

**MINUTES
STRATA COUNCIL MEETING
THE OWNERS STRATA PLAN NW 2184
WESTHAMPTON COURT**

Held on Tuesday, February 16, 2021

Webex Virtual

COUNCIL IN ATTENDANCE:	Ted Brabander	President
	Eunice Wong	Vice-President
	Ilya Berezin	Treasurer
	Shaun Samuel	Member
	Sharon Probin	Member
	Sandy Fernando	Member

FIRSTSERVICE RESIDENTIAL: Don Wong Strata Manager

The meeting was called to order at 6:48 p.m.

Ted Brabander will take on the position of Strata Council President as Sharon Probin has sold her unit. Sharon has kindly volunteered to stay on as a member at large until February 28, 2021.

APPROVAL OF PREVIOUS MINUTES

Correction to October 8, 2020 minutes. Page 2 under Other should have read as follows.

- Insurance – The Strata's Insurance Policy will be due for renewal on December 31, 2020

BUILDING MANAGER REPORT

A report ending **October 7, 2020** regarding common property, repair and maintenance, contractor services, move activity, Residents' concerns, etc., was forwarded to Council for review. In future this report will be sent to Strata Council at the end of each month.

Building issues discussed were:

- ***Elevator (Middle Lobby)*** – Otis Elevator has finally installed a new elevator motor, brought all maintenance up to date, including pit cleaning at no charge to the Strata. Council confirmed to proceed with the termination notice given to Otis on June 30, 2020. The Strata Manager will enquire if Metro Elevator can still honor their quote dated June 11, 2020.

Other:

Follow up however is required for overtime billed by Otis for after hours call out November 6, 2020, that was not authorized. Invoices will not be paid until clarified.

FINANCIAL REPORT

1. **Monthly Statement(s):** Strata Council approved of the financial statements to December 31, 2020

Owners wishing to view the most recent financial statement are encouraged to log onto **FSRConnect™**. The financial statement can be viewed by logging into your account, clicking on “Forms and Documents”, then “Financial Document”, and then selecting the desired file.

2. **Report on Unapproved Expenditures:** There are no unapproved expenditures to report. The *Strata Property Act* requires that all Owners be notified as soon as possible of unapproved expenditures.
3. **Accounts Receivable Review:** A current Aged Listing was reviewed as to the collection action taken on delinquent accounts.
4. **Annual General Meeting (AGM):** The AGM will be scheduled to be held by March 30 or early April 2021. The Strata’s fiscal year end is November 30, 2020. Normally the AGM is held two months after this date, however the government has allowed a two-month extension due to the Covid-19 pandemic. The AGM will be a virtual Webex meeting.

Budget Preparation – A draft proposed budget for the fiscal year of December 1, 2020 to November 30, 2021 will be sent to Strata Council for review.

Other:

- Depreciation Report – At the 2020 to 2021 AGM, a resolution will be presented for ownership voting whether or not to update the report. JRS Engineering’s report was issued on October 17, 2017. Reports are compliant to three years.
 - A review of operating expenditures will be done with input from the Building Manager regarding repair and maintenance
5. **Strata Insurance:** Attached is the Strata’s:
 - Summary of Coverages for the policy period of December 31, 2020 to December 31, 2021. Owners should forward this to their insurance broker to ensure adequate coverage is obtained.
 - FirstService Residential memo previously sent summarizing the increase in the following deductibles
 - a) All Risk deductible has increased to **\$25,000**
 - b) Water/Sewer deductibles have increased to **\$25,000**

REPORT ON LITIGATION

The *Strata Property Act* requires that all Owners be notified as soon as possible of any legal action involving the Strata Corporation. There is no current legal action.

CORRESPONDENCE

All routine and/or minor concerns received from Owners and Residents have been dealt with accordingly by the Strata Manager and/or Building Manager. Any significant concerns are always presented to the Strata Council for authorization as to the proper action to be taken.

OTHER BUSINESS

Parking and Locker Rentals: Effective March 1, 2021 is the following new Rule:

- Each unit regardless of unit entitlement will be allowed to rent only one parking spot and one locker

Those units that are currently renting more than one parking spot or one locker are grandfathered until their parking spot or locker is released.

Reminder - Uninsured Vehicles are not allowed:

Bylaw 38.1

An owner, tenant or occupant must not park or store any of the following in the common property, limited property, or on land that is a common asset.

- b) Unlicensed or uninsured vehicles. Proof of storage insurance must be presented to the Strata Corporation prior to storage of uninsured vehicle at their assigned parking stall. Approval must be obtained from Strata prior to parking an uninsured/unregistered vehicle. Proof of storage insurance must be clearly visible on the dash for all uninsured vehicles

Note: Vehicle owners will receive 72 hours notice, in writing, delivered to the vehicle/suite, advising of the intention of the Strata Corporation to remove an unlicensed and/or uninsured vehicle from the common property. The Owner will be responsible for all towing charges.

TERMINATION OF MEETING

There being no further business, the meeting was terminated at 8:05 p.m.

Next Meeting: The next meeting will be a budget preparation meeting. Date to be determined.

FirstService Residential BC Ltd.



Don Wong
Strata Manager
Per the Owners
Strata Plan NW 2184

DW/am

General: 604.683.8900 (24 hours emergencies)

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.

FSRConnect™ REGISTRATION

Sign up for the Resident Portal today to get access to the latest essential documents and information for your community. To register, search for your community website here: <http://www.fsresidential.com/connect/find-my-community> and click on the 'Register' button. Having trouble? For assistance call our Care Center which is open 24/7 365 days a year with translation services available in 31 different languages. The Care Centre team can be reached at 833-710-6869.



**Strata
PROTECT**

SUMMARY OF COVERAGES

Named Insured	The Owners, Strata Plan NW2184, acting on their own behalf or as a Strata Corporation &/or as Trustees or Agents on behalf of all Registered Unit Owners
Project Name	WESTHAMPTON COURT
Property Manager	FirstService Residential BC Ltd. dba FirstService Residential
Policy Period	December 31, 2020 to December 31, 2021
Policy Number	BFL04NW2184
Insured Location(s)	8511 Westminster Highway, Richmond, BC V6X 3H7, 8500 Ackroyd Road, Richmond, BC V6X 3H8

INSURING AGREEMENT



PROPERTY

All Property, Stated Amount Co-Insurance, Replacement Cost, Losses arising out of the growing, manufacturing, processing, storing or distribution of any drug, narcotic or illegal substances or items of any kind, the possession of which constitutes a criminal offence subject to a deductible of \$50,000, Blanket By-Laws.

