

MEMORANDUM

TO: The Owners, Strata Plan NW 2184

DATE: February 18, 2020

FROM: Don Wong, Strata Manager

RE: ANNUAL GENERAL MEETING MINUTES

Attached are the minutes of the Annual General Meeting held on Thursday, January 30, 2020. Please read and retain them for future reference.

STRATA FEES:

Please note that strata fees have increased by 29.62% as approved by the Ownership by a Majority Vote. The increase is retroactive to the beginning of the fiscal year beginning December 1, 2019 and ending November 30, 2020. Please refer to the attached catch-up fee schedule.

SPECIAL LEVY

Please note that that special levy of \$60,000.00 for the exterior siding / replacement and painting was approved by the Ownership by a 3/4 vote. The special levy is payable in 2 equal monthly installments due March 1 and April 1, 2020. Please refer to the attached special levy schedule.

NEW COUNCIL:

The following Owners were elected by acclamation:

Returning members

- Mark Cervantes
- Sharon Tse
- Shaun Samuel
- Ted Brabander
- Eunice Wong
- Ilya Berezin

New member

- Sandy Fernando

FSRConnect™ REGISTRATION

To benefit from **FSRConnect™** and help your Strata save money, please contact Connect Customer Care at connect.bc@fsresidential.com to further assist you in your registration process.

* * *

Encl.
DW/sm

**MINUTES
ANNUAL GENERAL MEETING
THE OWNERS STRATA PLAN NW 2184
WESTHAMPTON COURT**

***Held on Thursday, January 30, 2020
Within Westhampton Court Lobby
8500 Ackroyd Road, Richmond, BC***

Following registration that started at 6:00 p.m., the meeting was called to order at 6:53 p.m. by FirstService Residential Strata Manager, Don Wong.

QUORUM STATUS

Subject to the Bylaws, a quorum for a general meeting is eligible voters holding 1/4 of the Strata Corporation's votes, present in person or by proxy. As the Strata Corporation currently consists of $(138 - 1) = 137$ eligible voters, 34 represents quorum in this instance. One strata lot was not allowed to vote as it had been lienied for delinquent strata fees. At the commencement of the meeting there were 43 eligible voters in attendance and 11 represented by proxy for a total of 54 votes represented. The quorum requirements had been achieved and the meeting proceeded.

PROOF OF NOTICE

It was noted that the Notice of Meeting, dated January 10, 2020, complied with the notice requirements of the *Strata Property Act* and that the most recently approved financial statements had been received.

APPROVAL OF AGENDA

It was moved and seconded to approve the Agenda as distributed with the Notice of Meeting. **CARRIED.**

APPROVAL OF GENERAL MEETING MINUTES

It was moved and seconded to approve the Minutes of the Annual General Meeting held January 31, 2019 as previously circulated. **CARRIED.**

INSURANCE REPORT

The Strata Manager emphasized the importance of Owner's obtaining Homeowner's Insurance. In order to obtain adequate and proper coverage, Owners should forward the Strata's current insurance summary to their insurance broker. The insurance summary for December 31, 2019 to December 31, 2020 was included in the Notice of Annual General Meeting that was sent to all Owners.

The following was discussed regarding the substantial increase in strata insurance premiums:

This past year has presented numerous challenges for the strata/condo insurance industry and there is a hardening market which keeps changing with respect to the availability of insurers, property rates, and minimum deductibles.

Factors influencing the insurance market include:

- Overall performance of the Strata/Condo class in BC
- Frequency of catastrophic losses in Canada and globally – claims are on the rise
- Risk of earthquake in BC
- Low supply but high demand
- Insurers are exiting the strata/condo class of business or limiting their participation

It was pointed out that multiple insurance companies had been approached and invited to quote.

Below is information regarding strata lot ownership and other matters concerning the Strata Corporation.

Strata Corporation Insurance

Please refer to the Insurance Summary included with your Notice of Meeting, which outlines the insured perils, the limits of coverage and the applicable deductibles. Please note the water damage deductible for the Strata Corporation is \$ 20,000.00.

Section 149 of the *Strata Property Act* requires the Strata Corporation to have adequate full replacement value insurance for the common property, common assets, buildings shown on the Strata Plan and fixtures built or installed on a strata lot. Your Strata Corporation's insurance policy is currently held with BFL Canada and is insured for a 150% Extended replacement cost of \$41,815,500.00 based on information received from the Appraisal.

The Strata Manager reminded all Owners to obtain their own insurance coverage for **personal property contents** as well as **third party liability coverage**. Individual homeowner or Tenant insurance coverage is strongly recommended. Owners should also obtain additional coverage if they make any major improvements within their strata lots, such as upgrading of appliances, fixtures, floor coverings, hardwood floors, etc. (subject to approval as outlined in the Strata Corporation Bylaws). **Displacement coverage** would also assist Owners or Tenants who would have to move out of their suites during a major loss, and **loss of rental coverage** is recommended for those individuals who rent out their units for investment purposes.

Non-resident Owners should be sure that their Tenants clearly understand that in the event of a fire, flood or some other incident, if a resident's possessions are damaged, that resident must make a claim for compensation to his/her own insurance. Personal belongings are NOT covered by the building insurance policy.

Strata Corporation Insurance Coverage

The Strata Corporation's policy typically "insures against all risks of direct physical loss or damage to the property insured", subject to exclusions and applicable deductible.

Insured property is the building as it was delivered by the developer at the time of completion of construction. Insured property includes the fixed structure, permanently installed original fittings and fixtures, mechanical equipment and machinery, fire suppression systems and common assets.

The Strata Corporation's policy notably does NOT provide coverage for loss or damage to:

- Strata lot Owner's and/or Tenant's personal property,
- Strata lot Owner's betterments and/or improvements to strata lot,
- Strata lot Owner's and/or Tenant's additional living expenses,
- Strata lot Owner's rental income loss.

