
**MINUTES OF THE STRATA COUNCIL MEETING
STRATA PLAN NW 2969 – PARK PLACE ESTATES
HELD ON MONDAY, DECEMBER 1ST, 2014
AT 7:00 P.M. IN THE CLUBHOUSE
13725 – 72A AVENUE, SURREY, BC**

PRESENT:	Dan Nayoski	President	#114
	Joe Hudon	Vice-President	#121
	Nancy Sgarbossa	Treasurer	#221
	Beth Wieterman	Secretary	#214
	Caroline Hart	Landscaping Liaison	#106
	Teri Tomiczek		#104
	Larry Povolo		#119

AGENT: Leah Eastman, Fraser Campbell Property Management Ltd.

The meeting was called to order at 7:00 p.m.

MINUTES

It was moved, seconded and *carried* to approve the minutes of the November 3rd, 2014 council meeting as circulated.

BUSINESS ARISING

1. **Maintenance Report**

(a) **Strata Lot Repairs:**

Strata Lot Repairs:

- #101 - The Restoration Shop has completed repairs to a ceiling where water ingress resulted from a plumbing leak in the unit above. The invoice in the amount of \$710.21 will be charged back to the owner responsible. Mr. Hammer Handyman has repaired the ceiling where water ingress from a failed deck structure occurred for a total cost of \$1,018.25.
- #204 - Mr. Hammer Handyman will commence repairs to the deck and pony wall when weather permits.
- #105 - Mr. Hammer Handyman has been requested to inspect an area around a window that shows signs of previous water ingress. The agent will follow up with the contractor regarding his findings.
- #108 - Mr. Hammer Handyman has completed repairs to a deteriorating door frame trim for a total cost of \$152.10.

- #109 - Mr. Hammer Handyman has substantially completed repairs to damaged drywall where water ingress previously occurred.
- #212 - Rust at the bottom of the support rail around the deck has been reported. Mr. Hammer Handyman has been requested to inspect the support rail around the deck for suspected decay.
- #217 - The floor replacement where ingress occurred at the front entry door is being scheduled with the contractor.
- #124 - Mr. Hammer Handyman has repaired the ceiling where water ingress from a failed deck structure occurred for a total cost of \$344.51.
- #127 - Mr. Hammer Handyman will complete repairs to the ceiling in the garage following repairs to the deck above.
- #227 - Mr. Hammer Handyman has been requested to investigate further for the source of ingress into the unit below. This item has been added to the prioritized list for the contractor.

(b) Power Washing and Moss Removal

The power washing and moss removal on common roadways will commence as volunteers and time permit. Volunteers are encouraged to assist in the project. The purchase of rain gear was discussed for use while power washing common areas. Further discussion was tabled until the January council meeting following confirmation of a possible donation of suitable attire by a fellow resident.

(c) Security Lights

The bulb in the security light on the South-west side of the complex has been replaced. Further repairs to the fixture are required. A replacement stock of bulbs has been purchased for use in common areas for a total of \$48.01.

Larry Povolo is thanked for his volunteer efforts in changing the light bulbs and assisting with the fixture replacements, when required, throughout the complex. Mr. Povolo will follow up with a previous council member regarding the security light fixtures that were ordered.

(d) General Maintenance

A Priority Locksmith has attended and repaired the door handle to the Clubhouse for a cost of \$242.55.

Tiburon Construction has secured the brick post at the South-East side of the gate. Cost for the repair was \$250 plus GST.

(e) Gutter Cleaning

Quotes are pending from Precision Gutters, Clover Clean and Abney Roofing for gutter cleaning. Further discussion has been tabled until the January council meeting.

2. **Landscape Administrator Report**

Drainage Rock: A volunteer council member has installed the excess of the drainage rock to the base of the gas meters on the South-East side of the complex.

Lilac Tree: The agent updated council on the status of the Lilac tree at the North-West side of the complex.

Landscape Maintenance Contract Renewal: Under the direction of council, the agent endorsed the contract with Teamworks Landscape Maintenance for the 2015 season. Caroline Hart has volunteered to act as the Landscaping Liaison and will coordinate a mutually agreeable time for the weekly visits from the contractor.

Snow Removal Contract: Under the direction of council, the agent endorsed the snow removal contract with Everest Snow Removal for the 2014/2015 Winter season. The contract includes roadways, the City sidewalk and the walkway in the center of the complex.

A volunteer council member purchased and applied Mountain Organic Natural Icemelt to the common areas last weekend. A motion was made, seconded and **carried** to purchase an additional 10 bags of the product to have on hand for future use for a total cost of \$280 plus tax.

A discussion ensued regarding the purchase of a salt spreader for a more uniform and efficient method of spreading salt. A motion was made, seconded and **carried** (6 in favour, 1 opposed) to approve the expenditure not exceed \$150 for the purchase of the same.

In accordance with the Strata Corporation Bylaw, Delegation of Strata Council's Powers and Duties, a motion was made, seconded and **carried** (6 in favour, 1 opposed) to allow Larry Povolo and/or Joe Hudon to continue to replenish the ice melt stock on an as-needed basis for the complex. A maximum expenditure of \$200 per purchase was approved for this purpose.

3. **Block Watch Report**

Council noted the presence of Commissionaires patrolling the area on foot.

Larry Povolo has accepted the responsibility of Block Watch Captain and will report to council on a monthly basis.

If you witness suspicious behavior, please contact the Surrey RCMP non-emergency line (604-599-0502). IF YOU WITNESS ANY CRIME IN PROGRESS, PLEASE CALL 911.

4. **Social Committee Report**

Pot Luck Dinner in the Clubhouse:

Sunday, December 14th, 2014



A turkey will be provided for this event and awaits all the trimmings. Doors will open at 5:00 p.m. and dinner will be served at 6:00 p.m.

A box has been placed in the Clubhouse and owners are encouraged to bring a non-perishable food item for donation to the local food bank.

5. **Workshop Committee Report**

The part for the band saw is being sourced and the recyclable materials have been removed from the workshop. A leak under the workshop has been observed and the agent was directed to contact Tiburon Construction to submit recommendations for repairs.



**OWNERS ARE REMINDED THAT THERE IS NO SMOKING IN THE
WORKSHOP OR AMENITY BUILDING.**

6. **FCPM Website**

The agent advised that FCPM is in the process of expanding their website to allow owners the option of accessing documents specific to the strata corporation including minutes and financial statements with use of a dedicated password. There will be an administration fee of \$50 per month for this service. Council declined to make a decision until such time as input from owners can be obtained as the fee for this service would be paid for through the Strata Corporation's operating budget.

Please fill out the attached Survey and submit it via the council mailbox no later than Monday, December 29th, 2014.

7. **Winterization**

Owners are requested to remove any outside hoses and turn off the water to outside hose bibs, where accessible, to avoid freezing during the Winter months.

8. **Christmas Lights**

Owners are reminded that exterior Christmas decorations and lights will be permitted from November 15th, 2014 until January 30th, 2015. All decorations and their fasteners are to be removed by January 30th.

CORRESPONDENCE

Owners are invited to send written correspondence to the council via the council mailbox or send it via mail or facsimile to the Management Company. Correspondence must be received the week prior to the scheduled council meeting to be included on the agenda for review and/or discussion. Please note that anonymous correspondence will not be reviewed.

1. Two items of correspondence were received from owners regarding ongoing parking violations of contractors and/or visitors to a neighbouring strata lot. The Bylaw enforcement procedures have been initiated.

2. Council held an "in camera" discussion regarding correspondence from an owner in response to Bylaw enforcement procedures. The agent will respond accordingly.
3. Council discussed correspondence from an owner regarding a leaking gutter. The agent will request Mr. Hammer Handyman attend when next on site and submit recommendations for the repair.

FINANCIAL REPORTS

1. Financial Statements

The October 2014 financial statements were reviewed in detail, following which it was moved, seconded and *carried* to adopt the same.

Any owner wishing a copy of the strata corporation's financial statements should contact the agent during regular business hours of 9:00 a.m. to 4:30 p.m. Monday through Friday.

2. Bank Statements and Reconciliations

The strata council treasurer acknowledged receipt of the October 2014 bank statement and reconciliation pursuant to the requirements of the Real Estate Council of B.C.

3. Arrears

The agent updated council on the status of accounts of those owners in arrears.

NEW BUSINESS

1. Bylaw Registration

The agent advised that the Bylaw amendment pertaining to Pets had been registered in the Land Title Office. Please see the attached Memo.

2. Welcome New Residents

Council extends their sincere WELCOME to Michelle and Thomas Marshall to the complex.

3. Visitor Parking

Parking continues to be an issue within the complex. Owners are reminded to comply with the Visitor Parking Bylaws and to ensure any guest and/or contractors to their unit do not park on the roadways. **Roadways are designated as fire lanes and Unitow has been requested to perform random spot checks. Violators will be towed at their expense without further warning.**

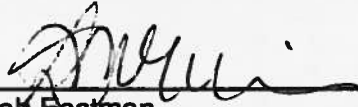
4. Clubhouse Cleaning

Sharon and Dean Gordon are thanked for their dedication in ensuring the cleanliness and supply stock of the Amenity Building. Teri Tomiczek has graciously volunteered to undertake this task moving forward.

5. **Light Post Repair**

Council noted that the light post adjacent to Unit #105 requires repairs that will be undertaken shortly.

There being no further business, the meeting adjourned at 9:00 p.m. The next council meeting for Strata Plan NW 2969 is scheduled for **Monday, January 5th, 2015** at 7:00 p.m.



Leah Eastman
Fraser Campbell Property Management Ltd.
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Document request forms and pre-authorized payment forms are available for download.

*Clients using Telus **Anonymous Call Blocking** feature must deactivate this service (*87) to receive return calls from Fraser Campbell Property Management after regular office hours.*



**FRASER CAMPBELL PROPERTY MANAGEMENT LTD.
HOLIDAY HOURS**

During the festive season the office hours of Fraser Campbell Property Management Ltd. will be as follows:

Monday	December 22, 2014	9:00 a.m. - 4:30 p.m.
Tuesday	December 23, 2014	9:00 a.m. - 4:30 p.m.
Wednesday	December 24, 2014	9:00 a.m. - 2:00 P.M.
Thursday	December 25, 2014	Closed
Friday	December 26, 2014	Closed
Saturday	December 27, 2014	Closed
Sunday	December 28, 2014	Closed
Monday	December 29, 2014	9:00 a.m. - 4:30 p.m.
Tuesday	December 30, 2014	9:00 a.m. - 4:30 p.m.
Wednesday	December 31, 2014	9:00 a.m. - 2:00 p.m.
Thursday	January 1, 2015	Closed
Friday	January 2, 2015	9:00 a.m. - 4:30 p.m.

Our emergency answering service will continue to be available at all times.

As a matter of general information, please be advised that you should always retain at least the most current 24 months of strata council and general meeting minutes. In other words, do not dispose of your copy of minutes of strata council or general meetings unless they are at least two years old. While copies of the meeting minutes are retained on file at the management company, it is important that you, as an owner, retain your copies for future reference and/or in the event that you decide to sell your unit. Prospective purchasers commonly request copies of meeting minutes from the strata lot owner, and although the management company can provide these on your behalf, there is a charge to the strata lot owner for doing so.

EMERGENCIES

**In case of strata related emergencies, please call
Fraser Campbell Property Management Ltd. at 604-585-3276 (24 hours).**

NW 2969 – Park Place Estates

SURVEY

Minutes Delivery

Fraser Campbell Property Management is in the process of expanding their website to allow owners the option of accessing documents specific to the strata corporation including minutes and financial statements with the use of a dedicated password.

Please complete this survey indicating whether you would prefer to continue receiving printed copies of the minutes or would prefer access to an electronic version in order to assist the council in making the decision whether to add this optional service to the management service currently being provided.

I would prefer to continue receiving printed copies of minutes and strata related documents.

I would prefer to access an electronic version of minutes and strata related documents.

Name: _____

Unit # _____

Please deposit in the council mailbox.

Thank you for your participation!



Fraser Campbell Property Management Ltd.

DATE: December 1, 2014

MEMO TO: Residents
Park Place Estates

FROM: Leah Eastman
Fraser Campbell Property Management Ltd.

RE: Bylaw Amendment - Pets

The Bylaw amendment below was approved by the owners at the Annual General Meeting held on October 20th, 2014 and has been registered in the Land Title Office (Registration # CA4072405). Please detach and retain with your bylaw package for future reference.

7. An owner of a pet shall immediately and completely remove all pet waste from common or limited common property and dispose of it in a waste container or by some other sanitary means.

**MINUTES OF THE STRATA COUNCIL MEETING
STRATA PLAN NW 2969 – PARK PLACE ESTATES
HELD ON MONDAY, NOVEMBER 3RD, 2014
AT 7:00 P.M. IN THE CLUBHOUSE
13725 – 72A AVENUE, SURREY, BC**

PRESENT:	Joe Hudon	Vice-President	#121
	Nancy Sgarbossa	Treasurer	#221
	Beth Wieterman	Secretary	#214
	Caroline Hart	Landscaping Liaison	#106
	Teri Tomiczek		#104
	Larry Povolo		#119
ABSENT:	Dan Nayoski	President	#114
AGENT:	Leah Eastman, Fraser Campbell Property Management Ltd.		

The meeting was called to order at 7:00 p.m.

MINUTES

It was moved, seconded and **carried** to approve the minutes of the September 8th, 2014 council meeting as circulated.

ELECTION OF OFFICERS

Council members were elected to the following positions of office:

- Dan Nayoski, President #114
- Joe Hudon, Vice-President #121
- Nancy Sgarbossa, Treasurer #221
- Beth Wieterman, Secretary #214
- Caroline Hart, Landscaping Liaison #106
- Teri Tomiczek, Member At-Large #104
- Larry Povolo, Member At-Large #119

BUSINESS ARISING

1. **Maintenance Report**

(a) **Strata Lot Repairs:**

The agent was directed to write to Mr. Hammer Handyman requesting that work commence as soon as possible on the interior garages where damage was sustained due to water ingress from failed patios in the units above. The contractor will be given 30 days to complete various tasks that can be undertaken while the weather is too wet to be working on deck repairs. Should the contractor be unable to complete the tasks in

the timeframe requested quotes will be obtained from alternate contractors for council's review.

Strata Lot Repairs:

- #101 - The Restoration Shop has been requested to complete interior repairs following the water escape incident that occurred as a result of a failed plumbing fixture in the unit above. Mr. Hammer Handyman has been requested to repair damage to the ceiling in the garage.
- #204 - Mr. Hammer Handyman will commence repairs to the deck and pony wall when weather permits.
- #105 - Mr. Hammer Handyman has been requested to inspect an area around a window that shows signs of previous water ingress. This item has been added to the prioritized list for the contractor.
- #108 - Mr. Hammer Handyman has been requested to inspect the door frame trim for deterioration. This item has been added to the prioritized list for the contractor.
- #109 - Mr. Hammer Handyman will be requested to proceed with repairs to damaged drywall. This item has been added to the prioritized list for the contractor.
- #212 - Rust at the bottom of the support rail around the deck has been reported. Mr. Hammer Handyman has been requested to inspect the support rail around the deck for suspected decay.
- #217 - Council reviewed quotes for repairs to the foyer where the floor sustained damage from water ingress. A motion was made, seconded and unanimously *carried* to proceed with the scope of work contained in the quote from Mira Floors for the replacement of the front entry flooring in the amount of \$1,087.79 plus GST. The agent was requested to contact the owner regarding the replacement as opposed to refinishing of the existing floor.
- #124 - Mr. Hammer Handyman has been requested to proceed with the repairs to the ceiling in the garage. This item has been added to the prioritized list for the contractor.
- #127 - Mr. Hammer Handyman will complete repairs to the ceiling in the garage following repairs to the deck above.
- #227 - Mr. Hammer Handyman has been requested to return and cut drywall from the garage ceiling to investigate for source of ingress into the unit below. This item has been added to the prioritized list for the contractor.

(b) Ivy Removal

To date, approximately 75% of the Ivy has been removed. Please contact Joe Hudon if you are able to help with Ivy removal when the project commences again in the Spring.

(c) Power Washing and Moss Removal

The power washing and moss removal on common roadways will commence as volunteers and time permits. Volunteers are encouraged to assist in the project.

(d) Security Lights



Patio security lights are being replaced with motion sensor flood lights on an as-needed basis. The agent will contact a previous council member regarding a list of those that still need to be replaced.

In the interest of saving money, Council is requesting any resident with electrical experience contact them regarding assistance with changing light fixtures and bulbs in and around the complex.

(e) Painting

Painting of the gas meter protection bollards and the Clubhouse handrail will be completed by a volunteer council member when weather permits.

(f) General Maintenance

A Priority Locksmith has been requested to replace the door handle to the Clubhouse.

Tiburon Construction will be requested to inspect the integrity of the brick post at the South-East side of the gate.

(g) Gutter Cleaning

The agent was requested to obtain quotes for gutter cleaning for review at the next council meeting.

(h) Dryer Vent Cleaning

A discussion ensued regarding the dryer vent cleaning by Michael A. Smith Duct Cleaning. Council noted that an alternate contractor will be used for dryer vent cleaning in the future.

(i) Fire Inspections

The agent will be forwarding letters to the owners whose units were not accessed during the Annual Fire Inspection by Executive Fire and Safety Ltd. The fees associated with the return visit will be charged back to the owners.

2. Landscape Administrator Report

The volunteer council member installing the drainage rock at the South-West corner of the complex will be requested to remove the equipment and excess limestone and apply it to the base of the gas meters on the South-East side of the complex.

It was noted that the Lilac tree at the North-West side of the complex may be diseased and need to be removed. The agent will correspond with the owner who resides directly adjacent to the tree.

Landscape Maintenance Contract Renewal: The agent was requested to obtain quotes from alternate contractors for the Landscaping Maintenance in 2015.

Snow Removal Contract: Council reviewed a quote from Russell's Landscaping for the clearing and salting of roadways with a priority service at 4" accumulation. The agent was requested to obtain quotes from alternate contractors for the snow removal this Winter.

3. **Block Watch Report**

If you witness suspicious behavior, please contact the Surrey RCMP non-emergency line (604-599-0502). IF YOU WITNESS ANY CRIME IN PROGRESS, PLEASE CALL 911.

4. **Social Committee Report**

Watch for sign-up sheets to be posted shortly!

Open House – Tree Trimming and Decorating Party in the Clubhouse:



Sunday, November 30th, 2014

Coffee will be available and owners are invited to bring some baked treats to enjoy between 3:00 p.m. and 5:00 p.m.

Pot Luck Dinner in the Clubhouse:

Sunday, December 14th, 2014

A turkey will be provided for this event and awaits all the trimmings. Doors will open at 5:00 p.m. and dinner will be served at 6:00 p.m.

A box will be available in the Clubhouse during these events and owners are encouraged to bring a non-perishable food item for donation to the local food bank.

5. **Workshop Committee Report**

The council President was not in attendance and the agent will request an update on the removal of recyclable materials and sourcing of the part for the band saw upon his return.

6. **Depreciation Report**

Council received a copy of the Depreciation Report prepared by Levelton Consultants. Owners wishing a copy of the Depreciation Report may put their request in writing to the management company. A PDF copy via email can be provided at no charge; however, a hard copy will be provided at a cost of \$10 per copy.

7. **May's Garden**

The sign for May's Garden is being painted and will be replaced upon completion.

CORRESPONDENCE

Owners are invited to send written correspondence to the council via the council mailbox or send it via mail or facsimile to the Management Company. Correspondence must be received the week prior to the scheduled council meeting to be included on the agenda for review and/or discussion. Please note that anonymous correspondence will not be reviewed.

1. Correspondence was received from an owner regarding an oversized vehicle being parked within the complex. The agent was requested to forward a letter to the owner of the vehicle.
2. Council reviewed correspondence from an owner disputing allegations of bylaw violations pertaining to her pet. The agent will respond to the owner directly.
3. Council discussed correspondence received from an owner concerned with the amount of time it has taken for repairs to be completed in their strata lot. Please refer to Maintenance Report - Strata Lot Repairs, above.
4. Correspondence was received from an owner commending the efforts of fellow residents Shelley Campbell and John Czirkes for their successful campaign in getting the parking regulations on the street in front of the complex changed to better reflect the needs of the residents of Park Place Estates. Council acknowledged the efforts and extend their appreciation to these owners for their dedication and leadership on behalf of the Strata Corporation.
5. An "in camera" discussion was held regarding two items of correspondence received from owners regarding ongoing parking violations by visitors to a neighbouring strata lot. A letter will be sent to the offending owner.

FINANCIAL REPORTS

1. **Financial Statements**

The October 2014 financial statement was not available at the time of the meeting. Copies will be forwarded to council for review in due course.

Any owner wishing a copy of the strata corporation's financial statements should contact the agent during regular business hours of 9:00 a.m. to 4:30 p.m. Monday through Friday.

2. **Bank Statements and Reconciliations**

The strata council treasurer acknowledged receipt of the August and September 2014 bank statements and reconciliations pursuant to the requirements of the Real Estate Council of B.C.

3. **Arrears**

Review of the accounts of those owners in arrears was deferred to the December council meeting.

NEW BUSINESS

1. **Agency Agreement Addendums**

Council received copies of an Agency Agreement Addendum amending the terms of the management contract with Fraser Campbell Property Management Ltd. regarding a \$25 NSF fee charged to an owner for returned items; and filing of tax returns.

The Agency Agreement Addendum was endorsed by two council members and a copy was retained by the council Secretary.

2. **FCPM Website**

The agent advised that FCPM is in the process of expanding their website to allow owners the option of accessing documents specific to the strata corporation including minutes and financial statements with use of a dedicated password. There will be an administration fee of \$50 per month for this service. Council has deferred a decision until the December council meeting.

3. **Winterization**

Owners are requested to remove any outside hoses and turn off the water to outside hose bibs, where accessible, to avoid freezing during the Winter months.

4. **French Door Replacement**

Council reviewed two quotes for the replacement of patio French doors at one unit where the doors have rotted. The owner has requested approval to install doors with blinds between the two panes of glass. A motion was made, seconded and *carried* to approve the alteration with the difference in cost for the door model at the owner's expense.

5. **Insurance Appraisal Update**

Council reviewed an Insurance Appraisal Update Report prepared by Suncorp Valuations for the purpose of assisting the Strata Corporation with the placement of property insurance coverage. For insurance purposes the Cost of Reproduction New is estimated at \$13,357,600.

6. **Entry Gate Remotes**

Any owner requesting a gate remote can contact Caroline Hart at unit #106. The cost for remotes is \$25 each.

7. **Insurance Claim**

An insurance claim has been initiated for the replacement of a patio French door that was broken in early October.

The agent updated council on the status of an insurance claim as a result of damage sustained to carpets in a strata lot. The owner will be responsible for the \$2,500 deductible.

8. **24 Hour Emergency Services**

The regular office hours at Fraser Campbell Property Management Ltd. are 9:00 a.m. to 4:30 p.m., Monday through Friday. After these regular hours, the same telephone number is answered by an Answering Service.

The operator at the Answering Service will take brief details of your emergency and page our on-call manager. The manager will call you back as soon as possible, usually within 10 or 15 minutes. Please note that if you have an anonymous call blocking feature on your phone, this must be deactivated to receive return calls from the emergency on-call manager.

If you have placed such an emergency call, please wait by your phone and leave the line clear for us to return your call. Please note that we will take no action on any emergency unless we have talked first to the person placing the call.

Please also note that emergencies include fires, broken water pipes, stuck elevators, stuck entry gate and other such general community situations.

The 24-hour answering service is not available for general inquiries concerning accounts, council policies and other matters which would normally constitute regular administration.

Break and enter and/or vandalism to your automobiles or suites should be reported to the police department.

9. **Water Escape Incident**

The agent advised that a water escape incident had occurred on the evening October 26th, 2014. The source of the water was determined to be a failed plumbing line to a dishwasher. Costs associated for the necessary repairs will be charged back to the owner responsible.

10. **Roof Moss**

Council notes that removal of roof moss is seasonal and has not been successful in the past. Further discussion will take place closer to the Spring.

11. **Vacant Unit Inspections**

During the recent Annual General Meeting one owner questioned the responsibility of owners to have their units inspected on a regular basis. At this time, council has decided that it is not necessary to establish a Rule regarding the same.

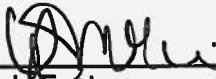
12. **Christmas Lights**

Owners are reminded that exterior Christmas decorations and lights will be permitted from November 15th, 2014 until January 30th, 2015. All decorations and their fasteners are to be removed by January 30th.

13. **Towing Update**

The agent advised that Unitow has been provided with the new council information for requesting a vehicle be towed.

There being no further business, the meeting adjourned at 9:00 p.m. The next council meeting for Strata Plan NW 2969 is scheduled for **Monday, December 1st, 2014** at 7:00 p.m.