As Per Limit of Liability

	DEDUCTIBLE	LIMIT
Primary Limit of Liability:		\$20,000,000
Excess Limit of Liability:		\$8,435,000
Property Extensions - Annually Aggregated		\$5,000,000
Lock & Key	\$2,500	Included
Additional Living Expenses - \$50,000 Per Unit		Included
All Risks	\$50,000	
Sewer Backup	\$50,000	
Water Damage	\$50,000	
Earthquake (Annual Aggregate)	20% minimum \$250,000	As Per Limit of Liability
Flood (Annual Aggregate)	\$50,000	As Per Limit of Liability
Gross Rentals, 100% Co-Insurance, Indemnity Period (Months) : N/A	N/A	Not Covered



CRIME

	DEDUCTIBLE	LIMIT
Employee Dishonesty - Including Property Manager and Elected Officer Theft	Nil	\$1,000,000
Broad Form Money and Securities	Nil	\$10,000



COMMERCIAL GENERAL LIABILITY

	DEDUCTIBLE	LIMIT
Bodily Injury & Property Damage	\$1,000	\$30,000,000
Non-Owned Automobile	\$1,000	\$30,000,000
Infectious Agent or Communicable Disease Exclusion - With Limited Exceptions		
Total Pollution Exclusion		

INSURING AGREEMENT



CONDOMINIUM DIRECTORS & OFFICERS LIABILITY

	DEDUCTIBLE	LIMIT
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

	DEDUCTIBLE	LIMIT
Residential	\$100	Blanket
Commercial	\$250	
Canopy	\$1,000	



EQUIPMENT BREAKDOWN

	DEDUCTIBLE	LIMIT
Standard Comprehensive Form including Production Machines and Electronic Equipment	\$1,000	\$28,435,000
- 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



POLLUTION LIABILITY

	DEDUCTIBLE	LIMIT
Each Event	\$25,000	\$1,000,000
Aggregate Policy Limit		\$5,000,000



VOLUNTEER ACCIDENT

	DEDUCTIBLE	LIMIT
Maximum Limit of Loss	See Policy Wordings	\$1,000,000



LEGAL EXPENSES

	DEDUCTIBLE	LIMIT
Each Event	Nil	\$1,000,000
Annual Aggregate.		\$5,000,000



TERRORISM

	DEDUCTIBLE	LIMIT
Per Occurrence.	\$1,000	\$350,000
Annual Aggregate		\$350,000

TOTAL INSURABLE VALUE

Appraisal Date: December 31, 2020

All Property

\$28,435,000

E. & O.E.



BFL CANADA Insurance Services Inc.
1177 West Hastings Street, Suite 200
Vancouver, British Columbia, V6E 2K3

Tel.: 604-669-9600
Fax: 604-683-9316
Toll Free: 1-866-669-9602

TOTAL INSURABLE VALUE

Appraisal Date: December 31, 2020

Gross Rentals, 100% Co-Insurance, Indemnity Period (Months)

Not Covered

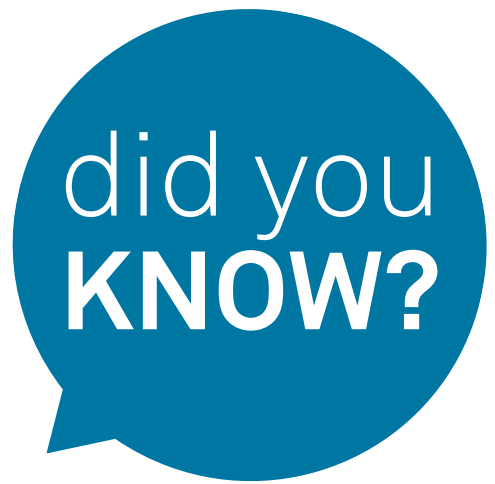
Loss Payable

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.

This record sheet is intended for reference only. Please refer to your polic(ies) for complete details.



**FS Insurance
Brokers**



Condo Owners' Coverage

Imagine returning home from the month-long vacation of your dreams to an onslaught of voice-mails and letters. You soon discover that a leak originated in your unit while you were away, and even though you'd thought about getting insurance, you never did. Now, you are legally (and personally) responsible for damages and repairs. The Strata Council is seeking payment of the building's insurance deductible and your neighbors are suing for damages. *Did you know* that Condo Owners' Coverage is available to help in situations exactly like this? Don't wait until it's too late!

Condo Owners' Coverage provides protection for:

- Deductible Assessment Insurance
- Loss Assessment Coverage
- Additional living expenses
- Upgrades inside the unit
- Personal contents
- Personal liability
- Leak originating in your unit causing damage to:
 - Your unit
 - Neighboring units
 - Common property



DISCLAIMER: All information provided by FS Insurance Brokers is advisory in nature. Any such information may not identify or contemplate all unsafe conditions; others may exist. FS Insurance Brokers does not imply, guarantee or warrant the safety of any of the client's properties or operations or that the client or any such properties or operations are in compliance with all federal, provincial, or local laws, codes, statutes, ordinances, standards or recommendations. All decisions in connection with the implementation, if any, of any of FS Insurance Brokers' advice or recommendations shall be the sole responsibility of, and made by, the client or other recipient of the information.



did you
KNOW?

Did you know, even though your building has earthquake coverage, you still need earthquake insurance under your own personal policy? This will protect your unit and contents, *and* provide funds to cover your special assessment toward the building's earthquake deductible.

