


COUNCIL MEETING MINUTES **TUESDAY, SEPTEMBER 13, 2016**
LINGO - EPS 1569



LOCATION

5577-153A ST - Unit #205
Surrey BC, V3S 5K7

STRATA COUNCIL
2015/2016

PRESIDENT
Cynthia Hackett

VICE-PRESIDENT
Aaron Tully

TREASURER/MOVE IN & OUT
Pamela Isabella Parent

PARKING
Doug Harding

AT LARGE
Kevin Folden

PROPERTY MANAGER
Miguel Vivanco
Direct Phone:(604) 248-1012
Fax: (604) 821-1822

ALL ACCOUNTING INQUIRIES
604-248-3002

REMAX PROPERTY
MANAGEMENT SERVICES
4311 Viking Way, Suite 270,
Richmond, BC, V6V 2K9
(604) 821-2999

IMPORTANT INFORMATION Please have this translated	重要資料 請找人為你翻譯
RENSEIGNEMENTS IMPORTANTS Prière de les faire traduire	こればたいせつなお知らせです。どなたかに日本語に訳してもらってください。
INFORMACIÓN IMPORTANTE Busque alguien que le traduzca	알려드립니다 이것을 번역해 주십시오
CHỈ DẪN QUAN TRỌNG Xin nhờ người dịch hộ	प्रधान सूचनाएं बिना कहे बिसे बेसे तिस एा हुसैबा कहराई

ATTENDANCE:
Cynthia Hackett
Doug Harding
Pamela Isabella Parent

REGRETS:
Aaron Tully
Kevin Folden

Miguel Vivanco, RE/MAX Property Manager

(1) CALL TO ORDER

The President called the meeting to order at 7:30 p.m. A quorum was established.

Council Resignations: Council would like to thank both Wenceslas Mbome and Jeffrey Lawrence for their time on Council. Both members provided their resignations to Council prior to the meeting.

(2) APPROVAL OF PREVIOUS MINUTES

Council reviewed the minutes of March 31, 2016. There being no errors or omissions noted, it was **MOVED** and **SECONDED** to approve the minutes as prepared and distributed. **CARRIED**

(3) FINANCIAL REPORT

3.1 FINANCIAL STATEMENTS

Council reviewed the financial statements for the period ending March, April, May, June and July 2016. It was **MOVED** and **SECONDED** to approve the financials as prepared and distributed. **CARRIED**

3.2 ACCOUNTS RECEIVABLE

The Property Manager advised that there are 9 accounts which remain in arrears totalling \$3,627.21. The collections process with the lawyers has begun against one unit in significant arrears.

Owners are reminded strata fees are due and payable on the first day of each and every month, and the Strata Corporation is solely dependent upon prompt receipt of all strata fees to finance its day-to-day activities and assessment payments to finance special projects. **ANY MONEY OWING AFTER THE DUE DATE MAY BE ASSESSED A LATE PAYMENT PENALTY IN ACCORDANCE**

WITH THE STRATA CORPORATION'S BYLAWS.

(4) BUSINESS ARISING FROM PREVIOUS MINUTES

4.1 INSURANCE FINANCING

The Strata Corporation insurance policy with CMW Insurance Services has been renewed effective February 1, 2016. The cost of the renewal was \$11,059. The Summary of Coverages is posted on the EPS 1569 website Owners are encouraged to review and ensure that their personal home insurance is covered with the same deductibles as the Strata Corporation Policy. Due to the amount in the CRF the Strata Corporation will be financing the insurance coverage.

4.2 HVAC CONTRACT – BLUE MOON PLUMBING

Service calls were made to Blue Moon Plumbing in order to attend to necessary repairs to the MUA unit and CO2 sensors.

4.3 ALARM MONITORING CONTRACT

There was a revision with the Fire Pro Radium Alarm System which has resulted in a switch over of alarm monitoring from Active Fire to Fire Pro.

4.4 EPS 1569 WEBSITE

Council member Pamela Isabella Parent has volunteered to assist in the website bookings for move ins and outs.

4.5 PARKING ALLOCATION & STORAGE ROOM

Council voted unanimously to proceed with booking a Special General Meeting in order to reallocate the 3 affected stalls. Once the meeting has been booked, a Notice of Call (Agenda) will be distributed to all owners.

(5) CORRESPONDENCE

Council discussed correspondence received from Owners, and where deemed necessary, the Property Manager was directed to correspond with the various authors. Others will have their concerns addressed in the minutes, or be contacted by letter.

- **Estate Letter:** Council reviewed a letter dated May 21st, 2016 in regards to arrears owing in the estate of a unit Owner. It was agreed to have a letter from Hammerberg Lawyers LLP to commence the collections process.
- **Request for Fob:** Owners are requested to visit the website to obtain a FOB.
- **Noise Complaint:** Council reviewed an email from an Owner in regards to a longstanding noise issues from the unit above. The Property Manager will contact the owner if he wished to have a “Voluntary Dispute Resolution” with the other party as per the EPS 1569 Bylaws.

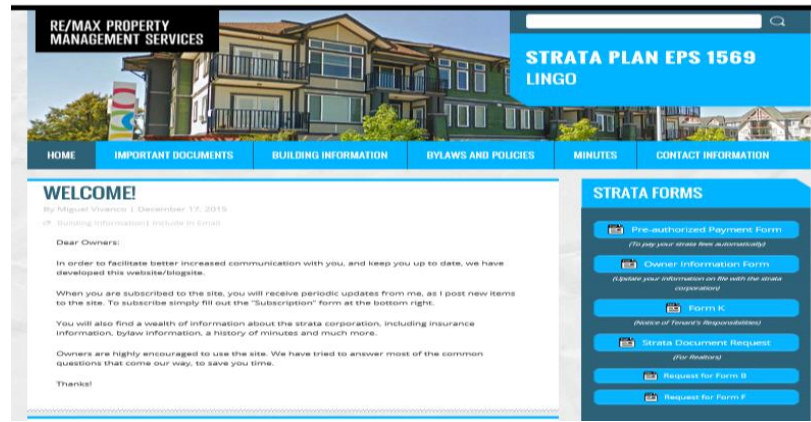
LINGO WEB PORTAL:

Owners are reminded to log onto the strata web portal at www.rpmstrata.ca

To log in, follow the instructions below:

1. Please visit www.rpmstrata.ca
2. Enter **EPS 1569** or **LINGO** as the login.

You will be directed to the Strata’s website. Use the tabs on top and the categories on the side to find information about your strata. At the bottom left hand corner of the main page, you can subscribe for the e-mail updates. Fill in the information requested, enter your e-mail address and press submit. An e-mail will be sent to you asking for confirmation of receipt. Once you confirm with the link on that email, you are set up!



HOW TO COMMUNICATE CONCERNS

Owners wishing to write to Council to register a concern may do so by sending a letter by mail or e-mail to the Property Manager. In your correspondence, please state your full name, the strata plan number (EPS 1569), unit number and building, contact phone number, and provide a concise, but detailed description of the reasons for your correspondence and/or concern. If you are reporting a complaint against someone, make sure you provide the following: times, dates, unit number of alleged offender, a brief description of what you saw, and what, if any, action was taken.

(6) COUNCIL REPORTS

Maintenance

- **Lighting:** Latino Cleaners will now be changing the interior lights
- **Elevator Landings:** The Property Manager will be getting quotes for the installation of Elevator landings as the carpets near the elevators are beginning to look soiled.

Landscaping

- **Blade Landscaping:** The Property Manager will be communication with the Landscaper to address some outstanding issues.

Janitorial/Caretaker:

- **Janitorial Contract:** Council discussed the current janitorial contract. It was **MOVED** and **SECONDED** to proceed with terminating the contract with Emerald Strata Care and hiring Latino Cleaners. **CARRIED**

(7) NEW BUSINESS

7.1 TAX PROPOSAL - RE/MAX

Council received a letter from RE/MAX informing the Strata Corporation of the requirements of Income Tax Returns Filing for Strata Corporations.

“Under the Income Tax Act subsection 150(1) (a), all corporations, including non-profit organizations, tax exempt corporations, and inactive corporations have to file a T2 return annually, even if there is no tax payable. Under subsection 149(1) (l), many strata corporation are tax-exempt from paying income taxes as it is a non-profit organization. To be in compliance, Strata Corporations are required to file a Form T2 corporate income tax return for every fiscal year. The filing is due within six months of the year-end and must be filed with a copy of the annual financial statements or GIFI (General Index of Financial Information).”

Council reviewed the letter and it was MOVED and SECONDED to accept the Tax Filing Service Offer by RE/MAX. This expense will be added to the proposed budget for the upcoming Annual General Meeting. **CARRIED**

7.2 ANNUAL FIRE INSPECTION

Council has terminated the contract with Active Fire and has hired Fire Pro. The Annual Fire Inspection was conducted on September 8, 2016 by Fire Pro. Council is awaiting the report from the contractor regarding missed units and deficiencies.

7.3 CARPET CLEANING

The carpet cleaning will be conducted by Service Master on September 23, 2016. Notice will be posted on the Strata Corporation’s website.

7.4 PRIVACY POLICY – BYLAWS

The Property Manager presented to Council a letter from Wilson McCormack Law Corporation regarding an offer to draft Privacy Compliance Packages for EPS 1569. Wilson McCormack is offering strata corporations managed by RE/MAX Property Management Services a special discounted rate in 2016 on privacy policies and privacy bylaws.

Excerpts taken from the Wilson McCormack & RE/MAX Letter:

- All strata corporations in British Columbia will be required to have a privacy policy and privacy officers to deal with the collection, use and disclosure of the personal information of individuals. Those strata corporations that use key fobs and/or video surveillance need to address their use in the privacy policy and also need to have a bylaw approving their use, or the unanimous approval of all owners.
- Pursuant to the *Personal Information Protection Act*, each strata corporation is required to have a privacy policy. We are aware that most strata corporations have not yet created a privacy policy, and so we are providing clients with an opportunity to comply with this obligation in a cost effective manner.
- A privacy policy formalizes how each organization in British Columbia, including each strata corporation, collects, uses, discloses and destroys the personal information of individuals in accordance with the provisions of the *Personal Information Protection Act*.

Council reviewed the letter and it was MOVED and SECONDED to accept the offer by Wilson McCormack Law Corporation to draft a Privacy Policy for the strata corporation. This expense will be added to the proposed budget for the upcoming Annual General Meeting. **CARRIED**

7.5 FOB AUDIT

An audit of all fobs will be conduct on October 4, 2016 in the main lobby from 5:30 p.m. to 7:30 p.m. Notice will be posted on the strata corporation’s website.

7.6 DEPRECIATION REPORT DISCUSSION

Council and the Property Manager discussed the importance of acquiring a depreciation report. This document is intended to outline for Owners the Strata Corporation’s building type, structure, interior & exterior components, and contingency fund. This information is then divided into columns of expected lifespan, units, cost, future cost with contingency funding, and allocation. These, and many other variable components, will then be used in the proposed funding models presented in the depreciation report. Owners would then incorporate one of the funding models in the Strata Corporation’s budget to appropriately allocate funds for future expenditures. This expense will be added to the proposed budget for the upcoming Annual General Meeting.

7.7 EMERGENCY CONTACT SHEET REVISION

The current emergency contact sheet was updated accordingly due to the Council resignations.

7.8 ANNUAL MAINTENANCE SCHEDULE

- **Painting:** The Property Manager will be obtaining quotes for the painting of the interior hallways and stairwells.
- **Window Cleaning:** Council reviewed a quote for window cleaning it was decided to have this maintenance item deferred until next year.