Leah Eastman
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NOVEMBER STATUTORY HOLIDAY

Residents are asked to please be advised Fraser Campbell Property Management Ltd. will be closed Tuesday, November 11th, 2014. Emergency service will be available on this day.

As a matter of general information, please be advised that you should always retain at least the most current 24 months of strata council and general meeting minutes. In other words, do not dispose of your copy of minutes of strata council or general meetings unless they are at least two years old. While copies of the meeting minutes are retained on file at the management company, it is important that you, as an owner, retain your copies for future reference and/or in the event that you decide to sell your unit. Prospective purchasers commonly request copies of meeting minutes from the strata lot owner, and although the management company can provide these on your behalf, there is a charge to the strata lot owner for doing so.

EMERGENCIES

**In case of strata related emergencies, please call
Fraser Campbell Property Management Ltd. at 604-585-3276 (24 hours).**

**MINUTES OF THE ANNUAL GENERAL MEETING
STRATA PLAN NW 2969 - PARK PLACE ESTATES
HELD ON MONDAY, OCTOBER 20TH, 2014 AT 7:00 P.M.
IN THE RECREATION CENTRE OF PARK PLACE ESTATES
13725 - 72A AVENUE, SURREY, B.C.**

PRESENT: 38 Owners in person or proxy as per the registration sheet
(27 in person and 11 by proxy)

AGENT: Leah Eastman, Fraser Campbell Property Management Ltd.

There being a quorum present, the meeting was called to order at 7:01 p.m. by the agent, Leah Eastman. Upon request of the council, Ms. Eastman assisted the council president with facilitating the meeting.

PROOF OF NOTICE

It was moved, seconded and *carried* to accept the notice dated September 29th, 2014 as proper notice of meeting.

APPROVAL OF AGENDA

It was moved, seconded and *carried* to adopt the agenda of the October 20th, 2014 Annual General Meeting.

MINUTES

A motion was made and seconded and *carried* to amend the October 21st, 2013 Annual General Meeting Minutes to reflect the approval of the October 1st, 2012 Annual General Meeting.

A motion was made, seconded and *carried* to adopt the minutes of the October 21st, 2013 Annual General Meeting as amended.

PRESIDENT'S REPORT

The council President Mr. Dan Nayoski addressed the ownership and outlined the various areas of repair and improvements which were completed in the current fiscal year, including but not limited to:

- Clubhouse interior painting
- Enterphone panel replacement
- Ivy and pathway moss removal

- Security light installations
- Vinyl siding and window cleaning
- Gas meter protection bollard installations
- Unit entrance concrete repairs for water ingress into unit
- Clubhouse support post structural repair
- Clubhouse fireplace repairs
- Pruning of Cherry Trees
- Water main repair
- Drainage repairs to the West side of the complex
- Multiple deck and pony wall repairs to various units
- Structural repair to a ceiling joist in one unit

RESOLUTION #1 - Rule Ratification (Storage of Fuel)

The following Resolution was presented to the owners:

Whereas the following rule was adopted by council on November 4th, 2013; Be it hereby resolved to ratify the rule by majority vote of the owners at the Annual General Meeting held on October 20th, 2014.

The storage of gasoline, diesel and/or kerosene on or within the strata lot, common or limited common property is strictly prohibited.

A motion was made and seconded to put Resolution #1 on the floor for discussion. Following the call for questions and/or discussion the vote was taken. Resolution #1 was **carried** (22 in favour, 16 opposed).

RESOLUTION #2 - Rule Ratification (Petty Cash)

The following Resolution was presented to the owners:

Whereas the following rule was revised by council on November 4th, 2013; Be it hereby resolved to ratify the rules by majority vote of the owners at the Annual General Meeting held on October 20th, 2014 by amending the Rule as follows following:

The maximum expenditure from petty cash will be \$50.00. The receipt must be signed by two (2) council members with the project noted on the receipt.

A motion was made and seconded to put Resolution #2 on the floor for discussion. Following discussion, the question was asked and the vote was taken. Resolution #2 was unanimously **carried**.

INSURANCE REPORT

The agent updated the Ownership with respect to the strata insurance coverage as per the policy with CMW Insurance Services Ltd. The agent informed the ownership that the insurance premium was \$29,645 for the period of December 31st, 2013 to December 31st, 2014.

The deductibles are as follows:

All Risk	\$2,500.00
Sewer Backup	\$10,000.00
Water Damage	\$10,000.00
Flood	\$10,000.00
Crane Toilets	\$10,000.00
Residential Glass Breakage	\$1,000.00
Lock and Key	\$250.00
Earthquake	15% (minimum deductible \$250,000)

The above-referenced insurance premium amount includes the optional endorsement of a contract with Fairway Glass (2012) Ltd. (in the amount of \$720) which reduces the deductible amount for each residential glass breakage claim to \$50.00.

The agent reminded owners to ensure that they have adequate "betterment insurance" for any upgrades they have made to their units, contents insurance and liability insurance. Please note that the deductible amounts as listed above for property and water damage may be assessed to an owner if damage originated from a source for which the owner is responsible to repair and maintain (i.e. in suite plumbing and appliances). It is advisable to bring a copy of the Declarations page of the Strata Corporation Insurance to your insurance provider to ensure adequate coverage.

REMINDER: Please turn off any in-suite water supply (i.e. toilets) and drain the toilet tank when vacating your unit for any length of time to mitigate damage in the event of fixture failure.

RESOLUTION #3 – Budget Approval "Option A – 5% Maintenance Fee Increase"

The Council President reviewed the budget notes contained in the Notice for the fiscal year ending October 31st, 2015 and provided the ownership with a description of the proposed operating expenses for the upcoming year.

The following Resolution was presented to the owners:

WHEREAS:

- A. *It is a requirement of the Strata Property Act that the owners must approve the budget for the next fiscal year at each Annual General Meeting;*
- B. *The proposed budget must be accompanied by the financial statements and distributed with the Notice of the AGM,*

BE IT RESOLVED THAT:

1. The Owners of Strata Plan NW 2969 Park Place Estates, hereby authorize operating expenses in the amount of \$156,933 for the fiscal year ending October 31, 2015.

A motion was made and seconded to put Resolution #3 on the floor for discussion.

Following the call for questions and/or discussion the vote was taken. Resolution #3 was **carried** (25 in favour, 13 opposed).

Since Resolution #3 received the majority vote to pass, consideration was not given to Resolution #4.

There is a 5% increase in maintenance fees for the next fiscal year. Please see the attached Maintenance Fee Schedule for the amount owing for your strata lot. If you are not on the automatic payment plan, please forward twelve (12) new post-dated cheques commencing November 1st, 2014 payable to Strata Plan NW 2969.

SPECIAL RESOLUTION #5 – Bylaw Amendment (Use of Strata Lot)

The following Special Resolution was presented to owners:

In accordance with section 126 and section 128 (1) of the Strata Property Act of British Columbia *and Whereas* the Strata Corporation wishes to amend the Strata Corporation Use of Strata Lot Bylaw:

1. *The strata lot shall be used exclusively as a private dwelling for one family and at least one adult person over the age of 40 years must be a resident member of the household.*

Be it Resolved by a 3/4 vote of the owners of Park Place Estates, Strata Plan NW 2969 at the Annual General Meeting held October 20th, 2014 to rescind this Strata Corporation Bylaw and replace with the following:

1. *The strata lot shall be used exclusively as a private dwelling for one family and at least one adult person over the age of 40 years must be a resident member of the household. All occupants must be over the age of 19.*

A motion was made and seconded to put Special Resolution #5 on the floor and discussion ensued. Following the call for questions the vote was taken. Special Resolution #5 was **defeated** (24 in favour, 13 opposed, 1 abstention).

SPECIAL RESOLUTION #6 – Bylaw Amendment (Pets)

The following Special Resolution was presented to owners:

In accordance with section 126 and section 128 (1) of the Strata Property Act of British Columbia *and Whereas* the Strata Corporation wishes to amend the Strata Corporation Pets/Animals Bylaw:

7. *An owner of a pet shall not permit the pet to defecate on the common property, and if any pet does defecate on the common property the owner shall immediately and completely remove all of the pet waste and dispose of it in a waste container or by some other sanitary means.*

Be it Resolved by a 3/4 vote of the owners of Park Place Estates, Strata Plan NW 2969 at the Annual General Meeting held October 20th, 2014 to rescind this Strata Corporation Bylaw and replace with the following:

7. *An owner of a pet shall immediately and completely remove all pet waste from common or limited common property and dispose of it in a waste container or by some other sanitary means.*

A motion was made and seconded to put Special Resolution #6 on the floor for and a discussion ensued. Following the call for questions the vote was taken. Special Resolution #6 was *carried* (30 in favour, 6 opposed, 2 abstentions).

NEW BUSINESS

Quotes have been received from Rainbow Paving Ltd. in the amount of \$66,150 plus GST; Superior Asphalt Paving Ltd. in the amount of \$71,500 plus GST; and King Services Construction Group in the amount of \$107,255 plus GST for the paving of the common area roadways. Quotes were requested from South Surrey Asphalt Paving Ltd. and Bortolo & Sons Paving, however, they declined to reply. The agent advised that these estimates were provided to give owners an idea of the cost for this capital expenditure that is likely to be required in the future.

The agent noted that to date only 50% of the owners have returned the Owner Information Sheet and Pet Registration Form circulated in the July 28th, 2014 and again in the September 8th, 2014 council meeting Minutes. Owners are requested to submit the requested information to the management company via the council mailbox in the Clubhouse as soon as possible.

Mr. Czirkes took a moment to address the owners regarding two Petitions to the City of Surrey for the installation of traffic calming devices on 72A Avenue; and to provide the residents of 72A Avenue parking passes for street parking. A copy of the Petitions are attached hereto and can be left at unit 201 if you wish to participate. Mr. Czirkes is available to speak to in the evenings between 6:00 p.m. and 9:00 p.m. should you have any questions.

An owner requested information on whether the vacant units in the complex are being inspected on a regular basis for insurance and liability purposes. The agent advised that it is owner responsibility to arrange for inspections in accordance with the individual owner's strata lot insurance provider requirements. The council will consider enacting a rule regarding inspection of vacant units at the November council meeting.

One owner advised that roof moss has been observed on the roofs. The council advised that the removal of roof moss is a seasonal task that needs to be addressed in the Spring months. Council will discuss the issue in the months to come.

An owner advised that the lock on her mailbox is not functioning well. The agent noted that the lock to each mailbox is owner responsibility to repair and maintain.

STRATA COUNCIL ELECTION

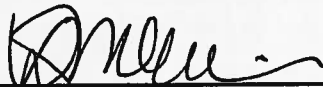
The 2013/2014 strata council automatically retired from their positions pursuant to the strata corporation bylaws.

The ownership extended their thanks and appreciation to the outgoing strata council for all of their hard work and efforts over the past year with a round of applause. The agent advised that 6 council members put their name forward for re-election and asked for further nominations from the floor. Three additional owners volunteered to stand for election. The owners were requested to complete ballots distributed by the agent.

The ballots were collected in the box provided and votes were counted by the Agent. The following seven owners received a majority vote and were elected to the strata council for the fiscal year 2014/2015:

Dan Nayoski	#114
Joe Hudon	#121
Beth Wiedermann	#214
Nancy Sgarbossa	#221
Teri Tomiczek	#104
Larry Povolo	#119
Caroline Hart	#106

There being no further business the meeting was adjourned at 8:50 p.m. The next meeting for the Strata Council, Strata Plan NW 2969 is scheduled for **Monday, November 3rd, 2014** at 7:00 p.m.



Leah Eastman
FRASER CAMPBELL PROPERTY MANAGEMENT LTD.
#210-5500 152nd Street.
Surrey, B.C. V3S 5J9
Phone: 604-585-3276 (24 Hour Emergency Number)
Fax: 604-585-3233

Document request forms and Pre-Authorized payment forms are available for download at www.frasercampbell.com.

IF YOU ARE NOT ON THE PRE-AUTHORIZED CHEQUE PROGRAM, PLEASE READ THIS:

The PAC program is a convenient way to save postage, time, the inconvenience of writing cheques and escape late payment fines. Because your maintenance fees are due on the 1st day of the month, you avoid the embarrassment of missed payments, and you may stop payment at anytime if you feel the need to do so. Your payments will always be on time. Should you move your account from one bank or branch to another, advise the management company by the 15th of the month prior to the withdrawal date and it will arrange a new agreement with you so payments can continue uninterrupted. For further information on this program please call 585-3276.

2014/2015 BUDGET - STRATA PLAN NW 2969

21-Oct-14

OCTOBER 31 YEAREND

CATEGORY		2013/2014	2013/2014	2014/2015
CODE	NAME	FINAL BUDGET	PROBABLE	FINAL BUDGET
REVENUE				
4000	MAINTENANCE FEES	149,175	149,175	156,633
4300	INTEREST INCOME	300	300	300
4800	MISCELLANEOUS	0	0	0
4950	SURPLUS FORWARD			
TOTAL REVENUE		149,475	149,475	156,933
EXPENDITURES				
ADMINISTRATION				
5000	MANAGEMENT FEE	14,805	14,805	14,805
5100	INSURANCE AND APPRAISAL	31,000	30,980	33,000
5250	AUDIT/LEGAL	1,500	1,550	2,000
5295	CONSULTING SERVICES	0	300	0
5400	MISCELLANEOUS	2,900	3,500	3,200
		50,205	51,135	53,005
UTILITIES				
6150	UTILITIES	2,200	2,200	2,200
6500	ENTERPHONE	900	412	600
		3,100	2,612	2,800
PROPERTY AND BUILDINGS				
6900	LANDSCAPING	19,000	16,000	16,000
6950	LANDSC. IMPROVEMENTS	1,500	1,547	1,500
7200	REPAIRS & MAINTENANCE	25,005	25,300	35,000
7210	PIPE REPAIRS	5,000	282	5,000
7220	BALCONY REPAIRS	10,000	15,793	20,000
7240	GATES	1,000	680	1,000
7245	FENCE REPAIRS	700	0	500
		62,205	59,602	79,000
SUB-TOTAL		115,510	113,349	134,805
9000	CONTINGENCY	33,965	33,695	22,128
9800	DEFICIT RECOVERY	0	0	0
TOTAL EXPENDITURES		149,475	147,044	156,933
SURPLUS (DEFICIT)		-	2,431	-
CONTINGENCY RESERVE FUND				
BALANCE OCTOBER 31, 2014 (estimated)				87,000
2014/15 TRANSFER FROM OPERATING FUND				22,128
ESTIMATED INTEREST INCOME				1,000
ESTIMATED BALANCE OCTOBER 31, 2015				110,128

STRATA PLAN NW 2969**21-Oct-14****MAINTENANCE FEE SCHEDULE****YEAR END OCTOBER 31, 2015****156,633.00 ANNUAL BUDGET 2014/2015**

UNIT	S.L.	U/E	TOTAL DUE	OPERATING	CONTINGENCY
101	1	1205	210.91	181.12	29.80
102	3	1209	211.61	181.72	29.90
103	5	1209	211.61	181.72	29.90
104	7	1205	210.91	181.12	29.80
105	17	1195	209.16	179.61	29.55
106	9	1195	209.16	179.61	29.55
107	19	1199	209.86	180.21	29.65
108	11	1199	209.86	180.21	29.65
109	21	1199	209.86	180.21	29.65
110	13	1199	209.86	180.21	29.65
111	23	1195	209.16	179.61	29.55
112	15	1195	209.16	179.61	29.55
113	25	1195	209.16	179.61	29.55
114	27	1195	209.16	179.61	29.55
116	53	1086	190.08	163.23	26.85
117	55	1090	190.78	163.83	26.95
118	57	1090	190.78	163.83	26.95
119	59	1086	190.08	163.23	26.85
120	45	1195	209.16	179.61	29.55
121	37	1195	209.16	179.61	29.55
122	47	1199	209.86	180.21	29.65
123	39	1199	209.86	180.21	29.65
124	49	1199	209.86	180.21	29.65
125	41	1199	209.86	180.21	29.65
126	51	1195	209.16	179.61	29.55
127	43	1195	209.16	179.61	29.55
128	29	1086	190.08	163.23	26.85
129	31	1090	190.78	163.83	26.95
130	33	1090	190.78	163.83	26.95
131	35	1086	190.08	163.23	26.85

PLEASE BRING THIS NOTICE TO THE MEETING

DATE: SEPTEMBER 29th, 2014
MEMO TO: THE OWNERS, STRATA PLAN NW 2969
FROM: FRASER CAMPBELL PROPERTY MANAGEMENT LTD.
#210-5500 152nd St., Surrey. V3S 5J9

TAKE NOTICE that an

Annual General Meeting

of Strata Plan NW 2969 will be held:

Date & Time: Monday, October 20th, 2014 at 7:00 p.m.

Location: The Clubhouse
13725 – 72A Avenue, Surrey, BC

In order to vote an owner must be paid up in all arrears of maintenance, fines or other charges owing to the strata corporation. If you are uncertain of your account status please call 604-585-3276 between 9:00 a.m. and 4:30 p.m. Owners may be represented by proxies - a blank proxy is provided below for your convenience.

AGENDA

6:30 p.m. Registration
7:00 p.m. Quorum Report; Call to Order
Election of Chairperson
Proof of Notice of Meeting
Approval of Agenda
Approval of Minutes (October 21st, 2013 Annual General Meeting)
President's Report
Ratify Rules – Resolution #1 – Storage of Fuel
Resolution #2 – Petty Cash
Insurance Report (Insurance Certificate Attached)
Budget Approval – Resolution #3 "Option A"
Budget Approval – Resolution #4 "Option B"
Special Resolution #5 – Bylaw Amendment – Use of Strata Lot
Special Resolution #6 – Bylaw Amendment – Pets
New Business
(a) Roadway Paving
Election of Strata Council
Adjournment

PROXY AUTHORIZATION

The undersigned owner of Strata Plan NW 2969 hereby appoints _____ or failing him/her _____ as the proxy of the undersigned to attend and vote at the Meeting to be held on October 20th, 2014 and at any adjournment thereof, in the same manner, to the same extent and with the same powers as if the undersigned were present at the said meeting or any adjournment thereof. Discretionary authority is conferred on the proxy with respect to such proposals or matters, which may properly come before the meetings and at any adjournment thereof.

THE UNDERSIGNED acknowledges receipt of the information circular for the meeting and hereby revokes any proxy previously given.

Date

Unit #

Signature

If you are unable to attend the meeting, please forward your proxy to someone who will be in attendance.

Resolution #1 Majority Vote
Rule Ratification (Storage of Fuel)

Whereas the following rule was adopted by council on November 4th, 2013; Be it hereby resolved to ratify the rule by majority vote of the owners at the Annual General Meeting held on October 20th, 2014.

The storage of gasoline, diesel and/or kerosene on or within the strata lot, common or limited common property is strictly prohibited.

Resolution #2 Majority Vote
Rule Ratification (Petty Cash)

Whereas the following rule was revised by council on November 4th, 2013; Be it hereby resolved to ratify the rules by majority vote of the owners at the Annual General Meeting held on October 20th, 2014 by amending the Rule as follows following:

*The maximum expenditure from petty cash will be **\$50.00**. The receipt must be signed by two (2) council members with the project noted on the receipt.*



RESIDENTIAL STRATA PROGRAM Declarations

Name of Insured & Mailing Address:

The Owners of Strata Plan NW2969
c/o Fraser Campbell Property Management Ltd.
#210 - 5500 152 Street
Surrey, BC V3S 5J9

Name of Broker & Mailing Address:

CMW Insurance Services Ltd.
700-1901 Rosser Avenue
Burnaby, BC V5C 6R6
Tel: 604-294-3301 Fax: 604-294-3003
cmwinsurance.com

Location(s) of Risk: 13725 72A Avenue
Surrey, BC V3W 0S4

Policy Period: December 31, 2013 to December 31, 2014
Both dated to 12:01 am Standard Time at the address of the Insured.

Total Premium: \$29,645.

In return for the payment of the premium and subject to all the terms of this policy, the Insurers listed herein agree to provide the insurance as stated in this policy, subject to all the conditions, exclusions and stipulations contained in the forms attached. Insurance is provided for any of those coverages for which forms are attached and specific amounts of insurance are stated, subject to any applicable Sum Insured, Limits of Liability or Limit of Insurance.

A. PROPERTY

Renewal Policy No. CMW M0911
Insurance Company:
Waiver of Subrogation:

Premium (Section A): \$28,047.
Form No. CMWM-Jan-01-2012
As per Schedule of Subscribing Insurers attached
The Insurers rights of subrogation are waived against
Fraser Campbell Property Management Ltd.

Sum Insured	Description of Coverages	Settlement Basis	Co-Insurance Basis
\$13,045,000.	Property of Every Description Per Occurrence	Replacement Cost	Stated Amount
Not Covered	Business Interruption		
\$13,045,000.	Earthquake - Annual Aggregate		
\$13,045,000.	Flood - Annual Aggregate		

Special Conditions:

Extended Replacement Cost: 10%

Deductible Amounts:

All Losses \$2,500 except: Water Damage \$10,000; Sewer Back-up \$10,000; Residential Glass Breakage \$1,000; Master Key Coverage \$250; Earthquake 15%, minimum \$250,000; Flood \$10,000.