Diagram illustrating the calculation of Earthquake Deductible Assessment:

Row 1: $\frac{\text{Your Unit Entitlement}}{\text{Total Unit Entitlement}} \times \text{Strata Earthquake Deductible} (\%) \times \text{Strata Building Value}$

Row 2: $\text{[Box]} \times \text{[Box]}$

Result: $= \$ \text{[Box]}$ Earthquake Deductible Assessment

DISCLAIMER: All information provided by FS Insurance Brokers is advisory in nature. Any such information may not identify or contemplate all unsafe conditions; others may exist. FS Insurance Brokers does not imply, guarantee or warrant the safety of any of the client's properties or operations or that the client or any such properties or operations are in compliance with all federal, provincial, or local laws, codes, statutes, ordinances, standards or recommendations. All decisions in connection with the implementation, if any, of any of FS Insurance Brokers' advice or recommendations shall be the sole responsibility of, and made by, the client or other recipient of the information.

**MINUTES
STRATA COUNCIL MEETING
THE OWNERS STRATA PLAN NW 2184
WESTHAMPTON COURT**

Held on Thursday, October 8, 2020

Virtual

COUNCIL IN ATTENDANCE:	Sharon Tse	President
	Eunice Wong	Vice-President
	Ilya Berezin	Treasurer
	Shaun Samuel	Member
	Ted Brabander	Member
	Sandy Fernando	Member

FIRSTSERVICE RESIDENTIAL:	Don Wong	Strata Manager
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The meeting was called to order at 6:17 p.m.

Updated Council member positions are noted above as the previous President, Mark Cervantes has sold his unit.

(Note: There was no quorum obtained for the scheduled June 24 meeting)

BUILDING MANAGER REPORT

Council reviewed the report ending October 7, 2020 regarding common property, repair and maintenance, contractor services, move activity, Residents' concerns, etc. The actions taken and/or to be taken were discussed to the Council's satisfaction. Discussion included:

- ***Elevator (Middle Lobby)*** – Otis Elevator has confirmed that they will be covering the full cost of replacing the elevator motor, bringing all maintenance up to date and cleaning the pit. A quote has been obtained from Metro Elevator as the strata's possible elevator maintenance company. A quote from Canadian Elevator Assurance regarding their software program to monitor elevator maintenance will be considered the Council. Termination notice was sent to Otis on June 30, 2020 and transition is pending.
- ***Siding Replacement / Repairs / Painting:*** Fehr Strata Repairs and Rainsafe have completed all the work as authorized.

FINANCIAL REPORT

1 Monthly Statement(s): Council approved of the financial statements to August 31, 2020

Owners wishing to view the most recent financial statement are encouraged to log onto **FSRConnect™**. The financial statement can be viewed by logging into your account, clicking on "Forms and Documents", then "Financial Document", and then selecting the desired file.

- 2 **Report on Unapproved Expenditures:** There are no unapproved expenditures to report. The *Strata Property Act* requires that all Owners be notified as soon as possible of unapproved expenditures.
3. **Accounts Receivable Review:** A current Aged Listing was reviewed as to the collection action taken on delinquent accounts.
- 4 **Annual General Meeting (AGM):** The AGM will be scheduled to be held by March 30, 2021. The strata's fiscal year end is November 30, 2020. Normally the AGM is held two months after this date, however the government has allowed a two month extension due to the Covid-19 pandemic.

Other:

- Insurance – The strata's insurance policy will be due for renewal on January 1, 2021.
- Depreciation Report – At the 2020 to 2021 AGM, a resolution will be presented for owner voting whether or not to update the report. JRS Engineering's report was issued on October 17, 2017. Reports are compliant to three years.

REPORT ON LITIGATION

The *Strata Property Act* requires that all Owners be notified as soon as possible of any legal action involving the Strata Corporation. There is no current legal action.

CORRESPONDENCE

All routine and/or minor concerns received from Owners and Residents have been dealt with accordingly by the Strata Manager and/or Building Manager. Any significant concerns are always presented to the Council for authorization as to the proper action to be taken.

OTHER BUSINESS

- Vehicle Towing (S/L 22) – Rusty's Towing will be removing a uninsured vehicle in the outside parking area. The cost of the towing will be charged back to the owner. Monthly fines will be levied on the owner's second vehicle that is in similar violation.
- Carpet Stains – The strata will investigate and charge back a strata lot for staining the common area carpeting.
- Dog Barking – Owners / residents should ensure their dogs are refrained from loud and continuous barking. The strata will levy the maximum bylaw violation fine of \$200. The violation will also be reported to the City of Richmond Animal Control.
- Snow Services – Alblaster Snow Removal & Salting has been contracted to provide service this winter season

TERMINATION OF MEETING

There being no further business, the meeting was terminated at 7:07 p.m.

Next Meeting: The next Strata Council meeting date is to be scheduled.

FirstService Residential BC Ltd.



Don Wong
Strata Manager
Per the Owners
Strata Plan NW 2184

DW/oh

General: 604.683.8900 (24 hours emergencies)

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.

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.

**MINUTES
STRATA COUNCIL MEETING
THE OWNERS STRATA PLAN NW 2184
WESTHAMPTON COURT**

***Held on Thursday, April 29, 2020
(Zoom Meeting: Re-scheduled from April 8, 2020)***

COUNCIL IN ATTENDANCE:	Mark Cervantes	President
	Sharon Tse	Vice-President
	Shaun Samuel	Treasurer
	Eunice Wong	Member
	Ted Brabander	Member
	Ilya Berezin	Member
	Sandi Fernando	Member
FIRSTSERVICE RESIDENTIAL:	Don Wong	Strata Manager

The meeting was called to order at 6:17 p.m.

BUILDING MANAGER REPORT

Council reviewed the report ending April 28, 2020 regarding common property, repair and maintenance, contractor services, move activity, Residents' concerns, etc. The actions taken and/or to be taken were discussed to the Council's satisfaction. Discussion included:

- ***Elevator (Middle Lobby)*** – Canadian Elevator Assurance who has been hired to investigate and assist the elevator situation reports that Otis Elevator has not been properly providing maintenance service which has caused the failure of the elevator motor. The repair / replacement costs of approximately \$8,400.00, therefore should be fully borne by Otis in addition to bringing maintenance up to date and the cleaning the pit areas. Termination notice will be given to Otis by the required date of June 30, 2020.
- ***Siding Replacement / Repairs / Painting:*** Council approved of the additional repairs required as found by Fehr Strata Repairs. Such costs are within the levy approved by the ownership.

S/L 97: Rainsafe Complete Waterproofing has removed all the gravel and fixed the drainage to prevent any further water ingress.