Strata Lot Owner and/or Tenant Insurance Coverage Recommendation

It is recommended that all strata lot Owners and/or Tenants acquire the applicable coverage:

- Personal property, such as furniture, clothing and similar personal property in the strata lot or designated storage space in the building, subject to a deductible.
- Strata lot betterments and/or improvements completed at a strata lot Owner's expense, such as upgraded flooring, millwork, fixtures, etc.
- Additional living expenses incurred by a resident as a result of the insured premises being uninhabitable as a direct result of an insured loss or damage.
- Loss of rental income incurred by a strata lot Owner as a result of the insured premises being uninhabitable by the tenant as a result of an insured loss or damage.
- Strata Corporation's deductible chargeback (e.g. water, fire) incurred in the event of a claim that originated from within an Owner's strata lot.

*****Example*****

In a rental situation there are three separate parties therefore there should be three separate insurance policies (Strata Corporation Policy, Owner's Policy and Tenant's Policy).

BUDGET APPROVAL

It was moved and seconded to bring the proposed operating budget to the floor for discussion.

There was discussion regarding the rationale for expenses and explanation of the deficit recovery from the past fiscal year and increased strata insurance costs.

The deficit was mainly attributed to gas. The gas pipeline explosion near Prince George, Enbridge BC occurred in October 2018 and the pipeline was finally repaired by December 2019. February and March 2019 were the coldest months and given the pipeline was moving less than 60% of its capacity, prices spiked. This was the first time BC had such an explosion and could not be predicted. The strata had no hedge, hence the increase in the gas cost.

An Owner voiced their concern about the heating in the common areas that should be turned down for gas savings and that the hallway heat was too high. It was pointed out by the Strata Council that the heating system is indeed turned down each year from approximately May to September. Subsequent to this meeting it was confirmed with the Building Manager that Xpert Mechanical has done this for the period of May 15 to September 15, 2019.

Upon discussion and explanation, a vote was called. The results were as follows:

44 IN FAVOUR, 9 OPPOSED, 1 ABSTAINED. **CARRIED.**

Owners please note: Strata fees have increased, retroactive to the beginning of the fiscal year, December 1, 2019. Attached is an updated strata fee schedule.

PAYMENT OPTIONS (MONTHLY STRATA FEES ONLY):

1. **Owners Currently On Pre-Authorized Payment (PAD):** There is no action required from these Owners as any new strata fees and/or retroactive fees adjustments (if any) will be automatically adjusted.
2. **Owners Who Pay By Post-Dated Cheques:** Please send in 12 post-dated cheques payable to Strata Plan NW 2184, as well as any retroactive payment if necessary, as per the attached fee schedule.
3. **Owners Who Pay By E-Banking:** Owners will have to re-submit the strata fee amount for future months, as well as any retroactive payment if necessary, as per the attached fee schedule.

If you have any questions regarding your account, please contact the Accounts Receivable Department at 604.684.5329.

**CONSIDERATION OF 3/4 VOTE RESOLUTION "A"
BYLAW AMENDMENT – RESIDENTIAL RENTALS
(SHORT-TERM ACCOMMODATIONS)**

It was moved and seconded to bring the proposed resolution to the floor for discussion. Resolution "A" reads as follows:

WHEREAS The Owners, Strata Plan NW 2184, pursuant to Division 2 of Part 7 of the *Strata Property Act*, S.B.C. 1998, may amend the Bylaws of their Strata Corporation;

AND WHEREAS The Owners, Strata Plan NW 2184, wish to amend the Bylaws of their Strata Corporation;

BE IT RESOLVED by a 3/4 Vote Resolution of The Owners, Strata Plan NW 2184, in person or by proxy at this General Meeting, that the Bylaws of their Strata Corporation be amended as follows, such amendment to be effective upon the filing of an Amendment to Bylaws in prescribed form in Land Title Office.

By *adding* Bylaw 41.3 to read as follows:

"41. *Residential rentals*

- 41.3** *A strata lot must not be used in all or part for short-term accommodation purposes, including, but not limited to, a bed-and-breakfast, lodging house, hotel, motel, home exchange, time share, temporary housing, corporate housing, vacation rental or extended vacation rental. Without*

limiting the generality of the foregoing, a resident must not enter into a licence for the use of all or part of a strata lot. Contravention will render the owner of a strata lot liable to a fine of \$1,000, which may be levied on a daily basis."

By adding Bylaw 41.3, all Bylaws are hereby re-numbered sequentially.

END OF RESOLUTION

After some discussion, the vote was called. The results were as follows:

54 IN FAVOUR, 0 OPPOSED, 0 ABSTAINED. **UNANIMOUSLY CARRIED.**

**CONSIDERATION OF 3/4 VOTE RESOLUTION "B"
SPECIAL EXPENDITURE OF \$60,000 FUNDED BY SPECIAL LEVY
(EXTERIOR SIDING REPAIRS/REPLACEMENT AND PAINTING)**

It was moved and seconded to bring the proposed resolution to the floor for discussion. Resolution "B" reads as follows:

WHEREAS The Owners, Strata Plan NW 2184, wish to have exterior siding repaired/replaced and painting done.

BE IT RESOLVED by a 3/4 Vote Resolution of The Owners, Strata Plan NW 2184, in person or by proxy at this General Meeting, that a sum of money not exceeding \$60,000 be raised and spent for the purpose of exterior siding repairs/replacement and painting, such expenditure to be charged as a Special Levy upon the Owners in proportion to the unit entitlement of their respective strata lots.

In accordance with Sections 108(5) and (6) of the *Strata Property Act*, in the event that the actual cost of the proposed project is less than the Special Levy amount, if no Owner is entitled to receive a refund of more than \$100 in total, the Strata Corporation will deposit the excess in the Contingency Reserve Fund. Interest earned on funds raised pursuant to this Resolution will be allocated to the Special Levy fund.

This Special Levy of \$60,000 shall be assessed on January 30, 2020 and shall become due and payable in full immediately on the passing of this Resolution by the Owners on title as at the end of that day. Any Owner who sells, conveys or transfers his/her title, or remortgages, before payment of this Special Levy is made in full, shall then pay the full amount outstanding.