Loss Payable To:

The Condominium Corporation, subject to the Strata Property Act or similar statute in the province of jurisdiction

**STRATA PLAN NW 2969 (PARK PLACE ESTATES)
STATEMENT OF RECEIPTS AND EXPENDITURES
10 PERIODS ENDED August 31, 2014
(UNAUDITED-SEE NOTICE TO READER)**

	CURRENT MO ACTUAL	CURRENT MO BUDGET	YTD ACTUAL	ANNUAL BUDGET	BUDGET REMAINING
RECEIPTS:					
MAINTENANCE FEES INCOME	\$12,431.28	\$12,431.25	\$124,312.80	\$149,175.00	\$24,862.20
FINES INCOME	\$300.00	\$0.00	\$600.00	\$0.00	(\$600.00)
INTEREST INCOME	\$21.62	\$25.00	\$205.03	\$300.00	\$94.97
	<u>\$12,752.90</u>	<u>\$12,456.25</u>	<u>\$125,117.83</u>	<u>\$149,475.00</u>	<u>\$24,357.17</u>
EXPENDITURES:					
ADMINISTRATION					
MANAGEMENT FEES	\$1,233.75	\$1,233.75	\$12,337.50	\$14,805.00	\$2,467.50
INSURANCE	\$2,559.58	\$2,583.33	\$25,860.34	\$31,000.00	\$5,139.66
AUDIT/LEGAL FEES	\$0.00	\$125.00	\$1,549.39	\$1,500.00	(\$49.39)
CONSULTING SERVICES	\$0.00	\$0.00	(\$5,100.00)	\$0.00	\$5,100.00
MISCELLANEOUS	\$339.69	\$241.67	\$3,373.31	\$2,900.00	(\$473.31)
	<u>\$4,133.02</u>	<u>\$4,183.75</u>	<u>\$38,020.54</u>	<u>\$50,205.00</u>	<u>\$12,184.46</u>
UTILITIES					
UTILITIES	\$254.85	\$183.33	\$2,051.20	\$2,200.00	\$148.80
ENTERPHONE/TELEPHONE	\$51.53	\$75.00	\$515.30	\$900.00	\$384.70
	<u>\$306.38</u>	<u>\$258.33</u>	<u>\$2,566.50</u>	<u>\$3,100.00</u>	<u>\$533.50</u>
PROPERTY AND BUILDINGS					
LANDSCAPING	\$1,572.90	\$1,583.33	\$12,583.20	\$19,000.00	\$6,416.80
LANDSCAPE IMPROVEMENTS	\$472.50	\$125.00	\$1,299.35	\$1,500.00	\$200.65
REPAIRS AND MAINTENANCE	\$2,209.03	\$2,083.75	\$25,291.41	\$25,005.00	(\$286.41)
PIPE REPAIRS	\$0.00	\$416.67	\$282.19	\$5,000.00	\$4,717.81
BALCONY REPAIRS	\$6,957.92	\$833.33	\$9,267.92	\$10,000.00	\$732.08
GATES	\$0.00	\$83.33	\$680.12	\$1,000.00	\$319.88
FENCE REPAIRS	\$0.00	\$58.33	\$0.00	\$700.00	\$700.00
	<u>\$11,212.35</u>	<u>\$5,183.74</u>	<u>\$49,404.19</u>	<u>\$62,205.00</u>	<u>\$12,800.81</u>
SUB-TOTAL	<u>\$15,651.75</u>	<u>\$9,625.82</u>	<u>\$89,991.23</u>	<u>\$115,510.00</u>	<u>\$25,518.77</u>
	<u>(\$2,898.85)</u>	<u>\$2,830.43</u>	<u>\$35,126.80</u>	<u>\$33,965.00</u>	<u>(\$1,161.60)</u>
TRANSFER TO CONTINGENCY FUND	<u>(\$2,830.41)</u>	<u>(\$2,830.42)</u>	<u>(\$28,304.10)</u>	<u>(\$33,965.00)</u>	<u>(\$5,660.90)</u>
EXCESS (DEFICIENCY) FOR PERIOD	<u>(\$5,729.26)</u>	<u>\$0.01</u>	<u>\$6,822.50</u>	<u>\$0.00</u>	<u>(\$6,822.50)</u>

STRATA PLAN NW 2969 (PARK PLACE ESTATES)
STATEMENT OF FUND BALANCES
August 31, 2014
(UNAUDITED-SEE NOTICE TO READER)

OPERATING FUND

OPERATING FUND SURPLUS (DEFICIT) - OPENING BALANCE	\$30,246.14
TRANSFERS TO (FROM) OPERATING FUND	\$0.00
EXCESS OF RECEIPTS OVER EXPENDITURES FOR PERIOD	<u>\$6,822.50</u>
OPERATING FUND SURPLUS (DEFICIT) - ENDING BALANCE	<u>\$37,068.64</u>

CONTINGENCY RESERVE FUND

CONTINGENCY RESERVE FUND-O/B	\$56,122.51
CRF CURRENT APPROPRIATIONS	\$28,304.10
CRF INTEREST INCOME	\$745.92
CRF EXPENDITURES	(\$1,266.43)
TRFR TO/FROM CRF	\$0.00
CONTINGENCY RESERVE FUND - ENDING BALANCE	<u>\$83,906.10</u>

SPECIAL LEVY FUND

SPECIAL LEVY FUND - O/B	\$0.00
SPECIAL LEVY	\$0.00
INTEREST	\$0.00
SPECIAL LEVY FUND EXPENDITURES	\$0.00
TRFR TO/FROM SPECIAL LEVY FUND	\$0.00
SPECIAL LEVY FUND-ENDING BALANCE	<u>\$0.00</u>

**STRATA PLAN NW 2969 (PARK PLACE ESTATES)
BALANCE SHEET
August 31, 2014
(UNAUDITED-SEE NOTICE TO READER)**

ASSETS

CURRENT:	
ENVISION CREDIT UNION	\$11,999.82
ENVISION CREDIT UNION-CRF	\$83,906.10
ENVISION CREDIT UNION-SPECIAL LEVY	\$0.00
ENVISION CREDIT UNION-HOLDBACK	\$0.00
PETTY CASH	\$300.00
MAINTENANCE FEES RECEIVABLE	\$14,886.43
DUE FROM OPERATING FUND	\$0.00
ACCOUNTS RECEIVABLE - OTHER	\$0.00
PREPAID EXPENSES	\$10,238.36
CAPITAL ASSETS	\$0.00
OTHER ASSETS	\$0.00
	<u>\$121,330.71</u>

LIABILITIES AND FUND BALANCES

CURRENT:	
ACCOUNTS PAYABLE	\$0.00
DUE TO CRF	\$0.00
SOCIAL FUND PAYABLE	\$355.97
DEPOSITS	\$0.00
MORTGAGE PAYABLE	\$0.00
TOTAL CURRENT LIABILITIES	<u>\$355.97</u>
FUND BALANCES:	
OPERATING FUND - PER STATEMENT	\$37,068.64
CONTINGENCY RESERVE FUND - PER STATEMENT	\$83,906.10
SPECIAL LEVY FUND - PER STATEMENT	\$0.00
TOTAL FUND BALANCES	<u>\$120,974.74</u>
	<u>\$121,330.71</u>

Strata Plan NW 2969 – Park Place Estates

Notes to the Proposed Budget for the 2014/2015 Fiscal Year

Account #4000 Maintenance Fees

There are two budgets being presented – “Option A” with a 5% maintenance fee increase; and “Option B” with a 10% maintenance fee increase for the 2014/2015 fiscal year.

Account #5000 Management Fees

There is no management fee increase for the 2014/2015 fiscal year.

Account #5100 Insurance

It is anticipated that the insurance premium for 2015 will increase due to an increase in the appraised value of the property and an increase in the number of claims throughout the strata industry.

Account #5250 Audit/Legal

This account is used to cover the cost of initiating legal proceedings or obtaining legal opinions.

Account #5400 Miscellaneous

The miscellaneous category covers all administrative expenses relating to bank charges, photocopying, faxing and postage, title searches, lien placement on strata lots, lien releases, registration of bylaw amendments, and annual general meeting or special general meeting costs.

Account #6900 Landscaping

The Strata Corporation has a grounds maintenance contract with Russell's Landscaping.

Account #6950 Landscape Improvements

This account is for tree pruning and/or various landscape improvements.

Account #7200 Repairs and Maintenance

This account is used to pay all general repairs and maintenance in the complex.

Account #7210 Pipe Repairs

\$5,000 has been allocated to this account for repairs to failed pipework.

Account #7220 Balcony Repairs

\$20,000 has been allocated to this account for repairs being experienced as the age of the buildings increase.

Account #9000 Contingency Reserve Fund

Option “A” - With this 5% maintenance fee increase option, a total of \$22,128 has been allocated to the Contingency Reserve Fund to save for future capital expenditures.

Option “B” - With this 10% maintenance fee increase option, a total of \$29,588 will be allocated to the Contingency Reserve Fund to save for future capital expenditures.

Contingency Reserve Fund Requirements

For the purposes of section 93 of the Act, the amount of the annual contribution to the contingency reserve fund for a fiscal year, other than the fiscal year following the first annual general meeting, must be determined as follows:

(a) if the amount of money in the contingency reserve fund at the end of any fiscal year after the first annual general meeting is less than 25% of the total amount budgeted for the contribution to the operating fund for the fiscal year that has just ended, the annual contribution to the contingency reserve fund for the current fiscal year must be at least the lesser of

(i) 10% of the total amount budgeted for the contribution to the operating fund for the current fiscal year, and

(ii) the amount required to bring the contingency reserve fund to at least 25% of the total amount budgeted for the contribution to the operating fund for the current fiscal year;

(b) if the amount of money in the contingency reserve fund at the end of any fiscal year after the first annual general meeting is equal to or greater than 25% of the total amount budgeted for the contribution to the operating fund for the fiscal year that has just ended, additional contributions to the contingency reserve fund may be made as part of the annual budget approval process after consideration of the depreciation report, if any, obtained under section 94 of the Act.

* Proposed 5% fee increase.

2014/2015 BUDGET - STRATA PLAN NW 2969		5-Sep-14		
OCTOBER 31 YEAREND				
CATEGORY		2013/2014	2013/2014	2014/2015
CODE	NAME	FINAL BUDGET	PROBABLE	PROPOSED
REVENUE				
4000	MAINTENANCE FEES	149,175	149,175	156,633
4300	INTEREST INCOME	300	300	300
4800	MISCELLANEOUS	0	0	0
4950	SURPLUS FORWARD			
TOTAL REVENUE		149,475	149,475	156,933
EXPENDITURES				
ADMINISTRATION				
5000	MANAGEMENT FEE	14,805	14,805	14,805
5100	INSURANCE AND APPRAISAL	31,000	30,980	33,000
5250	AUDIT/LEGAL	1,500	1,550	2,000
5295	CONSULTING SERVICES	0	300	0
5400	MISCELLANEOUS	2,900	3,500	3,200
		50,205	51,135	53,005
UTILITIES				
6150	UTILITIES	2,200	2,200	2,200
6500	ENTERPHONE	900	412	600
		3,100	2,612	2,800
PROPERTY AND BUILDINGS				
6900	LANDSCAPING	19,000	16,000	16,000
6950	LANDSC. IMPROVEMENTS	1,500	1,547	1,500
7200	REPAIRS & MAINTENANCE	25,005	25,300	35,000
7210	PIPE REPAIRS	5,000	282	5,000
7220	BALCONY REPAIRS	10,000	15,793	20,000
7240	GATES	1,000	680	1,000
7245	FENCE REPAIRS	700	0	500
		62,205	59,602	79,000
SUB-TOTAL		115,510	113,349	134,805
9000	CONTINGENCY	33,965	33,695	22,128
9800	DEFICIT RECOVERY	0	0	0
TOTAL EXPENDITURES		149,475	147,044	156,933
SURPLUS (DEFICIT)		-	2,431	-
CONTINGENCY RESERVE FUND				
BALANCE OCTOBER 31, 2014 (estimated)				87,000
2014/15 TRANSFER FROM OPERATING FUND				22,128
ESTIMATED INTEREST INCOME				1,000
ESTIMATED BALANCE OCTOBER 31, 2015				110,128

STRATA PLAN NW 2969**9-Sep-14****MAINTENANCE FEE SCHEDULE****YEAR END OCTOBER 31, 2015****156,633.00 ANNUAL BUDGET 2014/2015**

UNIT	S.L.	U/E	TOTAL DUE	OPERATING	CONTINGENCY
101	1	1205	210.91	181.12	29.80
102	3	1209	211.61	181.72	29.90
103	5	1209	211.61	181.72	29.90
104	7	1205	210.91	181.12	29.80
105	17	1195	209.16	179.61	29.55
106	9	1195	209.16	179.61	29.55
107	19	1199	209.86	180.21	29.65
108	11	1199	209.86	180.21	29.65
109	21	1199	209.86	180.21	29.65
110	13	1199	209.86	180.21	29.65
111	23	1195	209.16	179.61	29.55
112	15	1195	209.16	179.61	29.55
113	25	1195	209.16	179.61	29.55
114	27	1195	209.16	179.61	29.55
116	53	1086	190.08	163.23	26.85
117	55	1090	190.78	163.83	26.95
118	57	1090	190.78	163.83	26.95
119	59	1086	190.08	163.23	26.85
120	45	1195	209.16	179.61	29.55
121	37	1195	209.16	179.61	29.55
122	47	1199	209.86	180.21	29.65
123	39	1199	209.86	180.21	29.65
124	49	1199	209.86	180.21	29.65
125	41	1199	209.86	180.21	29.65
126	51	1195	209.16	179.61	29.55
127	43	1195	209.16	179.61	29.55
128	29	1086	190.08	163.23	26.85
129	31	1090	190.78	163.83	26.95
130	33	1090	190.78	163.83	26.95
131	35	1086	190.08	163.23	26.85

UNIT	S.L.	U/E	TOTAL DUE	OPERATING	CONTINGENCY
201	2	1327	232.27	199.45	32.81
202	4	1324	231.74	199.00	32.74
203	6	1324	231.74	199.00	32.74
204	8	1327	232.27	199.45	32.81
205	18	1327	232.27	199.45	32.81
206	10	1327	232.27	199.45	32.81
207	20	1324	231.74	199.00	32.74
208	12	1324	231.74	199.00	32.74
209	22	1324	231.74	199.00	32.74
210	14	1324	231.74	199.00	32.74
211	24	1327	232.27	199.45	32.81
212	16	1327	232.27	199.45	32.81
213	26	1327	232.27	199.45	32.81
214	28	1327	232.27	199.45	32.81
216	60	1295	226.66	194.64	32.02
217	56	1289	225.61	193.74	31.87
218	58	1289	225.61	193.74	31.87
219	54	1295	226.66	194.64	32.02
220	46	1327	232.27	199.45	32.81
221	38	1327	232.27	199.45	32.81
222	48	1324	231.74	199.00	32.74
223	40	1324	231.74	199.00	32.74
224	50	1324	231.74	199.00	32.74
225	42	1324	231.74	199.00	32.74
226	52	1327	232.27	199.45	32.81
227	44	1327	232.27	199.45	32.81
228	30	1295	226.66	194.64	32.02
229	32	1289	225.61	193.74	31.87
230	34	1289	225.61	193.74	31.87
231	36	1295	226.66	194.64	32.02
TOTAL U/E		74574	13052.75	11208.75	1844.00

* Proposed 10% fee increase.

2014/2015 BUDGET - STRATA PLAN NW 2969				9-Sep-14
OCTOBER 31 YEAREND				
CATEGORY		2013/2014	2013/2014	2014/2015
CODE	NAME	FINAL BUDGET	PROBABLE	PROPOSED
REVENUE				
4000	MAINTENANCE FEES	149,175	149,175	164,093
4300	INTEREST INCOME	300	300	300
4800	MISCELLANEOUS	0	0	0
4950	SURPLUS FORWARD			
TOTAL REVENUE		149,475	149,475	164,393
EXPENDITURES				
ADMINISTRATION				
5000	MANAGEMENT FEE	14,805	14,805	14,805
5100	INSURANCE AND APPRAISAL	31,000	30,980	33,000
5250	AUDIT/LEGAL	1,500	1,550	2,000
5295	CONSULTING SERVICES	0	300	0
5400	MISCELLANEOUS	2,900	3,500	3,200
		50,205	51,135	53,005
UTILITIES				
6150	UTILITIES	2,200	2,200	2,200
6500	ENTERPHONE	900	412	600
		3,100	2,612	2,800
PROPERTY AND BUILDINGS				
6900	LANDSCAPING	19,000	16,000	16,000
6950	LANDSC. IMPROVEMENTS	1,500	1,547	1,500
7200	REPAIRS & MAINTENANCE	25,005	25,300	35,000
7210	PIPE REPAIRS	5,000	282	5,000
7220	BALCONY REPAIRS	10,000	15,793	20,000
7240	GATES	1,000	680	1,000
7245	FENCE REPAIRS	700	0	500
		62,205	59,602	79,000
SUB-TOTAL		115,510	113,349	134,805
9000	CONTINGENCY	33,965	33,695	29,588
9800	DEFICIT RECOVERY	0	0	0
TOTAL EXPENDITURES		149,475	147,044	164,393
SURPLUS (DEFICIT)		-	2,431	-
CONTINGENCY RESERVE FUND				
BALANCE OCTOBER 31, 2014 (estimated)				87,000
2014/15 TRANSFER FROM OPERATING FUND				29,588
ESTIMATED INTEREST INCOME				1,000
ESTIMATED BALANCE OCTOBER 31, 2015				117,588

STRATA PLAN NW 2969			9-Sep-14		
MAINTENANCE FEE SCHEDULE					
YEAR END OCTOBER 31, 2015					
			164,093.00 ANNUAL BUDGET 2014/2015		
UNIT	S.L.	U/E	TOTAL DUE	OPERATING	CONTINGENCY
101	1	1205	220.96	181.12	39.84
102	3	1209	221.69	181.72	39.97
103	5	1209	221.69	181.72	39.97
104	7	1205	220.96	181.12	39.84
105	17	1195	219.12	179.61	39.51
106	9	1195	219.12	179.61	39.51
107	19	1199	219.86	180.21	39.64
108	11	1199	219.86	180.21	39.64
109	21	1199	219.86	180.21	39.64
110	13	1199	219.86	180.21	39.64
111	23	1195	219.12	179.61	39.51
112	15	1195	219.12	179.61	39.51
113	25	1195	219.12	179.61	39.51
114	27	1195	219.12	179.61	39.51
116	53	1086	199.14	163.23	35.91
117	55	1090	199.87	163.83	36.04
118	57	1090	199.87	163.83	36.04
119	59	1086	199.14	163.23	35.91
120	45	1195	219.12	179.61	39.51
121	37	1195	219.12	179.61	39.51
122	47	1199	219.86	180.21	39.64
123	39	1199	219.86	180.21	39.64
124	49	1199	219.86	180.21	39.64
125	41	1199	219.86	180.21	39.64
126	51	1195	219.12	179.61	39.51
127	43	1195	219.12	179.61	39.51
128	29	1086	199.14	163.23	35.91
129	31	1090	199.87	163.83	36.04
130	33	1090	199.87	163.83	36.04
131	35	1086	199.14	163.23	35.91

UNIT	S.L.	U/E	TOTAL DUE	OPERATING	CONTINGENCY
201	2	1327	243.33	199.45	43.88
202	4	1324	242.78	199.00	43.78
203	6	1324	242.78	199.00	43.78
204	8	1327	243.33	199.45	43.88
205	18	1327	243.33	199.45	43.88
206	10	1327	243.33	199.45	43.88
207	20	1324	242.78	199.00	43.78
208	12	1324	242.78	199.00	43.78
209	22	1324	242.78	199.00	43.78
210	14	1324	242.78	199.00	43.78
211	24	1327	243.33	199.45	43.88
212	16	1327	243.33	199.45	43.88
213	26	1327	243.33	199.45	43.88
214	28	1327	243.33	199.45	43.88
216	60	1295	237.46	194.64	42.82
217	56	1289	236.36	193.74	42.62
218	58	1289	236.36	193.74	42.62
219	54	1295	237.46	194.64	42.82
220	46	1327	243.33	199.45	43.88
221	38	1327	243.33	199.45	43.88
222	48	1324	242.78	199.00	43.78
223	40	1324	242.78	199.00	43.78
224	50	1324	242.78	199.00	43.78
225	42	1324	242.78	199.00	43.78
226	52	1327	243.33	199.45	43.88
227	44	1327	243.33	199.45	43.88
228	30	1295	237.46	194.64	42.82
229	32	1289	236.36	193.74	42.62
230	34	1289	236.36	193.74	42.62
231	36	1295	237.46	194.64	42.82
TOTAL U/E		74574	13674.42	11208.75	2465.67

RESOLUTION #3 Budget Approval "Option A"
Maintenance Fee Increase of 5%

WHEREAS:

- A. *It is a requirement of the Strata Property Act that the owners must approve the budget for the next fiscal year at each Annual General Meeting;*
- B. *The proposed budget must be accompanied by the financial statements and distributed with the Notice of the AGM,*

BE IT RESOLVED THAT:

- 1. *The Owners of Strata Plan NW 2969 Park Place Estates, hereby authorize operating expenses in the amount of \$156,933 for the fiscal year ending October 31, 2015.*

Should Resolution #1 not receive the majority vote required to pass, consideration shall be given to Resolution #2.

RESOLUTION #4 Budget Approval "Option B"
Maintenance Fee Increase of 10%

WHEREAS:

- A. *It is a requirement of the Strata Property Act that the owners must approve the budget for the next fiscal year at each Annual General Meeting;*
- B. *The proposed budget must be accompanied by the financial statements and distributed with the Notice of the AGM,*

BE IT RESOLVED THAT:

- 1. *The Owners of Strata Plan NW 2969 Park Place Estates, hereby authorize operating expenses in the amount of \$164,393 for the fiscal year ending October 31, 2015.*

SPECIAL RESOLUTION #5 75% Vote
Bylaw Amendment – Use of Strata Lot

In accordance with section 126 and section 128 (1) of the Strata Property Act of British Columbia *and*
Whereas the Strata Corporation wishes to amend the Strata Corporation Use of Strata Lot Bylaw:

1. *The strata lot shall be used exclusively as a private dwelling for one family and at least one adult person over the age of 40 years must be a resident member of the household.*

Be it Resolved by a 3/4 vote of the owners of Park Place Estates, Strata Plan NW 2969 at the Annual General Meeting held October 20th, 2014 to rescind this Strata Corporation Bylaw and replace with the following:

1. *The strata lot shall be used exclusively as a private dwelling for one family and at least one adult person over the age of 40 years must be a resident member of the household. All occupants must be over the age of 19.*

SPECIAL RESOLUTION #6 75% Vote
Bylaw Amendment – Pets

In accordance with section 126 and section 128 (1) of the Strata Property Act of British Columbia *and*
Whereas the Strata Corporation wishes to amend the Strata Corporation Pets/Animals Bylaw:

7. An owner of a pet shall not permit the pet to defecate on the common property, and if any pet does defecate on the common property the owner shall immediately and completely removal all of the pet waste and dispose of it in a waste container or by some other sanitary means.

Be it Resolved by a 3/4 vote of the owners of Park Place Estates, Strata Plan NW 2969 at the Annual General Meeting held October 20th, 2014 to rescind this Strata Corporation Bylaw and replace with the following:

7. An owner of a pet shall immediately and completely remove all pet waste from common or limited common property and dispose of it in a waste container or by some other sanitary means.

**MINUTES OF THE STRATA COUNCIL MEETING
STRATA PLAN NW 2969 – PARK PLACE ESTATES
HELD ON MONDAY, SEPTEMBER 8TH, 2014
AT 7:00 P.M. IN THE CLUBHOUSE
13725 – 72A AVENUE, SURREY, BC**

PRESENT:	Dan Nayoski	President	#114
	Joe Hudon	Vice-President	#121
	Sharon Gordon	Secretary	#202
	Nancy Sgarbossa	Treasurer	#221
	Fred Ellis		#219
	Marie Ouellette		#128
	Beth Wieterman		#214

AGENT: Leah Eastman, Fraser Campbell Property Management Ltd.

The meeting was called to order at 7:00 p.m.

MINUTES

It was moved, seconded and *carried* to approve the minutes of the July 28th, 2014 council meeting as circulated.

BUSINESS ARISING

1. **Maintenance Report**

(a) **Strata Lot Repairs:**

Strata Lot Repairs:

- #101 - The Restoration Shop has been requested to complete interior repairs following the water escape incident that occurred as a result of a failed plumbing fixture in the unit above.
- #201 - Repairs to the deck and pony wall have been completed by Mr. Hammer Handyman and Platinum Sundecks for a total cost of \$6,525.16.
- #203 - Downspout concerns have been addressed by Mr. Hammer Handyman.
- #204 - Mr. Hammer Handyman will commence repairs to the deck and pony wall when funds and weather permit.
- #105 - Mr. Hammer Handyman has reported his findings on the peeling of paint on the ceiling of the garage and found no point of water ingress. Following discussion it was moved, seconded and unanimously determined that the damage was caused by condensation in the garage and that any repairs would be owner

- responsibility. The contractor will be requested to inspect an area around a window that shows signs of previous water ingress.
- #108 - Mr. Hammer Handyman will be requested to inspect the door frame. It has been noted by a council member that only the decorative door surround needs to be replaced and painted.
 - #109 - Mr. Hammer Handyman will be requested to proceed with repairs to damaged drywall when funds permit.
 - #209 - Council received an invoice in the amount of \$2,580.19 for an engineer's report provided by Levelton Engineers for the scope of work to repair a water damaged ceiling joist. Following review it was moved, seconded and **carried** to proceed with payment and to charge the expenditure to the Contingency Reserve Fund as an emergency expense.
 - #211 - Deficiencies to the patio drain have been repaired by Mr. Hammer Handyman at a cost of \$1,333.46.
 - #212 - Rust at the bottom of the support rail around the deck has been reported. Mr. Hammer Handyman has been requested to inspect the area and submit a report on his findings.
 - #117 - Evidence of water ingress in the ceiling. Area of concern is being monitored.
 - #217 - Tiburon Construction has applied caulking to the newly installed concrete at the unit entry way. The Restoration Shop has been requested to submit a quote for repairs to the entrance flooring where water ingress occurred. The agent was directed to forward a letter to the owner regarding a water conditioner and in-floor heating in the unit.
 - #123 - Mr. Hammer Handyman has addressed downspout issues.
 - #124 - Mr. Hammer Handyman has been requested to proceed with the repairs to the ceiling in the garage when funds permit.
 - #127 - Mr. Hammer Handyman will complete repairs to the ceiling in the garage when funds permit and following repairs to the deck above.
 - #227 - Mr. Hammer Handyman will return and cut drywall from the garage ceiling to investigate for source of ingress into the unit below.

(b) Ivy Removal

Russell's Landscaping has removed the debris. Please contact Joe Hudon if you are able to help with additional ivy removal.

(c) Power Washing and Moss Removal

The power washing and moss removal on common roadways will commence again once the water restriction has been lifted. Volunteers are encouraged to assist in the project.

(d) Security Lights

The ground level patio security lights are being replaced with motion sensor flood lights on a priority basis until additional funds can be obtained in the next fiscal year.

(e) Painting

Painting of the gas meter protection bollards and the Clubhouse handrail will proceed as the cooler weather approaches pursuant to the product specifications. Reflective tape will be applied to the bollards once they are painted.

(f) General Maintenance

A volunteer council member will be replacing the door handle at the Clubhouse.

Two boxes of bulbs will be purchased for use in the common area fixtures.

In the interest of keeping maintenance and repair costs at a minimum, council is requesting owners volunteer in various areas. Any assistance you can provide to help maintain the common areas would be greatly appreciated. Please contact Joe Hudon or submit your name and contact information in writing to council, via the council mailbox, should you be able to assist in various projects throughout the complex.

2. Landscape Administrator Report

Crushed limestone has been applied at the South-West corner of the complex where drainage was an issue.

Shrubs have been removed and pavers installed at the front of a unit where handicap access was required.

The Cherry tree on the North side of the complex continues to be monitored following the root pruning.

Overgrown shrubs in front of two gas meter locations have been trimmed pursuant to the requirements of Fortis Gas.

The Landscape Administrator advised that an owner has offered to donate three 17 year old Cedar trees to the complex. Following discussion it was unanimously agreed by council to gratefully decline the offer as there are no common areas that could accommodate the trees.