FINANCIAL REPORT

- 1 ***Monthly Statement(s):*** Approval of the financial statements was deferred to allow further time for Treasurer's review.

Owners wishing to view the most recent financial statement are encouraged to log onto **FSRConnect™**. The financial statement can be viewed by logging into your account, clicking on "Forms and Documents", then "Financial Document", and then selecting the desired file.

2 ***Report on Unapproved Expenditures:*** There are no unapproved expenditures to report. The *Strata Property Act* requires that all Owners be notified as soon as possible of unapproved expenditures.

3. ***Accounts Receivable Review:*** The Aged Listing as at April 29, 2020 was reviewed as to the collection action taken on delinquent accounts.

S/L 27 – Outstanding arrears of strata fees, levies, parking fees in addition to lien collection costs totalling approximately \$17,000.00 has been successfully collected.

REPORT ON LITIGATION

The *Strata Property Act* requires that all Owners be notified as soon as possible of any legal action involving the Strata Corporation. There is no current legal action.

CORRESPONDENCE

All routine and/or minor concerns received from Owners and Residents have been dealt with accordingly by the Strata Manager and/or Building Manager. Any significant concerns are always presented to the Council for authorization as to the proper action to be taken.

OTHER BUSINESS

Oversized Dog (S/L 18) – Tenant and their oversized dog is vacating the strata in early May. Notice of violation had been given to the units rental agent.

Building Manager's Performance Review – Deferred to a separate meeting

TERMINATION OF MEETING

There being no further business, the meeting was terminated at 7:21 p.m.

Next Meeting: The next Strata Council meeting is scheduled to be held on Wednesday, June 24, 2020.

FirstService Residential BC Ltd.



Don Wong
Strata Manager
Per the Owners
Strata Plan NW 2184

DW/oh

General: 604.683.8900 (24 hours emergencies)

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.

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.

**MINUTES
STRATA COUNCIL MEETING
THE OWNERS STRATA PLAN NW 2184
WESTHAMPTON COURT**

***Held on Thursday, February 20, 2020
Within the Office
8511 Westminster Hwy., Richmond, BC***

COUNCIL IN ATTENDANCE:	Mark Cervantes	President
	Sharon Tse	Vice-President
	Shaun Samuel	Treasurer
	Ted Brabander	Member
	Ilya Berezin	Member
	Sandy Fernando	Member
REGRETS:	Eunice Wong	Member
GUEST:	George Dobre	Building Manager
FIRSTSERVICE RESIDENTIAL:	Don Wong	Strata Manager

The meeting was called to order at 6:36 p.m.

APPROVAL OF PREVIOUS MINUTES

Council approved of the October 21, 2019 Strata Council meeting minutes as previously distributed.

BUILDING MANAGER REPORT

Council reviewed the report ending February 15, 2020 regarding common property, repair and maintenance, contractor services, move activity, Residents' concerns, etc. The actions taken and/or to be taken were discussed to the Council's satisfaction. Discussion included:

- ***Siding Replacement / Repairs Painting*** - Work to be scheduled in the spring. The \$60,000 Special Levy for such work was approved at the January 30, 2020 AGM.
- ***Balcony / Locker Clean-Up***: Notice to be distributed
- ***Heating***: Shut down in common areas (lobby, gym, stairwells) will be done to save on heating cost from May to September.
- ***Visitor Parking***: Owners / residents are reminded to abide by the parking bylaws that are posted. Vehicles in violation will be towed and the owner will be responsible for any towing costs.

The Building Manager then departed the meeting. after presenting and discussing the report.

FINANCIAL REPORT

- 1 **Monthly Statement(s):** Approval of the financial statements was deferred to allow further time for Treasurer's review.

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- 2 **Report on Unapproved Expenditures:** There are no unapproved expenditures to report. The *Strata Property Act* requires that all Owners be notified as soon as possible of unapproved expenditures.

3. **Accounts Receivable Review:** The Aged Listing as at February 19, 2020 was reviewed as to the collection action taken on delinquent accounts.

S/L 97 - The Public Trustee will be handling the owner's estate and paying any outstanding strata fees and amounts owing to the strata.

REPORT ON LITIGATION

The *Strata Property Act* requires that all Owners be notified as soon as possible of any legal action involving the Strata Corporation. There is no current legal action.

CORRESPONDENCE

All routine and/or minor concerns received from Owners and Residents have been dealt with accordingly by the Strata Manager and/or Building Manager. Any significant concerns are always presented to the Council for authorization as to the proper action to be taken.

OTHER BUSINESS

Oversized Dog (S/L 18) – A notice has been sent to the unit's property management company that the tenant's oversized dog is not allowed as per the strata's current pet bylaws.

IMPORTANT SECURITY REMINDERS TO OWNERS/RESIDENTS

SECURITY:

Owners/ Residents are reminded to practice good security. Do not be a victim of crime!

- **Do not let strangers into the building when you are entering and exiting. Do not hold any doors open.**
- **Upon entering or exiting the building, stop and wait a few moments to ensure the door is closed before moving away.**

- Do not prop any common area doors open at any time and ensure such doors are properly closed and are locked behind you.
- If any common area doors are not locking properly, please advise the Building Manager immediately at 604.270.3111.
- When entering or exiting the parkade, stop and wait a few moments to ensure the parkade gate closes and ensure that no one has entered by tailgating.
- If your car has been broken into, do not touch/adjust anything in, on, or around the area. Immediately, call the Richmond RCMP at 604.278.1212, and also notify the Building Manager.
- If you see suspicious activity (example: a possible break-in, vandalism), immediately call 911 and also notify the Building Manager.

TERMINATION OF MEETING

There being no further business, the meeting was terminated at 8:00 p.m.

Next Meeting: The next Strata Council meeting is scheduled to be held on April 8, 2020.

FirstService Residential BC Ltd.



Don Wong
Strata Manager
Per the Owners
Strata Plan NW 2184

DW/oh

General: 604.683.8900 (24 hours emergencies)

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

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**MINUTES
STRATA COUNCIL MEETING
THE OWNERS STRATA PLAN NW 2184
WESTHAMPTON COURT**

***Held on Monday, October 21, 2019
Within the Office
8511 Westminster Hwy., Richmond, BC***

COUNCIL IN ATTENDANCE:	Mark Cervantes	President
	Sharon Tse	Vice-President
	Shaun Samuel	Treasurer
	Ted Brabander	Member
	Eunice Wong	Member
REGRETS:	Ilya Berezin	Member
GUEST:	George Dobre	Building Manager
FIRSTSERVICE RESIDENTIAL:	Don Wong	Strata Manager

The meeting was called to order at 6:37 p.m.