7.1 ANNUAL MEETING SCHEDULE

The Strata Manager presented a tentative annual meeting schedule for Council to review. This document is used to ensure Council has quorum for meetings. The Strata Manager assured that this schedule can be changed at any time to accommodate Council taking into account everyone’s busy work schedules.

(8) TERMINATION

There being no further business, the meeting was terminated at 9:00 pm.

The next meeting is scheduled for **January 10, 2017.**

Minutes from all Council meetings can be found on the EPS 1569 website. Please refer to “Correspondence” for instructions in accessing the Wed Portal.

In case of a building emergency Owners are asked to contact Remax Property Management Services at 604-821-2999 and to report criminal and suspicious activity contact the Police - 911. Please be advised you should retain copies of Council and General Meeting Minutes for a period of 2 years.

COUNCIL MEETING MINUTES **FRIDAY, JANUARY 13, 2017**
LINGO - EPS 1569



LOCATION

4:00 p.m. – Cloverdale Library
5642 - 176A Street Surrey

STRATA COUNCIL
2015/2016

PRESIDENT
Cynthia Hackett

VICE-PRESIDENT
Doug Harding

TREASURER/MOVE IN & OUT
Pamela Isabella Parent

PARKING

AT LARGE
Kevin Folden

PROPERTY MANAGER
Miguel Vivanco
Direct Phone:(604) 248-1012
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REMAX DWELL PROPERTY MANAGEMENT
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重要資料 請找人為你翻譯

こればたいせつなお知らせです。どなたかに日本語に訳してもらってください。

알려드립니다 이것을 번역해 주십시오

प्रमुख सूचनाएँ कृपया उन्हें हिंदी में अनुवाद करवाएं

ATTENDANCE:
Cynthia Hackett
Doug Harding

REGRETS:
Pamela Isabella Parent
Kevin Folden

Miguel Vivanco, RE/MAX dWell Property Manager

(1) CALL TO ORDER

The President called the meeting to order at 4:00 p.m. A quorum was established.

Council Resignations: Council would like to thank Aaron Tully for his time on Council

(2) APPROVAL OF PREVIOUS MINUTES

Council reviewed the minutes of September 13, 2016. There being no errors or omissions noted, it was **MOVED** and **SECONDED** to approve the minutes as prepared and distributed. **CARRIED**

(3) FINANCIAL REPORT

3.1 FINANCIAL STATEMENTS

Council reviewed the financial statements for the period ending August, September, October, and November 2016. It was **MOVED** and **SECONDED** to approve the financials as prepared and distributed. **CARRIED**

3.2 ACCOUNTS RECEIVABLE

The Property Manager advised that there are 6 accounts which remain in arrears totalling \$2363.60.

Owners are reminded strata fees are due and payable on the first day of each month, and the Strata Corporation is solely dependent upon prompt receipt of all strata fees to finance its day-to-day activities and assessment payments to finance special projects.

ANY MONEY OWING AFTER THE DUE DATE MAY BE ASSESSED A LATE PAYMENT PENALTY IN ACCORDANCE WITH THE STRATA CORPORATION'S BYLAWS.

(4) BUSINESS ARISING FROM PREVIOUS MINUTES

4.1 HVAC MAINTENANCE – UPDATE

Council reviewed a detailed email report from Broadway Mechanical regarding multiple failures of the rooftop MUA (Make up Air Unit). The Property Manager, Fire Pro, and Broadway Mechanical conducted an onsite meeting to coordinate and assess the cause of the shutdowns to the unit. It was agreed to contact the manufacturer of the MUA unit Engineered Air to inspect the unit. A report will be sent to Council with recommendations on repairs. In addition, Council reviewed the General Ledger (highlighting both Mechanical & Fire Prevention) as cost have exceeded the budgeted costs. It was MOVED and SECONDED to approve these unexpected cost in the amount of \$7,105.05 to be paid via the CRF **CARRIED**

Council requested that once the report from Engineered Air is submitted that the reports be sent to Maskeen to review.

4.2 ALARM MONITORING CONTRACT- POSITRONICS

Council was informed that the annual testing of the E-Comm system is due in January 2017. The Property Manager has had keys cut and delivered to Council members. In addition Vendors have been given access keys in which they have had to sign out keys and are responsible for re-keys should they be lost. Positronics Enterprises has been given a set of keys and will set a date for testing. A brief explanation of the E-Comm system is written below:

“E-Comm amplification system installed within the Lingo building. The Emergency Communication (E-Comm/911) radio system provides all emergency communication for the lower mainland. The City of Surrey requires that there is a need for certain buildings and structures to have internal radio support systems to ensure the uninterrupted operation of the City’s emergency services. At the time of construction of this building, our company installed this system at Lingo and we provide the continuous monitoring of it. These system must be operational at all times and they must be signal tested once annually to confirm that the E-Comm frequency is present.”

4.3 ANNUAL FIRE INSPECTION- SEPTEMBER 8, 2016 & WINTERIZATION COMPLETED

Council reviewed the Annual fire report submitted by Fire Pro during the Annual Fire inspection. It was noted that the winterization of the sprinkler system was conducted as well on October 7th, 2016. It was MOVED & SECONDED to approve the deficiency repairs. **CARRIED**

4.4 PARKING ALLOCATION & STORAGE ROOM-RESOLUTION COMPLETED

Council was presented with the resolution to approve the reallocation of the three (3) parking stalls that have been affected by the installation of the storage lockers. This Resolution will be presented and discussed with Owners at the upcoming AGM. A small information package will be compiled and sent to Owners to review. This Resolution will require signatures of all Owners to be passed. If this is not approved by the Owners of EPS 1569 there is a possibility that the storage lockers may be removed.

(5) CORRESPONDENCE

Council discussed correspondence received from Owners, and where deemed necessary, the Property Manager was directed to correspond with the various authors. Others will have their concerns addressed in the minutes, or be contacted by letter.

- **Complaint Email:** Council reviewed an email regarding an incident that occurred in the parkade. After discussion it was determined that the issue has been resolved.
- **Request for Council contact information:** Owners are reminded that Council members are volunteers and that any concerns should be addressed to the Property Manager directly.
- **Noise Complaint:** The Property Manager has been unable to contact the Owner to discuss the noise complaints. Council reviewed an email from an Owner in regards to a longstanding noise issues from the unit above. The Property Manager was requested to write a letter to the Owner in violation as per the EPS 1569 Bylaws.

LINGO WEB PORTAL:

Owners are reminded to log onto the strata web portal at www.rpmstrata.ca

To log in, follow the instructions below:

1. Please visit www.rpmstrata.ca
2. Enter **EPS 1569** or **LINGO** as the login.

You will be directed to the Strata’s website. Use the tabs on top and the categories on the side to find information about your strata. At the bottom left hand corner of the main page, you can subscribe for the e-mail updates. Fill in the information requested, enter your e-mail address and press submit. An e-mail will be sent to you asking for confirmation of receipt. Once you confirm with the link on that email, you are set up!



HOW TO COMMUNICATE CONCERNS

Owners wishing to write to Council to register a concern may do so by sending a letter by mail or e-mail to the Property Manager. In your correspondence, please state your full name, the strata plan number (EPS 1569), unit number and building, contact phone number, and provide a concise, but detailed description of the reasons for your correspondence and/or concern. If you are reporting a complaint against someone, make sure you provide the following: times, dates, unit number of alleged offender, a brief description of what you saw, and what, if any, action was taken.

(6) COUNCIL REPORTS

Maintenance

- **Lighting:** Latino Cleaners have been replacing the lights. This will be an additional cost
- **Elevator Landings:** The Property Manager will be getting quotes for the installation of Elevator landings as the carpets near the elevators are beginning to look soiled.

Landscaping

- **Blade Landscaping:** The landscaping company was reported to do a satisfactory job in addressing the snow and salting of the common property areas.

Janitorial/Caretaker:

- **Janitorial Contract:** Council feedback for Latino Cleaners has been positive. The Property Manager also reported that they are very accommodating and have been helpful in addressing small repairs at EPS 1569

(7) NEW BUSINESS

7.1 PROPOSED OPERATING BUDGET 2016-2017

The Property Manager presented to Council the proposed budget as requested by Council. General discussion regarding the AGM and budget were agreed on a number of maintenance items needing to be done this upcoming year. Council went through every line item and requested that the final changes to the proposed budget be made. The Property Manager will be forwarding to Council the Notice for Council approval.

7.2 CARPET CLEANING

The carpet cleaning has been conducted by Service Master on September 23, 2016. The feedback has been positive and this will be an Annual service as per the contract.

7.3 CONCRETE INJECTIONS

Council reviewed an email in regards to concrete injections which were done near the parkade ramp as it was noted that water ingress was occurring during heavy rain. Maskeeen has paid for this repair and Council will monitor.

7.4 FOB AUDIT

Council member reviewed the successful FOB Audit and the information will be forwarded to the Property Manager for recording. Moving forward Owners are asked to report any lost and stolen FOB's for deactivation for everyone's security.

7.5 DEPRECIATION REPORT DISCUSSION

Council and the Property Manager discussed the importance of acquiring a depreciation report. This document is intended to outline for Owners the Strata Corporation's building type, structure, interior & exterior components, and contingency fund. This information is then divided into columns of expected lifespan, units, cost, future cost with contingency funding, and allocation. These, and many other variable components, will then be used in the proposed funding models presented in the depreciation report. Owners would then incorporate one of the funding models in the Strata Corporation's budget to appropriately allocate funds for future expenditures. This expense will be discussed at the upcoming Annual General Meeting.

7.6 EMERGENCY CONTACT SHEET REVISION

The current emergency contact sheet was updated accordingly due to the Council resignations.

7.7 ANNUAL MAINTENANCE SCHEDULE

- **Painting:** The Property Manager will be obtaining quotes for the painting of the building exterior
- **Winterization:** Fire Pro provided confirmation that the winterization of the dry sprinkler system has been completed.

7.1 ANNUAL MEETING SCHEDULE

The Strata Manager presented a tentative annual meeting schedule for Council to review. This document is used to ensure Council has quorum for meetings. The Strata Manager assured that this schedule can be changed at any time to accommodate Council taking into account everyone's busy work schedules.

(8) TERMINATION

There being no further business, the meeting was terminated at 9:00 pm.

The next meeting is the AGM which will be booked based on availability

Minutes from all Council meetings can be found on the EPS 1569 website. Please refer to "Correspondence" for instructions in accessing the Wed Portal.

In case of a building emergency Owners are asked to contact Remax Property Management Services at 604-821-2999 and to report criminal and suspicious activity contact the Police - 911. Please be advised you should retain copies of Council and General Meeting Minutes for a period of 2 years.

COUNCIL MEETING MINUTES **THURSDAY, MARCH 30, 2017**
LINGO - EPS 1569



LOCATION

7:30 p.m. – Unit #202
5665 – 177B Street, Surrey BC

STRATA COUNCIL
2017/2018

PRESIDENT
Cynthia Hackett

VICE-PRESIDENT
Doug Harding

TREASURER
Mark Raison

SECRETARY
Oliver Cherak

AT LARGE
Pamela Isabella Parent
Allyson O'Brien
Kevin Folden

PROPERTY MANAGER
Arlet Barolo
Direct Phone:(604) 248-3830
Fax: (604) 821-1822

ALL ACCOUNTING INQUIRIES
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ATTENDANCE:

Cynthia Hackett
Doug Harding
Mark Raison
Oliver Cherak
Pamela Isabella Parent
Doug Harding
Kevin Folden

REGRETS:

None

Arlet Barolo, RE/MAX dWell Property Management

(1) CALL TO ORDER

There being a quorum present, the meeting was called to order at 7:32 pm.