3. Block Watch Report

Due to unforeseen circumstances, the Annual Community "Plus" Block Watch Barbeque was cancelled.

Please see the attached Surrey RCMP Crime Prevention Newsletter.

If you witness suspicious behavior, please contact the Surrey RCMP non-emergency line (604-599-0502). ~~IF YOU WITNESS ANY CRIME IN PROGRESS, PLEASE CALL 911.~~

The Blockwatch Captain advised that due to incidents involving vandalism in a neighbouring complex and concerns of safety in the area, consideration may be given to closing the entry gate during the day. This matter will be a topic of discussion at the upcoming Annual General Meeting.

4. **Social Committee Report**

The next event hosted by the Social Committee will be the mid-December Christmas dinner. More details will be announced closer December.

5. **Workshop Committee Report**

Various recyclable materials will be removed from the workshop and a part for the band saw is being sourced.

6. **Depreciation Report**

Council has obtained the first Draft of the Depreciation Report for review.

7. **Update of Records**

To date only 20 owner information forms have been returned.

Please fill out the attached Forms and return them via the council mailbox.

8. **Roadways**

Quotes for repaving of roadways are being obtained for discussion at the Annual General Meeting.

9. **May's Garden**

The sign for May's Garden will be removed for painting and replaced upon its completion.

10. **Annual Fire Inspection**

Executive Fire & Safety Ltd. was on site on August 12th, 2014 for the inspection and repair of all fire equipment. In total, 12 smoke detectors were replaced during the inspection. Five units were not accessed and a return visit will be necessary and charged back equally among the five owners.

11. **Bylaw Violations**

The agent was requested to contact Unitow to request random spot checks for vehicles parking in the roadways and/or without visitor parking passes. **Vehicles parked in**

violation of the Strata Corporation Bylaws and/or Rules may be towed without further warning.

Council directed the agent to forward letters and/or fines to the owners of those strata lots who are in contravention of the parking and pet Bylaws.

CORRESPONDENCE

Owners are invited to send written correspondence to the council via the council mailbox or send it via mail or facsimile to the Management Company. Correspondence must be received the week prior to the scheduled council meeting to be included on the agenda for review and/or discussion. Please note that anonymous correspondence will not be reviewed.

1. Correspondence was received from an owner advising of roof moss evident at their unit. The council will be investigating options for removal of the same.
2. Council reviewed correspondence from an owner advising that their rear door frame has rotted. Please see Maintenance Chart – Strata Lot Repairs, above.
3. Council discussed correspondence received from an owner in response to a Bylaw violation complaint. The agent will respond accordingly.
4. Correspondence was received from an owner regarding the annual fire inspection and outlining landscaping concerns. The agent will forward a response to the owner regarding the annual fire inspection and the Landscape Administrator has been requested address the landscaping concerns with the contractor.
5. Correspondence was received from an owner requesting downspout repairs. Please see Maintenance Chart – Strata Lot Repairs, above.
6. Correspondence from an owner regarding window coverings was discussed by council. The agent was requested to forward a response to the owner in writing.
7. Council reviewed correspondence requesting confirmation of the age of occupants in a unit. Following discussion council unanimously agreed that they are satisfied that the requirements of the Strata Corporation Bylaws are being met.
8. Correspondence was received from an owner regarding water damage being caused in the garage by a tap. The owner will be advised that the water tap and surrounding area is within the strata lot and is for their exclusive use and thus owner responsibility to repair and maintain.

FINANCIAL REPORTS

1. Financial Statements

The July and August 2014 financial statements were reviewed in detail, following which it was moved, seconded and *carried* to adopt the same.

Any owner wishing a copy of the strata corporation's financial statements should contact the agent during regular business hours of 9:00 a.m. to 4:30 p.m. Monday through Friday.

2. **Bank Statements and Reconciliations**

The strata council treasurer acknowledged receipt of the July 2014 bank statement and reconciliation pursuant to the requirements of the Real Estate Council of B.C.

3. **Arrears**

The agent updated council on the status of accounts for those owners in arrears.

4. **2014/2015 Budget**

The agent outlined options for the 2014/2015 Operating Budgets. Two budgets, one with a 5% maintenance fee increase and one with a 10% maintenance fee increase will be presented to the owners at the Annual General Meeting.

NEW BUSINESS

1. **Annual General Meeting**


The Annual General Meeting has been scheduled for **Monday, October 20th, 2014** at 7:00 p.m. in the Clubhouse. Agenda items will include a discussion regarding roadway re-paving and proposals to amend the Strata Corporation Bylaws regarding pets and age of occupants. A Notice of Meeting will be sent in accordance with the provisions of the Strata Property Act.

2. **Welcome**

Council welcomes the following new residents/owners to Park Place Estates:

Lawrence Wellings, Unit #116
Sherin Majeed and Kuljeet Grewal, Unit #205

There being no further business, the meeting adjourned at 9:15 p.m. The next meeting for Strata Plan NW 2969 is the Annual General Meeting scheduled for **Monday, October 20th, 2014** at 7:00 p.m. (Registration at 6:30 p.m.) in the Recreation Centre.



Leah Eastman
Fraser Campbell Property Management Ltd.
Suite #210 - 5500 152nd St.
Surrey, B.C. V3S 5J9
Phone: 604-585-3276 (24 Hour Emergency Number)
Fax: 604-585-3233

www.frasercampbell.com

Document request forms and pre-authorized payment forms are available for download.

*Clients using Telus **Anonymous Call Blocking** feature must deactivate this service (*87) to receive return-calls from Fraser Campbell Property Management after regular office hours.*

OCTOBER STATUTORY HOLIDAY

Residents are asked to please be advised Fraser Campbell Property Management Ltd. will be closed Monday, October 13th, 2014. Emergency service will be available on this day.

As a matter of general information, please be advised that you should always retain at least the most current 24 months of strata council and general meeting minutes. In other words, do not dispose of your copy of minutes of strata council or general meetings unless they are at least two years old. While copies of the meeting minutes are retained on file at the management company, it is important that you, as an owner, retain your copies for future reference and/or in the event that you decide to sell your unit. Prospective purchasers commonly request copies of meeting minutes from the strata lot owner, and although the management company can provide these on your behalf, there is a charge to the strata lot owner for doing so.

EMERGENCIES

**In case of strata related emergencies, please call
Fraser Campbell Property Management Ltd. at 604-585-3276 (24 hours).**

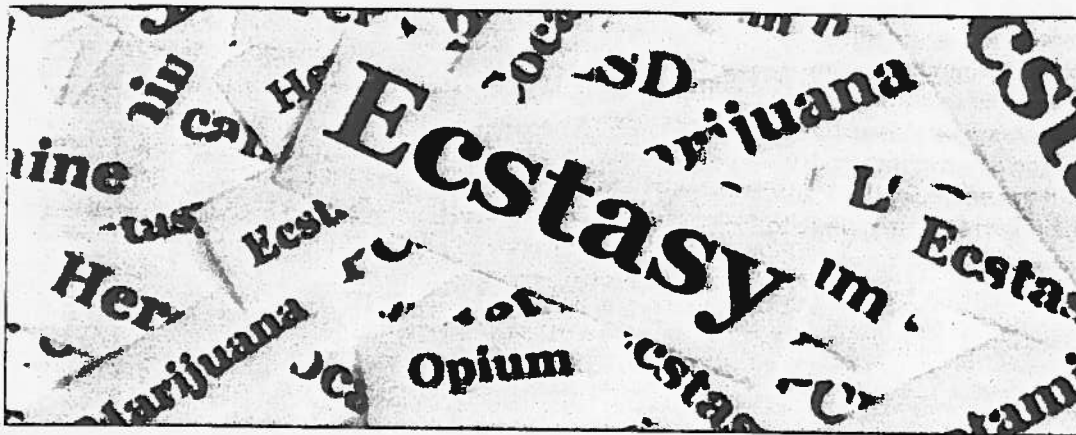


SAFE HOMES, SAFE COMMUNITIES

A Surrey RCMP Crime Prevention Newsletter

Summer 2014

Your Child & Drugs



Drug use is something that every parent worries about as it is not limited to any one type of person, family, or socio-economic class. Preventing the use and abuse of any kind of drug is especially critical for young people because their brains and bodies are still developing. A parent's best defence is knowledge and communication with their child.

For some youth, the desire to try drugs may be just curiosity, but for some it may be a way to find acceptance, belonging or an escape from painful issues. Jas Sandhu with Sources Counselling and Addictions Services suggests that, instead of focusing on the substance use, parents should try to understand the emotions that led to their

child using drugs.

There is no substitute for communicating with your child and being an active part of their life. If your child is curious about drugs, use this as an opportunity to educate them in a proactive way. Despite what you may think, a parent is the child's most trusted source of information.

Although these may not necessarily be signs of drug use, keep an eye out for:

- Withdrawal
- Changes in friends
- Negative changes in school performance or attendance
- Increase in secrecy
- New fascination with clothing depicting drug use
- Increase in borrowing money

- Eye drops, which may be used to mask dilated pupils

Recognize key changes in your child and reach out for help when you need it. Your family physician or your child's school counsellor can assist you. How actively you pay attention to the signs of potential drug use and how available you make yourself for that conversation can make a difference in your child's life.

More Information
Alcohol and Drug information & Referral Services
1-800-663-1441
nationalantidrugstrategy.gc.ca

Kids Help Phone
1-800-668-6868
kidshelpphone.ca

Sources Community Resource Centre
604-538-2522
sources.bc.ca

Inside this issue:

Message from OIC 2

Building safe, strong communities through shared concern and shared responsibilities.

Youth Diversion Programs 2

Two Surrey RCMP programs are providing alternatives to court and incarceration for youth.

A/Cst. Nathan Wilson 3

Auxiliary Constable Nathan Wilson is helping to build positive relationships between the Surrey RCMP and the local First Nations community.

Liquor & Minors 3

Inform yourself about the laws regarding minors and liquor to protect your children and yourself.

5 Ways to Report Crime 3

News Updates 4

Surrey RCMP at Valsakhi, Sophie's Place, summer parks patrols, and more.

Message from the OIC



The past few months have seen highs and lows for all of us at Surrey Detachment: from the relief of the arrest in the homicide of Julie Páskall, to the pleasure of welcoming a number of new recruits to Surrey this spring, to the sorrow of losing three members in Moncton in June. Constant through all of this has been your support. As citizens and business owners in Surrey, you share in our successes, engage with us in your communities, and share your care and concern when tragedy strikes. It is this shared concern for our city and the people within it that make Surrey a great place to live and work.

During Police Week in May, open houses were held at each of our five District Offices and we were pleased to see so many people come out to meet our officers, volunteers and staff and participate in the events and demonstrations. Public safety is a shared responsibility that starts with the connections we build with our local community and these open houses were a great way to start those relationships with many of you.

In early June I had the pleasure of presenting 85 people with Officer in Charge commendations and certificates. These officers, employees, civilians and volunteers have provided

outstanding service to their communities. I particularly enjoyed presenting awards to 12 year old Genevieve Marcotte and 9 year old John Marcotte who displayed outstanding courage and judgement when they safely evacuated their younger siblings from a house fire last fall. (A list of all award recipients can be found at surrey.rcmp.ca)

Thank you again for your continued support and feedback. It is an honour to be your police chief.

**Chief Superintendent
Bill Fordy**
Officer in Charge, Surrey
Detachment

Youth Diversion Programs



Youth who commit crimes can often benefit from alternatives to court and incarceration. Surrey RCMP has two extrajudicial measures for youth: the Youth Intervention Program and Restorative Justice. These programs aim to educate youth about their

actions and provide them the opportunity to learn from their mistakes and make better choices in the future. Research and experience has shown that extrajudicial measures that don't use the court system can provide effective responses to youth crime.

The Youth Intervention Program (YIP) provides early intervention to reduce criminal behaviour among young people in Surrey. Not only does YIP address the underlying causes of criminal behaviour in youth, but it also offers family support and referrals to community resources. YIP counsellors work with youth to help them understand how their behaviour affects others and how a criminal record can impact their future. The counsellors also explore what is happening in their lives that has led them to criminal activity. YIP seeks to reduce youth crime and help youth develop accountability for their actions.

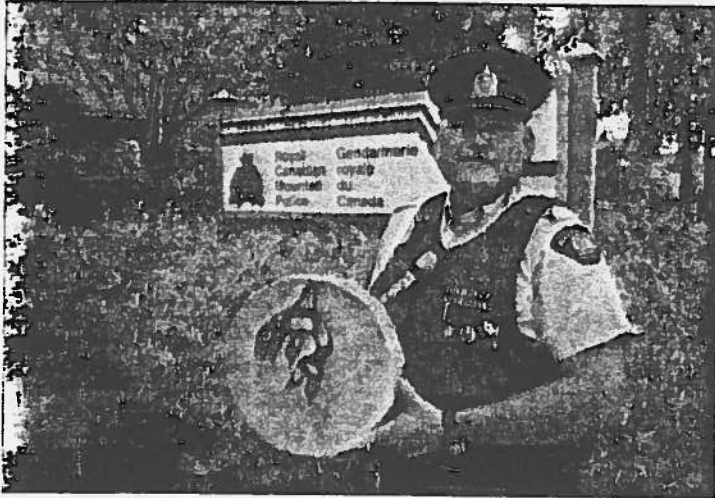
The Restorative Justice (RJ) program brings together the community, victim, and

youth offender to help repair relationships. The youth has the opportunity to take responsibility for their actions and to repair the damage that has been done to the victim and the community. The RJ program has been found to be a more cost effective and expedient way of dealing with offences.

When dealing with Surrey youth who have committed offences, our police officers use their discretion to decide whether the youth would benefit from a referral to our YIP or RJ program.

More information
Visit the Programs and
Services page at
www.surrey.rcmp.ca.

Auxiliary Constable Nathan Wilson



The RCMP has over 1,500 employees and volunteers who identify themselves as Aboriginal. One of these is Surrey RCMP Auxiliary Constable Nathan Wilson.

Nathan Wilson was appointed as an Auxiliary Constable in Surrey on February 14, 2007. Since then, he has become an important resource for the Surrey RCMP on Aboriginal culture and heritage and has helped build many positive relationships between the RCMP and the First Nations community.

A/Cst. Wilson's roots trace back to the Haynes Junction area of the Yukon Territory and the Carcross/Tagish and Champagne and Aishihik First Nations bands. Although he grew up in the Lower Mainland, his father's passion for his Coast Salish culture and commitment to his Musqueam band rubbed off on his son.

A/Cst. Wilson, a member of the Tsawwassen First Nations, has always been involved in local cultural events and ceremonies, including the annual "Pulling Together Canoe Journey".

This event involves First Nations, law enforcement, and public service agencies coming together on a canoe journey through hundreds of kilometres of British Columbia waterways with the goal of reconciliation through learning and understanding of each other's cultures.

It was during this event back in 2003 that A/Cst. Wilson had his first exposure to law enforcement and started thinking about a career in policing. As he learned more about the profession and developed a rapport with officers on the canoe journey, he was invited on police ride-alongs and became hooked. One of the first officers he met was Surrey RCMP Constable Troy Derrick, who is also First Nations.

While a medical condition kept A/Cst. Wilson from entering RCMP Depot, it couldn't stop his interest in law enforcement. As his relationship with Cst. Derrick and other officers grew, he became convinced that his knowledge and experience could be valuable assets in policing. A/Cst. Wilson relates

a story of a ride-along where the subject of a complaint would only talk to him because of his ethnicity. There have been countless other times where his knowledge of a particular area or community was beneficial in helping officers locate missing persons or seek out additional information.

During his seven years as an Auxiliary Constable, A/Cst. Wilson has been voted Valedictorian by the Auxiliary Constable program and has played a key role in developing positive relationships with local First Nations. He currently helps patrol the South Surrey area of the city and is in constant contact with the local Semiahmoo First Nations band.

However, A/Cst Wilson's favourite event to volunteer at with the Surrey RCMP is the Cloverdale Rodeo. He playfully admits that it gives him an opportunity to proudly represent his people amongst the "cowboy" culture at the event.

In addition to his role as an Auxiliary Constable, A/Cst. Wilson is a busy father, very involved in lacrosse, and works eleven hour days in the construction industry. When asked what keeps him volunteering as an Auxiliary Constable, he tells a story of his youngest daughter asking him to stay home with her instead of going to his night shift. He told her that while he knows that she is safe, he has to help keep the streets safe for all the other boys and girls out there too.

Liquor & Minors

With summer celebrations upon us, it is important to remember a couple of key things to protect your children and yourself:

- It is illegal to supply liquor to a minor who is not your child.
- It is not illegal to provide liquor to your own minor child in your home as long as consumption is kept within your household.
- It is illegal to allow minors (other than your child) to consume liquor in your home. If minors are found to be consuming alcohol within your home or you are found to be providing alcohol to minors, you may be fined no less than \$500.
- When one or more youth in a group is in possession of liquor with the knowledge of the rest of the group, the liquor is said to be in possession of everyone in that group.

Information from the BC Liquor Control & Licensing Act

5 Ways to Report Crime

1. Emergency 9-1-1
2. Non-Emergency 604-599-0502
3. Online at www.surrey.rcmp.ca
4. In person at a Surrey RCMP District Office or Main Detachment
5. Crime Stoppers 1-800-222-TIPS (anonymous)

News Updates



Sgt. Dale Carr and C/Supt. Bill Fordy Vaisakhi 2014



Auxiliary Constables Graduation 2014

Vaisakhi 2014

On April 19th the Surrey RCMP was pleased to participate in the Surrey Vaisakhi Parade. Our officers and Auxiliary constables were in attendance, not just for traffic control and public safety, but also to take part in the festivities, share safety information, and meet people. Thank you for making this a safe, fun event for all!

Auxiliary Constable Graduation

In June, fourteen Auxiliary Constables graduated from our six month Auxiliary Training program. The training consisted of 260 hours of classroom and practical instruction on topics such as law, police procedure, foot drills, self defense, use of force, first aid, and public contact. As Auxiliary Constables, these volunteers will be assisting the Surrey RCMP with community-based policing and crime prevention programs.

Just Don't Jaywalk Campaign
In the spring, we conducted a pedestrian safety campaign in response to the number

of pedestrian injuries and fatalities that had involved jaywalking. Areas identified as high risk for pedestrian involved traffic collisions were targeted during the "Just Don't Jaywalk" campaign. Hundreds of English and Punjabi pedestrian safety tip cards were handed out and over 400 violation tickets were issued to jaywalkers.

Summer Parks Patrols

During the summer months we typically see a rise in calls for service involving noise complaints, mischief, public consumption of alcohol, and other illegal activities in parks. As a result, our annual parks patrols have resumed until October to ensure everyone can safely enjoy our city's parks this summer. To report any illegal activities call our non-emergency line at 604-599-0502 or make a report online. In case of an emergency call 9-1-1.

Police Week Open Houses

in celebration of Police Week, open houses were held at the five Surrey RCMP District Offices on May 14th. Residents

and business owners came out to meet officers, staff and volunteers who work at their local office. Each office had police vehicles on display, entertainment, and kids' activities available. If you didn't get a chance to attend, please stop by anytime and say hello.

Officers Move into New Sophie's Place

In April, six members of our Child Abuse and Sexual Offence Unit (CASO) moved their offices from Surrey Detachment to Sophie's Place Child Advocacy Centre to better serve children who have been physically, mentally or sexually abused. Sophie's Place provides a safe and protective environment where children who have been victims of abuse can receive the services they need and the interviews required in one place, as opposed to having to go to multiple offices that may be intimidating to children.

Contact Us

The Safe Homes, Safe Communities newsletter is produced by the Surrey RCMP Detachment.

If you have any questions or suggestions regarding content please call us at 604.599.7601.

For more information on crime prevention programs and services, visit www.surrey.rcmp.ca or contact your Community Policing Office:

District 1: Whalley / City Centre
10720 King George Boulevard
604.502.6390
citycenter@rcmp-grc.gc.ca

District 2: Guildford / Fleetwood
10395 - 148 Street
604.502.6500
fleetwood@rcmp-grc.gc.ca

District 3: Newton
7235 - 137 Street
604.502.6233
newton@rcmp-grc.gc.ca

District 4: Cloverdale / Port Kells
5732 - 176 A Street
604.502.6266
cloverdale@rcmp-grc.gc.ca

District 5: South Surrey
100 - 1815 - 152 Street
604.599.7810
southsurrey@rcmp-grc.gc.ca



/SurreyRCMP



@SurreyRCMP

FRASER CAMPBELL PROPERTY MANAGEMENT LTD.

OWNER INFORMATION FORM

Strata Plan # NW 2969 – Park Place Estates

Necessary Information

Name(s): 1. _____

2. _____

Unit #: _____

Address: _____

1. Home #: _____ Work #: _____ Cell #: _____

2. Home #: _____ Work #: _____ Cell #: _____

Make of Car(s):

1. _____ Colour: _____ Lic #: _____

2. _____ Colour: _____ Lic#: _____

Name(s) requested on the Intercom panel (if applicable):

The above information is for internal use only and kept in confidence.

Please fill out and mail to: Fraser Campbell Property Management Ltd.
Suite #210 – 5500 152nd Street
Surrey, B.C. V3S 5J9

Phone: 604-585-3276

Fax: 604-585-3233

NW 2969 – PARK PLACE ESTATES

The following are the Strata Corporation Bylaws regarding Pets/Animals:

Pets/Animals

1. No loose or unleashed pets will be permitted at any time on the common property of the strata corporation.
2. All dogs and cats are to be tagged and registered (i.e., description, name, unit number) with the Council of the strata corporation (see below).
3. Council may levy a fine for each offence, against the owner of any strata lot whose pet violates the pet bylaw.
4. All visitors of the owners are to be informed of the rules concerning pets and the owners will be responsible for the behaviour of their guests.
5. Pigeons, seagulls, and any other birds shall not be fed from any strata lot or the common property.
6. The number of free roaming pets (i.e., cats and/or dogs) permitted to reside with any one strata lot is hereby restricted to a total of two per strata lot.
7. An owner of a pet shall not permit the pet to defecate on the common property, and if any pet does defecate on the common property the owner shall immediately and completely removal all of the pet waste and dispose of it in a waste container or by some other sanitary means.

PET REGISTRATION FORM

Unit # _____ Owner Name: _____

Number of Pets: _____

Pet Description(s): _____

Pet Name(s): _____

Please complete this form and forward it to council via the council mailbox. Thank you.

**MINUTES OF THE STRATA COUNCIL MEETING
STRATA PLAN NW 2969 – PARK PLACE ESTATES
HELD ON MONDAY, JULY 28TH, 2014
AT 7:00 P.M. IN THE CLUBHOUSE
13725 – 72A AVENUE, SURREY, BC**

PRESENT:

Dan Nayoski	President	#114
Joe Hudon	Vice-President	#121
Sharon Gordon	Secretary	#202
Nancy Sgarbossa	Treasurer	#221
Fred Ellis		#219
Marie Ouellette		#128
Beth Wieterman		#214

AGENT: Leah Eastman, Fraser Campbell Property Management Ltd.

The meeting was called to order at 7:00 p.m.

MINUTES

It was moved, seconded and *carried* to approve the minutes of the June 23rd, 2014 council meeting as circulated.

BUSINESS ARISING

1. **Maintenance Administrator Report**

(a) **Strata Lot Repair Chart:**

Strata Lot Repairs:

- #101 - Mr. Hammer Handyman will complete repairs to the ceiling in the garage following repairs to the deck above. The Restoration Shop will be requested to complete interior repairs following confirmation of the plumbing repairs in the unit above.
- #201 - Mr. Hammer Handyman will commence repairs to the deck and pony wall. The agent was requested to follow up with the owner regarding the required repairs to the failed plumbing fixture that resulted in water ingress into the unit below.
- #203 - Mr. Hammer Handyman has been requested to contact the owner to discuss concerns regarding the front entry downspout.
- #204 - Mr. Hammer Handyman will commence repairs to the deck and pony wall.
- #105 - Mr. Hammer Handyman has been requested to complete drywall repairs to the ceiling in the garage following inspection of the deck above.

- #109 - The Restoration Shop will be requested to proceed with repairs to damaged areas following repairs to the deck and pony wall in the unit above.
- #209 - Repairs to the deck and pony wall have been completed.
- #211 - Deficiencies to the patio drain have been noted. Mr. Hammer Handyman has been requested to submit a quote for the repairs.
- #117 - Evidence of water ingress in the ceiling. Area of concern is being monitored.
- #217 - Tiburon Construction has completed the scope of work to re-slope and pour new concrete at the front entry way. The agent will follow up with the contractor regarding caulking of the area. Costs associated with the repair were \$2,320 plus GST.
- #123 - Mr. Hammer Handyman has completed replacement of the patio French door and surrounding area in the rear of the unit where wood rot has resulted from water ingress. The contractor has been requested to address downspout issues.
- #124 - Mr. Hammer Handyman has been requested to proceed with the repairs to the ceiling in the garage.
- #127 - Mr. Hammer Handyman will complete repairs to the ceiling in the garage following repairs to the deck above.
- #227 - Mr. Hammer Handyman reported the removal of deck siding and south deck wall exterior siding revealed no evidence of water ingress. The contractor will return and cut drywall from the garage ceiling to investigate for source of ingress into the unit below.