APPROVAL OF PREVIOUS MINUTES

Council approved of the August 15, 2019 Strata Council meeting minutes as previously distributed with the following correction. The minutes should have read the Building Manager, George Dobre was not in attendance.

BUILDING MANAGER REPORT

Council reviewed the report ending October 15, 2019 regarding common property, repair and maintenance, contractor services, move activity, Residents' concerns, etc. The actions taken and/or to be taken were discussed to the Council's satisfaction. Discussion included:

- ***Maintenance Planner.*** An updated maintenance planner was provided to Council. Information included trade names, phone numbers, description and frequency of the specific services provided to the Strata. The planner will be put in Word format.
- ***Procedure for Strata Notices:*** The following procedure for general Strata notices is as follows:
 1. Posted at the building
 2. Posted on the Strata's Connect website
 3. Email notification is sent to owners who have provided a current email address
 4. Voice mail message as necessary

All notices are to be prepared and or reviewed by the Strata Manager. Notices provided by trades are revised as necessary. Copies of notices are also sent to the trade to ensure all parties are working with the same information.

- **Internet Service & Printer:** Council will look into the feasibility and cost of obtaining internet service and a new printer for the Building Manager's office
- **Exterior Siding - Replacement/ Repairs/ Painting:** The Council President, Building Manager and Strata Manager did a site walkabout on October 17 with Fehr Strata Repairs. to identify the scope of work required for a quote. It was requested that the quote broken down by priority so that proper action can be taken, and funding can be obtained. It was determined that the work should be scheduled to be done in the spring.
- **Strata Lot 18 - Oversized Dog:** The Strata's following pet Bylaw will have to be enforced due to a Tenant's oversized dog, and removal will be required. The Strata Manager will take the appropriate action.

Bylaw 5 Pets and Animals

5.3 *An owner, tenant, occupant, or visitor must not keep a pet on a strata lot other than the following:*

(d) *small dogs or small cats, (maximum of two) weighing no more than twenty pounds.*

- **Parking Management:** Council is considering implementing a resident vehicle registry.
- **Snow Removal/ De-Icing:** Arrangements are being made for these services. The Building Manager will require assistance in case of heavy snowfall.

The Building Manager then departed the meeting at 7:30 p.m. after presenting and discussing the report.

FINANCIAL REPORT

1. **Monthly Statement(s):** The financial statement(s) ending August 31, 2019 were approved. FirstService Residential Accounting will close out the account balances pertaining to the hot tub.

Owners wishing to view the most recent financial statement are encouraged to log onto **FSRConnect™**. The financial statement can be viewed by logging into your account, clicking on "Forms and Documents", then "Financial Document", and then selecting the desired file.

2. **Report on Unapproved Expenditures:** There are no unapproved expenditures to report. The *Strata Property Act* requires that all Owners be notified as soon as possible of unapproved expenditures.
3. **Annual General Meeting:** The Strata's fiscal year end is November 30, 2019 and the Annual General Meeting will be scheduled to be held by the end of January 2020. Proposed 3/4 Vote Resolutions thus far, to be presented for ownership voting will be funding for the exterior siding work and a no smoking Bylaw.

REPORT ON LITIGATION

The *Strata Property Act* requires that all Owners be notified as soon as possible of any legal action involving the Strata Corporation.

Civil Rights Tribunal (CRT) Claim

There currently is an ongoing claim against the Strata Corporation regarding various Bylaw enforcement concerns.

CORRESPONDENCE

All routine and/or minor concerns received from Owners and Residents have been dealt with accordingly by the Strata Manager and/or Building Manager. Any significant concerns are always presented to the Council for authorization as to the proper action to be taken.

OTHER BUSINESS

IMPORTANT REMINDERS TO OWNERS/RESIDENTS

SECURITY:

Owners/ Residents are reminded to practice good security. Do not be a victim of crime!

- **Do not let strangers into the building when you are entering and exiting. Do not hold any doors open.**
- **Upon entering or exiting the building, stop and wait a few moments to ensure the door is closed before moving away.**
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- **If any common area doors are not locking properly, please advise the Building Manager immediately at 604.270.3111.**
- **When entering or exiting the parkade, stop and wait a few moments to ensure the parkade gate closes and ensure that no one has entered by tailgating.**
- **If your car has been broken into, do not touch/adjust anything in, on, or around the area. Immediately, call the Richmond RCMP at 604.278.1212, and also notify the Building Manager.**
- **If you see suspicious activity (example: a possible break-in, vandalism), immediately call 911 and also notify the Building Manager.**
- **Agency Agreement – Meeting Frequency: The Strata Council is considering reducing the meeting frequency with FirstService Residential to keep management fees down.**

TERMINATION OF MEETING

There being no further business, the meeting was terminated at 8:15 p.m.

Next Meeting: The next Strata Council meeting will be held on Wednesday, November 27, 2019 at 6:30 pm. A proposed 2019 – 2020 operating budget will be provided for Council's review.

FirstService Residential BC Ltd.



Don Wong
Strata Manager
Per the Owners
Strata Plan NW 2184

DW/oh

General: 604.683.8900 (24 hours emergencies)

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.

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.