(2) ELECTION OF COUNCIL EXECUTIVES

This being the first council meeting following the recent annual general meeting (AGM), the first order of business is to elect council executives. The below council members were elected to serve in their respective position.

Cynthia Hackett	- President
Doug Harding	- Vice President
Mark Raison	- Treasurer
Oliver Cherak	- Secretary

(3) APPROVAL OF PREVIOUS MINUTES

There being no errors or omissions, it was **MOVED** and **SECONDED** to approve the minutes of January 13, 2017 council meeting as prepared and distributed. **CARRIED**

(3) FINANCIAL REPORT

a) Financial Statements

The approval of the financial statements for the months of December 2016 and January 2017 were tabled for review by the new council treasurer. A copy of monthly financial statements will be sent to the treasurer when available.

b) Accounts Receivable

The accounts receivable list as of March 29, 2017 showed a number of owners with unpaid strata fees and miscellaneous charges. Owners owing over 60 days will receive a demand letter to bring their

account up to date. Failure to pay strata fees may result to a lien put in their strata lot and incur additional legal fees, fines and interests.

Owners are reminded strata fees are due and payable on the first day of each month, and the Strata Corporation is solely dependent upon prompt receipt of all strata fees to finance its day-to-day activities and assessment payments to finance special projects.

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(4) BUSINESS ARISING FROM PREVIOUS MINUTES

A. Common Area Maintenance

- **Common Area Carpet Cleaning**

The common area hallway carpet cleaning has been rescheduled on Friday, April 7, 2017. Revised notice was posted for residents' information.

- **Graffiti Removal**

The removal of the graffiti on the building retaining wall was completed.

- **Outdoor Lightings**

The repairs on the ground post outdoor lightings were completed. Council will investigate whether there's a photocell malfunctioning or the timer needs resetting as the lighting is staying on 24/7.

- **Fire Panel ULC Annual Inspection**

The inspection is scheduled on April 7th, 2017. A certificate of compliance will be issued following the inspection for strata records.

- **Roof Make-up Air Unit (MUA) Issues**

In light of the issues surrounding the roof MUA unit and the related issues with the fire alarm module which relay signal from the MUA unit to the fire panel, it was recommended to retain a third party and obtain an independent report and recommendation. The property manager will solicit some proposal for the said work for council's consideration.

The strata HVAC contractor, Broadway Refrigeration will have another meeting with Engineered Air in an effort to identify what are the underlying problems with the system. A report will be requested on their findings for council's perusal.

(5) CORRESPONDENCE

Owners may write to Strata Council, via Re/Max dwell Property Management on any Strata related matters (i.e. suggestions, concerns, etc). Correspondence can be sent to 4311 Viking Way, Suite 270, Richmond, BC Canada V6V 2K9, or by email to arlet.barolo@dwellproperty.ca.

Council discussed correspondence received from Owners, and where deemed necessary, the Property Manager was directed to correspond with the various authors. Others will have their concerns addressed in the minutes, or be contacted by letter.

- **Noise Complaint**

An owner sent an e-mail regarding a noise complaint against their neighbour. Residents are reminded to be courteous and mindful of their neighbour especially during the quiet hours from 10:00pm to 6:30am.

Relevant notice will be posted regarding strata living pertaining to pet care, noise concerns and general reminders.

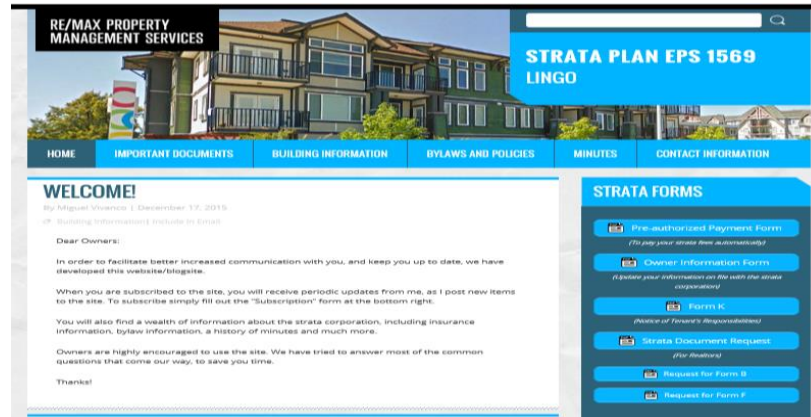
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(7) NEW BUSINESS

- **Water Ingress Investigation**
Council was provided with proposals for the water ingress investigation particularly in the parkage area. Following deliberation, council has approved WSP Canada Inc. to conduct a parkade review and water ingress investigation. Once the investigation is conducted and the report becomes available, any noted deficiencies will be submitted to WBI, the third party warranty provider and the developer for review and corrective action.
- **Strata Plan Amendment Resolution**
Pursuant to the unanimous resolution the strata is conducting to change the parking stall allocations and amend the strata plan, council has requested the property manager to pursue the remaining owners who are still yet to sign the agreement. This item is in progress.
- **Various Quotes**
Council was advised that quotes are being solicited for the window cleaning, dryer vent cleaning and, interior painting for the common area hallways and stairs for their consideration.

(8) **TERMINATION**

There being no further business, the meeting was terminated at 9:10 pm.

NEXT MEETING:

COUNCIL MEETING

THURSDAY, JUNE 22, 2017 AT 7:30 P.M.

VENUE: Unit #202

5665 – 177B Street, Surrey BC

Minutes from all Council meetings can be found on the EPS 1569 website. Please refer to "Correspondence" for instructions in accessing the Wed Portal.

In case of a building emergency Owners are asked to contact Remax Property Management Services at 604-821-2999 and to report criminal and suspicious activity contact the Police - 911. Please be advised you should retain copies of Council and General Meeting Minutes for a period of 2 years.

COUNCIL MEETING MINUTES **MONDAY, JUNE 26, 2017**
LINGO - EPS 1569



LOCATION

7:30 p.m. – Unit #202
5665 – 177B Street, Surrey BC

STRATA COUNCIL
2017/2018

PRESIDENT
Cynthia Hackett

VICE-PRESIDENT
Doug Harding

TREASURER
Mark Raison

SECRETARY
Oliver Cherak

AT LARGE
Allyson O'Brien

PROPERTY MANAGER
Arlet Barolo
Direct Phone:(604) 248-3830
Fax: (604) 821-1822

ALL ACCOUNTING INQUIRIES
604-248-3002

REMAX DWELL PROPERTY
MANAGEMENT
4311 Viking Way, Suite 270,
Richmond, BC, V6V 2K9
(604) 821-2999

IMPORTANT INFORMATION Please have this translated

RENSEIGNEMENTS IMPORTANTS Prière de les faire traduire

INFORMACIÓN IMPORTANTE Busque alguien que le traduzca

CHỈ DẪN QUAN TRỌNG Xin nhờ người dịch hộ

重要資料 請找人為你翻譯

こればたいせつなお知らせです。どなたかに日本語に訳してもらってください。

알려드립니다 이것을 번역해 주십시오

प्रमुख सूचनाएँ कृपया कतने कितने वेले तिस एा हुसुंवा करवाएँ

ATTENDANCE:

Cynthia Hackett
Doug Harding
Mark Raison
Oliver Cherak
Doug Harding

REGRETS:

Allyson O'Brien

Arlet Barolo, RE/MAX dWell Property Management

(1) CALL TO ORDER

There being a quorum present, the meeting was called to order at 7:50 pm.

(2) APPROVAL OF PREVIOUS MINUTES

There being no errors or omissions, it was **MOVED** and **SECONDED** to approve the minutes of March 30, 2017 council meeting as circulated. **CARRIED**

(3) COUNCIL COMPILATION

• **Council Member Resignation**

Two of the council members recently sold their respective units and therefore can no longer continue being in strata council. Council would like to thank Mr. Kevin Folden and Ms. Pamela Parent for all their time and contributions while serving in council and wish them well on their future endeavors.

• **Legal Advice – Developer Issues**

Council was provided with the letter from the strata lawyer with regards to the strata's position going after the developer for technical aspects of the first annual general meeting (AGM). It was noted that although the first AGM was late, it was still conducted by the strata corporation with the assistance of the property management on behalf of the developer and owners. If the owners at the time called for the meeting themselves with accordance to the provision of the strata property act, there would have been grounds to go after the developer for penalties but it wasn't the case. Following discussion, council considered this case dismissed.

(4) FINANCIAL REPORT

a) Financial Statements

The approval of the financial statements for the months of December 2016 and January to May 2017 were tabled for review by the council treasurer. A copy of monthly financial statements is being sent to council when available.

b) Accounts Receivable

The accounts receivable list as of June 25, 2017 showed a few owners with unpaid strata fees and miscellaneous charges. Owners owing over 60 days will receive a demand letter to bring their account up to date. Failure to pay strata fees may result to a lien put in their strata lot and incur additional legal fees, fines and interests.

Owners are reminded strata fees are due and payable on the first day of each month, and the Strata Corporation is solely dependent upon prompt receipt of all strata fees to finance its day-to-day activities and assessment payments to finance special projects.

c) Council Reimbursement

Council has approved the reimbursement for a council member for the cost incurred for outdoor lighting supplies.

d) Tax Filing – 2016 Fiscal Period

Under the Income Tax Act subsection 150(1) (a), all corporations, including non-profit organizations, tax exempt corporation and inactive corporation have to file T2 return annually. Under subsection 149(1) (l), many strata corporations are tax-exempt from paying income taxes as it is a non-profit organization. To be in compliance, Strata Corporations are required to file a Form T2 corporate income tax return for every fiscal year. Council has approved to have the 2016 filed by RE/MAX dWell Property management on behalf of the strata corporation. This has been completed.

e) Garbage Services Rate Increase

Council was provided with the letter from Target Zero, the garbage and recycling contractor for the building, stating that their rates for wastes and recycling services will increase by 2.5% effective July 1, 2017.

ANY MONEY OWING AFTER THE DUE DATE MAY BE ASSESSED A LATE PAYMENT PENALTY IN ACCORDANCE WITH THE STRATA CORPORATION'S BYLAWS.

(5) BUSINESS ARISING FROM PREVIOUS MINUTES

A. Common Area Maintenance

- **City of Surrey – Bylaw Fine Notice**

Council was in receipt of a bylaw fine notice for missed backflow equipment testing. The property manager has since had the issue rectified avoiding fines.

- **Makeup Air Unit (MUA) – Fire Pro Report**

Council was provided with the report and communication with Fire Pro regarding the MUA unit issues. It was intended to have both Fire Pro and Broadway to meet on site at the same time with the property manager so everyone will be on the same page regarding the surrounding issues which hasn't been resolved until this time. Regrettably, both contractors failed to see the importance of the intent and did not put an effort for the requested site meeting. Following council's deliberation and careful consideration, it was decided to terminate the contract for the respective contractors.

- **Carpet Cleaning – June 28, 2017**
Notice was posted for the regular common area carpet cleaning.
- **Window Cleaning and Gutter Cleaning – June 29, 2017**
Jordan Douglas is scheduled to complete the window cleaning and gutter cleaning in the complex on July 29, 2017. Notice was circulated for residents' attention.
- **Recycling and Organic Totes Service Schedule**
Council was informed that both recycling and organic bins pick up schedule has been arranged for Monday service. Recently, the recycling bins and organics bins had separate pickup days which is Mondays and Wednesdays respectively.

