endorsement - Per Unit		\$25,000
Loss of Profits - Rents, Indemnity Period (Months): N/A	N/A	Not Covered
ENVIRONMENTAL LIABILITY		
Each Incident Limit - Insuring Agreements A-G	\$10,000	\$1,000,000
Business Interruption - Insuring Agreement H	5 Days	\$250,000
Policy Aggregate		\$5,000,000
VOLUNTEER ACCIDENT		
Maximum Limit of Loss	See Policy Wordings	\$1,000,000
LEGAL EXPENSES		
Each Event	Nil	\$1,000,000
Annual Aggregate.		\$5,000,000
TERRORISM		
Per Occurrence.	\$1,000	\$350,000
Annual Aggregate		\$350,000
LOSS PAYABLE		
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.		

May 1st, 2019- April 30th. 2020 APPROVED Budget

Income

5100 · Operating Revenue	202,379.00
5110 · CRF Revenue	22,300.00
5550 · Other Income	300.00
5600 · Parking	300.00
5615 · Retained Earnings	9,400.00
Total Income	234,679.00

Expense

6020 · Administrative Expense	2,000.00
6050 · Bank Charges	350.00
6100 · Insurance Expenses	30,850.00
6150 · Legal Fees	400.00
6250 · Miscellaneous Expenses	1,000.00
6300 · Property Management Fees	19,854.00
6610 · Electricity	23,000.00
6620 · Gas	22,600.00
6630 · Telecom	1,600.00
7050 · Gutter Cleaning	3,000.00
7110 · Doors & Fobs	1,200.00
7145 · Electrical	1,000.00
7150 · Elevator	8,000.00
7170 · Exterior Maint.	2,500.00
7200 · Fire Protection	6,500.00
7210 · Alarm Monitoring	1,025.00
7220 · Garage Door	2,000.00
7230 · General Repairs	25,000.00
7240 · Soft-Wash Siding	13,500.00
7250 · Plumbing	2,500.00
7320 · Janitorial	13,000.00
7380 · Mechanical	4,000.00
7430 · Pest Control	2,000.00
7650 · Supplies	500.00
7710 · Waste & Recycling	1,500.00
7750 · Window Cleaning	3,500.00
7820 · Grounds keeping	6,500.00
7860 · Landscaping	12,000.00
7880 · Snow Removal	1,500.00
CRF Contribution	22,300.00
Total Expense	\$234,679.00
Net Income	0.00

Unit Entitlement and Monthly Contributions

May 1, 2019- April 30 2020

Strata Lot	Operating	CRF	APPROVED Strata Fee	Current Strata Fee	May & June Increase	July Payment
1	\$399.89	\$44.06	\$443.95	\$402.70	\$82.50	\$526.45
2	\$357.47	\$39.39	\$396.86	\$359.99	\$73.75	\$470.61
3	\$299.91	\$33.05	\$332.96	\$302.03	\$61.86	\$394.83
4	\$333.24	\$36.72	\$369.96	\$335.59	\$68.74	\$438.69
5	\$333.24	\$36.72	\$369.96	\$335.59	\$68.74	\$438.69
6	\$330.21	\$36.39	\$366.59	\$332.54	\$68.11	\$434.70
7	\$333.24	\$36.72	\$369.96	\$335.59	\$68.74	\$438.69
8	\$378.68	\$41.73	\$420.41	\$381.35	\$78.11	\$498.52
9	\$357.47	\$39.39	\$396.86	\$359.99	\$73.75	\$470.61
10	\$299.91	\$33.05	\$332.96	\$302.03	\$61.86	\$394.83
11	\$357.47	\$39.39	\$396.86	\$359.99	\$73.75	\$470.61
12	\$327.18	\$36.05	\$363.23	\$329.49	\$67.48	\$430.72
13	\$296.89	\$32.71	\$329.60	\$298.98	\$61.24	\$390.84
14	\$299.91	\$33.05	\$332.96	\$302.03	\$61.86	\$394.83
15	\$375.65	\$41.39	\$417.04	\$378.30	\$77.49	\$494.53
16	\$357.47	\$39.39	\$396.86	\$359.99	\$73.75	\$470.61
17	\$396.86	\$43.73	\$440.59	\$399.65	\$81.87	\$522.46
18	\$354.44	\$39.06	\$393.50	\$356.94	\$73.12	\$466.62
19	\$296.89	\$32.71	\$329.60	\$298.98	\$61.24	\$390.84
20	\$330.21	\$36.39	\$366.59	\$332.54	\$68.11	\$434.70
21	\$330.21	\$36.39	\$366.59	\$332.54	\$68.11	\$434.70
22	\$296.89	\$32.71	\$329.60	\$298.98	\$61.24	\$390.84
23	\$399.89	\$44.06	\$443.95	\$402.70	\$82.50	\$526.45
24	\$333.24	\$36.72	\$369.96	\$335.59	\$68.74	\$438.69
25	\$336.27	\$37.05	\$373.32	\$338.64	\$69.36	\$442.68