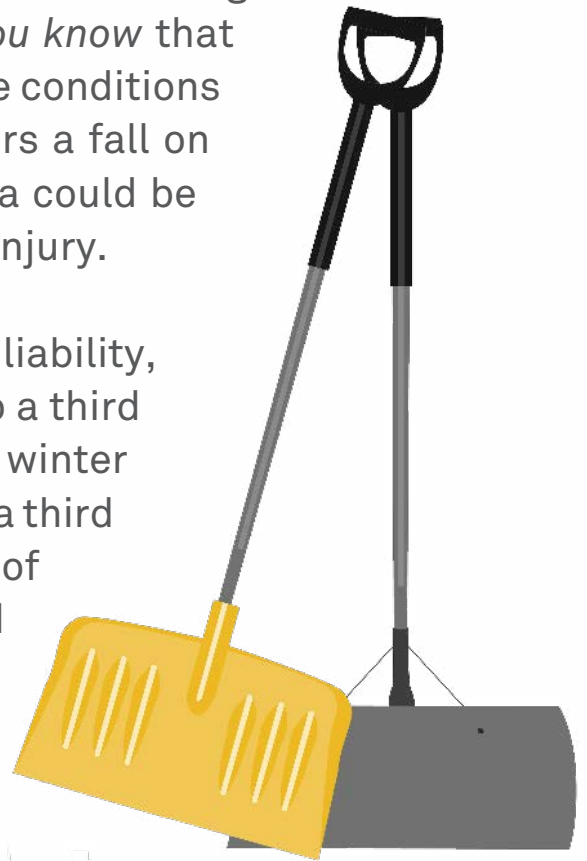
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Snow Removal & Deicing

Snow and ice on the grounds of your building is a major hazard for slip and fall accidents, as parking lots and building entrances can become extremely slick. *Did you know* that it is the Strata's responsibility to maintain safe conditions on their property? If a resident or guest suffers a fall on untreated, unmaintained walkways, the Strata could be liable for lost wages, medical bills and bodily injury.

To keep your building protected and limit your liability, contract snow removal and deicing services to a third party who can maintain the grounds during the winter months. If this service is not contracted out to a third party, keep a log of dates, times and names of personnel who performed snow removal and deicing on the building grounds. In case of an insurance claim, the log can be used as evidence that your building was adhering to an appropriate standard of care to residents and guests.



DISCLAIMER: All information provided by FS Insurance Brokers is advisory in nature. Any such information may not identify or contemplate all unsafe conditions; others may exist. FS Insurance Brokers does not imply, guarantee or warrant the safety of any of the client's properties or operations or that the client or any such properties or operations are in compliance with all federal, provincial, or local laws, codes, statutes, ordinances, standards or recommendations. All decisions in connection with the implementation, if any, of any of FS Insurance Brokers' advice or recommendations shall be the sole responsibility of, and made by, the client or other recipient of the information.

**MINUTES
STRATA COUNCIL MEETING
THE OWNERS STRATA PLAN NW 2184
WESTHAMPTON COURT**

***Held on Thursday, August 15, 2019
Within the Office
8511 Westminster Hwy., Richmond, BC***

COUNCIL IN ATTENDANCE:	Mark Cervantes Sharon Tse Ted Brabander	President Vice-President Member
REGRETS:	Shaun Samuel Eunice Wong Ilya Berezin	Treasurer Member Member
GUEST:	George Dobre	Building Manager
STRATA MANAGER:	Don Wong	FirstService Residential

The meeting was called to order at 6:30 p.m.

BUILDING MANAGER REPORT

Council reviewed the report ending July 25, 2019 regarding common property, repair and maintenance, contractor services, move activity, Residents' concerns, etc. The actions taken and/or to be taken were discussed to the Council's satisfaction. Discussion included:

- **Strata Lot 26:** Council reviewed 2 quotes submitted by the Owner for the replacement of carpeting. The purpose is to determine an allowance to be reimbursed to the Owner due to a siding leak. The Strata Manager will advise the Owner accordingly.
- **Strata Lot 18:** The Strata's following pet bylaw will have to be enforced due to a Tenant's oversized dog.

5. *Pets and Animals*

5.3 *An owner, tenant, occupant, or visitor must not keep a pet on a strata lot other than the following:*

- (d) *small dogs or small cats, (maximum of two) weighing no more than twenty pounds.*

Bylaw Reminder – Balcony Water Dripping

- Residents are reminded when washing their balcony or watering their plants to avoid allowing water drip down to units below.

4. Use of Property

- 4.1 *An owner, tenant, occupant or visitor must not use a strata lot, the common property or common assets in a way that*
- (a) *causes a nuisance or hazard to another person,*
 - (c) *unreasonably interferes with the rights of other persons to use and enjoy the common property, common assets or another strata lot.*

Parking Management – Visitors' Parking

- The Council is considering implementing a new visitor parking pass and/or rules. Residents will be notified accordingly if required.

FINANCIAL REPORT

1. **Monthly Statement(s):** The financial statement(s) ending June 30, 2019 was deferred to allow time for the Treasurer to review. **CARRIED.**

Owners wishing to view the most recent financial statement are encouraged to log onto **FSRConnect™**. The financial statement can be viewed by logging into your account, clicking on "Forms and Documents", then "Financial Document", and then selecting the desired file.

2. **Report on Unapproved Expenditures:** There are no unapproved expenditures to report. The *Strata Property Act* requires that all Owners be notified as soon as possible of unapproved expenditures.

REPORT ON LITIGATION

The *Strata Property Act* requires that all Owners be notified as soon as possible of any legal action involving the Strata Corporation.

Civil Rights Tribunal (CRT) Claim

There currently is a claim against the Strata Corporation regarding bylaw enforcement.

CORRESPONDENCE

All routine and/or minor concerns received from Owners and Residents have been dealt with accordingly by the Strata Manager and/or Building Manager. Any significant concerns are always presented to the Council for authorization as to the proper action to be taken.

OTHER BUSINESS

IMPORTANT REMINDERS TO OWNERS/RESIDENTS

SECURITY:

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- **If your car has been broken into, do not touch/adjust anything in, on, or around the area. Immediately, call the Richmond RCMP at 604.278.1212, and also notify the Building Manager.**
- **If you see suspicious activity (example: a possible break-in, vandalism), immediately call 911 and also notify the Building Manager.**

BYLAWS:

27. Fines

27.1 Except where specifically stated to be otherwise in these bylaws, the strata corporation may fine an owner or tenant:

- (a) Up to \$200 for each contravention of a bylaw, such amount to be determined by the council*

43. Miscellaneous

43.7 Subject to bylaw 35.1, an owner, tenant or occupant must not erect or display or permit to be erected or displayed any signs, fences, billboards, placards, advertising, notices or other fixtures of any kind on the common property or in a strata lot, unless authorized by the council. This shall include exterior painting and the addition of wood, ironwork, concrete or other materials.