As a matter of financial convenience only, the Owners may pay this Special Levy over a period of 2 months, such payments to be made in equal amounts on the first of each month, commencing on March 1, 2020 and ending on April 1, 2020. Notwithstanding the foregoing, this Special Levy is not considered as an "installment" levy as contemplated by Section 108(3)(e) of the *Strata Property Act*. Section 109 of the *Strata Property Act* therefore does not apply.

Any Owner who fails to make any payment(s) in accordance with this Resolution shall be assessed a fine of \$25 on each such late payment. The Strata Corporation may further add interest charges on overdue payments at the rate of 10% per annum compounded annually.

Sections 116, 117 and 118 of the *Strata Property Act* (see attached) shall be applicable where an Owner fails to make the required payment as authorized by the passing of this 3/4 Vote Resolution.

END OF RESOLUTION

After some discussion, the vote was called. The results were as follows:

54 IN FAVOUR, 0 OPPOSED, 0 ABSTAINED. **UNANIMOUSLY CARRIED.**

IMPORTANT!

Please be advised that the Resolution "B" for Special Expenditure of \$60,000 Funded by Special Levy (Exterior Siding Repairs/Replacement and Painting) has been unanimously approved, the 1st installment of the Special Levy payment MUST arrive in our office no later than March 1, 2020 in order to avoid any late fine and/or interest.

If you are currently on our Pre-Authorized Debit (PAD) plan for strata fee payment, you MUST STILL complete the attached Special Levy Payment PAD form and submit to our office.

Alternatively, you could issue payment by cheque or go on-line to pay.

If you have any questions on your account, please contact the Accounts Receivable Department at 604.684.5329.

Thank you for your prompt attention

NW 2184 - WESTHAMPTON COURT
Resolution "B" - 3/4 Vote
Special Levy Fee Schedule - \$60,000.00
Exterior Siding Repairs/Replacement and Painting

Strata Lot Number	Civic Address	Unit Entitlement	Installment Mar 01/20 \$	Installment Apr 01/20 \$	Total Special Levy \$
1	122 - 8500 Ackroyd Rd	90	251.17	251.17	502.33
2	124 - 8500 Ackroyd Rd	67	186.98	186.98	373.95
3	128 - 8500 Ackroyd Rd	65	181.40	181.40	362.79
4	130 - 8500 Ackroyd Rd	87	242.79	242.79	485.58
5	132 - 8500 Ackroyd Rd	90	251.17	251.17	502.33
6	134 - 8500 Ackroyd Rd	61	170.24	170.24	340.47
7	136 - 8500 Ackroyd Rd	61	170.24	170.24	340.47
8	138 - 8500 Ackroyd Rd	75	209.30	209.30	418.60
9	142 - 8500 Ackroyd Rd	67	186.98	186.98	373.95
10	144 - 8500 Ackroyd Rd	62	173.03	173.03	346.05
11	146 - 8500 Ackroyd Rd	94	262.33	262.33	524.65
12	145 - 8500 Ackroyd Rd	88	245.58	245.58	491.16
13	143 - 8500 Ackroyd Rd	89	248.37	248.37	496.74
14	141 - 8500 Ackroyd Rd	89	248.37	248.37	496.74
15	140 - 8500 Ackroyd Rd	94	262.33	262.33	524.65
16	139 - 8500 Ackroyd Rd	90	251.17	251.17	502.33
17	137 - 8500 Ackroyd Rd	62	173.03	173.03	346.05
18	135 - 8500 Ackroyd Rd	62	173.03	173.03	346.05
19	133 - 8500 Ackroyd Rd	63	175.82	175.82	351.63
20	131 - 8500 Ackroyd Rd	61	170.24	170.24	340.47
21	129 - 8500 Ackroyd Rd	89	248.37	248.37	496.74
22	127 - 8500 Ackroyd Rd	94	262.33	262.33	524.65
23	126 - 8500 Ackroyd Rd	62	173.03	173.03	346.05
24	125 - 8511 Westminster Hwy	89	248.37	248.37	496.74
25	123 - 8511 Westminster Hwy	75	209.30	209.30	418.60
26	119 - 8511 Westminster Hwy	73	203.72	203.72	407.44
27	117 - 8511 Westminster Hwy	88	245.58	245.58	491.16
28	115 - 8511 Westminster Hwy	90	251.17	251.17	502.33
29	113 - 8511 Westminster Hwy	61	170.24	170.24	340.47
30	111 - 8511 Westminster Hwy	61	170.24	170.24	340.47
31	109 - 8511 Westminster Hwy	75	209.30	209.30	418.60
32	105 - 8511 Westminster Hwy	68	189.77	189.77	379.53
33	103 - 8511 Westminster Hwy	61	170.24	170.24	340.47
34	101 - 8511 Westminster Hwy	93	259.54	259.54	519.07
35	102 - 8511 Westminster Hwy	88	245.58	245.58	491.16
36	104 - 8511 Westminster Hwy	89	248.37	248.37	496.74
37	106 - 8511 Westminster Hwy	89	248.37	248.37	496.74
38	107 - 8511 Westminster Hwy	94	262.33	262.33	524.65

**** Note: Owners, please note that there was an error in the special levy schedule previously included in the AGM Notice. This special levy schedule is the most accurate version.*

NW 2184 - WESTHAMPTON COURT
Resolution "B" - 3/4 Vote
Special Levy Fee Schedule - \$60,000.00
Exterior Siding Repairs/Replacement and Painting