(b) Ivy Removal

The Ivy removal project has been significantly completed. Further removal is pending additional volunteers. Please contact Joe Hudon if you are able to help.

The agent was requested to contact Russell's Landscaping regarding the removal of the debris. In the meantime, the piles will be covered with plastic in an effort to speed up the composting process.

(c) Power Washing and Moss Removal

The power washing and moss removal on common roadways will commence again once the water restriction has been lifted.

(d) Security Lights

Council discussed the need for motion sensor lights to be installed at the back of the lower level units. A motion was made, seconded and **carried** to approve an expenditure not to exceed \$500 for the replacement of patio lights with motion sensor flood lights. The lights will be replaced on a priority basis until additional funds can be obtained in the next fiscal year.

(e) Enterphone Display

The assembly and installation of the new identification panel has been completed.

(f) Painting

Painting of the gas meter protection bollards and the Clubhouse handrail is on hold pending cooler weather pursuant to the product specifications.

(g) General Maintenance and Repairs

One fence panel on the West side of the complex has been temporarily repaired.

In the interest of keeping maintenance and repair costs at a minimum, council is requesting owners volunteer in various areas. Any assistance you can provide to help maintain the common areas would be greatly appreciated. Please contact Joe Hudon or submit your name and contact information in writing to council, via the council mailbox, should you be able to assist in various projects throughout the complex.

2. Landscape Administrator Report

Council reviewed a quote from Fraser Strata Care in the amount of \$236.19 plus GST for the delivery of three yards of crushed limestone for use in the construction of a pathway at the South-West corner of the complex where drainage is an issue. Council discussed the previously obtained quote from Russell's Landscaping in the amount of \$825 plus GST for the construction of the pathway including delivery and installation of rock and wood. It was moved, seconded and unanimously **carried** to approve the expenditure of \$236.19 plus GST to have the limestone delivered for volunteer council members to construct the pathway. Additional volunteers are encouraged and appreciated.

Two Rhododendrons and one California Lilac on common property have been pruned. The Cherry tree on the North side of the complex continues to be monitored following the root pruning. The Landscaping Liaison will be discussing further pruning of shrubs with the contractor.

Fortis Gas was on site and reported meters in two locations have been covered with overgrown shrubs. It will be necessary to cut back and/or remove the shrubs.

The agent was requested to write to one owner regarding the removal of shrubs adjacent to their unit further to a request to have patio pavers installed for access to the front entry door.

3. Block Watch Report

The Blockwatch Captain is in the process of canvassing individual Block Watch members to determine whether a monthly or bi-monthly meeting is preferred.

The Community "Plus" Block Watch Annual Barbeque will be held in August. Dates are being discussed and a flyer with the details will be circulated shortly.

Owners are cautioned that there has been an increase in activity and undesired attendance in the neighbouring parking lot at the South-East side of the complex. In addition, people have been observed jumping over the East fence. If you witness suspicious behavior, please contact the Surrey RCMP non-emergency line (604-599-0502). IF YOU WITNESS ANY CRIME IN PROGRESS, PLEASE CALL 911.

4. **Social Committee Report**

A successful July 1st, 2014 Canada Day International Pot Luck was hosted by the Social Committee. A great time was had by all who attended. A total of \$72 was raised for future social events and a big thanks goes to Caroline Hart who donated her 50/50 winnings back to the cause.

5. **Workshop Committee Report**

Various recyclable materials will be removed from the workshop.

6. **Depreciation Report**

The Engineer from Levelton Consultants has completed the mandatory site inspection. The agent was requested to obtain a timeframe for the completion of the Report.

7. **Hardship Rental Request**

Council discussed options for recovery of costs incurred by the Strata Corporation to date.

8. **Update of Records**

Council and the agent are in the process of updating records. Accordingly, an Owner Information Form and a Pet Registration Form have been attached hereto.

Owners are reminded of the Strata Corporation Bylaw regarding Pets:

Pets/Animals

1. No loose or unleashed pets will be permitted at any time on the common property of the strata corporation.
2. ***All dogs and cats are to be tagged and registered (i.e., description, name, unit number) with the Council of the strata corporation.***
3. Council may levy a fine for each offence against the owner of any strata lot who violates the pet bylaws.
4. All visitors of the owners are to be informed of the rules concerning pets and the owners will be responsible for the behaviour of their guests.
5. Pigeons, seagulls, and any other birds shall not be fed from any strata lot or the common property.
6. The number of free roaming pets (i.e., cats and/or dogs) permitted to reside with any one strata lot is hereby restricted to a total of two per strata lot.

7. An owner of a pet shall not permit the pet to defecate on the common property, and if any pet does defecate on the common property the owner shall immediately and completely removal all of the pet waste and dispose of it in a waste container or by some other sanitary means.

Please fill out the attached Forms and return them via the council mailbox.

9. **Roadways**

Quotes for repaving of roadways will be obtained for consideration at the Annual General Meeting (see New Business, below).

10. **May's Garden**

A Rose bush has been planted by the family of long-time resident May Saunders. Council is obtaining information on a memorial stone to add to the garden.

11. **Bylaw Violations**

Owners are cautioned that Unitow has been requested to perform spot checks and **vehicles parked in violation of the Strata Corporation Bylaws and/or Rules may be towed without further warning.**

A motion was made, seconded and **carried** (5 in favour, 2 opposed) to assess a fine to the owners of those strata lots who are in contravention of the Pet Bylaws.

CORRESPONDENCE

Owners are invited to send written correspondence to the council via the council mailbox or send it via mail or facsimile to the Management Company. **Correspondence must be received the week prior to the scheduled council meeting to be included on the agenda for review and/or discussion. Please note that anonymous correspondence will not be reviewed.**

1. Correspondence was received from an owner requesting follow-up after Action Glass inspected a window in the unit for water ingress. The agent will follow up with the owner directly.
2. Correspondence was received from owners following receipt of letters regarding wind chimes affixed to their respective units. The agent will respond accordingly.
3. Correspondence from an owner concerned that plywood had been placed in a window of one unit was reviewed by council. The plywood was in fact a picture frame that was visible from the exterior of the unit and the matter has since been resolved.
4. Correspondence was reviewed regarding parking concerns and requesting power washing of various parking areas. The agent will respond to the owner in writing regarding the practices of parking on driveways and in visitor parking areas. Power washing of oil stains would not be successful. The agent will investigate options for removal of the stains to propose to council at the next meeting.

5. Correspondence was received from the owner involved in an incident involving fuel being stored in their garage in violation of the Strata Corporation Rules and Regulations.
6. Correspondence was reviewed regarding cleaning of a deck surface. Owners are reminded that cleaning of designated limited common property is the responsibility of the owners. Cleaning of the deck surface should be done with a soft brush and soapy water. Any resultant damage from improper cleaning by any other means may result in repair costs being charged to the strata lot account.
7. Correspondence was received from an owner requesting drywall repairs where water ingress from a failed plumbing fixture occurred (please see Strata Lot Repair Chart, above).
8. Correspondence was received from an owner advising of ongoing parking violations by a fellow owner. A letter will be forwarded to the offending owner.
9. Subsequent to the council meeting, it was brought to council's attention that an item of correspondence was inadvertently omitted from the Agenda. A letter was received from an owner requesting repairs to deficiencies with the front patio doors; requesting permission to install a water tap on the deck; and responding to a letter from council regarding pet bylaw violations. The agent will respond accordingly.

FINANCIAL REPORTS

1. Financial Statements

The May and June 2014 financial statements were reviewed in detail, following which it was moved, seconded and *carried* to adopt the same.

Any owner wishing a copy of the strata corporation's financial statements should contact the agent during regular business hours of 9:00 a.m. to 4:30 p.m. Monday through Friday.

2. Bank Statements and Reconciliations

The strata council treasurer acknowledged receipt of the May and June 2014 bank statements and reconciliations pursuant to the requirements of the Real Estate Council of B.C.

3. Arrears

The agent updated council on the status of accounts for those owners in arrears.

NEW BUSINESS

1. Annual General Meeting

The Annual General Meeting has been scheduled for Monday, October 20th, 2014 at 7:00 p.m. in the Clubhouse. Agenda items will include roadway re-paving and a proposal to amend the Strata Corporation Bylaw regarding age of occupants. A Notice

of Meeting will be sent out in September in accordance with the provisions of the Strata Property Act.

2. **Bees**

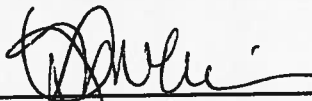
A nest has been removed from the center walkway at Block F.

3. **Annual Fire Inspection**

Executive Fire & Safety Ltd. will be on site to maintain various fire protection equipment on August 12th, 2014. **Access to all suites is required.** If you are unable to be home during this time please make arrangements with a neighbour and/or a council member as costs associated with re-inspection will be charged.

Reminder: Owners are respectfully reminded to remove garbage bins from the roadways and store them in your garage in a timely fashion following the weekly garbage collection.

There being no further business, the meeting adjourned at 9:03 p.m. The next meeting for Strata Plan NW 2969 is scheduled for **Monday, September 8th, 2014** at 7:00 p.m. in the Recreation Centre.



Leah Eastman
Fraser Campbell Property Management Ltd.
Suite #210 - 5500 152nd St.
Surrey, B.C. V3S 5J9
Phone: 604-585-3276 (24 Hour Emergency Number)
Fax: 604-585-3233

www.frasercampbell.com

Document request forms and pre-authorized payment forms are available for download.

*Clients using Telus **Anonymous Call Blocking** feature must deactivate this service (*87) to receive return calls from Fraser Campbell Property Management after regular office hours.*

AUGUST STATUTORY HOLIDAY

Residents are asked to please be advised Fraser Campbell Property Management Ltd. will be closed Monday, August 4th, 2014. Emergency service will be available on this day.

As a matter of general information, please be advised that you should always retain at least the most current 24 months of strata council and general meeting minutes. In other words, do not dispose of your copy of minutes of strata council or general meetings unless they are at least two years old. While copies of the meeting minutes are retained on file at the management company, it is important that you, as an owner, retain your copies for future reference and/or in the event that you decide to sell your unit. Prospective purchasers commonly request copies of meeting minutes from the strata lot owner, and although the management company can provide these on your behalf, there is a charge to the strata lot owner for doing so.

EMERGENCIES

**In case of strata related emergencies, please call
Fraser Campbell Property Management Ltd. at 604-585-3276 (24 hours).**

**MINUTES OF THE STRATA COUNCIL MEETING
STRATA PLAN NW 2969 – PARK PLACE ESTATES
HELD ON MONDAY, JUNE 23RD, 2014
AT 7:00 P.M. IN THE CLUBHOUSE
13725 – 72A AVENUE, SURREY, BC**

PRESENT:	Dan Nayoski	President	#114
	Joe Hudon	Vice-President	#121
	Sharon Gordon	Secretary	#202
	Fred Ellis		#219
	Marie Ouellette		#128
	Beth Wieterman		#214
ABSENT:	Nancy Sgarbossa	Treasurer	#221
AGENT:	Leah Eastman, Fraser Campbell Property Management Ltd.		

The meeting was called to order at 7:01 p.m.

MINUTES

It was moved, seconded and *carried* to approve the minutes of the May 26th, 2014 council meeting as circulated.

BUSINESS ARISING

1. **Maintenance Administrator Report**

(a) **Strata Lot Repair Chart:**

The agent was requested to contact Mr. Hammer Handyman to obtain a definite time that the work contained in the following list will commence. Council has directed the agent to contact an alternate contractor should the work not be underway within the next two weeks.

Strata Lot Repairs:

- #101 - Mr. Hammer Handyman will complete repairs to the ceiling in the garage following repairs to the deck above.
- #201 - Mr. Hammer Handyman will commence repairs to the deck and pony wall when weather permits. The agent was requested to follow up with the owner regarding the required repairs to the failed plumbing fixture that resulted in water ingress to the unit below.
- #203 - Mr. Hammer Handyman has been requested to supply and install a rear drain to the gutter. The contractor will contact the owner to discuss concerns regarding the front entry drain.

- #104 - The agent was requested to obtain information regarding any damage to the unit resulting from water ingress from the unit above.
- #204 - Mr. Hammer Handyman will commence repairs to the deck and pony wall following the removal of plants and furniture by the owner and weather permitting. The agent was requested to forward a letter to the owner regarding removal of items on the deck.
- #105 - Mr. Hammer Handyman has been requested to complete drywall repairs to the ceiling in the garage following inspection of the deck above.
- #109 - The Restoration Shop will be requested to proceed with repairs to damaged areas following repairs to the deck and pony wall in the unit above.
- #209 - Mr. Hammer Handyman will commence repairs to the deck and pony wall weather permitting.
- #211 - Deficiencies to the patio drain have been noted. Mr. Hammer Handyman has been requested to submit a quote for the repairs.
- #117 - Evidence of water ingress in the ceiling. Area of concern is being monitored.
- #217 - Tiburon Construction has completed the scope of work to re-slope and pour new concrete at the front entry way. The contractor will return to complete the caulking within the next week, weather permitting. Costs associated with the repair were \$2,320 plus GST.
- #123 - Mr. Hammer Handyman will be requested to schedule an imminently suitable time with the owner to repair the patio French door and surrounding area in the rear of the unit due where wood rot has resulted from water ingress.
- #124 - Mr. Hammer Handyman has been requested to proceed with the repairs to the ceiling in the garage. The agent has obtained occupancy status and contact information for access.
- #127 - Mr. Hammer Handyman will complete repairs to the ceiling in the garage following repairs to the deck above.
- #227 - Mr. Hammer Handyman reported the removal of deck siding and south deck wall exterior siding revealed no evidence of water ingress. The contractor will return and cut drywall from the garage ceiling to investigate for source of ingress into the unit below.

(b) Ivy Removal

Joe and Deb Hudon have spent eight hours cutting the ivy behind the Clubhouse building. The project is $\frac{3}{4}$ complete.

(c) Power Washing and Moss Removal

The power washing and moss removal on common roadways will proceed once the ivy removal project has been completed.

(d) Security Lights

Four new fixtures have been purchased and obtained for installation in various areas. Council discussed the locations in the complex that are in need of additional lighting. The lamp behind unit #106 has been repaired and the trees have been trimmed to allow for more illumination in the area. One additional light will be installed adjacent to Unit #106 and one near the corner adjacent to Unit #128. The remaining lights will be installed where additional lighting would be most beneficial.

(e) Enterphone Display

The assembly and installation of the new identification panel is in progress.

(f) Painting

The gas meter protection bollards and the Clubhouse handrail will be painted within the next couple weeks, weather permitting. Please use caution in these areas while the work is being completed.

(g) General Maintenance and Repairs

Thank you to Fred Ellis who has replaced glass globes and bulbs at ten units. Owners are reminded that the replacement of globes due to breakage resulting from screen or front entry doors hitting them is owner responsibility. Joe and Deb Hudon have cleaned the street light globes out front of blocks B and C and their volunteer efforts are greatly appreciated. In addition council members Dan Nayoski and Fred Ellis have lubricated the external hardware of the gate to eliminate the noise when opening and closing. It was noted that the Real Estate sign at the entrance is in disrepair and will be removed and replaced.

In the interest of keeping maintenance and repair costs at a minimum, council is requesting owners volunteer in various areas. Any assistance you can provide to help maintain the common areas would be greatly appreciated. Please contact Joe Hudon or submit your name and contact information in writing to council, via the council mailbox, should you be able to assist in various projects throughout the complex.

2. Landscape Administrator Report

Council reviewed a quote in the amount of \$825 plus GST for the construction of a pathway at the South-West corner of the complex where drainage is an issue. The agent was requested to obtain a quote from an alternate contractor.

A discussion ensued regarding the services of the landscaping contractor. The Landscape Administrator has met with the contractor and continues to monitor the situation for anticipated improvement.

It was noted that the Cherry tree on the South side of the complex is thriving following the root trimming process that was undertaken early in the Spring; however, the tree on the North side appears to be in shock. The situation will be monitored in the months to come.

3. **Block Watch Report**

The Blockwatch Captain advised that a bi-monthly meeting of committee members to raise awareness of community happenings will be scheduled for July. Owners are encouraged to get involved.

Owners are cautioned that there has been an increase in activity and undesired attendance in the neighbouring parking lot at the South-East side of the complex. In addition, people have been observed jumping over the East fence. If you witness suspicious behavior, please contact the Surrey RCMP non-emergency line (604-599-0502). IF YOU WITNESS ANY CRIME IN PROGRESS, PLEASE CALL 911.

4. **Social Committee Report**

On July 1st, 2014 the Social Committee invites you to join in the Canada Day International Pot Luck. Bring a dish that you enjoy and share some of your cultures with your fellow residents. The event will be held from 1:00 p.m. until 4:00 p.m.

5. **Workshop Committee Report**

New bearings have been installed in the table saw and it is up and running and the blades on the jointer will be sharpened. With the exception of the jointer, owners wishing to use the tools in the workshop will be required to supply their own blades. Use of the tools and the workshop are done so at your own risk.

6. **Depreciation Report**

The Engineer from Levelton Consultants has completed the mandatory site inspection. The agent was requested to follow up regarding the same.

7. **Hardship Rental Request**

The Strata Corporation lawyer has responded to council regarding an owner's request for permission to rent their unit on the basis of hardship. The agent was requested to inquire about recovery of costs incurred by the Strata Corporation to date.

8. **Fire Equipment Annual Inspection**

The annual fire safety equipment inspection is due at the end of June. The agent will contact Executive Fire & Safety to schedule the visit. Council requested the agent inquire about the testing of the backflow preventers and whether the inspections are due at the same time annually.

9. **Fire Lane Signage**

Three new Fire Lane – No Parking signs have been supplied at a cost of \$45 plus GST each. A volunteer council member will install the signs.

10. **Parking**

The agent was requested to send letters to the owners observed parking in the visitor parking area. In addition, the agent was directed to contact Clover Towing to establish a protocol for towing of vehicles parking in fire lanes and/or in the visitor parking areas in

violation of the Strata Corporation Bylaws and Rules and Regulations. **There will be a zero tolerance policy moving forward and vehicles in violation will be towed at the owner's expense.**

CORRESPONDENCE

Owners are invited to send written correspondence to the council via the council mailbox or send it via mail or facsimile to the Management Company. **Correspondence must be received the week prior to the scheduled council meeting to be included on the agenda for review and/or discussion. Please note that anonymous correspondence will not be reviewed.**

1. Correspondence was received from an owner concerned about the timing of deck repairs and the removal of items from the patio as well as advising of the occupancy status of their strata lot. The agent was requested to contact Mr. Hammer Handyman regarding a definite time that the work will commence. The Blockwatch information regarding the occupancy status has been updated.
2. Council reviewed correspondence from an owner requesting permission to install a screen on the front entry door. Permission was granted with the provision that the door is white and conforms to those that have been installed elsewhere in the complex.
3. Council reviewed correspondence from an owner advising of the clippings left by the landscaping contractor following the weekly visit. Please refer to Landscaping Administrator Report, above.
4. Correspondence was received from an owner requesting the landscapers trim the bushes adjacent to their strata lot. The Landscaping Administrator will discuss this request with the owner and the contractor during their next site visit.
5. Correspondence from an owner requesting council consider installing a walkway to the front door for ease of access with a walker and/or medical scooter. The agent was requested to contact a contractor to quote for the scope of work to install pavers. The Landscape Administrator will consult with the landscaper regarding the shrubs that would require relocating to undertake the work.
6. Council reviewed correspondence from an owner advising that they were pleased with the recently undertaken work to re-slope the walkway away from the front door where rain water was entering the unit. In addition, the owner advised that the floor had been damaged during the rain prior to the repair and the agent was requested to contact The Restoration Shop regarding the same. The owner included a request for repairs to the downspouts at the unit where water cascades at the front entry when it rains. The agent will contact a contractor to install an additional leader and downspout to redirect the water.
7. Council discussed correspondence from an owner regarding a submission from Action Glass that was independently obtained by the owner. The agent confirmed receipt of the information from Action Glass and will forward it to council for further review.

FINANCIAL REPORTS

1. Financial Statement

The council Treasurer was not in attendance. Review of the May 2014 financial statement was deferred until the next council meeting.

Any owner wishing a copy of the strata corporation's financial statements should contact the agent during regular business hours of 9:00 a.m. to 4:30 p.m. Monday through Friday.

2. Bank Statement and Reconciliation

The strata council treasurer was not in attendance. Acknowledgement of receipt of the May 2014 bank statement and reconciliation pursuant to the requirements of the Real Estate Council of B.C. was deferred until the next council meeting.

3. Arrears

The agent updated council on the status of accounts for those owners in arrears.

NEW BUSINESS

1. Roadways

A quote was received from Rainbow Paving in the amount of \$66,150.00 plus GST for removing the asphalt and re-paving the roadways within the complex. The agent was requested to obtain additional quotes from various contractors. This item will be included in the agenda for discussion at the next Annual General Meeting.

2. Library

Deb Hudon has removed the older books from the Clubhouse library that were in disrepair and has donated new books for owners to enjoy. Discussion ensued regarding the addition of some comfortable chairs in the Clubhouse that may encourage owners to use the library for a place to socialize.

3. Pet Registration

The agent was requested to compile a list of those owners who have Pet Registration Forms on file for the purpose of updating information.

4. Construction Sand

The sand applied during construction in connection with the water main repair is causing a nuisance to adjacent strata lot owners. The sand will be relocated.

5. Wind Chimes

Council noted the increase in wind chimes throughout the complex and directed the agent to send letters to the owners asking that they be removed pursuant to the following Strata Corporation Bylaws, which state:

Use of Property

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,
 - (b) causes unreasonable noise,
 - (c) unreasonably interferes with the rights of other persons to use and enjoy the common property or common assets or another strata lot.

Exterior Appearance and Alterations

1. No structure or material of any type including but not limited to signs, fences billboards, placards, advertising, mailboxes, name signs, planters, structures either permanent or temporary may be affixed or erected on any area of common property or limited common property without the prior written approval of the strata council. ...

6. **Speeding**

Council requested the agent forward a letter to one owner who is not observing the posted speed limit within the complex of **10km per hour**.

7. **Bylaw Violations**

The agent was requested to forward a letter to an owner observed transferring gasoline stored in their garage into their vehicle on common property. In addition, the owner will be requested to remove the string of Christmas lights affixed to the exterior of the unit.

8. **Noise Disturbances**


The agent was requested to forward a letter to the management company for Ashlea Gate regarding ongoing noise disturbances.

9. **Condolences**

Sincere condolences are sent to the family and friends of long-time resident May Saunders. May passed away on June 4th and will be missed by everyone who knew her. Council will be obtaining information from a family member regarding a plant that can be planted in "May's Garden" along with a dedication plaque in her memory.

Reminder: Owners are respectfully reminded to remove garbage bins from the roadways and store them in your garage in a timely fashion following the weekly garbage collection.

There being no further business, the meeting adjourned at 8:48 p.m. The next meeting for Strata Plan NW 2969 is scheduled for **Monday, July 28th, 2014** at 7:00 p.m. in the Recreation Centre.



Leah Eastman

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Phone: 604-585-3276 (24 Hour Emergency Number)
Fax: 604-585-3233

www.frasercampbell.com

Document request forms and pre-authorized payment forms are available for download.

*Clients using Telus **Anonymous Call Blocking** feature must deactivate this service (*87) to receive return calls from Fraser Campbell Property Management after regular office hours.*

JULY STATUTORY HOLIDAY

Residents are asked to please be advised Fraser Campbell Property Management Ltd. will be closed Tuesday, July 1, 2014. Emergency service will be available on this day.

As a matter of general information, please be advised that you should always retain at least the most current 24 months of strata council and general meeting minutes. In other words, do not dispose of your copy of minutes of strata council or general meetings unless they are at least two years old. While copies of the meeting minutes are retained on file at the management company, it is important that you, as an owner, retain your copies for future reference and/or in the event that you decide to sell your unit. Prospective purchasers commonly request copies of meeting minutes from the strata lot owner, and although the management company can provide these on your behalf, there is a charge to the strata lot owner for doing so.