B. Building Warranty

- Building Envelope Warranty (Expires October 24, 2018)
Council recently approved the proposal from Sense Engineering to conduct the 5-year warranty review for the building. The review will focus on the building envelope and water ingress issues. A resolution to fund this report will be included at the 2018 annual general meeting (AGM). This report is important to determine building issues and potential issues so relevant steps can be determined to avoid costly repairs if not addressed.
At which time, the report will be provided to the developer and the third-party warranty provider for review and corrective action.

(6) CORRESPONDENCE

Owners may write to Strata Council, via Re/Max dwell Property Management on any Strata related matters (i.e. suggestions, concerns, etc). Correspondence can be sent to 4311 Viking Way, Suite 270, Richmond, BC Canada V6V 2K9, or by email to arlet.barolo@dwellproperty.ca.

Council discussed correspondence received from Owners, and where deemed necessary, the Property Manager was directed to correspond with the various authors. Others will have their concerns addressed in the minutes, or be contacted by letter.

- An owner replied to an infraction regarding cardboards in their window which has been addressed.
- An owner sent a concern regarding issues with common area door where their keys are not working. The door in question has been repaired.

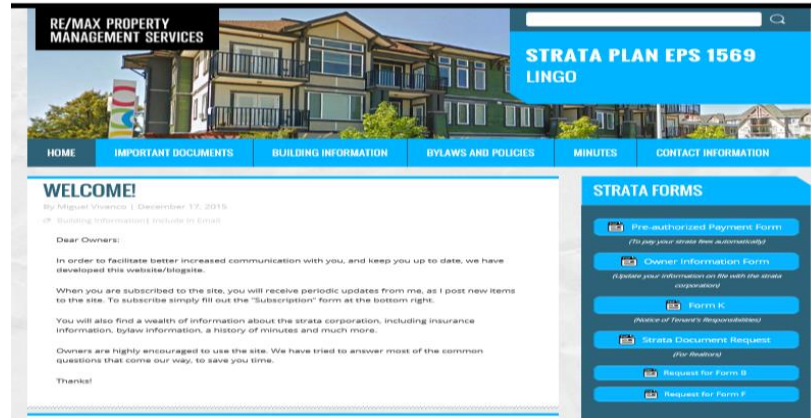
LINGO WEB PORTAL:

Owners are reminded to log onto the strata web portal at www.dwellproperty.ca

To log in, follow the instructions below:

1. Please visit www.dwellproperty.ca
2. Enter **EPS 1569** or **LINGO** as the login.

You will be directed to the Strata's website. Use the tabs on top and the categories on the side to find information about your strata. At the bottom left hand corner of the main page, you can subscribe for the e-mail updates. Fill in the information requested, enter your e-mail address and press submit. An e-mail will be sent to you asking for confirmation of receipt. Once you confirm with the link on that email, you are set up!



HOW TO COMMUNICATE CONCERNS

Owners wishing to write to Council to register a concern may do so by sending a letter by mail or e-mail to the Property Manager. In your correspondence, please state your full name, the strata plan number (EPS 1569), unit number and building, contact phone number, and provide a concise, but detailed description of the reasons for your correspondence and/or concern. If you are reporting a complaint against someone, make sure you provide the following: times, dates, unit number of alleged offender, a brief description of what you saw, and what, if any, action was taken.

(7) NEW BUSINESS

- **Towing Services**

Council was provided with a quote for towing services for the visitor parking stalls in the building. Council tabled this item and will be revisited at future council meetings. A parking pass system may be adopted in the future to control the use of visitor parking. In the meantime, council will monitor the situation for further action. Residents are reminded that visitor parking are intended for visitors' use only and not for owners or residents' vehicles.

- **Garage Gate Maintenance**

The Strata Corporation will retain Allright Door Service to provide maintenance services for the garage gate. Council has approved for bi-annual service maintenance.

- **Pest Control Services**

Council was in receipt of pests concerns in the building. Following discussion, the quote provided to council was approved but council has requested to have the pest control service for six (6) months, and will then further review if the service will still be required.

- **Make Up Air Unit (MUA) – Assessment Report and Unit Replacement Proposal**

Following the previous council meeting, an assessment from an independent contractor was done and the report was provided to council for review. It was recommended that due to the excessive damage to heat exchanger, the furnace section of the MUA unit be replaced. But considering the costs of crane service to deliver and lift the unit, it was further recommended to replace the whole unit with a new MUA, including the fan and furnace section. A proposal for the MUA unit replacement was provided to council for consideration. Due to the costs, council will present a resolution at a general meeting on how to fund this project.

- **Make Up Air Unit (MUA) – Preventive Maintenance Proposal**

With the issues surrounding the MUA unit and the contractors involved, council has decided to terminate the contracts with Broadway Refrigeration & Air Conditioning Co., the current HVAC service provider and Fire Pro, the fire equipment and safety contractors due to lack of quality of services being provided to the strata. Consequently, council has approved to retain MegaHydronics Inc. to provide HVAC and plumbing

services for the building. Quotes are being solicited for the new fire equipment and safety service provider.

- **“Private Property - No Trespassing” Signage**
Council discussed concerns regarding the southwest area of the building where unknown individuals hang out. Council approved to have a chain installed and signage put in place to deter bystanders.
- **Playground Area – Options**
Council is exploring options on how to best utilize the playground area. An idea to install a gas fire pit and convert it to a communal area where residents can enjoy. Council will tackle this further as it will require a rule or bylaw to be put in place with respect to the access, usage and in consideration of the units adjacent to the playground.

(8) TERMINATION

There being no further business, the meeting was terminated at 10:05 pm.

NEXT MEETING:
COUNCIL MEETING
 THURSDAY, OCTOBER 5, 2017 AT 7:30 P.M.
 VENUE: Unit #202
 5665 – 177B Street, Surrey BC

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COUNCIL MEETING MINUTES **MONDAY, OCTOBER 16, 2017**
LINGO - EPS 1569



LOCATION

7:30 p.m. – Unit #202 -
5665 177B Street, Surrey BC

STRATA COUNCIL
2017/2018

PRESIDENT
Cynthia Hackett

VICE-PRESIDENT
Doug Harding

TREASURER
Mark Raison

SECRETARY
Oliver Cherak

AT LARGE
Allyson O'Brien

PROPERTY MANAGER
Arlet Barolo
Direct Phone:(604) 248-3830
Fax: (604) 821-1822

ALL ACCOUNTING INQUIRIES
604-248-3002

REMAX DWELL PROPERTY
MANAGEMENT
4311 Viking Way, Suite 270,
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(604) 821-2999

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INFORMACIÓN IMPORTANTE Busque alguien que le traduzca	알려드립니다 이것을 번역해 주십시오
CHỈ DẪN QUAN TRỌNG Xin nhờ người dịch hộ	प्रधानी महत्वपूर्ण विषयों को अपने दोस्तों के साथ चर्चा करें

ATTENDANCE:
Cynthia Hackett
Doug Harding
Mark Raison
Oliver Cherak
Allyson O'Brien

REGRETS:
None

Arlet Barolo, RE/MAX dWell Property Management

- (1) **CALL TO ORDER**
There being a quorum present, the meeting was called to order at 7:53 pm.
- (2) **APPROVAL OF PREVIOUS MINUTES**
There being no errors or omissions, it was **MOVED** and **SECONDED** to approve the minutes of June 26, 2017 council meeting as circulated. **CARRIED**
- (3) **FINANCIAL REPORT**
 - a) **Financial Statements**
Following discussion, it was **MOVED** and **SECONDED** to approve the financial statements from December 2016 and January to August 2017 as presented.
 - b) **Accounts Receivable**
The accounts receivable list for October 2017 showed a few owners with unpaid strata fees and miscellaneous charges. Owners with outstanding charges receives monthly statement of their account for subsequent action. Failure to pay strata fees may result to a lien put in their strata lot and incur additional legal fees, fines and interests.

Owners are reminded strata fees are due and payable on the first day of each month, and the Strata Corporation is solely dependent upon prompt receipt of all strata fees to finance its day-to-day activities and assessment payments to finance special projects.

c) City of Surrey Utility Invoice

Council was informed that an outstanding utility invoice for \$4,530.73 from City of Surrey utilities was received from the previous management company. It appeared that this expense was not budgeted for from the past management and was overlooked in the assumption of the utilities are being billed to individual owners directly. With this expense, there will be an anticipated deficit at the end of the fiscal period. This expense will be accounted for on future budgets moving forward beginning 2018 fiscal period.

ANY MONEY OWING AFTER THE DUE DATE MAY BE ASSESSED A LATE PAYMENT PENALTY IN ACCORDANCE WITH THE STRATA CORPORATION'S BYLAWS.

(4) BUSINESS ARISING FROM PREVIOUS MINUTES

A. Common Area Maintenance

- **City of Surrey – Fire Safety Deficiency Report**

A report was received from the recent visit by the City of Surrey Fire & Safety noting some deficiencies in the building. The deficiencies had been since rectified.

- **Annual Fire & Safety Testing**

The fire testing was conducted as scheduled on October 11, 2017. Council is currently waiting for the deficiency report at which time, the report will be discussed on how to move forward with the deficiencies and recommendations. In relation, to improve communications with regards to required unit access to facilitate similar type of maintenance work, a copy of the notice will be provided to individual units, in addition to common area posting and online notifications.

- **Carpet Cleaning**

Regular carpet cleaning maintenance is conducted every quarter. In an effort to keep the hallway carpets and common areas clean, residents are requested to be mindful and make necessary steps to avoid any mess by their pets or spills when taking out garbage. Please keep the building clean for everyone's benefit and enjoyment.

- **Grate and No Trespassing Signage Installation**

A metal grate was installed for the garage exhaust fan on the south side of the building to for safety. In addition, a no trespassing sign was installed on the south west stairs to the promenade to deter outsiders and bystanders.

- **Irrigation System Winterization**

Council was informed that the winterization of the irrigation system was completed. The system will be tested and put back to operation in the spring time.

- **Makeup Air Unit (MUA)**

Council was provided with the report and communication with Fire Pro regarding the MUA unit issues. It was intended to have both Fire Pro and Broadway to meet on site at the same time with the property manager so everyone will be on the same page regarding the surrounding issues which hasn't been resolved until this time. Regrettably, both contractors failed to see the importance of the intent and did not put an effort for the requested site meeting. Following council's deliberation and careful consideration, it was decided to terminate the contract for the respective contractors.

(6) CORRESPONDENCE

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Council discussed correspondence received from Owners, and where deemed necessary, the Property Manager was directed to correspond with the various authors. Others will have their concerns addressed in the minutes, or be contacted by letter.

- A notice was circulated regarding pest issues in the building due to some residents planting edibles and others not cleaning their balcony which attracted the pests. Residents are advised to clean up their area and to remove any edible plants to help alleviate the issues. In relation, any plants planted by residents in the common areas will be removed.
- A concern was brought forward regarding one of the ground units who planted vegetables in the common space. The owner was advised to remove the plants in question otherwise the landscaper will be tasked to have them removed. The same unit has requested to keep their blueberries since it's not bearing fruit any longer and they will relocate by spring. Council will ask for the pest control company's feedback then advise the owner accordingly on the next steps.
- An owner reported pest issues in their unit. The pest control technician was dispatched and attended the problem and provided recommendations.
- An owner sent a complaint against a neighbour who's not cleaning up their pet's wastes in their patio. A letter was sent to the offending unit to bring the issue to their attention and for subsequent action.
- A letter from Telus was received confirming that they have the necessary access in the building to provide services in the building and they instated a protocol with their technicians.