Strata Lot	Civic	Unit	Installment	Installment	Total
Number	Address	Entitlement	Mar 01/20	Apr 01/20	Special Levy
			\$	\$	\$
39	108 - 8511 Westminster Hwy	89	248.37	248.37	496.74
40	110 - 8511 Westminster Hwy	61	170.24	170.24	340.47
41	112 - 8511 Westminster Hwy	61	170.24	170.24	340.47
42	114 - 8511 Westminster Hwy	62	173.03	173.03	346.05
43	116 - 8511 Westminster Hwy	61	170.24	170.24	340.47
44	118 - 8511 Westminster Hwy	90	251.17	251.17	502.33
45	120 - 8511 Westminster Hwy	88	245.58	245.58	491.16
46	121 - 8511 Westminster Hwy	86	240.00	240.00	480.00
47	222 - 8500 Ackroyd Rd	90	251.17	251.17	502.33
48	224 - 8500 Ackroyd Rd	67	186.98	186.98	373.95
49	228 - 8500 Ackroyd Rd	65	181.40	181.40	362.79
50	230 - 8500 Ackroyd Rd	87	242.79	242.79	485.58
51	232 - 8500 Ackroyd Rd	90	251.17	251.17	502.33
52	234 - 8500 Ackroyd Rd	83	231.63	231.63	463.26
53	236 - 8500 Ackroyd Rd	61	170.24	170.24	340.47
54	238 - 8500 Ackroyd Rd	75	209.30	209.30	418.60
55	242 - 8500 Ackroyd Rd	67	186.98	186.98	373.95
56	244 - 8500 Ackroyd Rd	62	173.03	173.03	346.05
57	246 - 8500 Ackroyd Rd	94	262.33	262.33	524.65
58	245 - 8500 Ackroyd Rd	88	245.58	245.58	491.16
59	243 - 8500 Ackroyd Rd	89	248.37	248.37	496.74
60	241 - 8500 Ackroyd Rd	89	248.37	248.37	496.74
61	240 - 8500 Ackroyd Rd	94	262.33	262.33	524.65
62	239 - 8500 Ackroyd Rd	90	251.17	251.17	502.33
63	237 - 8500 Ackroyd Rd	62	173.03	173.03	346.05
64	235 - 8500 Ackroyd Rd	62	173.03	173.03	346.05
65	233 - 8500 Ackroyd Rd	63	175.82	175.82	351.63
66	231 - 8500 Ackroyd Rd	61	170.24	170.24	340.47
67	229 - 8500 Ackroyd Rd	89	248.37	248.37	496.74
68	227 - 8500 Ackroyd Rd	94	262.33	262.33	524.65
69	226 - 8500 Ackroyd Rd	62	173.03	173.03	346.05
70	225 - 8511 Westminster Hwy	89	248.37	248.37	496.74
71	223 - 8511 Westminster Hwy	75	209.30	209.30	418.60
72	219 - 8511 Westminster Hwy	73	203.72	203.72	407.44
73	217 - 8511 Westminster Hwy	88	245.58	245.58	491.16
74	215 - 8511 Westminster Hwy	90	251.17	251.17	502.33
75	213 - 8511 Westminster Hwy	83	231.63	231.63	463.26
76	211 - 8511 Westminster Hwy	61	170.24	170.24	340.47
77	209 - 8511 Westminster Hwy	75	209.30	209.30	418.60

**** Note: Owners, please note that there was an error in the special levy schedule previously included in the AGM Notice. This special levy schedule is the most accurate version.*

NW 2184 - WESTHAMPTON COURT
Resolution "B" - 3/4 Vote
Special Levy Fee Schedule - \$60,000.00
Exterior Siding Repairs/Replacement and Painting

Strata Lot	Civic	Unit	Installment	Installment	Total
Number	Address	Entitlement	Mar 01/20	Apr 01/20	Special Levy
			\$	\$	\$
78	205 - 8511 Westminster Hwy	68	189.77	189.77	379.53
79	203 - 8511 Westminster Hwy	61	170.24	170.24	340.47
80	201 - 8511 Westminster Hwy	93	259.54	259.54	519.07
81	202 - 8511 Westminster Hwy	88	245.58	245.58	491.16
82	204 - 8511 Westminster Hwy	89	248.37	248.37	496.74
83	206 - 8511 Westminster Hwy	89	248.37	248.37	496.74
84	207 - 8511 Westminster Hwy	94	262.33	262.33	524.65
85	208 - 8511 Westminster Hwy	89	248.37	248.37	496.74
86	210 - 8511 Westminster Hwy	61	170.24	170.24	340.47
87	212 - 8511 Westminster Hwy	61	170.24	170.24	340.47
88	214 - 8511 Westminster Hwy	62	173.03	173.03	346.05
89	216 - 8511 Westminster Hwy	61	170.24	170.24	340.47
90	218 - 8511 Westminster Hwy	90	251.17	251.17	502.33
91	220 - 8511 Westminster Hwy	88	245.58	245.58	491.16
92	221 - 8511 Westminster Hwy	86	240.00	240.00	480.00
93	322 - 8500 Ackroyd Rd	90	251.17	251.17	502.33
94	324 - 8500 Ackroyd Rd	67	186.98	186.98	373.95
95	328 - 8500 Ackroyd Rd	65	181.40	181.40	362.79
96	330 - 8500 Ackroyd Rd	87	242.79	242.79	485.58
97	332 - 8500 Ackroyd Rd	90	251.17	251.17	502.33
98	334 - 8500 Ackroyd Rd	83	231.63	231.63	463.26
99	336 - 8500 Ackroyd Rd	61	170.24	170.24	340.47
100	338 - 8500 Ackroyd Rd	75	209.30	209.30	418.60
101	342 - 8500 Ackroyd Rd	67	186.98	186.98	373.95
102	344 - 8500 Ackroyd Rd	62	173.03	173.03	346.05
103	346 - 8500 Ackroyd Rd	94	262.33	262.33	524.65
104	345 - 8500 Ackroyd Rd	88	245.58	245.58	491.16
105	343 - 8500 Ackroyd Rd	89	248.37	248.37	496.74
106	341 - 8500 Ackroyd Rd	89	248.37	248.37	496.74
107	340 - 8500 Ackroyd Rd	94	262.33	262.33	524.65
108	339 - 8500 Ackroyd Rd	90	251.17	251.17	502.33
109	337 - 8500 Ackroyd Rd	62	173.03	173.03	346.05
110	335 - 8500 Ackroyd Rd	62	173.03	173.03	346.05
111	333 - 8500 Ackroyd Rd	63	175.82	175.82	351.63
112	331 - 8500 Ackroyd Rd	61	170.24	170.24	340.47
113	329 - 8500 Ackroyd Rd	89	248.37	248.37	496.74
114	327 - 8500 Ackroyd Rd	94	262.33	262.33	524.65
115	326 - 8500 Ackroyd Rd	62	173.03	173.03	346.05
116	325 - 8511 Westminster Hwy	89	248.37	248.37	496.74