EMERGENCIES

**In case of strata related emergencies, please call
Fraser Campbell Property Management Ltd. at 604-585-3276 (24 hours).**

**MINUTES OF THE STRATA COUNCIL MEETING
STRATA PLAN NW 2969 – PARK PLACE ESTATES
HELD ON MONDAY, MAY 26TH, 2014
AT 7:00 P.M. IN THE CLUBHOUSE
13725 – 72A AVENUE, SURREY, BC**

PRESENT:	Dan Nayoski	President	#114
	Joe Hudon	Vice-President	#121
	Sharon Gordon	Secretary	#202
	Fred Ellis		#219
	Marie Ouellette		#128
	Beth Wieterman		#214
ABSENT:	Nancy Sgarbossa	Treasurer	#221
AGENT:	Leah Eastman, Fraser Campbell Property Management Ltd.		

The meeting was called to order at 7:00 p.m.

MINUTES

It was moved, seconded and *carried* to approve the minutes of the May 5th, 2014 council meeting as circulated.

BUSINESS ARISING

1. **Maintenance Report**

Strata Lot Repairs:

- #101 - Mr. Hammer Handyman will complete repairs to the ceiling in the garage following repairs to the deck above.
- #201 - Mr. Hammer Handyman will commence repairs to the deck and pony wall when weather permits.
- #203 - Mr. Hammer Handyman has been requested to supply and install a rear drain to the gutter. The contractor will contact the owner to discuss concerns regarding the front entry drain.
- #104 - Mr. Hammer Handyman will complete repairs to the ceiling in the garage following repairs to the deck above.
- #204 - Mr. Hammer Handyman will commence repairs to the deck and pony wall following the removal of plants and furniture by the owner and weather permitting. The agent was requested to forward a letter to the owner regarding removal of items on the deck.

- #105 - Mr. Hammer Handyman has been requested to complete drywall repairs to the ceiling in the garage following inspection of the deck above.
- #109 - The Restoration Shop will be requested to proceed with repairs to damaged areas following repairs to the deck and pony wall in the unit above.
- #209 - Mr. Hammer Handyman will commence repairs to the deck and pony wall following the removal of plants and furniture by the owner and weather permitting. The agent was requested to forward a letter to the owner regarding removal of items on the deck.
- #211 - Deficiencies to the patio drain have been noted. Mr. Hammer Handyman has been requested to submit a quote for the repairs.
- #114 - Mr. Hammer Handyman has installed a new rain leader to the gutter and the downspout has been secured.
- #214 - The downspout at the rear of the unit has been secured.
- #117 - Evidence of water ingress in the ceiling. Area of concern is being monitored.
- #217 - Tiburon Construction will commence the scope of work to re-slope and pour new concrete at the front entry way when weather permits. The agent was requested to obtain a firm timeframe failing which the job will be given to an alternate contractor.
- #123 - Mr. Hammer Handyman is in the process of scheduling a suitable time with the owner to repair the patio French door and surrounding area in the rear of the unit due where wood rot has resulted from water ingress.
- #124 - Mr. Hammer Handyman has been requested to proceed with the repairs to the ceiling in the garage. The agent has requested the owner provide occupancy status and contact information for access.
- #225 - Mr. Hammer Handyman has completed interior and exterior repairs to a window frame and surrounding area that has rotted. The total cost for repairs was \$1,716.65. While on site the contractor reinstalled a soffit in the rear of the unit.
- #127 - Mr. Hammer Handyman will complete repairs to the ceiling in the garage following repairs to the deck above.
- #227 - Mr. Hammer Handyman reported the removal of deck siding and south deck wall exterior siding revealed no evidence of water ingress. The contractor will return and cut drywall from the garage ceiling to investigate for source of ingress into the unit below.

2. **Block Watch Report**

The Blockwatch Captain has removed the defaced sign at the front entry.

Since the recent arrest of an individual in connection with the incident earlier this year, the RCMP has announced re-deployment of officers that were being utilized from various surrounding areas. A reduced number of staff will be noticeable; however council noted the continued ongoing presence of a bike patrol in the area.

A reminder that the next Shredding Event is scheduled for June 14th, 2014 (please see attached).

The Blockwatch Captain advised of his intention to hold bi-monthly meetings with owners to raise awareness of community happenings which will commence in the Summer months. Owners are encouraged to get involved.

In the interest of security for residents and the property, please ensure that you close the walk in gate behind you and refrain from using the car gate when walking into the complex.

If you witness suspicious behavior, please contact the Surrey RCMP non-emergency line (604-599-0502). IF YOU WITNESS ANY CRIME IN PROGRESS, PLEASE CALL 911.

3. **Social Club**



On July 1st, 2014 the Social Committee invites you to join in the Canada Day International Pot Luck. Bring a dish that you enjoy and share some of your cultures with your fellow residents. The event will be held from 1:00 p.m. until 4:00 p.m.

4. **Ivy Removal**

The ivy removal project will commence shortly and volunteers are welcomed and encouraged to assist in the task.

5. **Security Lights**

The fixtures are available and will be installed in various areas throughout the complex by volunteer council members.

6. **Moss Removal**

A volunteer council member is in the process of power washing various common areas.

7. **Enterphone**

The modifications to the new identification display and assembly are in progress and will be installed once completed.

8. **Depreciation Report**

The Engineer from Levelton Consultants has completed the mandatory site inspection. The agent was requested to follow up regarding the same.

9. **Gas Meter Protection**

Volunteer council members will be painting the newly installed steel bollards at the gas meter locations as well as the railings at the clubhouse when weather permits.

10. **Council Roles and Responsibilities**

Council members and the agent compiled a list of responsibilities for each position on council in an effort to eliminate duplicate roles and ensure coverage where necessary. In addition, newly formed Committees were established in an effort to streamline the communication process. An Agreement for use of the Amenities Building was established and is attached hereto.

A Workshop Committee was elected to ensure the workshop is orderly and in good working order. With the exception of the Jointer, due to the saw blades being dull and potentially dangerous, they will be removed and residents wishing to use these tools are required to supply their own blades. Residents are reminded that the workshop is to be used at their own risk. Please refer to the Rules posted on the wall in the workshop.

Owners are reminded to submit any strata related complaints and/or requests in writing to the Management Company. The agent will direct any concerns to the appropriate council and/or committee member.

11. **Hardship Rental Request**

Council reviewed a letter from an owner's legal representative regarding council's denial of the request for permission to rent their unit on the basis of financial hardship. The agent was directed to have the Strata Corporation lawyer respond.

12. **Fire Equipment Annual Inspection**

The annual fire safety equipment inspection is due at the end of June. The agent will contact Executive Fire & Safety to schedule the visit. Council requested the agent inquire about the testing of the backflow preventers and whether the inspections are due at the same time annually.

13. **Clubhouse Security System**

A contractor has attended to adjust the clock and timer.

14. **Landscaping**

A quote is pending for the delivery of crushed limestone to an area of the West side of the complex where drainage is an issue.

Council noted the success in spraying the weeds with a vinegar, soap and salt solution. The solution will continue to be applied when and where necessary. The formula for the environmentally friendly solution has been placed on the bulletin board in the Clubhouse.

It was noted that the landscaper appears to be cutting the lawns shorter in response to owner complaints that the lawns are too long by the weekend. The agent was requested

to contact the landscaping contractor regarding the overgrown Rhododendron at unit #220 and the Magnolia tree at unit #131.

Owners are reminded that if your yard does not have a landscaper's "Tulip" this indicates that you have agreed to maintain your own garden beds to acceptable standards.

15. **Fire Lane Signage**

Three new Fire Lane – No Parking signs have been ordered at a cost of \$53 plus GST each. A volunteer council member will install the signs once received.

16. **Unit Number Replacement**

The missing unit number above one garage has been replaced. Council has agreed that upon further inspection, it is not necessary to change all the numbers at this time.

17. **Visitor Parking**

The agent was requested to write letters to those owners who have been observed parking in the visitor parking areas in violation of the Strata Corporation Bylaws.

CORRESPONDENCE

Owners are invited to send written correspondence to the council via the council mailbox or send it via mail or facsimile to the Management Company. Correspondence received no later than the week prior to the scheduled meeting will be included in the council meeting agenda for review and/or discussion. **Please note that anonymous correspondence will not be reviewed.**

1. Correspondence was received from an owner regarding various maintenance issues including the presence of concrete ants, landscaping concerns and oil stains in the visitor parking areas. The agent will address the owner's concerns in writing.
2. Council reviewed correspondence from an owner disputing allegations regarding violations of the Strata Corporation Bylaw pertaining to pets. The agent was requested to respond to the owner directly.

FINANCIAL REPORTS

1. **Financial Statement**

The May 2014 financial statement was not available at the time of the meeting. Review and approval of the same was deferred until the next council meeting.

Any owner wishing a copy of the strata corporation's financial statements should contact the agent during regular business hours of 9:00 a.m. to 4:30 p.m. Monday through Friday.

2. **Bank Statement and Reconciliation**

The strata council treasurer was not in attendance. Acknowledgment of receipt of the April and May 2014 bank statements and reconciliations pursuant to the requirements of the Real Estate Council of B.C. was deferred until the next council meeting.

3. **Arrears**

The agent updated council on the status of accounts for those owners in arrears.

NEW BUSINESS

1. **Broken Exterior Light Globes**

Council noted several broken and/or missing globes on the lights in common areas. A motion was made, seconded and *carried* to purchase six globes for replacement of those that are broken and/or missing.

2. **Car Repairs**

The agent was requested to forward a letter to one owner who recently undertook auto repairs in their driveway which resulted in grease marks on the front pad.

3. **Speed Limit**

Owners are reminded to observe the posted speed limit of **10 km per hour** while on the roadways in the common areas.

4. **Gate Timer**

Council has observed the gate opening and closing at slightly different times and noted that precise timing on the new electronic timer is much harder to establish. The council member will look at the timer to see if anything further can be done.

5. **Contact Information**

Owners are reminded to advise the council and/or Management Company with any change in contact information. In addition, it is requested that owner's supply an emergency contact number at times where the unit is vacated for any period of time (i.e. vacations).

6. **Windchimes**

Council discussed the presence of windchimes on the exterior of units and requested the agent forward a letter to various owners. Owners are respectfully reminded of the Strata Corporation Bylaw, which states:

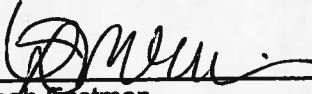
Use of Property

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,

- (b) causes unreasonable noise,
- (c) unreasonably interferes with the rights of other persons to use and enjoy the common property or common assets or another strata lot,

There being no further business, the meeting adjourned at 8:59 p.m. The next meeting for Strata Plan NW 2969 is scheduled for **Monday, June 23rd, 2014** at 7:00 p.m. in the Recreation Centre.



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EMERGENCIES

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RCMP



ROYAL CANADIAN MOUNTED POLICE

SHARED-A-THON

EVENT-JUNE 14th

Sat., June 14, 2014 @ 10am to 2pm
Hillcrest Village Mall
18710 Fraser Hwy., Cloverdale
(near the Save On Foods)



Help the Surrey Food Bank
Surrey RCMP in partnership with
1-800-SHREDDING invite you to take
advantage of this **FREE** service.



Bring your documents for safe, on-site
shredding and get some crime prevention
information to help prevent Identity Theft.
(Small businesses welcome)



Donations of cash or non-perishable
food items will be gratefully accepted
for the **Surrey Food Bank**.

The Strata Corporation

Pursuant to the Strata Property Act of B.C., the Strata Corporation is responsible for repair and maintenance of the common property and certain parts of a strata lot as defined in the bylaws, enforcing the bylaws, and managing the finances of the Corporation. The Strata Corporation assists in ensuring compliance with the City of Surrey bylaws, fire regulations and any work orders from outside authorities.

Council Role

The strata council's role is to act as the managing body for the strata corporation; make daily decisions that enable the strata corporation to operate smoothly; and operate within any restrictions created by the Act, Regulations, bylaws, or a majority vote of the owners. The Act states that the strata council's role is to "exercise the powers and perform the duties of the strata corporation, including the enforcement of the bylaws and rules".

In exercising the powers and performing the duties of the strata corporation, each council member must act honestly and in good faith with a view to the best interests of the strata corporation, and exercise the care, diligence and skill of a reasonably prudent person in comparable circumstances.

Council Meetings

Council meetings are held in accordance with the Agency Agreement. In addition, the Council may decide to hold additional meetings, either with or without the Strata Agent. Council meetings are strictly confidential and are not to be discussed with other owners. At council meetings, decisions must be made by a majority of council members present in person at the meeting. Attendance by means of an electronic device is an accepted method of attendance as long as all the participants can communicate with one another. The agent takes direction from a majority vote of the council members and in emergency situations directly from the strata president. The agent advises council on all matters relating to the property which includes but is not limited to legal, financial and enforcement of the bylaws. The Strata Agent may refer legal questions to a lawyer at the Council's direction which will be at the Strata Corporation's expense.

For more information regarding the roles and responsibilities of strata council members, please refer to:

www.housing.gov.bc.ca/pub/stratapdf/guide4.pdf

Executive Officers:

President

- Chairs Meetings and ensures accordance with Roberts Rules of Order to the best of their ability.
- Acts as the Liaison with the Agent regarding day-to-day strata related matters.
- If there is a tie vote at a council meeting and/or an Annual or Special General Meeting, the President may break the tie by casting a second, deciding vote.
- Acts as the first contact for the Agent in the event of an emergency.
- Acts as a signing authority on payables.

Vice-President

- In the event the President is absent or is unwilling or unable to act, the Vice-President shall assume the responsibilities of the President.
- If the President ceases to hold office, the Vice-President shall assume the responsibilities for the duration of the President's term.
- Acts as a signing authority on payables.

Secretary

- Records the minutes of all meetings, making sure that all motions are duly noted. In the event the Agent prepares the Minutes per the Agency Agreement, the Secretary shall review and approve the Draft for publication.
- Keeps all the records and/or correspondence of the Strata Corporation forwarded by the Agent in a safe place.
- Disposes of old documents only with the approval of the council.
- Acts as a signing authority on payables.

Treasurer

- Receives and reviews monthly bank statement and reconciliation pursuant to the requirements of the Real Estate Council of B.C.
- Receives and reviews copies of monthly invoices provided by the Agent.
- Reviews monthly Financial Statement.
- Reviews invoices where payable to an owner and/or to a contractor for services outside of a monthly maintenance contract.
- Assists the Agent in preparation of the Annual Budget for presenting to the owners.
- Manages Petty Cash.
- Acts as a signing authority on payables.

All council members make decisions in emergencies when necessary to ensure safety and prevent additional loss or damage.

Property Management Company under contract to the Strata Corporation:

- Records the minutes of all meetings, making sure that all motions are duly noted.
- Keeps all the records of the Strata Corporation in a safe place.
- Disposes of old documents in compliance with the regulations regarding document retention.
- Prepares and distributes written communication to owners upon direction of the Strata Council.
- Requests and approves quotes, approves contracts and requests legal advice under the direction of the Strata Council.
- Collects and records revenue and expenses of the Strata Corporation.
- Provides monthly financial reports to Council.
- Assists in facilitating the monthly council meetings.
- Prepares agendas for council meetings, Annual General Meetings and Special General Meetings.

Committees of the Council:

Landscaping Administrator

- Must be a member of council.
- Monitors Landscaping Contractor's compliance with the contract.
- Monitors snow removal with the chosen contractor.
- Attends meetings with the landscaping contractor, when necessary.
- Liaise with the landscape contractor on all landscaping related matters.
- Liaise with owners regarding special landscaping requests and/or landscaping maintenance concerns following their written request for the same.
- Provides owners with Assumption of Risk & Responsibility documentation and forwards to the management company once endorsed.
- Reports monthly to council.

Maintenance Administrator

- Must be a member of council.
- Informs the Agent regarding maintenance issues requiring a contractor's attention.
- Liaise with contractors when on site.
- Acts as the liaison between a contractor and owner when necessary.
- Performs minor maintenance tasks and/or repairs where necessary at the direction of council.

Social Committee

- Need not be a member of council.
- Group comprised of volunteer owners, one of which reports to council on a monthly basis advising of information to include in the minutes distributed to owners.

- Schedules and maintains a calendar of events to be held for owners to attend.
- Hosts social functions, which includes the facilitation and supervision of the set-up and clean-up of such events.

Block Watch Committee

- Need not be a member of council.
- Comprised of volunteer owners.
- Must complete Blockwatch Training and obtain certificate from RCMP.
- Attend community meetings.
- Records incidents and raises awareness to owners.
- Arranges information meetings with owners, when necessary.
- Reports to council monthly.

Amenity Building Committee

- Need not be a member of council.
- Liaison for owners wishing to book the amenity building.
- Responsible for obtaining a signed rental agreement for each rental.
- Responsible for collecting and holding the damage deposit for each rental.
- Conduct a post event examination of the amenity building to ensure it is properly cleaned and any damage identified for return of the damage deposit to the owner accordingly.
- Maintains a monthly report of rental income and forwards the same to council.

Workshop Committee

- Conduct regular inspections of the area and ensure tools are kept orderly and in good working order.

Volunteer Coordinator

- Act as a liaison for owners wishing to volunteer their time to assist on maintenance tasks around the common areas.
- Organizes work parties, when necessary.

NW 2969 – Park Place Estates

Amenity Building User Agreement

I, _____ owner of unit # ____ located at 13725 72A Avenue in Surrey ("Park Place Estates") agree to comply with the Rules and Regulations outlined below while using the Amenity Building. It is understood that failure to comply with these Rules and Regulations will result in a forfeit of the \$50 deposit.

RECREATION CENTER (Approved AGM October 2013).

1. Owners may not use the clubhouse without booking in advance with a council member.
2. A refundable \$50 damage deposit is required upon booking.
3. Owners may not do any cooking with gas or open flame equipment inside the clubhouse.
4. No commercial sized utensils may be used while cooking food on the clubhouse stove.
5. The kitchen, the stove and the fridge must be cleaned after the use of the clubhouse and all personal items removed from the clubhouse.
6. The clubhouse must be vacated by 10:30 p.m.
7. Loud music is not allowed.
8. Visitors must observe all visitor parking regulations.
9. Any violation of the above rules will result in forfeiture of the \$50 deposit for the clubhouse rental.
10. Any garbage must be removed from the clubhouse and disposed of on the strata lot of the owner responsible for the rental.

Dated this _____ day of _____, 20__

Signed: _____

Council Receipt of Deposit: _____
Name

Signature

Return of Deposit: _____
Date

Owner

Park Place Estates – NW 2969

2013 / 2014

Strata Council Executive Officers:

President	-	Dan Nayoski, Unit #114
Vice-President	-	Joe Hudon, Unit #121
Secretary	-	Sharon Gordon, Unit #202
Treasurer	-	Nancy Sgarbossa, Unit #221

Strata Council Administrators:

Landscaping and Snow Removal	-	Marie Ouellette, Unit #128
Maintenance Administrators	-	Fred Ellis, Unit #219
	-	Dan Nayoski, Unit #114
	-	Joe Hudon, Unit #121

Committee Members:

Social Committee	-	Marie Ouellette, Unit #128
Blockwatch Captain	-	Fred Ellis, Unit #219
Committee Members	-	Joe Hudon, Unit #121
	-	Pierre Roy, Unit #123
	-	Larry Povolo, Unit #119
	-	Marcella Thompson, Unit #229
	-	Dan Nayoski, Unit #114
	-	Dan Allen, Unit #207
	-	May Saunders, Unit #112
Amenity Building Committee	-	Sharon Gordon, Unit #202
	-	Beth Wieterman, Unit #214
Workshop Committee	-	Dan Nayoski, Unit #114
	-	Joe Hudon, Unit #121
Volunteer Committee Coordinator	-	Joe Hudon, Unit #121

**MINUTES OF THE STRATA COUNCIL MEETING
STRATA PLAN NW 2969 – PARK PLACE ESTATES
HELD ON MONDAY, MAY 5TH, 2014
AT 7:00 P.M. IN THE CLUBHOUSE
13725 – 72A AVENUE, SURREY, BC**

PRESENT:	Dan Nayoski	President	#114
	Joe Hudon	Vice-President	#121
	Nancy Sgarbossa	Treasurer	#221
	Sharon Gordon	Secretary	#202
	Fred Ellis		#219
	Marie Ouellette		#128
	Beth Wieterman		#214

AGENT: Leah Eastman, Fraser Campbell Property Management Ltd.

The meeting was called to order at 6:59 p.m.

MINUTES

It was moved, seconded and *carried* to approve the minutes of the April 17th, 2014 council meeting as circulated.

BUSINESS ARISING

1. **Maintenance Report**

Strata Lot Repairs:

- #101 - Mr. Hammer Handyman will complete repairs to the ceiling in the garage following repairs to the deck above.
- #201 - Mr. Hammer Handyman will commence repairs to the deck and pony wall when weather permits.
- #203 - Mr. Hammer Handyman will be requested to repair two downspouts at the unit when next on site. New unit numbers above the garage have been installed.
- #104 - Mr. Hammer Handyman will complete repairs to the ceiling in the garage following repairs to the deck above.
- #204 - Mr. Hammer Handyman will commence repairs to the deck and pony wall when weather permits.
- #105 - Mr. Hammer Handyman has been requested to complete drywall repairs to the ceiling in the garage following inspection of the deck above. A broken poly-B pipe to the hot water tank resulted in an emergency call-out by Westech

- Plumbing and Heating on May 4th. The report from the plumber is pending. A volunteer council member has temporarily fixed a piece of loose siding.
- #109 - The Restoration Shop will be requested to proceed with repairs to damaged areas following repairs to the deck and pony wall in the unit above.
 - #209 - Mr. Hammer Handyman will commence repairs to the deck and pony wall when weather permits.
 - #211 - Deficiencies to the patio drain have been noted. Mr. Hammer Handyman has been requested to submit a quote for the repairs.
 - #114 - The downspout at the rear of the unit requires repair. Mr. Hammer Handyman will be requested to address the issue when on site.
 - #214 - The downspout at the rear of the unit requires repair. Mr. Hammer Handyman will be requested to address the issue when on site.
 - #117 - Evidence of water ingress in the ceiling. Area of concern is being monitored.
 - #217 - Tiburon Construction will commence the scope of work to re-slope and pour new concrete at the front entry way when weather permits. Danne and Sons Plumbing has inspected the in-floor heating for a possible leak into the unit below. The area is being monitored closely.
 - #123 - Mr. Hammer Handyman will be replacing the patio French door and surrounding area in the rear of the unit due to wood rot from water ingress.
 - #124 - Mr. Hammer Handyman has been requested to proceed with the repairs to the ceiling in the garage. The agent has requested the owner provide occupancy status and contact information for access.
 - #225 - Mr. Hammer Handyman has commenced interior and exterior repairs to a window frame and surrounding area that has rotted. The contractor will be requested to attend to a soffit in the rear of the unit while on site.
 - #127 - Mr. Hammer Handyman will complete repairs to the ceiling in the garage following repairs to the deck above.
 - #227 - Mr. Hammer Handyman will commence repairs to the deck and pony wall when weather permits. While on site the contractor has been requested to inspect the garage ceiling where water ingress had previously occurred.

2. Block Watch Report

Council noted that some graffiti is present on a sign at the front entry. If the sign cannot be cleaned a new sign will be ordered immediately. Council also noted the increase in RCMP bike patrol with the weather improving.

During a public meeting held at The Grove, the RCMP discussed the programs currently in place and encouraged resident volunteers to attend and complete Blockwatch Accreditation to become members of the Blockwatch Team.

A new Blockwatch Information Bulletin is being circulated with these Minutes.

Please see the attached Notice regarding the Newton Community Police Station – National Police Week.

A reminder that the next Shredding Events are scheduled for May 24th, 2014 and June 14th, 2014 (please refer to the April 7th Minutes for more information).

In the interest of security for residents and the property, please ensure that you close the walk in gate behind you and refrain from using the car gate when walking into the complex.

If you witness suspicious behavior, please contact the Surrey RCMP non-emergency line (604-599-0502). IF YOU WITNESS ANY CRIME IN PROGRESS, PLEASE CALL 911.

3. **Social Club**

Join the Walking Club! The group meets at the Clubhouse and walks the complex and surrounding areas. Come out and meet your neighbours and get some fresh air and exercise every Thursday at 1:00 p.m.

Due to lack of participation, the Pot Luck Soup and Sandwich afternoon scheduled for April 26th, 2014 was cancelled.



On July 1st, 2014 the Social Committee invites you to join in the Canada Day International Pot Luck. Bring a dish that you enjoy and share some of your cultures with your fellow residents. The event will be held from 1:00 p.m. until 4:00 p.m.

4. **Ivy Removal**

The ivy removal project will commence with the drier weather approaching and volunteers are welcomed and encouraged to assist in the task.

5. **Security Lights**

Following discussion it was moved, seconded and *carried* to purchase six additional light fixtures at a cost of \$46.50 plus GST each for installation in various areas throughout the complex.

6. **Moss Removal**

A volunteer council member has completed the power washing of the North-West corner parking area. Additional cleaning and moss removal will be undertaken throughout the complex.

7. **Enterphone**

A new identification display panel is in the process of being modified and assembled by a volunteer council member and will be installed once complete. The display has been updated with new residents' information.