-

Unit Entitlement and Monthly Contributions

May 1, 2019- April 30 2020

Strata Lot	Operating	CRF	Proposed Strata Fee	Current Strata Fee	May & June Increase	July Payment
26	\$333.24	\$36.72	\$369.96	\$335.59	\$68.74	\$438.69
27	\$348.39	\$38.39	\$386.77	\$350.84	\$71.87	\$458.64
28	\$330.21	\$36.39	\$366.59	\$332.54	\$68.11	\$434.70
29	\$330.21	\$36.39	\$366.59	\$332.54	\$68.11	\$434.70
30	\$333.24	\$36.72	\$369.96	\$335.59	\$68.74	\$438.69
31	\$333.24	\$36.72	\$369.96	\$335.59	\$68.74	\$438.69
32	\$357.47	\$39.39	\$396.86	\$359.99	\$73.75	\$470.61
33	\$336.27	\$37.05	\$373.32	\$338.64	\$69.36	\$442.68
34	\$293.86	\$32.38	\$326.24	\$295.93	\$60.61	\$386.85
35	\$296.89	\$32.71	\$329.60	\$298.98	\$61.24	\$390.84
36	\$372.62	\$41.06	\$413.68	\$375.25	\$76.86	\$490.54
37	\$357.47	\$39.39	\$396.86	\$259.99	\$273.75	\$670.61
38	\$375.65	\$41.39	\$417.04	\$378.30	\$77.49	\$494.53
39	\$357.47	\$39.39	\$396.86	\$359.99	\$73.75	\$470.61
40	\$296.89	\$32.71	\$329.60	\$298.98	\$61.24	\$390.84
41	\$360.50	\$39.72	\$400.23	\$363.04	\$74.38	\$474.60
42	\$296.89	\$32.71	\$329.60	\$298.98	\$61.24	\$390.84
43	\$399.89	\$44.06	\$443.95	\$402.70	\$82.50	\$526.45
44	\$333.24	\$36.72	\$369.96	\$335.59	\$68.74	\$438.69
45	\$333.24	\$36.72	\$369.96	\$335.59	\$68.74	\$438.69
46	\$296.89	\$32.71	\$329.60	\$298.98	\$61.24	\$390.84
47	\$302.94	\$33.38	\$336.33	\$305.08	\$62.49	\$398.82
48	\$333.24	\$36.72	\$369.96	\$335.59	\$68.74	\$438.69
49	\$287.80	\$31.71	\$319.51	\$289.83	\$59.36	\$378.87
50	\$354.44	\$39.06	\$393.50	\$356.94	\$73.12	\$466.62

SANDBORNE WOODS LMS259

Minutes of the Special General Meeting, January 22nd, 2020

1. Call to Order: The meeting was called to order at 7:00 p.m. by council Rick Gray.
2. Electing the Chairperson: It was Moved and Seconded (15/21) that Managing Agent Bill Huff representing DPM Strata Management chair the meeting. The motion was carried unanimously.
3. Calling of the Roll, Confirmation of Quorum: Twenty-nine (29) owners were present, twenty-six (26) in person, three (3) by proxy. At those owners present in person and by proxy represented more than one-third (1/3) of the owners a quorum was declared.
4. Proof of Notice of Meeting: It was Moved and Seconded (48/34), that notice of the Special General Meeting was distributed to all owners as required under the regulations. The Motion was Carried unanimously.
5. Adoption of Agenda: It was Moved and Seconded (10/41), that agenda be adopted as drafted. The Motion was Carried unanimously.
6. Adoption of the Minutes of the June 12th, 2019 Annual General Meeting: It was Moved and Seconded (47/15), that the minutes of the June 12th, 2019 AGM be adopted as distributed to the owners. The Motion was Carried unanimously.
7. Special Resolution #1 Funding Remediation of water penetration noted in the Rockport inspection report.