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NW 2184 - WESTHAMPTON COURT
Resolution "B" - 3/4 Vote
Special Levy Fee Schedule - \$60,000.00
Exterior Siding Repairs/Replacement and Painting

Strata Lot	Civic	Unit	Installment	Installment	Total
Number	Address	Entitlement	Mar 01/20	Apr 01/20	Special Levy
			\$	\$	\$
117	323 - 8511 Westminster Hwy	75	209.30	209.30	418.60
118	319 - 8511 Westminster Hwy	73	203.72	203.72	407.44
119	317 - 8511 Westminster Hwy	88	245.58	245.58	491.16
120	315 - 8511 Westminster Hwy	90	251.17	251.17	502.33
121	313 - 8511 Westminster Hwy	83	231.63	231.63	463.26
122	311 - 8511 Westminster Hwy	61	170.24	170.24	340.47
123	309 - 8511 Westminster Hwy	75	209.30	209.30	418.60
124	305 - 8511 Westminster Hwy	68	189.77	189.77	379.53
125	303 - 8511 Westminster Hwy	61	170.24	170.24	340.47
126	301 - 8511 Westminster Hwy	93	259.54	259.54	519.07
127	302 - 8511 Westminster Hwy	88	245.58	245.58	491.16
128	304 - 8511 Westminster Hwy	89	248.37	248.37	496.74
129	306 - 8511 Westminster Hwy	89	248.37	248.37	496.74
130	307 - 8511 Westminster Hwy	94	262.33	262.33	524.65
131	308 - 8511 Westminster Hwy	89	248.37	248.37	496.74
132	310 - 8511 Westminster Hwy	61	170.24	170.24	340.47
133	312 - 8511 Westminster Hwy	61	170.24	170.24	340.47
134	314 - 8511 Westminster Hwy	62	173.03	173.03	346.05
135	316 - 8511 Westminster Hwy	61	170.24	170.24	340.47
136	318 - 8511 Westminster Hwy	90	251.17	251.17	502.33
137	320 - 8511 Westminster Hwy	88	245.58	245.58	491.16
138	321 - 8511 Westminster Hwy	86	240.00	240.00	480.00
			<u>10,750.00</u>	<u>30,000.02</u>	<u>30,000.02</u>
					<u>60,000.03</u>

*** Note: Owners, please note that there was an error in the special levy schedule previously included in the AGM Notice. This special levy schedule is the most accurate version.

ELECTION OF COUNCIL

The Strata Manager advised that under the Bylaws of the Strata Corporation the Council must consist of a minimum of 3 to a maximum of 7 members. Those persons elected to the Council at this meeting will hold office until the next Annual General Meeting.

The following Owners agreed to stand for Council:

- Mark Cervantes
- Sharon Tse
- Shaun Samuel
- Ted Brabander
- Eunice Wong
- Ilya Berezin
- Sandy Fernando (As a recent Owner with previous Strata Council experience in another Strata, Sandy briefly introduced himself and what he can contribute to Westhampton Court).

Hearing no objections, the above-noted were each declared as elected by acclamation.

- Mark Cervantes
- Sharon Tse
- Shaun Samuel
- Ted Brabander
- Eunice Wong
- Ilya Berezin
- Sandy Fernando

TERMINATION OF MEETING

There being no further business, it was moved to terminate the meeting at 8:15 p.m. **CARRIED.**

STRATA COUNCIL MEETING

The Strata Council meeting is scheduled for Thursday February 20, 2020 at 6:30 p.m. Returning Council Members in the interim will hold their same positions. Any change in positions will be determined at this upcoming meeting.

FirstService Residential BC Ltd.



Don Wong
Strata Manager
Per the Owners
Strata Plan NW 2184

DW/sm

Email: info.bc@fsresidential.com

Customer Care Centre: 1.855.273.1967 (24 hours non-emergency)

www.fsresidential.com

Please keep a copy of these minutes for future reference, which will be required at the time of sale. A charge, as per the *Strata Property Act*, will be assessed for replacement copies.

1. Use this form only if you wish to pay your special levy by PAD.
2. This form must be received in our office no later than the 20th of the month in order for us to be able to withdraw payment from your bank account on the 1st of the following month.

PERSONAL INFORMATION

As an added security feature, please choose a personal password that you will provide when accessing account information by telephone -up to 10 letters (e.g. mother's maiden name)

I/We are currently on the Pre-authorized Debit Plan and authorize FirstService Residential to debit the amount of the following special levy* payment(s) from my/our bank account where my/our existing monthly Strata fee is debited from. * The special levy amount(s) is/are the amount(s) in accordance to the fee schedule(s) as approved at the AGM held on Thursday, January 30, 2020.

AGM-M-2020-01-30

FIRSTSERVICE OFFERS CONVENIENCE!

1. ***Pre-Authorized Debit Payment (PAD)***

For Owners who wish to enroll in our PAD for the 1st time, a copy of our PAD Agreement can be downloaded from our website at www.fsresidential.com under the “Forms” section.

2. ***Online/Telephone Banking***

FirstService offers convenience! Our office has established electronic banking relationships with the major chartered banks and all participating credit unions in BC (i.e. Vancity, Coast Capital Savings, etc.) to make it easier for you to remit your Strata fees, special levies, etc.

I'M INTERESTED, HOW DO I DO THIS?

1. Go to bill payment option and set up “**FirstService Residential (Strata)**” as a vendor.
2. You will be required to provide your FirstService personally assigned unique reference number (without dashes or spaces). This number can be found in your FirstService correspondence.
3. Enter your payment amount and payment date. You should also be able to set this up as a recurring payment every month.

WHEN SHOULD I MAKE MY PAYMENTS?

It takes 1 to 3 business days for us to receive your payment depending on your financial institution. Please note it is the customer’s responsibility to ensure that payments are received by FirstService Residential by the due date to avoid any late payment fines.