8. **Depreciation Report**

Levelton Consultants is in the process of preparing the Depreciation Report. The agent was requested to follow up with respect to the interior inspections and identify which units will be accessed and a date for the same.

9. **Roof Inspection**

BC Roof Inspections has quoted \$350 plus GST to attend for a visual inspection of one roofline. The matter has been deferred until the hot weather arrives to see if the roofline appears to "swell".

10. **Gas Meter Protection**

Tiburon Construction has installed the steel bollards in front of the two gas meter locations. Following discussion a motion was made, seconded and *carried* to paint the bollards white. Volunteer council members will be undertaking the task when weather permits. At the same time, the railings at the clubhouse will be painted.

11. **Hydro Rebates**

The agent advised that rebate cheques have been sent to the owners of the units that are supplying power to the security fixtures. The agent was requested to ensure rebates are sent earlier in the year for 2015.

12. **Council Roles and Responsibilities**

Council members were requested to prepare and submit a list of roles and responsibilities performed in the course of their duties in each council and/or committee position. The agent will use the lists to compile one list of duties for each position to eliminate duplicate roles, ensure coverage where necessary and streamline the communication process

13. **Hardship Rental Request**

Council reviewed a legal opinion obtained from Cleveland Doan subsequent to denying a request for an exemption to the Strata Corporation Bylaw regarding rentals for reasons of financial hardship. Following discussion, the council confirmed their position and the denial of the rental request was upheld.

14. **Visitor Parking**

The agent was requested to write letters to those owners who have been observed parking in the visitor parking areas in violation of the Strata Corporation Bylaws.

CORRESPONDENCE

Owners are invited to send written correspondence to the council via the council mailbox or send it via mail or facsimile to the Management Company. Correspondence received no later than the week prior to the scheduled meeting will be included in the council meeting agenda for review and/or discussion. **Please note that anonymous correspondence will not be reviewed.**

1. Council reviewed correspondence from an owner regarding deficiencies in drywall repairs previously undertaken. The letter advised that the owner intended to stop paying maintenance fees due to the lack of a satisfactory resolution. The agent has responded to the owner regarding unpaid maintenance fees advising of the provisions contained in the Strata Corporation Bylaws for collection of unpaid fees.
2. Correspondence was received from an owner regarding NSF fees. The agent has responded to the owner directly.
3. Council received correspondence from an owner requesting landscaping items be addressed as well as various maintenance concerns. The landscaping contractor has attended, Mr. Hammer Handyman will be requested to attend to the downspout repairs and the enterphone identification has been changed accordingly. In addition, the owner requested painting of the front entry door; however, council confirmed that this maintenance item has not been budgeted for this fiscal year.
4. Correspondence was received from an owner requesting repairs to a sagging soffit at the rear of the unit. A contractor has been requested to attend (see Maintenance Report, above).
5. Correspondence was received from an owner requesting to park their motorhome on the common area roadway while packing and unpacking for trips. The agent was requested to respond in writing outlining the provisions of the Strata Corporation Bylaws / Rules and Regulations regarding the same.
6. Council discussed correspondence from an owner objecting to fines levied for violations of the Strata Corporation Bylaws pertaining to pets. The agent will forward dates and times of the incidents recorded to the owner directly.
7. Council reviewed correspondence from an owner advising of a group un-supervised children playing on the common property. The owner also requested permission to install free standing lattice and a free standing gazebo on the patio.

FINANCIAL REPORTS

1. Financial Statement

The April 2014 financial statement was reviewed in detail following which, it was moved, seconded and *carried* to adopt the same.

Any owner wishing a copy of the strata corporation's financial statements should contact the agent during regular business hours of 9:00 a.m. to 4:30 p.m. Monday through Friday.

2. Bank Statement and Reconciliation

The strata council treasurer acknowledged receipt of the March 2014 bank statement and reconciliation pursuant to the requirements of the Real Estate Council of B.C.

3. Arrears

The agent updated council on the status of accounts for those owners in arrears. Council instructed the agent to initiate a lien on one unit and forward one file to the lawyer to commence collection proceedings.

NEW BUSINESS

1. **Laundry / Exterior Appearance**

Council noted that some owners have been hanging laundry to dry which is visible from the common areas. Residents are reminded of the following Strata Corporation Bylaw, which states:

Exterior Appearance and Alterations

3. No laundry, washing, clothing, bedding or other articles shall be hung or displayed from windows, balconies, or other parts of the building so that they are visible from the outside of the building.

2. **Fire Equipment Inspection**

The agent was requested to contact Executive Fire & Safety regarding correspondence received regarding the annual fire equipment testing.

3. **Pest Control**

Further to an owner's request, council discussed the presence of concrete ants on and around the common areas. A volunteer council member will contact the owner directly. The agent has obtained confirmation from Canadian Pest Control that exterior spraying is not an effective way to eliminate the problem and it was recommended that owners address the problem on an as-needed basis from the interior of their units by using products available at Home Depot or other hardware outlets.

4. **Clubhouse Security System**

A technician from ADT attended to replace the battery and power supply to the alarm system in the Clubhouse. The agent was requested to contact the contractor regarding the clock and timer.

5. **Roof Moss**

Council noted the presence of roof moss on various areas throughout the complex. The matter will be discussed further toward the Summer months.

6. **Round-Up Application**

Following discussion it was moved, seconded and *carried* to cancel the application of Round-Up by the landscaping contractors. Council will be working with the contractor to apply a vinegar and water solution in an attempt to mitigate weed growth on hard-scape areas without using chemicals.

7. **Landscaping**

Due to a scheduling conflict, the landscaping contractor has changed the date of weekly maintenance to Tuesday. Following discussion, council requested the agent follow up with the contractor to request a later day in the week as the lawns appear to be too long by the weekend when visitors are in the complex. In addition, the contractor will be

requested to trim the Clematis growing at units #103 and #131 and the tree branches at unit #104.

8. **Fire Lanes**

The agent was requested to obtain quotes for replacement of three "No Parking – Fire Lane" signs.

9. **Drainage**

The agent was requested to obtain a quote from Russell's Landscaping for the delivery of crushed limestone to the West side of the complex where drainage is an issue.

10. **City of Surrey – Garage Cleaning Challenge**

Please see the attached flyer from the City of Surrey regarding their "Give Your Car A Home And Win!" contest.

11. **Water Main Repair**

The sand pile has now settled outside of unit #128 where water main repairs have been undertaken. Volunteer council members will be replacing the pavers.

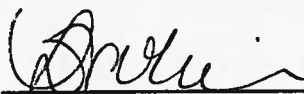
12. **Garage Unit Numbers**

Council will be obtaining options and pricing for the replacement of the unit numbers located above the garage doors for review at the next council meeting.

13. **Volunteers**

Volunteers are needed for assisting with various maintenance tasks throughout the complex. Any time that you can offer to assist council in maintaining the complex would be appreciated. Please place your name and contact information in the council mailbox or contact the agent directly if you can help out.

There being no further business, the meeting adjourned at 8:57 p.m. The next meeting for Strata Plan NW 2969 is scheduled for **Monday, June 2nd, 2014** at 7:00 p.m. in the Recreation Centre.



Leah Eastman
Fraser Campbell Property Management Ltd.
Suite #210 - 5500 152nd St.
Surrey, B.C. V3S 5J9
Phone: 604-585-3276 (24 Hour Emergency Number)
Fax: 604-585-3233

www.frasercampbell.com

Document request forms and pre-authorized payment forms are available for download.

Clients using Telus **Anonymous Call Blocking** feature must deactivate this service (*87) to receive return calls from Fraser Campbell Property Management after regular office hours.

MAY LONG WEEKEND

Residents are advised that Fraser Campbell Property Management Ltd. will be closed Monday, May 19th, 2014. Emergency service will be available throughout the three-day weekend.

As a matter of general information, please be advised that you should always retain at least the most current 24 months of strata council and general meeting minutes. In other words, do not dispose of your copy of minutes of strata council or general meetings unless they are at least two years old. While copies of the meeting minutes are retained on file at the management company, it is important that you, as an owner, retain your copies for future reference and/or in the event that you decide to sell your unit. Prospective purchasers commonly request copies of meeting minutes from the strata lot owner, and although the management company can provide these on your behalf, there is a charge to the strata lot owner for doing so.

EMERGENCIES

**In case of strata related emergencies, please call
Fraser Campbell Property Management Ltd. at 604-585-3276 (24 hours).**

RCMP



ROYAL CANADIAN MOUNTED POLICE

Newton Community Police Station

Celebrating National Police Week

Wednesday May 14

11:00 AM – 2:00 PM

Surrey RCMP

District 3 Office

7235 137th Street

Surrey, BC V3W 1A4

MEET THE NEW RCMP BIKE SQUAD

FOOD, FUN, & GIVE-AWAYS!

**LEARN ABOUT CRIME PREVENTION
& VOLUNTEER OPPORTUNITIES**

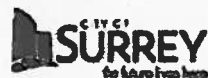
***Come out and meet your
Local RCMP and other
community partners!***

**Activities available for all
ages!**

- **Meet Safety Bear**
- **Explore a Police Cruiser**
- **Learn about RCMP
Services & Sections**
- **Distracted Driving and
Pedestrian Safety
Interactive Zone**
- **Block Watch/Crime Free
Multi Housing Info**



Royal Canadian Mounted Police Gendarmerie royale du Canada



City Of Surrey Contest
<http://www.surrey.ca/city-services/15090.aspx>

Give Your Car A Home And Win!

**Clean out your garage and start parking your car there.
You could win great prizes!**

Here's how:

**From April 17 – May 20th, clean out your garage so that your car
will fit inside**

Take a photo of the before and after

Upload photos to www.surrey.ca/cleanurgarage

**Weekly prize draws of \$50 Home Depot gift cards just for
entering!**

Grand Prize: \$2,000 shopping spree at Home Depot

2nd prize: \$1,500 shopping spree at Home Depot

3rd prize; \$500 gift card at Home Depot

Here are some resources to help with your clean up:

RECYCLING OPTIONS:

Cell Phones www.recyclemycell.ca
Pop cans, juice bottles, electronics www.return-it.ca
Paint, solvents, etc. www.productcare.org
Lead acid batteries www.rcbc.ca
Used oil www.usedoilrecycling.com
Small appliances www.electrorecycle.ca
Tires www.tsbc.ca

CHARITIES THAT WILL PICK-UP:

Canadian Diabetes Association www.diabetes.ca
Clothing, household items, small electronics
Big Brothers www.bigbrothersvancouver.com
Clothing, household items
Developmental Disabilities Association www.develop.bc.ca
Clothing, small appliances, books

OTHER RECYCLING OPTIONS:

BC SPCA Thrift Stores www.spca.bc.ca
Small electronics, clothing, furniture
Value Village Thrift Stores www.valuevillage.com
Small electronics, clothing, furniture
Surrey Hospice Society www.surreyhospice.com
Clothing, books, small appliances
Surrey Reuses www.surreyreuses.com
Sell, trade or give away items
City of Surrey large item pick-up 604-590-7289
4 times/year, mattresses, furniture. Restrictions apply.

Easy Garage Cleaning Tips:

Clear everything out

As you pick up each object, make an immediate decision as to whether to keep it or get rid of it

Place each article into one of four piles: Keep, Trash, Donate or Sell

Sort the Keep items into categories containing like objects. (i.e. all tools together, painting supplies together, sporting equipment in a separate group.)

Wipe down the walls, doors and window sills with a damp cloth to remove cobwebs, dust and dirt.

Sweep the floor to remove loose debris.

Wall pegboards are ideal for hanging small tools.

Use the ceiling for hanging bulky items, such as bikes, kayaks or camping equipment.

Store paint, household chemicals and other toxic substances in locked storage cabinets.

**MINUTES OF THE STRATA COUNCIL MEETING
STRATA PLAN NW 2969 – PARK PLACE ESTATES
HELD ON MONDAY, APRIL 7TH, 2014
AT 7:00 P.M. IN THE CLUBHOUSE
13725 – 72A AVENUE, SURREY, BC**

PRESENT:	Dan Nayoski	President	#114
	Joe Hudon	Vice-President	#121
	Nancy Sgarbossa	Treasurer	#221
	Sharon Gordon	Secretary	#202
	Fred Ellis		#219
	Marie Ouellette		#128
	Beth Wieterman		#214
GUEST:	An Owner (<i>Hearing Request</i>)		
AGENT:	Leah Eastman, Fraser Campbell Property Management Ltd.		

The meeting was called to order at 6:57 p.m.

MINUTES

It was moved, seconded and *carried* to approve the minutes of the March 3rd, 2014 council meeting as circulated.

GUEST HEARING

An owner requested a hearing before council to discuss the circumstances surrounding a request for an exemption to the rental restriction bylaw for reason of financial hardship. Approval to rent their unit was previously denied by council in accordance with the provision of the Strata Corporation Bylaws which permits only two rentals. The owner was thanked for his time and left the meeting at 7:12 p.m.

Following discussion a motion was made, seconded and unanimously *carried* to defer making a decision on the matter until such time as a legal opinion can be obtained. The agent will forward the council's decision to the owner in writing.

BUSINESS ARISING

1. **Maintenance Report**

Strata Lot Repairs:

#101 - Mr. Hammer Handyman will complete repairs to the ceiling in the garage following repairs to the deck above.

- #201 - Mr. Hammer Handyman will commence repairs to the deck and pony wall when weather permits.
- #104 - Mr. Hammer Handyman will complete repairs to the ceiling in the garage following repairs to the deck above.
- #204 - Mr. Hammer Handyman will commence repairs to the deck and pony wall when weather permits.
- #109 - The Restoration Shop will be requested to proceed with repairs to damaged areas following repairs to the deck and pony wall in the unit above.
- #209 - Mr. Hammer Handyman will commence repairs to the deck and pony wall when weather permits.
- #211 - Deficiencies to the patio drain have been noted. Mr. Hammer Handyman has been requested to submit a quote for the repairs.
- #117 - Evidence of water ingress in the ceiling.
- #217 - Tiburon Construction will commence the scope of work to re-slope and pour new concrete at the front entry way when weather permits. Danne and Sons Plumbing has inspected the in-floor heating for a possible leak into the unit below. The area is being monitored closely.
- #123 - Mr. Hammer Handyman has been requested to replace the patio French door and surrounding area in the rear of the unit due to wood rot from water ingress. The agent was requested to contact the contractor requesting a date that the work will commence.
- #124 - Mr. Hammer Handyman has been requested to proceed with the repairs to the ceiling in the garage.
- #225 - Mr. Hammer Handyman has been requested to proceed with interior and exterior repairs to a window frame and surrounding area that has rotted. The agent was requested to contact the contractor requesting a date that the work will commence.
- #127 - Mr. Hammer Handyman will complete repairs to the ceiling in the garage following repairs to the deck above.
- #227 - Mr. Hammer Handyman will commence repairs to the deck and pony wall when weather permits. While on site the contractor has been requested to inspect the garage ceiling where water ingress had previously occurred.

2. Block Watch Report

A new Blockwatch Information Bulletin will be distributed shortly and a new Blockwatch Map will be attached to the Minutes in May.

The next Shredding Events are scheduled for May 24th, 2014 and June 14th, 2014. Information is attached hereto.

In the interest of security for residents and the property, please ensure that you close the walk in gate behind you and refrain from using the car gate when walking into the complex.

If you witness suspicious behavior, please contact the Surrey RCMP non-emergency line (604-599-0502). IF YOU WITNESS ANY CRIME IN PROGRESS, PLEASE CALL 911.

3. **Social Club**

Join the Walking Club! The group meets at the Clubhouse and walks the complex and surrounding areas. Come out and meet your neighbours and get some fresh air and exercise every Thursday at 1:00 p.m.

On April 26th, 2014 from 1:00 p.m. – 3:00 p.m. the Social Committee will be hosting a Pot Luck Soup and Sandwich afternoon.

On July 1st, 2014 the Social Committee encourages you to join in the First International Pot Luck. Bring a dish that you enjoy and share some of your cultures with your fellow residents. The event will be held from 1:00 p.m. until 4:00 p.m.

4. **Ivy Removal**

The ivy removal project will commence in the Spring.

5. **Security Lights**

The council will be purchasing additional light fixtures and installing them in various areas throughout the complex.

6. **Moss Removal**

A volunteer council member is in the process of power washing the walkways and front entrance way. Following completion of these areas, additional moss removal will be undertaken throughout the complex.

7. **Enterphone**

A new identification display panel is in the process of being assembled by a volunteer council member.

8. **Depreciation Report**

Levelton Consultants is in the process of preparing the Depreciation Report. The field work will be completed this month.

9. **Visitor Parking Areas**

Owners who have not picked up their visitor parking passes can contact Marie Ouellette in Unit #128. Owners are respectfully reminded that enforcement procedures are being

implemented and fines are being levied to those owners who are not in compliance with the Rules.

10. **Roof Inspection**

The agent was requested to contact BC Roof Inspections to obtain an opinion regarding the roofline of one unit.

11. **Gas Meter Protection**

Tiburon Construction will be installing the steel bollards at two gas meter locations in the complex when weather permits.

12. **Hydro Rebates**

The agent was requested to forward rebate cheques to the owners of the units that are supplying power to the security fixtures.

13. **Ornamental Cherry Tree**

Russell's Landscaping has performed the root pruning and cleanup of two Cherry Trees that were potentially damaging. Grass has started growing in the re-seeded area and owners are requested to refrain from walking on the surface where the work was performed.

14. **Drywall Repairs**

Council discussed repairs to a unit where the owner is not satisfied with the work performed. The agent will forward council's decision to the owner in writing and was directed to send the correspondence via Registered Mail.

15. **Council Roles and Responsibilities**

Council members were requested to prepare and submit a list of roles and responsibilities performed in the course of their duties in each council and/or committee position. The agent will use the lists to compile one list of duties for each position to eliminate duplicate roles, ensure coverage where necessary and streamline the communication process

CORRESPONDENCE

Owners are invited to send written correspondence to the council via the council mailbox or send it via mail or facsimile to the Management Company. Correspondence received no later than the week prior to the scheduled meeting will be included in the council meeting agenda for review and/or discussion. **Please note that anonymous correspondence will not be reviewed.**

1. Council reviewed correspondence from an owner regarding the recently completed window cleaning, concerns with the roadway paving and advising that owners are parking in spaces other than those allocated to their unit. The agent will follow up accordingly.

2. Correspondence was received from an owner outlining various maintenance concerns. The agent has responded to the owner directly regarding some repair requests which are owner responsibility.
3. Correspondence was received from an owner regarding upcoming renovations and detailing the excessive noise emanating from a neighbouring unit. The agent will respond accordingly.
4. Council received correspondence from an owner regarding repairs to a neighbouring unit following a water escape incident that originated from their unit. The agent was requested to reply to the owner in writing. Owners are reminded that the cost of repairs for water damage may be assessed to an owner if damage originated from a source for which the owner is responsible to repair and maintain (i.e. in suite plumbing and appliances).

FINANCIAL REPORTS

1. Financial Statement

The March 2014 financial statement was reviewed in detail following which, it was moved, seconded and *carried* to adopt the same.

Any owner wishing a copy of the strata corporation's financial statements should contact the agent during regular business hours of 9:00 a.m. to 4:30 p.m. Monday through Friday.

2. Bank Statements and Reconciliations

The strata council treasurer acknowledged receipt of the February 2014 bank statement and reconciliation pursuant to the requirements of the Real Estate Council of B.C.

3. Arrears

The agent updated council on the status of accounts of those owners in arrears.

NEW BUSINESS

1. Water Main

Danne and Sons Plumbing attended on March 31st, 2014 for emergency repairs to a water main leak. Owners are thanked for their cooperation during the course of the repairs. Following discussion it was moved, seconded and *carried* to pay the invoice for repairs in the amount of \$952.84 and charge the expense to the Contingency Reserve Fund in accordance with Section 98(3) of the Strata Property Act regarding emergency expenditures.

2. Roadway Repairs

Council noted that the roadway pavement is beyond repair and the roadways will require re-paving in the near future. The council will be discussing options for financing such a project for presenting to the owners at the next Annual General Meeting.

3. **Gas Meter Replacement**

It has been noted that various gas meters are being replaced by Fortis BC. Individual owners are being contacted by Fortis directly to schedule appointments.

4. **Strata Related Business**



Owners are reminded that any strata related matters must be forwarded in writing to the management company via fax or mail, or deposited in the council mail box in the amenities building. **Complaints that are not in writing will not be addressed.**

There being no further business, the meeting adjourned at 9:15 p.m. The next meeting for Strata Plan NW 2969 is scheduled for **Monday, May 5th, 2014** at 7:00 p.m. in the Recreation Centre.

Leah Eastman
Fraser Campbell Property Management Ltd.
Suite #210 - 5500 152nd St.
Surrey, B.C. V3S 5J9
Phone: 604-585-3276 (24 Hour Emergency Number)
Fax: 604-585-3233

www.frasercampbell.com

Document request forms and pre-authorized payment forms are available for download.

*Clients using Telus **Anonymous Call Blocking** feature must deactivate this service (*87) to receive return calls from Fraser Campbell Property Management after regular office hours.*

EASTER WEEKEND

Residents are advised Fraser Campbell Property Management Ltd. will be closed Friday, April 18th, 2014 through Monday, April 21st, 2014 inclusive. Emergency service will be available throughout the four-day weekend.

As a matter of general information, please be advised that you should always retain at least the most current 24 months of strata council and general meeting minutes. In other words, do not dispose of your copy of minutes of strata council or general meetings unless they are at least two years old. While copies of the meeting minutes are retained on file at the management company, it is important that you, as an owner, retain your copies for future reference and/or in the event that you decide to sell your unit. Prospective purchasers commonly request copies of meeting minutes from the strata lot owner, and although the management company can provide these on your behalf, there is a charge to the strata lot owner for doing so.

EMERGENCIES

**In case of strata related emergencies, please call
Fraser Campbell Property Management Ltd. at 604-585-3276 (24 hours).**

RCMP



ROYAL CANADIAN MOUNTED POLICE

SHREDD-A-THON

EVENT-MAY 24th

Sat., May 24th, 2014 @ 10am to 2pm
10355 King George Blvd.
(Safeway parking lot)



Help the Surrey Food Bank
Surrey RCMP in partnership with
1-800-SHREDDING invite you to take
advantage of this **FREE** service.



SURREY
FOOD BANK

Bring your documents for safe, on-site
shredding and get some safety
information to help prevent Identity Theft.
(Small businesses welcome)



CITY OF
SURREY
the future lives here.

Donations of cash or non-perishable
food items will be gratefully accepted
for the **Surrey Food Bank**.

RCMP



ROYAL CANADIAN MOUNTED POLICE

SHREDD-A-THON

EVENT-JUNE 14th

Sat., June 14, 2014 @ 10am to 2pm
Hillcrest Village Mall
18710 Fraser Hwy., Cloverdale
(near the Save On Foods)



Help the Surrey Food Bank
Surrey RCMP in partnership with
1-800-SHREDDING invite you to take
advantage of this FREE service.



Bring your documents for safe, on-site
shredding and get some crime prevention
information to help prevent Identity Theft.
(Small businesses welcome)



Donations of cash or non-perishable
food items will be gratefully accepted
for the **Surrey Food Bank.**



Fraser Campbell Property Management Ltd.

DATE: March 3rd, 2014
MEMO TO: Residents
Park Place Estates
FROM: Leah Eastman
Fraser Campbell Property Management Ltd.
RE: Visitor Parking Passes

Visitor Parking Passes

Passes will be available for owners to pick up in the Clubhouse

**Wednesday, March 12th,
2014**

3:00 p.m. and 5:00 p.m.

**If you are unable to attend at this time,
alternate arrangements can be made with
Marie Ouellette in Unit #128.**

**MINUTES OF THE STRATA COUNCIL MEETING
STRATA PLAN NW 2969 – PARK PLACE ESTATES
HELD ON MONDAY, MARCH 3RD, 2014
AT 7:00 P.M. IN THE CLUBHOUSE
13725 – 72A AVENUE, SURREY, BC**

PRESENT:	Dan Nayoski	President	#114
	Joe Hudon	Vice-President	#121
	Nancy Sgarbossa	Treasurer	#221
	Sharon Gordon	Secretary	#202
	Fred Ellis		#219
	Marie Ouellette		#128
	Beth Wieterman		#214

AGENT: Leah Eastman, Fraser Campbell Property Management Ltd.

The meeting was called to order at 7:00 p.m.

MINUTES

It was noted that the date on the January minutes was incorrect and should read January 13th, 2014. It was moved, seconded and *carried* to approve the minutes as amended.