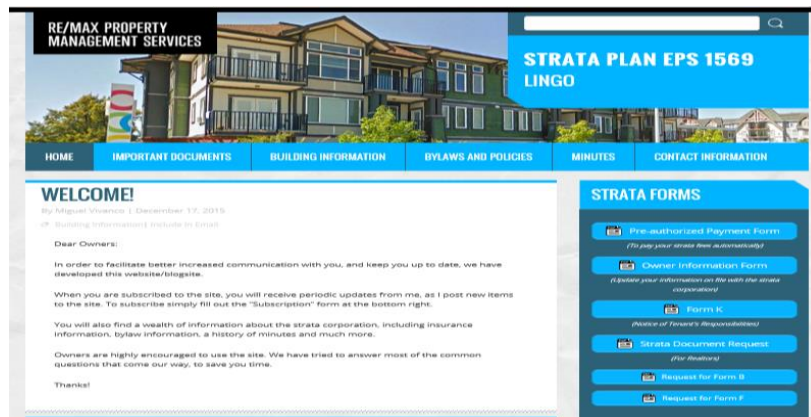
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(7) NEW BUSINESS

- **2018 AGM – February 2018**

Council discussed some items that needs to be included at the upcoming annual general meeting (AGM) which will include the proposed budget with anticipated strata fee increase, the anticipated deficit some resolutions which pertains to bylaw amendments, CRF expense approval, and special levy for major building project which is the roof HVAC unit. This item is tabled for further discussion.

- **Adoption of New Rules**

Council has adopted new rules regarding balcony storage and plants; and parking lot use with regards to uninsured vehicles. Residents must not store any garbage or recycling and compost in the balcony. Only ornamental plants are allowed and no vegetables or edible plants can be planted to avoid vermin in the building.

With respect to the parking lot, vehicles must at least have a valid storage insurance for liability purposes.

- **Lobby Mats**

Council approved the purchase of mats for the lobby to control debris and prevent slippage in the lobby when raining or snowing.

- **Parkade Convex Mirror**

To improve safety and driving condition in the parkade and, council approve the purchase of a convex mirror. Residents are reminded to watch their speed when driving in and out of the parkade.

(8) TERMINATION

There being no further business, the meeting was terminated at 10:25 pm.

NEXT MEETING:
COUNCIL MEETING
 THURSDAY, JANUARY 25, 2017 AT 7:30 P.M.
 VENUE: Unit #202
 5665 – 177B Street, Surrey BC

Minutes from all Council meetings can be found on the EPS 1569 website. Please refer to “Correspondence” for instructions in accessing the Wed Portal.

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COUNCIL MEETING MINUTES **Monday, January 15, 2018**
LINGO - EPS 1569



LOCATION

6:30 p.m. – Unit #202 -
5665 177B Street, Surrey BC

**STRATA COUNCIL
2017/2018**

PRESIDENT
Cynthia Hackett

VICE-PRESIDENT
Doug Harding

TREASURER
Mark Raison

AT LARGE
Allyson O'Brien

PROPERTY MANAGER
Daniela Damoc
Direct Phone:(604) 248-0757
Fax : (604) 821-1822

ALL ACCOUNTING INQUIRIES
604-248-3002

**REMAX DWELL PROPERTY
MANAGEMENT**
4311 Viking Way, Suite 270,
Richmond, BC, V6V 2K9
(604) 821-2999

IMPORTANT INFORMATION Please have this translated	重要資料 請找人為你翻譯
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INFORMACIÓN IMPORTANTE Busque alguien que le traduzca	알려드립니다 이것을 번역해 주십시오
CHỈ DẪN QUAN TRỌNG Xin nhờ người dịch hộ	प्रधान सूचना किसी वरहे किसे देखें दिए ए प्रमुख वरवाच

ATTENDANCE:

Cynthia Hackett
Doug Harding
Mark Raison
Allyson O'Brien

REGRETS:

Oliver Cherak

Daniela Damoc, RE/MAX dWell Property Management

(1) CALL TO ORDER

Council's President, called the meeting to order at 6:40 pm. A quorum was established.

(2) APPROVAL OF PREVIOUS MINUTES

Following a review of the minutes of the Council Meeting held on Oct 16, 2017 there were no errors or omissions noted, it was moved and seconded to approve the minutes as presented.

CARRIED

(3) FINANCIAL REPORT

1) Financial Statements

The property manager provided an update on the financial situation of the Strata Corp as of November 30, 2017. Following discussion, it was **MOVED** and **SECONDED** to approve the financial statements for the period Sept to Nov 2017 as presented **CARRIED**

2) Report on Accounts Receivable

The property manager reported that, as of the meeting date, there was no outstanding balance in accounts receivable.

Council would like to thank the Owners for keeping their accounts up to date, thus enabling the Strata Council to pay the Strata Corp. invoices in a timely manner.

Owners are reminded strata fees are due and payable on the first day of each month, and the Strata Corporation is solely dependent upon prompt receipt of all strata fees to finance its day-to-day activities and assessment payments to finance special projects. Any money owing after the due date may be assessed a late payment penalty in accordance with the strata corporation's bylaws.

3.3) Proposed 2018 Budget

Council reviewed the proposed operating budget for the 2018 fiscal year, which was prepared using the actual costs incurred by the Strata Corp to date, as well as projections based on last year's expenditures. Council went through each line individually and requested some changes to a few budgeted amounts. It was noted that some expenses like water consumption were not included in past budgets thus resulted in a deficit this year.

The property manager will finalize the proposed budget and send it for Council's approval before being presented for Owners' review and approval at the Annual General Meeting, which is tentatively scheduled for February 26, 2018 at 7pm (subject to confirming the venue).

Council discussed items to be included in the agenda of the AGM which will include approval of the proposed budget with a possible strata fee increase to help cover the deficit and propose an increase in the CRF contributions next year, rules for adoption and a ¾ vote resolution for major projects like replacing the roof HVAC unit.

(4) BUSINESS ARISING FROM PREVIOUS MINUTES

4.1 Annual Fire Inspection -deficiencies quote

Community Fire has provided a quote in the amount of \$1,493.00+tax to resolve the deficiencies noted during the annual fire inspection After discussion, it was moved and seconded to approve the quote as presented **CARRIED**

The property manager will follow up with the service provider to schedule the visit and will post notices on the website and at the site once the service date is confirmed.

4.2 Make-up unit (MUA) replacement quote

Council reviewed a report from Mega Hydronics HVAC who has inspected the roof top MUA unit. The contractor provided a quote to repair or replace the unit with prices ranging from \$23,900 to \$28,400 +tax and a few quotes to resolve deficiencies noted during the inspection.

It was moved and seconded to approve the following deficiencies quotes: \$590.00+tax to repair the exhaust fan in the elevator room, \$490.00+tax to replace two failed CO sensors in the parkade and \$568.00+tax to install backup batteries to sump pumps in the parkade. **CARRIED**

Council discussed at length the MUA rooftop situation and decided that will make more sense to replace the unit instead of spending more money on repairs. Council discussed ways to finance this project and will present a ¾ resolution for the Owner's approval at the AGM. In the meantime, the property manager will obtain more quotes for comparison.

4.3 5yr Bldg. Envelope review

As the 5-yr. bldg. envelope warranty will expire in 2018, Council is looking to commission a report and include the expenditure in the next year's budget. The main concern is water ingress in the parkade, for which several quotes were obtained as follows: from Sense Engineering, in the amount of \$3,900.00+tax, WSP Canada of \$3000.00+tax and Strata Engineering of \$2500.00+tax.

After discussion, it was moved and seconded to approve WSP's quote due to their specific expertise in bldg. envelope waterproofing issues. **CARRIED**

WSP will be also asked to provide a quote for the full bldg. envelope inspection pertaining to the 5-yr. warranty review, in addition to the underground parkade inspection already approved. The property manager will follow up with the service provider to schedule a site visit required prior to issuing the report. This matter is in progress.

4.4 Depreciation report

As noted in the previous minutes, Council discussed the need to acquire a depreciation report and reviewed a quote in the amount of \$4,500.00+tax from Strata Engineering. As the timing of this report coincides with the 5yr warranty review, it was decided to postpone commissioning a depreciation report this year. A resolution to waive the requirement to obtain a depreciation report will be presented for the Owners' approval at the AGM.

4.5 Carpet cleaning

Council reviewed a quote in the amount of \$700.00+tax from Latino's Cleaning to clean the carpet in the hallways. It was decided to postpone the service for now to reduce the expenditures and complete only spot cleaning when needed.

(5) CORRESPONDENCE

Council reviewed the correspondence received from Owners, and where deemed necessary, the Property Manager was directed to correspond with the various authors. Others will have their concerns addressed in the minutes, or be contacted by letter. The correspondence was as follows:

- (6.1) An owner contacted the property manager requesting access to the electrical room for TELUS. The owner was informed that TELUS has been provided with keys to the bldg. A letter confirming that TELUS has the necessary access to provide services in the building has been received awhile ago, noting that a protocol has been instated with their technicians. The respective Owner was asked not to contact Council directly, instead send their questions/issues to Council via the property manager.
- (6.2) An owner requested updates to the Enterphone system and requested info about the property painting codes. Both issues were addressed by the property manager.

Owners wishing to write to Council to register a concern may do so by sending a letter to your property manager by mail or e-mail (daniela.damoc@dwelproperty.ca). In your correspondence, please state your name, the strata plan number (EPS 1569) your unit number, a contact phone number and provide a concise description of the reasons for your correspondence and/or concern.

If you are reporting a complaint against someone, make sure you provide the following info: time, date, unit number of the alleged offender, a brief description of what you saw, and what, if any, action was taken. Council will review your correspondence and a response will be provided either directly or in the minutes of the meeting.

(7) NEW BUSINESS

(7.1) Invoices for approval

Council reviewed an invoice from Broadway Refrigeration in the amount of \$795.64 but decided not to pay it as the contractor has charged a lot for HVAC repairs which were unsuccessful and resulted in their contract being suspended and the Strata having to hire another contractor for the job.

Council approved an invoice of \$1,684.01 from City of Surrey for water consumption at the property.

CARRIED

(7.2) CRF Loan to Operating Fund

Council has approved a CRF loan to cover a shortage in the operating funds due to payment of a bill from the City of Surrey for water consumption. As per the SPA requirements, Owners must be informed as soon as possible about unexpected expenditure from the CRF.

(7.3) Fobs programming

The property manager ordered new fobs from Tri West Solutions who has also quoted \$85.00/hr to program them. The fobs were delivered to a Council member who will try to program them or inform the property manager if we need to call the service provider for programming and maintenance.

(7.4) Garbage Collection over holidays

Target Zero, who provides the garbage collection services for the Strata Corp, has been contacted several times over the holiday season to report missed service, as the garbage and/or the recyclables were not collected at times. The service provider apologized for missed services due to collection falling on Christmas and New Year days, which was pushed to the following days or were missed entirely. The contractor agreed to issue a credit for missed services and promised to monitor the matter to ensure that it won't happen again.

(7.5) Council member resignation

Council member Oliver Cherak has announced his resignation from Council effective immediately. Council thanks Oliver for his contribution to the Strata business and wish him all the best in the future.