NW 2184 - WESTHAMPTON COURT

Approved Annual Budget
Dec 01, 2019 to Nov 30, 2020

<u>A/C Description</u>	<u>APPROVED</u> <u>2019/2020</u> <u>Budget</u> <u>\$</u>
<u>INCOME</u>	
<u>STRATA FEES</u>	
4002 Operating Fund Contribution	661,020
4003 Contingency Fund Contribution	20,000
TOTAL STRATA FEES	681,020
4523 Bylaw / Late Payment Fine	--
4640 Interest Income	250
4680 Laundry Income	700
4682 Locker Income	2,500
4700 Miscellaneous Income	1,000
4702 Move In / Move Out Fee	--
4720 Parking	10,500
TOTAL INCOME	695,970
<u>EXPENSES</u>	
<u>GENERAL EXPENSES</u>	
5005 Administration	100
5445 Caretaker Wages & Benefits	55,000
6300 Insurance	111,000
6402 Janitorial Services	17,200
6504 Legal Fees	800
6700 Management Fees	34,525
6705 Miscellaneous	5,000
TOTAL GENERAL EXPENSES	223,625
<u>BUILDING & GROUND EXPENSES</u>	
5204 Boiler & Mechanical	4,000
5446 Carpet Cleaning	2,000
5705 Electricity	32,400
5715 Elevator Maintenance	13,000
6001 Garbage Removal	45,000
6005 Gas	75,000
6511 Landscaping	11,500
7240 Repair and Maintenance	70,000
7850 Water / Sewer	149,500
TOTAL BUILDING & GROUND EXPENSES	402,400
9010 Reserve - Contingency Fund	20,000
TOTAL EXPENSES	646,025
CURRENT YR NET SURPLUS/(DEFICIT)	49,945
9990 Operating Surplus (Deficit) Balance Forward	(49,945)
ENDING OP SURPLUS/(DEFICIT)	0

NW 2184 - WESTHAMPTON COURT
Approved Fee Schedule
Dec 01, 2019 to Nov 30, 2020

Strata Lot Number	Civic Address	Unit Entitlement	Op. Fund Monthly Contribution \$	CRF Monthly Contribution \$	Total Monthly Strata Fees \$	OLD Monthly Strata Fees \$	Retroactive Fee Adjustment Dec/19-Feb/20 *
1	122 - 8500 Ackroyd Rd	90	461.18	13.95	475.13	366.57	325.68
2	124 - 8500 Ackroyd Rd	67	343.32	10.39	353.71	272.89	242.46
3	128 - 8500 Ackroyd Rd	65	333.07	10.08	343.15	264.74	235.23
4	130 - 8500 Ackroyd Rd	87	445.80	13.49	459.29	354.35	314.82
5	132 - 8500 Ackroyd Rd	90	461.18	13.95	475.13	366.57	325.68
6	134 - 8500 Ackroyd Rd	61	312.57	9.46	322.03	248.45	220.74
7	136 - 8500 Ackroyd Rd	61	312.57	9.46	322.03	248.45	220.74
8	138 - 8500 Ackroyd Rd	75	384.31	11.63	395.94	305.47	271.41
9	142 - 8500 Ackroyd Rd	67	343.32	10.39	353.71	272.89	242.46
10	144 - 8500 Ackroyd Rd	62	317.70	9.61	327.31	252.52	224.37
11	146 - 8500 Ackroyd Rd	94	481.68	14.57	496.25	382.86	340.17
12	145 - 8500 Ackroyd Rd	88	450.93	13.64	464.57	358.42	318.45
13	143 - 8500 Ackroyd Rd	89	456.05	13.80	469.85	362.49	322.08
14	141 - 8500 Ackroyd Rd	89	456.05	13.80	469.85	362.49	322.08
15	140 - 8500 Ackroyd Rd	94	481.68	14.57	496.25	382.86	340.17
16	139 - 8500 Ackroyd Rd	90	461.18	13.95	475.13	366.57	325.68
17	137 - 8500 Ackroyd Rd	62	317.70	9.61	327.31	252.52	224.37
18	135 - 8500 Ackroyd Rd	62	317.70	9.61	327.31	252.52	224.37
19	133 - 8500 Ackroyd Rd	63	322.82	9.77	332.59	256.60	227.97
20	131 - 8500 Ackroyd Rd	61	312.57	9.46	322.03	248.45	220.74
21	129 - 8500 Ackroyd Rd	89	456.05	13.80	469.85	362.49	322.08
22	127 - 8500 Ackroyd Rd	94	481.68	14.57	496.25	382.86	340.17
23	126 - 8500 Ackroyd Rd	62	317.70	9.61	327.31	252.52	224.37
24	125 - 8511 Westminster Hwy	89	456.05	13.80	469.85	362.49	322.08
25	123 - 8511 Westminster Hwy	75	384.31	11.63	395.94	305.47	271.41
26	119 - 8511 Westminster Hwy	73	374.06	11.32	385.38	297.33	264.15
27	117 - 8511 Westminster Hwy	88	450.93	13.64	464.57	358.42	318.45
28	115 - 8511 Westminster Hwy	90	461.18	13.95	475.13	366.57	325.68
29	113 - 8511 Westminster Hwy	61	312.57	9.46	322.03	248.45	220.74
30	111 - 8511 Westminster Hwy	61	312.57	9.46	322.03	248.45	220.74
31	109 - 8511 Westminster Hwy	75	384.31	11.63	395.94	305.47	271.41
32	105 - 8511 Westminster Hwy	68	348.45	10.54	358.99	276.96	246.09
33	103 - 8511 Westminster Hwy	61	312.57	9.46	322.03	248.45	220.74
34	101 - 8511 Westminster Hwy	93	476.55	14.42	490.97	378.79	336.54
35	102 - 8511 Westminster Hwy	88	450.93	13.64	464.57	358.42	318.45
36	104 - 8511 Westminster Hwy	89	456.05	13.80	469.85	362.49	322.08
37	106 - 8511 Westminster Hwy	89	456.05	13.80	469.85	362.49	322.08
38	107 - 8511 Westminster Hwy	94	481.68	14.57	496.25	382.86	340.17
39	108 - 8511 Westminster Hwy	89	456.05	13.80	469.85	362.49	322.08
40	110 - 8511 Westminster Hwy	61	312.57	9.46	322.03	248.45	220.74
41	112 - 8511 Westminster Hwy	61	312.57	9.46	322.03	248.45	220.74
42	114 - 8511 Westminster Hwy	62	317.70	9.61	327.31	252.52	224.37
43	116 - 8511 Westminster Hwy	61	312.57	9.46	322.03	248.45	220.74
44	118 - 8511 Westminster Hwy	90	461.18	13.95	475.13	366.57	325.68
45	120 - 8511 Westminster Hwy	88	450.93	13.64	464.57	358.42	318.45
46	121 - 8511 Westminster Hwy	86	440.68	13.33	454.01	350.28	311.19
47	222 - 8500 Ackroyd Rd	90	461.18	13.95	475.13	366.57	325.68
48	224 - 8500 Ackroyd Rd	67	343.32	10.39	353.71	272.89	242.46