BUSINESS ARISING

1. **Maintenance Report**

Strata Lot Repairs:

- #101 - The Restoration Shop has completed remedial repairs where a water escape incident resulted in damage to interior walls. Mr. Hammer Handyman will complete repairs to the ceiling in the garage following repairs to the deck above.
- #201 - Mr. Hammer Handyman will commence repairs to the deck and pony wall when weather permits.
- #104 - Mr. Hammer Handyman will complete repairs to the ceiling in the garage following repairs to the deck above.
- #204 - Mr. Hammer Handyman will commence repairs to the deck and pony wall when weather permits.
- #109 - The Restoration Shop will be requested to proceed with repairs to damaged areas following repairs to the deck and pony wall in the unit above.
- #209 - Mr. Hammer Handyman will commence repairs to the deck and pony wall when weather permits.

- #211 - Deficiencies to the patio drain have been noted. Mr. Hammer Handyman has been requested to submit a quote for the repairs. The agent has been requested to contact the owner of the unit below to request information on possible ingress.
- #113 - Danne and Sons Plumbing was dispatched on January 25th, 2014 for reports of a leak. The cold water supply line to the unit's plumbing fixture was replaced and the repairs have been charged back to the owner in accordance with the Strata Property Act.
- #217 - Tiburon Construction will commence the scope of work to re-slope and pour new concrete at the front entry way when weather permits.
- #123 - Mr. Hammer Handyman has submitted a quote in the amount of \$1,599.00 plus tax to replace the patio French door and surrounding area in the rear of the unit due to wood rot from water ingress. Following discussion it was moved, seconded and **carried** to proceed with the scope of work contained in the quote.
- #124 - Mr. Hammer Handyman has been requested to proceed with the repairs to the ceiling in the garage.
- #225 - Mr. Hammer Handyman submitted a quote in the amount of \$1,647.10 plus GST for interior and exterior repairs to a window frame and surrounding area that has rotted. It was moved, seconded and **carried** to proceed with the repair.
- #127 - Mr. Hammer Handyman will complete repairs to the ceiling in the garage following repairs to the deck above.
- #227 - Mr. Hammer Handyman will commence repairs to the deck and pony wall when weather permits. While on site the contractor has been requested to inspect the garage ceiling where water ingress had previously occurred.

General Maintenance Items:

Vinyl Siding and Window Cleaning – Bumble Bee Cleaning has completed the cleaning of the vinyl siding and windows. The contractor will be requested to return to remedy deficiencies noted at three units.

Exterior Dryer Vent Cleaning – Michael A. Smith Duct Cleaning Ltd. has completed the cleaning of the exterior dryer vents. Following discussion it was moved, seconded and unanimously **carried** to process the invoice for payment in the amount of \$1,200 plus GST.

2. **Block Watch Report**

The Blockwatch Captain advised that the Police Station Office front door will remain open until 10:00 p.m. Monday through Friday. An increase in police and general patrol presence in the area has been noted. Five additional community officers have been added to the local office and bike patrols will be added when weather improves.

A further Concerned Citizens Meeting will be scheduled in the near future but no date has been set.

Due to the move of the City Hall Building, a new Blockwatch Information Bulletin will not be distributed until mid-March.

The next Shredding Event is tentatively scheduled for June 21st, 2014. More information regarding this will be forwarded as it is obtained.

If you witness suspicious behavior, please contact the Surrey RCMP non-emergency line (604-599-0502). IF YOU WITNESS ANY CRIME IN PROGRESS, PLEASE CALL 911.

3. **Social Club**

The social committee met on January 25th, 2014 to discuss future events and set an agenda for the 2014 year. The events include:

On February 16th, 2014 a Coffee, Tea and Dessert was hosted in the Clubhouse. Regretfully the event was not well attended due to the inclement weather and the Social Club will discuss holding the event again in the future.

Join the Walking Club! The group meets at the Clubhouse and walks the complex and surrounding areas. Come out and meet your neighbours and get some fresh air and exercise every Thursday at 1:00 p.m.

On April 26th, 2014 from 1:00 p.m. – 3:00 p.m. the Social Committee will be hosting a Pot Luck Soup and Sandwich afternoon.

On July 1st, 2014 the Social Committee encourages you to join in the First International Pot Luck. Bring a dish that you enjoy and share some of your cultures with your fellow residents. The event will be held from 1:00 p.m. until 4:00 p.m.

4. **Ivy Removal**

The ivy removal project will commence in the Spring.

5. **Security Lights**

The lights on the entry posts have been repaired. A quote in the amount of \$916 plus GST was obtained from Audax Electric for the installation of two motion sensor lights on the south-west side of the complex to increase security. Following discussion the council agreed to pursue other options for additional lights to be installed in various areas throughout the complex.

6. **Moss Removal**

A volunteer council member is in the process of power washing the walkways and front entrance way. Following completion of these areas, additional moss removal will be undertaken throughout the complex. Council extends their gratitude to Dean G. for his help with the project to date.

7. **Enterphone**

A new identification display is being assembled and will be installed once completed.

8. **Depreciation Report**

Levelton Consultants is in the process of preparing the Depreciation Report.

9. **Visitor Parking Areas**

Please note that the Visitor Parking Pass Rule is now in effect. A further date for pickup of passes has been scheduled for **Wednesday, March 12th, 2014** between 3:00 p.m. and 5:00 p.m. in the Clubhouse.

Owners who are unable to pick up their passes at this time can contact Marie Ouellette in Unit #128.

10. **Roof Inspection**

The agent was requested to contact Chilliwack Roofing to follow up on a request to inspect an area of concern.

11. **Gas Meter Protection**

Tiburon Construction submitted a quote in the amount of \$1,500 plus GST to supply and install six steel bollards to protect two gas meters. Three bollards will be installed in each of the two locations. Following discussion it was moved, seconded and **carried** to proceed with the work.

12. **Ornamental Cherry Tree**

Council reviewed a quote from Russell's Landscaping in the amount of \$775 plus GST for root pruning and cleanup of two Cherry Trees that are potentially damaging. It was moved, seconded and **carried** to proceed with the same.

13. **Workshop Leak**

The leak in the workshop has been patched and a temporary repair has been made. The area has continued to drip and will be monitored closely until a permanent repair can be undertaken.

14. **Snow Removal**

A discussion ensued regarding the snow removal services performed by Russell's Landscaping. The contractor has amended their invoice to reflect a discount for services rendered. It was moved, seconded and **carried** to proceed with payment of the invoice (6 in favour, 1 opposed). Council will consider alternate snow removal options for next Winter and the agent has forwarded salt delivery information to council for their consideration.

CORRESPONDENCE

Owners are invited to send written correspondence to the council via the council mailbox or send it via mail or facsimile to the Management Company. Correspondence received no later than the week prior to the scheduled meeting will be included in the council meeting agenda for review and/or discussion. **Please note that anonymous correspondence will not be reviewed.**

1. Council reviewed correspondence from an owner advising that water damage was still evident in the garage from a previous as well as an ongoing water ingress issue. Please refer to Maintenance Report above.
2. Council previously reviewed correspondence from an owner who requested special consideration and permission to park in the visitor parking areas until such time as their unit is sold. The owner's request was subsequently denied and the agent provided a copy of the letter to council. In addition the owner denied responsibility for repairs to a neighbouring unit following a water escape incident from the boiler in their unit. Owners are reminded that repair and maintenance of in-suite plumbing, heating and fixtures is owner responsibility and to ensure that their home owners insurance policy contains liability insurance to cover repair costs in the event that damage is sustained to neighbouring units.
3. Council discussed correspondence received from an owner concerned with security while walking their pets outside the complex. The agent will respond to the owner in writing.
4. Correspondence from an owner requesting an area be power washed was reviewed by council. The agent has responded accordingly.
5. Council reviewed correspondence from an owner outlining various concerns regarding parking, security, maintenance and renovation requests. The agent has followed up accordingly.
6. Correspondence from an owner regarding the in-suite fire re-inspection fee was discussed. The agent was requested to follow up with the contractor.
7. The letter previously sent to the neighbouring complex regarding the unauthorized excessive pruning of trees on Park Place property has been forwarded to the City of Surrey Engineering Department.

FINANCIAL REPORTS

1. Financial Statements

The January and February 2014 financial statements were reviewed in detail following which, it was moved, seconded and *carried* to adopt the same.

Any owner wishing a copy of the strata corporation's financial statements should contact the agent during regular business hours of 9:00 a.m. to 4:30 p.m. Monday through Friday.

2. **Bank Statements and Reconciliations**

The strata council treasurer acknowledged receipt of the December 2013 and January 2014 bank statements and reconciliations pursuant to the requirements of the Real Estate Council of B.C.

3. **Arrears**

The agent updated council on the status of accounts of those owners in arrears.

4. **Contingency Reserve Fund Loan**

In accordance with Section 95 of the Strata Property Act regarding loans from the Contingency Reserve Fund to the Operating Fund, owners are advised that the amount of \$5,000 has been borrowed from the Contingency Reserve Fund to pay the annual insurance premium. This amount will be returned to the Contingency Reserve Fund over the course of the fiscal year.

NEW BUSINESS

1. **Bylaw Review - Pets**

Discussion ensued regarding enforcement of the Strata Corporation Bylaws regarding pets. Owners are respectfully reminded to observe the following Strata Corporation Bylaw, which states:

Pets/Animals

1. No loose or unleashed pets will be permitted at any time on the common property of the strata corporation.

...

7. **An owner of a pet shall not permit the pet to defecate on the common property, and if any pet does defecate on the common property the owner shall immediately and completely removal all of the pet waste and dispose of it in a waste container or by some other sanitary means.**

Owners are expected to make every effort to ensure compliance with the foregoing.

2. **Welcome**

Council welcomes the following new residents/owners to Park Place Estates:

Jessie and John Csirkes, Unit #201
Kuldip Ardawa, Unit #203

3. **Drywall Repairs**

Following a request by an owner to have a contractor attend to address "deficiencies" in the work performed, the council has obtained a statement from the contractor that the work identified as unacceptable to the owner is not work that was paid for by the Strata Corporation. The owner will be advised that any issues she has with the contractor will not be addressed.

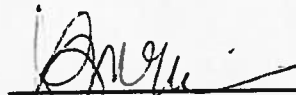
4. **Clubhouse Cork Boards**

A council member made the suggestion to purchase new cork boards for the Clubhouse for use on the easels. It was moved, seconded and *carried* to approve the purchase. Subsequent to the meeting the boards were purchased for a total of \$22.38.

5. **Council Roles and Responsibilities**

Council members were requested to prepare and submit a list of roles and responsibilities performed in the course of their duties in each council and/or committee position. The agent will use the lists to compile one list of duties for each position to eliminate duplicate roles, ensure coverage where necessary and streamline the communication process

There being no further business, the meeting adjourned at 9:00 p.m. The next meeting for Strata Plan NW 2969 is scheduled for **Monday, April 7th, 2014** at 7:00 p.m. in the Recreation Centre.



Leah Eastman
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EMERGENCIES

**In case of strata related emergencies, please call
Fraser Campbell Property Management Ltd. at 604-585-3276 (24 hours).**

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Second main paragraph of text, continuing the narrative or discussion.

Third main paragraph of text, providing further details or context.

Fourth main paragraph of text, possibly a transition or a new point.

Fifth main paragraph of text, continuing the flow of the document.

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**MINUTES OF THE STRATA COUNCIL MEETING
STRATA PLAN NW 2969 – PARK PLACE ESTATES
HELD ON MONDAY, JANUARY 14TH, 2014
AT 7:00 P.M. IN THE CLUBHOUSE
13725 – 72A AVENUE, SURREY, BC**

PRESENT:	Dan Nayoski	President	#114
	Joe Hudon	Vice-President	#121
	Nancy Sgarbossa	Treasurer	#221
	Fred Ellis		#219
	Marie Ouellette		#128
	Beth Wieterman		#214
ABSENT:	Sharon Gordon	Secretary	#202
AGENT:	Leah Eastman, Fraser Campbell Property Management Ltd.		

The meeting was called to order at 7:00 p.m.

MINUTES

It was moved, seconded and *carried* to approve the minutes of the December 2nd, 2013 council meeting as circulated.

BUSINESS ARISING

1. **Maintenance Report**

Strata Lot Repairs:

- #101 - The Restoration Shop has been requested to commence remedial repairs where a water escape incident resulted in damage to interior walls. Mr. Hammer Handyman has submitted a quote for repairs to the ceiling in the garage where the deck from the unit above requires repairs in the amount of \$904.88 plus GST. It was moved, seconded and *carried* to proceed with the ceiling repair following repairs to the deck above.
- #201 - Mr. Hammer Handyman has submitted a quote for repairs to the deck and suspected wood rot in the pony wall in the amount of \$2,378.50 plus GST. It was moved, seconded and *carried* to proceed with the repair.
- #104 - Mr. Hammer Handyman has submitted a quote for repairs to the ceiling in the garage where the deck from the unit above requires repairs in the amount of \$904.88 plus GST. It was moved, seconded and *carried* to proceed with the repair following repairs to the deck above.
- #204 - Mr. Hammer Handyman has submitted a quote for repairs to the deck and suspected wood rot in the pony wall in the amount of \$2,378.50 plus GST. It was moved, seconded and *carried* to proceed with the repair.

- #109 - The Restoration Shop will be requested to proceed with repairs to damaged areas following repairs to the deck and pony wall in the unit above.
- #209 - Mr. Hammer Handyman has submitted a quote for repairs to the deck and suspected wood rot in the pony wall in the amount of \$2,378.50 plus GST. It was moved, seconded and *carried* to proceed with the repair.
- #211 - Deficiencies to the patio drain have been noted. Mr. Hammer Handyman will be requested to submit a quote for the repairs. The agent has been requested to contact the owner of the unit below to request information on possible ingress.
- #217 - Tiburon Construction has submitted a quote for re-sloping and pouring new concrete at the front entry in the amount of \$\$2,320.00 plus GST to prevent water ingress from occurring during heavy rain fall. Following discussion it was moved, seconded and *carried* to proceed with the scope of work contained in the quote.
- #123 - Mr. Hammer Handyman has been requested to inspect and report on findings for a possible post that needs replacing at the french doors in the rear of the unit and to complete the painting of the surrounding trim following repairs.
- #124 - Mr. Hammer Handyman has submitted a quote for repairs to the ceiling in the garage where the deck from the unit above requires repairs in the amount of \$904.88 plus GST. It was moved, seconded and *carried* to proceed with the repair.
- #127 - Mr. Hammer Handyman has submitted a quote for repairs to the ceiling in the garage where the deck from the unit above requires repairs in the amount of \$904.88 plus GST. It was moved, seconded and *carried* to proceed with the repair following repairs to the deck above.
- #227 - Mr. Hammer Handyman has submitted a quote for repairs to the deck and suspected wood rot in the pony wall in the amount of \$2,378.50 plus GST. It was moved, seconded and *carried* to proceed with the repair.

General Maintenance Items:

Gutter Cleaning – A list of gutters which require immediate attention is being compiled. While on site, the contractor from Bumble Bee Cleaning will be requested to inspect the gutter at unit #217. Please forward your request in writing to the management company via the council mailbox should you have a gutter issue to report.

Vinyl Siding and Window Cleaning – The agent has scheduled the work in accordance with recommendations from Bumble Bee Cleaning. The work will commence on February 3rd, 2014 and take approximately 5 days to complete. All screens on the inaccessible windows being cleaned will need to be removed prior to February 3rd, 2014.

Exterior Dryer Vent Cleaning – Council reviewed a quote from Michael A. Smith Duct Cleaning Ltd. for the cleaning of all 60 dryer ducts from the outside in the amount of \$1,200 plus tax. It was moved, seconded and *carried* to proceed with the annual cleaning. Access to units will not be required. A sign-up sheet for those owners wishing additional services for cleaning of interior ducts will be posted shortly. Costs associated with any additional services will be owner responsibility.

2. **Block Watch Report**

The block watch team provided information regarding the Concerned Citizens Meeting held on Monday, January 6th, 2014. Information is being circulated to all owners regarding Community Safety Reporting. A secondary Community Awareness Meeting is scheduled for February 15th, 2014 at the Community Recreation Centre behind the Arena. The meeting is open to the public and the block watch team urges all owners to attend.

The council noted the increase in presence of officers on patrol in the area either on foot and/or on bike. Owners with community safety questions and concerns are encouraged to contact the City of Surrey Community Safety Coordinator.

If you witness suspicious behavior, please contact the Surrey RCMP non-emergency line (604-599-0502). IF YOU WITNESS ANY CRIME IN PROGRESS, PLEASE CALL 911.

A new Block Watch Map is being circulated to owners.

3. **Social Club**

Thank you to all who participated in the pot luck dinner held on December 15th, 2013. A good time was had by all those in attendance and pictures of the event have been posted in the Clubhouse. Any owner wishing a copy of pictures can contact Joe Hudon.

The social committee will be meeting on January 25th, 2014 at 2:00 p.m. to discuss future events and set an agenda for the 2014 year. New members and ideas are always welcome.

4. **Ivy Removal**

The ivy removal project will commence in the Spring.

5. **Security Lights**

Two council members will be looking into the requirements to get the lights on the entry posts functioning when weather permits. Council noted that the security lights at unit #111/211 and #123 require further repairs. Discussion ensued regarding the replacement of the 70W high pressure sodium bulbs with compact fluorescents. More information will be obtained regarding the exchange. The agent was requested to obtain a quote from an electrician for the installation of a motion-sensor light along-side of unit #128/228.

6. **Moss Removal**

A volunteer council member will commence power washing for removal of moss from the common areas shortly. Priority will be given to the walkways and front entrance way.

7. **Enterphone**

Viscount Sales and Service completed the installation of a new entry panel metal box. The agent was requested to contact the contractor regarding possible connection issues after reports of "wrong numbers" were received. A new identification display is being assembled and will be installed once completed.

8. **Depreciation Report**

Levelton Consultants is in the process of preparing the Depreciation Report.

9. **Visitor Parking Areas**

Council discussed various options for a cost-effective visitor parking pass. Following discussion it was moved, seconded and *carried* to produce paper passes and have them laminated to keep the costs down. Passes will be distributed to owners by the end of the month. A notice with times for pick-up of the passes will be posted shortly.

In an effort to enforce the Strata Corporation Visitor Parking Bylaw, the visitor parking areas have been monitored and letters have been sent to those residents in violation. The agent was directed to assess fines to those owners repeatedly in violation despite being requested to comply with the Bylaw.

Residents are reminded that vehicles parked in the allocated visitor parking stalls between the hours of 9:00 a.m. and 9:00 p.m. may be towed without further notice.

10. **Roof Inspection**

Chilliwack Roofing will be on site to inspect a possible deficiency.

11. **Gas Meter Protection**

Council reviewed a quote from Lock-Block Ltd. in the amount of \$305 plus tax for the delivery of a utility grade barrier to be placed in front of the gas meters located on the west side of the complex. The agent was requested to obtain a quote for steel posts to be installed into the concrete. Further discussion has been tabled until the February council meeting.

12. **Discharge of Rusty Water**

Following a report of rusty water being discharged onto a patio, the council has inspected the area and failed to find a source for the same. A volunteer council member will power wash the area and the situation will be monitored for future incidents.

CORRESPONDENCE

Owners are invited to send written correspondence to the council via the council mailbox or send it via mail or facsimile to the Management Company. Correspondence received no later than the week prior to the scheduled meeting will be included in the council meeting agenda for review and/or discussion. **Please note that anonymous correspondence will not be reviewed.**

1. Council reviewed correspondence from an owner advising of the overflowing gutters at their unit. The unit has been placed on the list of units requiring immediate attention.
2. Correspondence was received from an owner suggesting options for the visitor parking passes and advising of an area missed during the recently completed painting and trim repair project. Council thanks the owner for their input regarding the parking passes and notes that the contractor has been requested to attend to the painting when weather

permits and repairs to the area have been completed (please refer to Maintenance Report, above).

3. Council reviewed correspondence from an owner advising that the balcony door handle had malfunctioned. The agent forwarded a response to the owner directly. Owners are reminded that the hardware on entry doors is owner responsibility to repair and maintain.

FINANCIAL REPORTS

1. Financial Statements

The November and December 2013 financial statements were reviewed in detail following which, it was moved, seconded and *carried* to adopt the same.

Any owner wishing a copy of the strata corporation's financial statements should contact the agent during regular business hours of 9:00 a.m. to 4:30 p.m. Monday through Friday.

2. Bank Statement and Reconciliation

The strata council treasurer acknowledged receipt of the November bank statement and reconciliation pursuant to the requirements of the Real Estate Council of B.C.

3. Arrears

The agent updated council on the status of accounts of those owners in arrears and was directed by council to follow up with the owners in writing.

NEW BUSINESS

1. Strata Corporation Insurance Renewal

The Strata Corporation insurance policy has been renewed with CMW Insurance Services Ltd. The total premium paid was \$30,715 for the period of December 31st, 2013 to December 31st, 2014.

The deductibles are as follows:

All Risk	\$2,500.00
Sewer Backup	\$10,000.00
Water Damage	\$10,000.00
Flood	\$10,000.00
Residential Glass Breakage	\$50.00 (Fairway Glass Retainer)
Lock and Key	\$250.00
Earthquake	15% (minimum deductible \$250,000)

Owners are advised to ensure that they have adequate "betterment insurance" for any upgrades they have made to their units, contents insurance and liability insurance.

2. Property Damage – ICBC Release

The agent provided council with a copy of a Release from the Insurance Corporation of BC for property damage caused by a vehicle in May of 2012.

3. **Snow Removal**

Discussion ensued regarding complaints received from various owners regarding the snow removal service that was undertaken by Russell's Landscaping. The agent was requested to send the contractor a letter outlining their concerns and expectations should future services be required. Sincere gratitude was extended to Joe Hudon for assisting in the snow removal in various areas.

4. **Malicious Acts**

Council advised of numerous bulletins that have been defaced and anonymous letters that have been left in the Clubhouse. Council is confident that they know who is responsible for these malicious acts and will be monitoring the situation closely. Any such correspondence will be removed and disposed of immediately. Owners are advised that the cost of reproducing signage and/or bulletins that have been defaced is a cost to the strata corporation and any owner witnessing such behavior is encouraged to contact the management office immediately.

5. **Shed Foundation Repairs**

Mr. Hammer Handyman has submitted a quote for repairs to rotted and/or sinking storage foundations in the amount of \$1,296.23 per foundation. The quote will be kept on file for consideration following repairs to prioritized areas in the complex. A survey of foundations requiring repairs is being compiled by volunteer council members for future reference.

6. **Clubhouse – No Smoking**

Residents are reminded that there is **NO SMOKING** allowed in the clubhouse. Due to the increased risk of fire and the potential insurance claim that may result, owners are requested to report any violations of this nature to the management company immediately so that they may be addressed accordingly.

7. **Ornamental Cherry Tree**

It was noted that the roots of an ornamental Cherry tree in the south-west side of the complex appear to be potentially damaging. The agent was requested to contact an arborist to inspect and report on the matter.

8. **Excessive Pruning of Trees**

The agent was requested to copy the City of Surry on a letter that was previously sent to the management company for the Avondale Cooperative regarding the trees on Park Place Estates property that were excessively pruned without approval from the strata corporation.

9. **Clubhouse Door**

Repairs have been undertaken to the Clubhouse Door. Please refrain from using the door stopper to keep the door open when the room is unoccupied.

10. **Workshop**

A leak under the workshop has been reported. Volunteer council members will attend to the matter accordingly.

11. **New Owners**

The agent was requested to include a welcome to new owners in the Minutes, when applicable, as had been past practice.

12. **Dog Feces**

The agent was requested to send letters to those owners who have been witnessed permitting their pets to defecate on the common property. Residents are reminded of the following Strata Corporation Bylaw, which states:

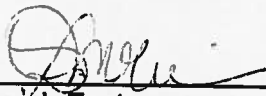
Pets/Animals

7. An owner of a pet shall not permit the pet to defecate on the common property, and if any pet does defecate on the common property the owner shall immediately and completely removal all of the pet waste and dispose of it in a waste container or by some other sanitary means.

13. **Asphalt Repairs**

Various areas in the complex have been addressed as a temporary measure until the warmer Spring months when repairs to the asphalt can be undertaken.

There being no further business, the meeting adjourned at 9:40 p.m. The next meeting for Strata Plan NW 2969 is scheduled for **Monday, February 3rd, 2014** at 7:00 p.m. in the Recreation Centre.



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As a matter of general information, please be advised that you should always retain at least the most current 24 months of strata council and general meeting minutes. In other words, do not dispose of your copy of minutes of strata council or general meetings unless they are at least two years old. While copies of the meeting minutes are retained on file at the management company, it is important that you, as an owner, retain your copies for future reference and/or in the event that you decide to sell your unit. Prospective purchasers commonly request copies of meeting minutes from the strata lot owner, and although the management company can provide these on your behalf, there is a charge to the strata lot owner for doing so.

EMERGENCIES

**In case of strata related emergencies, please call
Fraser Campbell Property Management Ltd. at 604-585-3276 (24 hours).**