43.13 *An owner, tenant or occupant must not display or erect fixtures, poles, clotheslines, racks, storage sheds and similar structures permanently or temporarily on limited common property, common property or land that is a common asset. Despite the foregoing, the placing of items on the limited common property balconies or patio areas shall be limited to free standing, self contained planter boxes or containers, summer furniture and accessories and gas or electric barbecues.*

PERFORMANCE REVIEW

- The Strata Council will be doing a performance review of the contracted Building Manager and the position's scope of duties (Note: The Building Manager is not an employee of the Strata Corporation, but is a contracted trade).

TERMINATION OF MEETING

There being no further business, the meeting was terminated at 8:30 p.m.

Next Meeting: The next Strata Council meeting will be held in late October.
The date to be determined.

FirstService Residential BC Ltd.



Don Wong
Strata Manager
Per the Owners
Strata Plan NW 2184

DW/vp

General: 604.683.8900 (24 hours emergencies)

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

www.fsresidential.com

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Candle Fire Hazards

Did you know that home fires started by candles can cause property damage, displacement, bodily injury and loss of life. Most candle fires start in the bedroom, and occurring during the months of December and January—especially on Christmas Eve, Christmas Day, and New Year's Day.

On average, 25 home candle fires are reported daily across North America, causing 115 deaths and \$418 million in property damage every year.

Tips to prevent fires associated with candles:

- ▶ Trim the wick to ¼ inch each time before burning
- ▶ Keep candles at least foot away from flammable items
- ▶ Always burn candles in a well-ventilated room, but avoid drafts, vents or air currents to prevent rapid or uneven burning
- ▶ Do not leave burning candles unattended; blow out candles before leaving a room or going to sleep
- ▶ Do not place burning candles where they can easily be knocked over
- ▶ Never touch or move a burning candle; never move a votive or container candle when the wax is liquefied
- ▶ Use caution if burning candles during a power outage
- ▶ Always follow the manufacturer's recommendations on burn time and proper use



DISCLAIMER: All information provided by FS Insurance Brokers is advisory in nature. Any such information may not identify or contemplate all unsafe conditions; others may exist. FS Insurance Brokers does not imply, guarantee or warrant the safety of any of the client's properties or operations or that the client or any such properties or operations are in compliance with all federal, provincial, or local laws, codes, statutes, ordinances, standards or recommendations. All decisions in connection with the implementation, if any, of any of FS Insurance Brokers' advice or recommendations shall be the sole responsibility of, and made by, the client or other recipient of the information.

**MINUTES
STRATA COUNCIL MEETING
THE OWNERS STRATA PLAN NW 2184
WESTHAMPTON COURT**

***Held on March 21, 2019
Within the Office, 8511 Westminster Hwy., Richmond, BC***

COUNCIL IN ATTENDANCE:	Mark Cervantes	President
	Sharon Tse	Vice President
	Shaun Samuel	Treasurer
	Ted Brabander	Member
REGRETS:	Eunice Wong	Member
	Ilya Berezin	Member
BUILDING MANAGER	George Dobre	
STRATA MANAGER:	Don Wong	FirstService Residential

The meeting was called to order at 6:30 p.m.

BUILDING MANAGER REPORT

The Building Manager, George Dobre, presented his detailed report for the period ending March 14, 2019 regarding common property, repair and maintenance, contractor services, move activity, residents' concerns, etc. The actions taken and/or to be taken were discussed to the Council's satisfaction. Discussion included:

Carpet Replacement: The Building Manager will obtain quotes for carpet tiles to replace the soiled carpet areas which cannot be cleaned and/or are badly worn, especially the areas around the elevator landings.

Snow Removal: Grime Fighters had provided snow removal and de-icing service, however, it was noted that areas and specific days has been missed that were cleared by the Building Manager. The Strata Manager will review the invoices with the Building Manager to ensure there is no wrong billing for services.

Water Ingress (S/L 26): The Strata Corporation will cover repairs to the unit's flooring due to water ingress from the exterior siding. Coverage is limited to the costs for replacement of carpeting, as this was the original installed flooring material.

Laundry Machine Collection: Council member, Ted Brabander and the Building Manager will collect the coinage.

After presenting his report, the Building Manager departed the meeting at approximately 7:18 p.m.

FINANCIAL REPORT

1. ***Monthly Statements:*** Council approved of the financial statements for January 2019
CARRIED.

Owners wishing to view the most recent financial statement are encouraged to log onto **FSRConnect™**. The financial statement can be viewed by logging into your account, clicking on “Forms and Documents”, then “Financial Document”, and then selecting the desired file.

2. **Accounts Receivable:** A current aged Accounts Receivable listing and the status of the collection procedures was reviewed to the Council's satisfaction. Legal collection action via a Lawyer will be obtained for significant arrears. It should be noted that an Owner is responsible for ensuring their strata fees are paid on time even when they are away. Pre-authorized electronic withdrawal should be set up to avoid missed payments and late penalties or interest.
3. **Report on Unapproved Expenditures:** There are no unapproved expenditures to report. The *Strata Property Act* requires that all Owners be notified as soon as possible of unapproved expenditures.

REPORT ON LITIGATION

The *Strata Property Act* requires that all Owners be notified as soon as possible of any legal action involving the Strata Corporation. To the best of our knowledge there is no litigation to report.

PREVIOUS BUSINESS

Parkade & Building Security: The Strata Manager has contacted the City of Richmond / RCMP regarding the Crime Free-Multi Housing Program to schedule an on-site assessment to obtain feasible recommendations for upgrading / improving the parkade and building security.

CORRESPONDENCE

All routine and/or minor concerns received from Owners and Residents have been dealt with accordingly by the Strata Manager and/or Building Manager. Any significant concerns are always presented to the Council for authorization as to the proper action to be taken.

OTHER BUSINESS

IMPORTANT REMINDERS TO OWNERS / RESIDENTS

SECURITY:

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- When entering or exiting the parkade, stop and wait a few moments to ensure the parkade gate closes and ensure that no one has entered by tailgating.

- If your car has been broken into, do not touch/adjust anything in, on, or around the area. Immediately, call the Richmond RCMP at 604-278-1212, and also notify the Building Manager.
- If you see suspicious activity (example: a possible break-in, vandalism), immediately call 911 and also notify the Building Manager.