**The retroactive fee adjustment is calculated as the difference between the new strata fees and old strata fees, multiplied by the number of months subsequent to the year end in which the old strata fees were assessed.*

*** Note: Owners, please note that there was an error in the fee schedule previously included in the AGM Notice. This strata fee schedule is the most accurate version.*

NW 2184 - WESTHAMPTON COURT
Approved Fee Schedule
Dec 01, 2019 to Nov 30, 2020

Strata Lot Number	Civic Address	Unit Entitlement	Op. Fund Monthly Contribution \$	CRF Monthly Contribution \$	Total Monthly Strata Fees \$	OLD Monthly Strata Fees \$	Retroactive Fee Adjustment Dec/19-Feb/20 *
49	228 - 8500 Ackroyd Rd	65	333.07	10.08	343.15	264.74	235.23
50	230 - 8500 Ackroyd Rd	87	445.80	13.49	459.29	354.35	314.82
51	232 - 8500 Ackroyd Rd	90	461.18	13.95	475.13	366.57	325.68
52	234 - 8500 Ackroyd Rd	83	425.31	12.87	438.18	338.06	300.36
53	236 - 8500 Ackroyd Rd	61	312.57	9.46	322.03	248.45	220.74
54	238 - 8500 Ackroyd Rd	75	384.31	11.63	395.94	305.47	271.41
55	242 - 8500 Ackroyd Rd	67	343.32	10.39	353.71	272.89	242.46
56	244 - 8500 Ackroyd Rd	62	317.70	9.61	327.31	252.52	224.37
57	246 - 8500 Ackroyd Rd	94	481.68	14.57	496.25	382.86	340.17
58	245 - 8500 Ackroyd Rd	88	450.93	13.64	464.57	358.42	318.45
59	243 - 8500 Ackroyd Rd	89	456.05	13.80	469.85	362.49	322.08
60	241 - 8500 Ackroyd Rd	89	456.05	13.80	469.85	362.49	322.08
61	240 - 8500 Ackroyd Rd	94	481.68	14.57	496.25	382.86	340.17
62	239 - 8500 Ackroyd Rd	90	461.18	13.95	475.13	366.57	325.68
63	237 - 8500 Ackroyd Rd	62	317.70	9.61	327.31	252.52	224.37
64	235 - 8500 Ackroyd Rd	62	317.70	9.61	327.31	252.52	224.37
65	233 - 8500 Ackroyd Rd	63	322.82	9.77	332.59	256.60	227.97
66	231 - 8500 Ackroyd Rd	61	312.57	9.46	322.03	248.45	220.74
67	229 - 8500 Ackroyd Rd	89	456.05	13.80	469.85	362.49	322.08
68	227 - 8500 Ackroyd Rd	94	481.68	14.57	496.25	382.86	340.17
69	226 - 8500 Ackroyd Rd	62	317.70	9.61	327.31	252.52	224.37
70	225 - 8511 Westminster Hwy	89	456.05	13.80	469.85	362.49	322.08
71	223 - 8511 Westminster Hwy	75	384.31	11.63	395.94	305.47	271.41
72	219 - 8511 Westminster Hwy	73	374.06	11.32	385.38	297.33	264.15
73	217 - 8511 Westminster Hwy	88	450.93	13.64	464.57	358.42	318.45
74	215 - 8511 Westminster Hwy	90	461.18	13.95	475.13	366.57	325.68
75	213 - 8511 Westminster Hwy	83	425.31	12.87	438.18	338.06	300.36
76	211 - 8511 Westminster Hwy	61	312.57	9.46	322.03	248.45	220.74
77	209 - 8511 Westminster Hwy	75	384.31	11.63	395.94	305.47	271.41
78	205 - 8511 Westminster Hwy	68	348.45	10.54	358.99	276.96	246.09
79	203 - 8511 Westminster Hwy	61	312.57	9.46	322.03	248.45	220.74
80	201 - 8511 Westminster Hwy	93	476.55	14.42	490.97	378.79	336.54
81	202 - 8511 Westminster Hwy	88	450.93	13.64	464.57	358.42	318.45
82	204 - 8511 Westminster Hwy	89	456.05	13.80	469.85	362.49	322.08
83	206 - 8511 Westminster Hwy	89	456.05	13.80	469.85	362.49	322.08
84	207 - 8511 Westminster Hwy	94	481.68	14.57	496.25	382.86	340.17
85	208 - 8511 Westminster Hwy	89	456.05	13.80	469.85	362.49	322.08
86	210 - 8511 Westminster Hwy	61	312.57	9.46	322.03	248.45	220.74
87	212 - 8511 Westminster Hwy	61	312.57	9.46	322.03	248.45	220.74
88	214 - 8511 Westminster Hwy	62	317.70	9.61	327.31	252.52	224.37
89	216 - 8511 Westminster Hwy	61	312.57	9.46	322.03	248.45	220.74
90	218 - 8511 Westminster Hwy	90	461.18	13.95	475.13	366.57	325.68
91	220 - 8511 Westminster Hwy	88	450.93	13.64	464.57	358.42	318.45
92	221 - 8511 Westminster Hwy	86	440.68	13.33	454.01	350.28	311.19
93	322 - 8500 Ackroyd Rd	90	461.18	13.95	475.13	366.57	325.68
94	324 - 8500 Ackroyd Rd	67	343.32	10.39	353.71	272.89	242.46
95	328 - 8500 Ackroyd Rd	65	333.07	10.08	343.15	264.74	235.23
96	330 - 8500 Ackroyd Rd	87	445.80	13.49	459.29	354.35	314.82
97	332 - 8500 Ackroyd Rd	90	461.18	13.95	475.13	366.57	325.68