(7.6) Annual meeting schedule for 2018

Council reviewed a proposed schedule for the 2018 annual meetings and requested the meetings be held on Mondays so everyone can attend. It was also decided to schedule the next meeting in April instead of June, as initially proposed. The property manager will provide a revised schedule for Council's review.

(7.7) Other

Council was informed that the annual E-Comm amplification system testing is due in February and Positronics has offered to schedule the testing and provide a report to be made available to the Fire Dept. when requested. The contractor confirmed they will maintain the same price as last year at \$1,600.00+tax. It was moved and seconded to approve Positronics' quote as presented **CARRIED**

The property manager will follow up with the service provider to schedule the service.

(8) TERMINATION

There being no further business, the meeting was terminated at 9:15 pm.

Next meeting: - **Annual General Meeting – Feb 26, 2018 at 7:00 pm (location tbc)**

Next Council Meeting – April 23, 2018 at 6:30pm (tbc)

Minutes from all Council meetings can be found on the EPS 1569 website. Please forward all comments, concerns and suggestions for the Strata Council to:

The Owners, Strata Plan EPS763

c/o RE/MAX DWell Property Management #270 – 4311 Viking Way, Richmond, B.C, V6V 2K9
Phone: 604-821-2999 (ext. 240); Fax: 604-821-1822

Property Manager: Daniela Damoc

Direct line: 604-248-0757 or Email: daniela.damoc@dwelldproperty.ca

The building's website provides 24/7 access to important documents such as minutes, bylaws, meeting notices and Strata Property Act forms.

If you have not subscribed to the building's website, please consider doing so. As a Subscriber, you will receive all postings via email and you can then save the minutes (in pdf format) on your computer if you wish for future reference.

RE/MAX Dwell Property Management website – www.dwellproperty.ca Login: **EPS1569**

Please keep these minutes as a record of the strata corporation's business. Replacement of minutes, bylaws and rules will be at the owner's expense, in accordance with the Strata Property Act Regulations.



LOCATION

6:45 p.m. – Unit #202 -
5665 177B Street, Surrey BC

**STRATA COUNCIL
2018/2019**

PRESIDENT
Cynthia Hackett

VICE-PRESIDENT
Doug Harding

TREASURER
Donna Fraser

SECRETARY
Allyson O'Brien

AT LARGE
Paula Milbradt
Mark Raison

PROPERTY MANAGER

Daniela Damoc
Direct Phone:(604) 248-0757
Fax : (604) 821-1822

daniela.damoc@dwellproperty.ca

ALL ACCOUNTING INQUIRIES
604-248-3002

**REMAX DWELL PROPERTY
MANAGEMENT**
4311 Viking Way, Suite 270,
Richmond, BC, V6V 2K9
(604) 821-2999

IMPORTANT INFORMATION Please have this translated

RENSEIGNEMENTS IMPORTANTS Prière de les faire traduire

INFORMACIÓN IMPORTANTE Busque alguien que le traduzca

CHỈ DẪN QUAN TRỌNG Xin nhờ người dịch hộ

重要資料 請找人為你翻譯

これはたいせつなお知らせです。どなたかに日本語に訳してもらってください。

알려드립니다 이것을 번역해 주십시오

प्रमुख सूचनाएँ किरपा करके किरने वेतने हिम एा हुसुंका करवादि

ATTENDANCE:

Cynthia Hackett
Doug Harding
Allyson O'Brien
Donna Fraser
Paula Milbradt

REGRETS:

Mark Raison

Daniela Damoc, RE/MAX dWell Property Management

(1) CALL TO ORDER

Council's President, called the meeting to order at 6:45 pm. A quorum was established.

(2) APPROVAL OF PREVIOUS MINUTES

Following a review of the minutes of the Council Meeting held on Jan 15,2018 there were no errors or omissions noted, it was moved and seconded to approve the minutes as presented.

CARRIED

(3) FINANCIAL REPORT

1) Financial Statements

The property manager provided an update on the financial situation of the Strata Corp for the months of Dec 2017, Jan and Feb 2018. Following discussion, it was **MOVED** and **SECONDED** to approve the financial statements as presented

CARRIED

2) Report on Accounts Receivable

The property manager reported that as of the meeting date, there was no outstanding balance in accounts receivable.

Council would like to thank the Owners for keeping their accounts up to date, thus enabling the Strata Council to pay the Strata Corp. invoices in a timely manner.

Owners are reminded strata fees are due and payable on the first day of each month, and the Strata Corporation is solely dependent upon prompt receipt of all strata fees to finance its day-to-day activities and assessment payments to finance special projects. Any money owing after the due date

may be assessed a late payment penalty in accordance with the strata corporation's bylaws.

(4) BUSINESS ARISING FROM PREVIOUS MINUTES

4.1 TELUS Fiber Optic network upgrade

A representative from Leducor, who works for Telus to upgrade the fiber optic network in Lower Mainland, has provided a short presentation to Council about the advantages of installing a fiber optic network at the property and responded to questions posed by some Council members. Mr. Giroux informed about the benefits of a fiber optic

system which will increase the internet speed and provide clearer images to those using it and discussed the Right of Entry agreement that will allow have to be signed in order to allow Telus to upgrade their equipment on common areas. After discussion, it was moved and seconded to sign the ROE agreement with TELUS to install an fiber optic network at the property. **CARRIED**

Council members Cynthia Hackett and Doug Harding will supervise this project on behalf of the Council and will be the site contacts for Telus/Ledcor representatives which will begin canvassing the property to identify the Owners interested in installing fiber optic in their units. If 80% of the Owners are not interested, then TELUS may not proceed with the upgrades. Once the date for the site visit is confirmed with the service provider, notices will be posted at the property and on the website.

4.2 Make-up unit (MUA) replacement quotes

Council reviewed several quotes obtained from four HVAC contractors who have inspected the roof top MUA unit. Some contractors, like Elafor Mechanical and Gateway Mechanical, recommended partial repairs, while others, like Latham’s, recommended replacing the heat exchanger or the whole MUA unit. Chill Air Conditioning has also recommended replacing the heat exchanger, but has not provided a quote by the meeting time.

Council discussed at length the MUA rooftop situation and maintained the opinion that replacing the MUA unit makes more sense than spending more money on repairs. It was decided to wait until all quotes are received before selecting a contractor for this project. The matter is in progress.

In the meantime, Owners are advised that the first installment of the HVAC special levy is due on May 1st, 2018 and are reminded to send written authorization to the property manager, so that the accounting dept. can process the payments from their account. Those Owners not on PAD, are requested to send post-dated cheques with their installments amounts and make the cheque payable to “**EPS1569 -Lingo**”. A reminder notice will be posted on the website and at the property.

4.3 Annual Fire Inspection -deficiencies repairs

As noted in the previous minutes, Council has approved Community Fire Services to complete deficiency repairs after the annual fire inspection. The second visit was scheduled for March 28, 2018 and notices have been posted on the website and at the property. Owners who have not provided access this time either, are asked to contact Community Fire Prevention directly at 604-944-9242 and arrange to have the fire protection equipment in their units inspected.

4.4 5yr Bldg. Envelope review

At this year AGM, it was approved to commission the report for 5yr warranty of building envelope and approved funding from the CRF. Council has selected WSP Canada, who has provided a quote of \$3,900.00+tax for providing the warranty report. **CARRIED**

As noted in the previous minutes, WSP has been also approved to inspect the underground parking waterproofing system and will schedule the site visit shortly. The property manager will follow up with the service provider to provide all the warranty documentation needed to proceed with the 5yr warranty inspection.

4.5 Fobs programming

Council was advised that new fobs have been ordered from Tri West Technologies at no additional cost to the Strata Corp. The cost of \$525.00 has been covered by Re/Max Dwell Property, as the previous property manager has ordered the wrong type of fobs. The new fobs have been programmed and will be distributed at Council’s discretion, either to Owners who have lost their fobs, or to service providers who need access in the building to perform maintenance services.

(5) CORRESPONDENCE

Council reviewed the correspondence received from Owners, and where deemed necessary, the Property Manager was directed to correspond with various authors. Others will have their concerns addressed in the minutes, or be contacted by mail. The correspondence was as follows:

- (6.1) Council received correspondence from an Owner who complained of noise from one of their neighbours. At Council’s request, the property manager has sent a bylaw violation letter to the respective unit Owner requesting them to abide by the Strata Bylaws regarding noise at the property. The Owner has responded to apologize for the disturbance and promised to be more careful in the future.

- (6.2) A bylaw violation letter has been sent to an Owner for installing a bird feeder on their balcony. Owners are reminded to abstain from feeding the wildlife or placing bird feeders on their balconies and patios to avoid attracting vermin to the building.

Owners wishing to write to Council to register a concern may do so by sending a letter to the property manager by mail or e-mail (daniela.damoc@dwelldproperty.ca). In your correspondence, please state your name, the strata plan number (EPS 1569) your unit number, a contact phone number and provide a concise description of the reasons for your correspondence and/or concern.

If you are reporting a complaint against someone, make sure you provide the following info: time, date, unit number of the alleged offender, a brief description of what you saw, and what, if any, action was taken. Council will review your correspondence and a response will be provided either directly or in the minutes of the next Council meeting.

(7) NEW BUSINESS

(7.1) Council positions

As new Council members have been elected at the AGM on Feb 27, 2018, the Strata Council's positions have been determined as follows:

Council president:	Cynthia Hackett
Vice president:	Doug Harding
Treasurer:	Donna Fraser
Secretary:	Allyson O'Brian
At Large:	Paula Milbradt Mark Raison

(7.2) Invoices for approval

Council reviewed and approved two invoices from Service Master Clean, in the amount of \$225.75 each, for cleaning the carpets on the hallways and one invoice from University Sprinklers of \$246.96 for the irrigation system spring start up. **CARRIED**

Council decided not to renew the carpet cleaning agreement with Service Master Clean, as some stains could still be seen after them cleaning the carpets. Council will ask the janitor to provide a quote for carpet cleaning.

(7.3) Appraisal Report 2018 / Insurance renewal /CRF loan

Council reviewed an appraisal report obtained from Suncorp Valuation for insurance purposes, and was informed that the property value has increase to \$5,578,000 this year. Thus, the insurance coverage has been updated to include the new appraised value and CMW has submitted an invoice of \$499.00 for the difference.

The 2018 insurance premium was \$10,755.00 and was covered from the CRF as the operating funds did not have enough to cover the invoice at the time of insurance renewal on February 1st 2018. Council has approved, via email, a CRF loan to pay the insurance premium and the money will be returned to the CRF by the end of this fiscal year. As per the SPA requirements, Owners must be informed as soon as possible about unexpected expenditure from the CRF. A motion to ratify the CRF loan for insurance premium, as well as to approve Suncorp's invoice of \$775.00 to provide 3 years of appraisal reports was moved and seconded **CARRIED**

(7.4) Landscaping services

Council discussed the landscaping services at the property as it was noted that the quality has been declining in the past months and reviewed several quotes obtained from Urban Landscaping, Ground Effects and Big Mac's Landscaping for that purpose. After discussion, it was moved and seconded to approve Urban Landscaping quote of \$5,916.00+tax for providing the annual grounds maintenance services, thus saving approx. \$2000.00 compared to the current contract. **CARRIED**

The property manager will proceed with securing a landscaping contract for the 2018 season and will send a termination letter to Blade Enterprises.