BYLAWS:

Bylaw 27 – Fines

Except where specifically stated to be otherwise in these bylaws, the strata corporation may fine an owner or tenant:

Up to \$200 for each contravention of a bylaw, such amount to be determined by the council

Bylaws: (Storage)

43.7 Subject to bylaw 35.1, an owner, tenant or occupant must not erect or display or permit to be erected or displayed any signs, fences, billboards, placards, advertising, notices or other fixtures of any kind on the common property or in a strata lot, unless authorized by the council. This shall include exterior painting and the addition of wood, ironwork, concrete or other materials.

43.13 An owner, tenant or occupant must not display or erect fixtures, poles, clotheslines, racks, storage sheds and similar structures permanently or temporarily on limited common property, common property or land that is a common asset. Despite the foregoing, the placing of items on the limited common property balconies or patio areas shall be limited to free standing, self contained planter boxes or containers, summer furniture and accessories and gas or electric barbecues.

Bylaw 38. – Parking

38.1 An owner, tenant or occupant must not park or store any of the following in the common property, limited property, or on land that is a common asset.

- (a) Oversized, commercial, or recreational vehicles or vessels. This includes boats, trailers, campers*
- (b) Unlicensed or uninsured vehicles. Proof of storage insurance must be presented to the Strata Corporation prior to storage of uninsured vehicle at their assigned parking stall. Approval must be obtained from Strata prior to parking an uninsured/unregistered vehicle. Proof of storage insurance must be clearly visible on the dash for all uninsured vehicles.*
- (c) Vehicles that drip oil or gasoline. Owner, Tenant, or occupant must remove any dripped oil, gasoline, or other automotive residue. If spillage, leaking is not addressed, the vehicle will be towed at owner's expense.*

The Strata Corporation may authorize the removal of any of the items listed above at the expense of the unit owner/tenant.

Vehicle owners will receive 72 hours notice, in writing, delivered to the vehicle/suite, advising of the intention of the Strata Corporation to remove an unlicensed and/or uninsured vehicle from the common property.

- 38.2 An owner must not sell, lease or licence parking stalls to any person other than an owner or occupant.*
- 38.3 An owner, tenant or occupant must park only in the parking stall assigned to the owner, tenant or occupant.*
- 38.4 An owner, tenant, occupant or visitor must not permit a vehicle to be parked or left unattended in a manner that interferes with parking stalls, access lanes or no parking zones. Remote starting of vehicles is not permitted. Engines are not permitted to be running unattended.*
- 38.5 Any owner's, tenant's or occupant's vehicle parked in violation of bylaw 38.4 will be subject to removal by a towing company authorized by council, and all costs associated with such removal will be charged to the owner of the strata lot.*
- 38.6 An owner, tenant, occupant or visitor must not use any parking area as a work or storage area for automotive fluids, tires or carpentry, renovations, repairs (including, but not exhaustively, sawing, drilling and the use of any adhesive or hardening compounds) or work on vehicles involving any automotive fluids or paints, motor tune ups or mechanical repairs. The storage of personal items such as tires, tools, construction materials, furniture, etc. is not permitted in the parkade area.*
- 38.7 An owner, tenant, occupant or visitor operating a vehicle in the parking areas must activate the vehicle's headlights and not exceed 10 km/hour.*
- 38.8 An owner, tenant or occupant or visitor must not smoke while in the parking area including inside a vehicle.*
- 38.9 An owner, tenant or occupant must wash a vehicle in a safe location. Once washing is completed, the owner, tenant or occupant must hose down and remove all dirt, refuse and excess water from the washing area. While washing, an owner, tenant or occupant must keep audio volume low.*
- 38.10 Overnight parking (between the hours of 2:00 a.m. and 6:00 a.m.) in visitor parking areas is prohibited unless a clearly visible parking permit is displayed on the dashboard. A parking permit is issued to each owner for the use of overnight guests only. This permit may be used for a period of no more than a maximum limit of 14 days per month unless permission is obtained from the strata. An owner's vehicle will be towed at their expense if they do not abide by this bylaw. In case of loss of the visitor permit, the cost for a replacement permit is \$25.00 (Subject to change). A temporary pass can be obtained at the management office upon request, free of charge.*

38.11 *For residents requiring an additional parking stall, a series of post-dated cheques is requested annually. \$25 per month. (Subject to change).*

- (a) *A resident who lapses into arrears will be notified in writing of the lapse immediately after the first day of the month. The resident will be advised that the parking stall will be reassigned to another resident if payment has not been received by the fifteenth day of the month.*
- (b) *If the parking stall is re-assigned due to non-payment, the resident will be placed at the bottom of the waiting list for an additional parking stall and will not be eligible for an additional parking stall until the resident again reaches the top of the waiting list.*
- (c) *If a resident lapses into parking arrears on three separate occasions in one calendar year, the parking stall will be re-assigned to another resident.*

TERMINATION OF MEETING

There being no further business, the meeting was terminated at 7:36 p.m. The next Strata Council Meeting is scheduled for Tuesday, May 14, 2019 at 6:30 p.m.

FirstService Residential BC Ltd.



Don Wong
Strata Manager
Per the Owners
Strata Plan NW 2184
DW/cn

General: 604.683.8900 (24 hours emergencies)

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**FS Insurance
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KNOW?

Toilet Leaks

Did you know that almost 30% of water use in an average home comes from the toilet? A silent leak inside or underneath the tank can lead to wasted water, damaged floors, high utility bills, and even damage to neighbouring units! If your toilet is leaking, you may see water on the floor, there may be a soft, spongy feeling on the floor near your toilet, or you may occasionally smell sewer gas. Leaks will typically occur in the tank, at the shutoff valve, in the supply line, or even underneath the toilet.

Things to consider:

- Learn to shut off your toilet valve before a leak occurs
- Recognize signs of a potential leak:
 - sounds of running water
 - the need to “jiggle” the handle to complete a flush
 - trickling water on inside of bowl
- Purchase a leak detection system
- Perform a leak test using a toilet tablet or food colouring
- Maintain adequate limits of personal insurance including water damage and sewer back-up



If a leak does occur, shut off the water supply and call a plumber ASAP!

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