WHEREAS; The water barrier membrane in the areas listed in phase 1 of the report have failed.

AND WHEREAS; The Strata Corporation is charged under section 72 of the Strata Property Act to repair common property;

THEREFORE; We the Owners of Strata Plan LMS259, commonly known as “Sandborne Woods”, hereby resolve to approve a special levy of all owners or record this day January 22, 2020 for the purpose of funding the repairs set out below. The total amount of the levy shall be \$227,340.00. Each strata lot’s share of the levy shall be determined by unit entitlement. The assessment is due and

payable upon passing, however as a matter of convenience only, the assessment may be paid by means of thirty-six consecutive monthly payments. The first payment shall be due September 1st, 2020. Failure to pay a monthly installment of the assessed amount will result in a fine being assessed as provided for in the bylaws.

It was Moved and Seconded (34/48) that the Resolution be adopted as read. The floor was opened for discussion.

As Rodney Wassenaar of Rockport Property Services had oversaw the water testing and written the report, he was asked to respond to questions from the floor. After a discussion of the scope of the water testing included in the report, additional water testing and the application of the proposed funds to those areas identified as principle concerns, the vote was called. The Motion to Adopt the Special Assessment was Carried. (Twenty-seven in favour / two abstentions)

***PLEASE SEE THE ASSESSMENT TABLE AND
PAYMENT OPTIONS ACCOMPANYING THESE MINUTES.***

8. Special Resolution #2: Loan from the Contingency Reserve Fund to the Operating account.
We the Owners of Strata Plan LMS259, commonly known as “Sandborne Woods”, hereby resolve to APPROVE a loan from the Contingency Reserve Fund, to the operating account in the amount of the amount of \$200,000.00. The sole purpose of the loan is as interim funding of the projects listed in the Special Levy passed this day, January 22nd, 2020, said loan shall be repaid in full, from the proceeds of the special levy. It was Moved and Seconded (29/10) that the Resolution be Adopted. The Motion was Carried unanimously.
9. Termination of the Meeting: As there was no further business on the Agenda, it was Moved and Seconded that the meeting be Adjourned. The Motion was carried unanimously. The meeting was adjourned at 8:35 p.m.

Payment Options for the Special Assessment

- 1.) By cheques payable to: **Strata Plan LMS259**
- 2.) Auto-debit of your bank. If you would like DPM to debit your account, we require an e-mail specifically authorizing debiting your account for the assessment. Please send you e-mail to: apstrata@dpmonline.ca
Please ensure that you clearly identify your strata lot or unit number in your e-mail.

**Sandborne Woods - Strata Plan LMS 259
Special Levy**

Suite #	Total Assessment	36 Consecutive Payments
1	5,390.49	149.74
2	4,818.77	133.85
3	4,042.87	112.30
4	4,492.08	124.78
5	4,492.08	124.78
6	4,451.24	123.65
7	4,492.08	124.78
8	5,104.63	141.80
9	4,818.77	133.85
10	4,042.87	112.30
11	4,818.77	133.85
12	4,410.40	122.51
13	4,002.03	111.17
14	4,042.87	112.30
15	5,063.80	140.66
16	4,818.77	133.85
17	5,349.66	148.60
18	4,777.94	132.72
19	4,002.03	111.17
20	4,451.24	123.65
21	4,451.24	123.65
22	4,002.03	111.17
23	5,390.49	149.74
24	4,492.08	124.78
25	4,532.92	125.91

Sandborne Woods - Strata Plan LMS 259

Special Levy

Suite #	Total Assessment	36 Consecutive Payments
26	4,492.08	124.78
27	4,696.26	130.45
28	4,451.24	123.65
29	4,451.24	123.65
30	4,492.08	124.78
31	4,492.08	124.78
32	4,818.77	133.85
33	4,532.92	125.91
34	3,961.20	110.03
35	4,002.03	111.17
36	5,022.96	139.53
37	4,818.77	133.85
38	5,063.80	140.66
39	4,818.77	133.85
40	4,002.03	111.17
41	4,859.61	134.99
42	4,002.03	111.17
43	5,390.49	149.74
44	4,492.08	124.78
45	4,492.08	124.78
46	4,002.03	111.17
47	4,083.71	113.44
48	4,492.08	124.78
49	3,879.52	107.76
50	4,777.94	132.72