(7.5) Organics Collection issues

Target Zero, who provides the garbage collection services for the Strata Corp, has been contacted again to report missed service, as the organics and/or the recyclables were not collected at times. The service provider apologized for missed services and made arrangements with the garbage contractor to return and pick up the

missed garbage or organic waste. A few Council members offered to look after the organics bins and take them out and back inside after collection.

(7.6) Annual meeting schedule for 2018

Council reviewed the proposed meeting schedule for the 2018 revised to include a meeting in April instead of June, as initially proposed. The Council meetings will be held on Mondays starting from 6:30pm and each date will be confirmed at subsequent meetings.

(7.7) Other

Council discussed the parking situation, as it was noted that some people are parking their cars in stalls reserved for visitors. It was decided to start placing notification letters on the offenders' windshields and the property manager provided a sample NOC letter for this purpose. Council decided to place two "Visitor parking" signs in the underground parking so that everybody is aware where the visitor stalls are located and requested the property manager to obtain a quote for that purpose. The matter is in progress.

Council was informed that Re/Max has revised the agency agreement as changes have been made to some of the sections to bring them in line with what other management companies are charging for similar services. A revised agency agreement was provided for Council's review and once approved, two Council members will be asked to sign the agreement and forward it to Re/Max for countersignature. This matter is in progress.

(8) TERMINATION

There being no further business, the meeting was terminated at 9:15 pm.

Next meeting: Council Meeting – Sept 24, 2018 at 6:30pm (tbc)

Minutes from all Council meetings can be found on the EPS 1569 website. Please forward all comments, concerns and suggestions for the Strata Council to:

The Owners, Strata Plan EPS1569

c/o RE/MAX DWell Property Management #270 – 4311 Viking Way, Richmond, B.C, V6V 2K9
Phone: 604-821-2999 (ext. 240); Fax: 604-821-1822

Property Manager: Daniela Damoc

Direct line: 604-248-0757 or Email: daniela.damoc@dwellproperty.ca

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RE/MAX Dwell Property Management website – www.dwellproperty.ca Login: EPS1569

Please keep these minutes as a record of the strata corporation's business. Replacement of minutes, bylaws and rules will be at the owner's expense, in accordance with the Strata Property Act Regulations.

ANNUAL GENERAL MEETING MINUTES
LINGO EPS 1569

TUESDAY, FEBRUARY 28, 2017



LOCATION

7:00 p.m.
5665 177B St, Surrey,
BC V3S 4J2

**NEW STRATA COUNCIL
2017**

TBD

Cynthia Hackett

TBD

Doug Harding

TBD

Kevin Folden

TBD

Pamela Isabella Parent

TBD

Allyson O Brien

TBD

Mark Raison

TBD

Oliver Cherak

PROPERTY MANAGER

Miguel Vivanco

Direct Phone:(604) 248-1012

Fax: (604) 821-1822

**ALL ACCOUNTING INQUIRIES
604-248-3002**

**REMAX DWELL PROPERTY
MANAGEMENT**

**4311 Viking Way, Suite 270,
Richmond, BC, V6V 2K9
(604) 821-2999**

ATTENDANCE:

15 Owners registered and represented in person.

02 Owners registered and represented by proxy.

Miguel Vivanco, RE/MAX dWell Property Management

(1) CALL TO ORDER

The Council President, Cynthia Hackett, called the meeting to order at 7:05 p.m. The Council President requested the Property Manager to facilitate the meeting. **MOVED (#205) SECONDED (#106) UNANIMOUS**

(2) CALLING THE ROLL/CERTIFICATION OF PROXIES

All received proxies were verified and certified by the Strata Manager in accordance with the requirements of the Strata Property Act.

29 of 29 strata lots at Lingo were eligible to vote at the Annual General Meeting as their accounts were in good standing.

As per the Strata Property Act Section 48(2), one-third of persons entitled to vote constitute a quorum. One-third of 29 is 10. At 7:05 p.m. there were 15 strata lots represented in person and 02 by Proxy. At 7:05 p.m. the meeting was declared competent to deal with the business at hand.

(3) PROOF OF NOTICE

The Strata Property Act requires appropriate notice be given to all Owners either by mail to their last-known address or hand-delivered onsite. The notice, together with the proposed budget for 2017, was hand delivered and mailed out to all Owners on February 7, 2017, giving the required notice of the meeting as specified in the Strata Property Act, sections 45(1) and 63(3).

It was **MOVED (#205) and SECONDED (#106)** that the proper notice had been given for the 2017 Annual General Meeting. The vote was taken by show of voting cards. **UNANIMOUS**

(4) APPROVAL OF PREVIOUS MINUTES

As there were no errors or omissions noted, it was **MOVED (#202) and SECONDED (#101)** to adopt the minutes of the Annual General Meeting held February 23, 2016 as prepared and circulated. **UNANIMOUS**

(5) ANNUAL REPORT ON INSURANCE

The Property Manager advised that the Strata Plan is currently insured through CMW Insurance Services Inc. The property is insured for \$5,246,800. The annual premium for 2015-2016 is \$13,203.00 The current policy expires April 1st, 2016. All Owners were provided with a copy of the insurance summary report provided by CMW Insurance. The Owners were also advised the deductible for the policy which include:

All Risks - \$2,500 Water Damage & Sewer Backup - \$5,000 Flood - \$10,000 Earthquake – 10%, minimum \$100,000

The policy insures the Strata Corporation's common property, limited common property and common assets, as well as to maintain liability insurance, Director's & Officer's insurance and other necessary coverages.

Owners are reminded they should purchase content or home Owner's insurance that would protect their belongings as well as any upgrades they or a previous Owner may have made. Owners are also asked to ensure that their personal home Owner's policy provides coverage for the Strata Corporation's insurance deductible charge-backs. If an Owner has any questions about their personal coverage, they should contact their insurance agent or make contact with CMW Insurance Services.

(6) ¾ RESOLUTION VOTE "A"- WAIVING THE NEED FOR A DEPRECIATION REPORT

Be it resolved by a three-quarter (3/4) vote of the Owners of Strata Plan EPS 1569, Lingo, to waive the requirement to obtain a Depreciation Report for 18 months from passage of this resolution.

It was MOVED (#101), SECONDED (#305) the motion to approve proposed ¾ Resolution "A"
There being 16 in favour, 1 opposed and 0 abstentions

CARRIED

(7). ADOPTION OF PROPOSED 2017 OPERATING BUDGET

The floor was opened for questions regarding the 2017 Operating Budget. An Owner inquired how the budget was determined after the actual fiscal year has been completed. Property Manager and the Council President explained that financial statements from 12 months were used to prepare the proposed 2017 budget. The Property Manager and Council went through each budget line item attached in the notice with Owners. If a question was raised as to how this cost was determined, it was answered either by the Council or the Property Manager.

There being no further questions or comments on the proposed budget, a motion was made to vote

It was MOVED (#309), SECONDED (#305) the motion to approve
There being 17 in favour, 0 opposed and 0 abstentions
The motion to adopt the 2017 Budget was

UNANIMOUS

IMPORTANT

The new budget is effective **January 1st, 2017**. Please find attached a listing of Strata Fees for each Strata Lot. Owners previously making payment through an automatic withdrawal from their bank accounts need not take any action as the balance of the retroactive Strata Fees will be charged electronically. Owners making payment by way of post-dated cheques are encouraged to send a new series of cheques to the management company. Cheques should be dated for the 1st of each month and made payable to **The Owners of EPS 1569**.

Should you have any questions regarding the payment of Strata Fees contact our accounts receivable department at ar@dwellingproperty.ca or call direct at 604-248-0754.

(13) PRESIDENTS REPORT & GENERAL DISCUSSION

The following topics arose during the evening's discussions and will be put on the agenda for the next Council meeting.

Council President Cynthia Hackett began by thanking all of Council for their hard work this year. The Council President then proceeded to give an overview of this year which has been a very busy year for the Lingo Complex.

- **UNANIMOUS APPROVAL TO WAIVE THE HOLDING OF A SPECIAL GENERAL MEETING AND CONSENT TO UNANIMOUS VOTE RESOLUTION TO AMEND THE STRATA PLAN**

The President and Property Manager discussed the attached document drafted by Clark & Wilson LLP. The Document is a waiver form for the Owners to amend the Strata Plan to reallocate 3 designated parking stalls which were needed for the installation of the fabricated aluminium storage units for the Owners of EPS 1569. Section 44 of the Strata Property Act requires that all registered owners of all strata lots must agree in writing to waive the holding of a special general meeting and consent in writing to the resolution proposed.

An Owner did note that the document did have a clerical error in which the Strata Plan was written down as EPS 1589 AND NOT EPS 1569. Owners were asked to make the change and initial it. All the waiver forms were collected and The Property Manager and Council will work on acquiring the final 12 Owners to sign so that the Strata Plan can be amended.

- **ROOFTOP MAKE UP AIR UNIT (MUA):** The President, and Property Manager discussed the repairs that have been conducted on the MUA unit over the last year. Throughout the year there have been multiple cases in which the MUA unit has failed this has led to the Mechanical company having the manufacturer "Engineered Air" inspect the unit onsite. The Property Manager has requested a summary report which will be submitted to the Developer for discussion and review.
- **FOB AUDIT:** Council has conducted a FOB audit to assist in the security of EPS 1569. Owners who have not submitted their Fobs for identification are encouraged to do so. It is important that any lost Fobs are to be reported immediately for deactivation.

(14) ELECTION OF 2017 STRATA COUNCIL

The President stated the 2016 Council resigns at this point, and a new Council for 2017 is to be elected. Owners thanked the Council for their time and effort during this busy year.

The Property Manager handled the election of the 2017 Council. As per the Bylaws, a maximum of seven Strata Council members could be elected. It was discussed with Owners for continuity that the existing Council members be asked if they wished to nominate themselves and continue serving on Council for 2017 by way of amalgamation. There were no objections noted, and 4 members accepted to stay on for the 2017 fiscal year. They are Cynthia Hackett, Doug Harding, Pamela Isabella Parent, & Kevin Folden Given the foregoing, the Property Manager opened the floor for nominations or volunteers for the 3 remaining Council positions. The following Owners were nominated:

- 1) Mark Raison
- 2) Allyson O'Brien
- 3) Oliver Cherak

As there were 7 nominations a ballot vote was decided in which all the nominees gave a brief description of themselves. All the Owners were directed to place their votes on the ballot cards and

the votes were tallied by the Property Manager and Volunteers. Owners announced and welcomed that the new 2017 Council.

- 1) Cynthia Hackett
- 2) Doug Harding
- 3) Kevin Folden
- 4) Pamela Isabella Parent
- 5) Mark Raison
- 6) Allyson O'Brien
- 7) Oliver Cherak

(15) TERMINATION

There being no further business, the meeting was terminated at 8:55 p.m.

The elected Strata Council was asked to briefly meet to schedule the next Council Meeting.

Please be advised you should retain copies of Council and General Meeting Minutes for a period of 2 years.