**The retroactive fee adjustment is calculated as the difference between the new strata fees and old strata fees, multiplied by the number of months subsequent to the year end in which the old strata fees were assessed.*

***Note: Owners, please note that there was an error in the fee schedule previously included in the AGM Notice. This strata fee schedule is the most accurate version.*

NW 2184 - WESTHAMPTON COURT
Approved Fee Schedule
Dec 01, 2019 to Nov 30, 2020

Strata Lot Number	Civic Address	Unit Entitlement	Op. Fund	CRF	Total	OLD	Retroactive	
			Monthly	Monthly	Monthly	Monthly	Fee Adjustment	
			Contribution	Contribution	Strata Fees	Strata Fees	Dec/19-Feb/20 *	
			\$	\$	\$	\$	\$	
98	334 - 8500 Ackroyd Rd	83	425.31	12.87	438.18	338.06	300.36	
99	336 - 8500 Ackroyd Rd	61	312.57	9.46	322.03	248.45	220.74	
100	338 - 8500 Ackroyd Rd	75	384.31	11.63	395.94	305.47	271.41	
101	342 - 8500 Ackroyd Rd	67	343.32	10.39	353.71	272.89	242.46	
102	344 - 8500 Ackroyd Rd	62	317.70	9.61	327.31	252.52	224.37	
103	346 - 8500 Ackroyd Rd	94	481.68	14.57	496.25	382.86	340.17	
104	345 - 8500 Ackroyd Rd	88	450.93	13.64	464.57	358.42	318.45	
105	343 - 8500 Ackroyd Rd	89	456.05	13.80	469.85	362.49	322.08	
106	341 - 8500 Ackroyd Rd	89	456.05	13.80	469.85	362.49	322.08	
107	340 - 8500 Ackroyd Rd	94	481.68	14.57	496.25	382.86	340.17	
108	339 - 8500 Ackroyd Rd	90	461.18	13.95	475.13	366.57	325.68	
109	337 - 8500 Ackroyd Rd	62	317.70	9.61	327.31	252.52	224.37	
110	335 - 8500 Ackroyd Rd	62	317.70	9.61	327.31	252.52	224.37	
111	333 - 8500 Ackroyd Rd	63	322.82	9.77	332.59	256.60	227.97	
112	331 - 8500 Ackroyd Rd	61	312.57	9.46	322.03	248.45	220.74	
113	329 - 8500 Ackroyd Rd	89	456.05	13.80	469.85	362.49	322.08	
114	327 - 8500 Ackroyd Rd	94	481.68	14.57	496.25	382.86	340.17	
115	326 - 8500 Ackroyd Rd	62	317.70	9.61	327.31	252.52	224.37	
116	325 - 8511 Westminster Hwy	89	456.05	13.80	469.85	362.49	322.08	
117	323 - 8511 Westminster Hwy	75	384.31	11.63	395.94	305.47	271.41	
118	319 - 8511 Westminster Hwy	73	374.06	11.32	385.38	297.33	264.15	
119	317 - 8511 Westminster Hwy	88	450.93	13.64	464.57	358.42	318.45	
120	315 - 8511 Westminster Hwy	90	461.18	13.95	475.13	366.57	325.68	
121	313 - 8511 Westminster Hwy	83	425.31	12.87	438.18	338.06	300.36	
122	311 - 8511 Westminster Hwy	61	312.57	9.46	322.03	248.45	220.74	
123	309 - 8511 Westminster Hwy	75	384.31	11.63	395.94	305.47	271.41	
124	305 - 8511 Westminster Hwy	68	348.45	10.54	358.99	276.96	246.09	
125	303 - 8511 Westminster Hwy	61	312.57	9.46	322.03	248.45	220.74	
126	301 - 8511 Westminster Hwy	93	476.55	14.42	490.97	378.79	336.54	
127	302 - 8511 Westminster Hwy	88	450.93	13.64	464.57	358.42	318.45	
128	304 - 8511 Westminster Hwy	89	456.05	13.80	469.85	362.49	322.08	
129	306 - 8511 Westminster Hwy	89	456.05	13.80	469.85	362.49	322.08	
130	307 - 8511 Westminster Hwy	94	481.68	14.57	496.25	382.86	340.17	
131	308 - 8511 Westminster Hwy	89	456.05	13.80	469.85	362.49	322.08	
132	310 - 8511 Westminster Hwy	61	312.57	9.46	322.03	248.45	220.74	
133	312 - 8511 Westminster Hwy	61	312.57	9.46	322.03	248.45	220.74	
134	314 - 8511 Westminster Hwy	62	317.70	9.61	327.31	252.52	224.37	
135	316 - 8511 Westminster Hwy	61	312.57	9.46	322.03	248.45	220.74	
136	318 - 8511 Westminster Hwy	90	461.18	13.95	475.13	366.57	325.68	
137	320 - 8511 Westminster Hwy	88	450.93	13.64	464.57	358.42	318.45	
138	321 - 8511 Westminster Hwy	86	440.68	13.33	454.01	350.28	311.19	
			10,750.00	55,084.92	1,666.64	56,751.56	43,784.31	38,901.75

Total Annual Strata Fees (x 12 months) =

19,999.68 681,018.72 525,411.72

**The retroactive fee adjustment is calculated as the difference between the new strata fees and old strata fees, multiplied by the number of months subsequent to the year end in which the old strata fees were assessed.*

***Note: Owners, please note that there was an error in the fee schedule previously included in the AGM Notice. This strata fee schedule is the most accurate version.*