STRATA CORPORATION EPS 1569
2017 OPERATING BUDGET
FISCAL YEAR 2017 (JAN-DEC)



Account	Account Name	Budget 2016	Actual as of 12/2016	Approved 2017 Budget
	INCOME			
4100-0000	Strata Fees	\$91,838.34	\$91,837.92	\$91,838.34
4515-0000	Keys, Fobs, Access Cards	\$0.00	\$180.00	\$0.00
4520-0000	Move In/Out Charges	\$0.00	\$0.00	\$0.00
4530-0000	NSF Charges	\$0.00	\$0.00	\$0.00
4540-0000	Late Fees	\$0.00	\$75.00	\$0.00
4550-0000	Bylaw Fines	\$0.00	\$0.00	\$0.00
4580-0000	Interest Income	\$20.00	\$120.20	\$20.00
4940-0000	Prior Year Brought Forward	\$0.00	\$0.00	\$0.00
	TOTAL REVENUE	\$91,858.34	\$92,213.12	\$91,858.34
	ADMINISTRATIVE EXPENSES			
5020-0000	Property Management	\$16,317.00	\$10,878.00	\$16,317.00
5030-0000	Bank Charges	\$168.00	\$191.10	\$168.00
5040-0000	Sundry, Postage & Copies	\$725.82	\$748.04	\$725.82
5050-0000	Professional - Accounting	\$0.00	\$0.00	\$0.00
5052-0000	Professional - Audit	\$420.00	\$367.50	\$420.00
5055-0000	Professional - Engineering	\$0.00	\$0.00	\$0.00
5060-0000	Professional - Legal	\$315.00	\$1,392.31	\$315.00
5100-0000	Insurance	\$13,203.00	\$12,405.65	\$13,203.00
5110-0000	Insurance Appraisal	\$0.00	\$0.00	\$0.00
5120-0000	Insurance Claims/Deductibles	\$0.00	\$0.00	\$0.00
5230-0000	Telephone	\$1,600.00	\$1,524.93	\$1,600.00
	TOTAL ADMIN EXPENSES	\$32,748.82	\$27,507.53	\$32,748.82
	UTILITIES			
5520-0000	Utilities - Electricity	\$10,000.00	\$9,354.22	\$10,000.00
5530-0000	Utilities - Natural Gas	\$500.00	\$887.07	\$500.00
	TOTAL UTILITIES	\$10,500.00	\$10,241.29	\$10,500.00
	BUILDING MAINTENANCE			
6010-0000	Garbage Disposal & Recycling	\$7,229.52	\$7,466.51	\$7,229.52
6020-0000	Janitorial Services	\$7,560.00	\$7,290.58	\$7,560.00
6100-0000	General Repairs & Maintenance	\$7,083.80	\$4,535.93	\$7,083.80
6160-0000	Elevator Maintenance	\$2,700.00	\$2,951.03	\$2,700.00
6170-0000	Mechanical Maintenance	\$2,000.00	\$10,885.02	\$2,000.00
6180-0000	Fire & Alarm Maintenance	\$1,500.00	\$7,252.24	\$1,500.00
6185-0000	Fire & Alarm Monitoring- Positronics	\$1,663.20	\$806.40	\$1,663.20
6290-0000	Parkade & Garage Doors	\$700.00	\$547.31	\$700.00
	TOTAL BUILDING MAINTENANCE	\$30,436.52	\$41,735.02	\$30,436.52
	GROUNDS MAINTENANCE			
7010-0000	Landscaping Services	\$8,190.00	\$8,767.50	\$8,190.00
7060-0000	Irrigation	\$600.00	\$456.39	\$600.00
7080-0000	Snow Removal	\$200.00	\$200.00	\$200.00

	TOTAL GROUNDS MAINTENANCE	\$8,990.00	\$9,423.89	\$8,990.00
	TOTAL OPERATING EXPENSES	\$82,675.34	\$88,907.73	\$82,675.34
	CRF AND OTHER BUDGETED RESERVE FUNDS			
9510-0000	Transfer to Contingency Fund	\$9,183.00	\$9,183.00	\$9,183.00
	TOTAL RESERVE FUNDS	\$9,183.00	\$9,183.00	\$9,183.00
	TOTAL EXPENSES & RESERVES	\$91,858.34	\$98,090.73	\$91,858.34
	SURPLUS/ (DEFICIT)	\$0.00	(\$5,877.61)	\$0.00

**STRATA CORPORATION EPS 1569
OPERATING BUDGET 2017
STRATA FEE SCHEDULE**



Unit #	Strata Lot #	Unit Entitlement U.E.	New Monthly Contribution to the CRF	New Monthly Contribution to the Operating	Previous Monthly Strata Fees	New Monthly Strata Fees	Monthly Strata Fee Increase / (Decrease)
101	1	102	\$40.97	\$368.80	\$409.78	\$409.78	\$0.00
102	2	61	\$24.50	\$220.56	\$245.06	\$245.06	\$0.00
103	3	60	\$24.10	\$216.94	\$241.05	\$241.05	\$0.00
104	4	69	\$27.72	\$249.48	\$277.20	\$277.20	\$0.00
105	5	69	\$27.72	\$249.48	\$277.20	\$277.20	\$0.00
106	6	69	\$27.72	\$249.48	\$277.20	\$277.20	\$0.00
107	7	45	\$18.08	\$162.71	\$180.78	\$180.78	\$0.00
108	8	58	\$23.30	\$209.71	\$233.01	\$233.01	\$0.00
109	9	76	\$30.53	\$274.79	\$305.32	\$305.32	\$0.00
201	10	68	\$27.32	\$245.87	\$273.18	\$273.18	\$0.00
202	11	61	\$24.50	\$220.56	\$245.06	\$245.06	\$0.00
203	12	60	\$24.10	\$216.94	\$241.05	\$241.05	\$0.00
204	13	69	\$27.72	\$249.48	\$277.20	\$277.20	\$0.00
205	14	69	\$27.72	\$249.48	\$277.20	\$277.20	\$0.00
206	15	69	\$27.72	\$249.48	\$277.20	\$277.20	\$0.00
207	16	60	\$24.10	\$216.94	\$241.05	\$241.05	\$0.00
208	17	61	\$24.50	\$220.56	\$245.06	\$245.06	\$0.00
209	18	69	\$27.72	\$249.48	\$277.20	\$277.20	\$0.00
210	19	62	\$24.91	\$224.17	\$249.08	\$249.08	\$0.00
301	20	68	\$27.32	\$245.87	\$273.18	\$273.18	\$0.00
302	21	61	\$24.50	\$220.56	\$245.06	\$245.06	\$0.00
303	22	60	\$24.10	\$216.94	\$241.05	\$241.05	\$0.00
304	23	69	\$27.72	\$249.48	\$277.20	\$277.20	\$0.00
305	24	69	\$27.72	\$249.48	\$277.20	\$277.20	\$0.00
306	25	69	\$27.72	\$249.48	\$277.20	\$277.20	\$0.00
307	26	60	\$24.10	\$216.94	\$241.05	\$241.05	\$0.00
308	27	61	\$24.50	\$220.56	\$245.06	\$245.06	\$0.00
309	28	69	\$27.72	\$249.48	\$277.20	\$277.20	\$0.00
310	29	62	\$24.91	\$224.17	\$249.08	\$249.08	\$0.00
Monthly Totals		1905	\$765.25	\$6,887.95	\$7,653.20	\$7,653.20	
Annual Total			\$9,183.00	\$82,655.34	\$91,838.34	\$91,838.34	

Previous Budget

Total CRF	\$9,183.00
Total Operating	\$82,655.34
Total Strata Fee	\$91,838.34

Proposed Budget

Total CRF	\$9,183.00
Total Operating	\$82,655.34
Total Strata Fee	\$91,838.34



March 5, 2018

To the Owners of **LINGO**- Strata Plan **EPS1569**
5665 177B Street,
Surrey, BC, V3S 4J2

Dear Owner(s):

RE: STRATA Plan EPS1569
2018-2019 STRATA FEES

Please find attached the minutes of the **Annual General Meeting** of the Owners of Strata Plan EPS1569 held on Tuesday, February 27, 2018, a copy of the approved 2018-2019 Operating Budget and the corresponding Strata Fees Schedule, a copy of the special levy schedule "A" as well as a summary of the 2018-2019 insurance coverage.

The 2018-2019 budget has been approved with a 22% in Strata fees, retroactive to January 1, 2018. If you are on pre-authorized plan (PAD) there will be a one-time fee adjustment that will be withdrawn on April 1, 2018, representing the increase in Strata fees for the months of January, February and March, 2018 (which have been of the old amounts) in addition to the NEW monthly maintenance fee for April 2018, which will be withdrawn on the 1st of the month as usual.

Strata Fee Payment Options are as follows:

1. If you are paying by pre- authorized debit plan (PAD) and wish to continue, you don't need to do anything further. Approval of this budget will give RE/MAX the authority to maintain the withdrawal of the strata fee from your account.
2. If you are not paying your monthly maintenance fees by pre-authorized debit, and you wish to commence a pre-authorized plan (PAD), please contact the property manager, or download the [PAD form from the strata website, complete and return it to Re/Max per instructions on the form.](#)
3. If you have been paying your strata fees via post-dated cheques, please make them payable to "**Strata Plan EPS1569**" and mail them to RE/MAX dWell Property Management at our office address noted below.

Should you have any questions regarding the information, please do not hesitate to contact the undersigned either by phone at 604-248-0757 or by email at daniela.damoc@dwellproperty.ca.

Yours truly,

RE/MAX dWell Property Management
As Agents for **EPS1569 – LINGO**

Daniela Damoc BSc.
Property Manager



STRATA CORPORATION EPS1569

IMPORTANT INFORMATION Please have this translated	重要資料 請找人為你翻譯
RENSEIGNEMENTS IMPORTANTS Prière de les faire traduire	これはたいせつなお知らせです。どなたかに日本語に訳してもらってください。
INFORMACIÓN IMPORTANTE Busque alguien que le traduzca	알려드립니다 이것을 번역해 주십시오
CHỈ DẪN QUAN TRỌNG Xin nhờ người dịch hộ	महती महत्वकी विवरण कहते बिसे बेसे हिस ए हुमेंका महत्वकी

**MINUTES OF THE ANNUAL GENERAL MEETING
STRATA PLAN EPS1569 LINGO
Held at Cloverdale Library, 5642 176A Street, Surrey, on Tuesday, Feb 27, 2018**

IN ATTENDANCE

(18) Owners were represented at the Annual General Meeting as per the registration sheet.

REPRESENTING RE/MAX DWELL PROPERTY MANAGEMENT

Daniela Damoc, Property Manager

1. CALL TO ORDER

The meeting was called to order by the Council's president at 6:45pm.

2. CALLING OF THE ROLL AND CERTIFICATION OF PROXIES

All received proxies were verified by the property manager in accordance with the Strata Property Act S48(1) which requires that one third (1/3) of the units be represented in person or by proxy for the meeting to proceed. There are 29 units at Lingo, therefore the quorum is 10.

At the time of Call to Order eighteen (18) strata lots were represented, fifteen (15) in person and three (3) by proxy. Therefore, a quorum was established and the meeting was deemed competent to proceed with the business at hand.

3. PROOF OF NOTICE OF MEETING

The Strata Property Act S45(1) requires a notice to be sent at least fourteen (14) days in advance of a general meeting and the notice must specify the date, time, place and the nature of the business. If the notice is mailed we must add at least 4 days for a total of 20 days, to ensure that proper notice has been provided as per SPA S61(3). The agenda package for this year's general meeting has been mailed out to all Owners on February 2, 2018.

It was MOVED (SL15), SECONDED (SL6) that proper notice of the Annual General Meeting has been provided in compliance with the requirements of the Strata Property Act. A vote was called and there were:

18 In favour, 0 against and 0 abstaining. The motion was

CARRIED

4. APPROVAL OF THE AGENDA

It was then MOVED (SL24), SECONDED (SL6) to approve the agenda as presented.

20 in favour, 0 opposed and 0 abstaining. The motion was

CARRIED

5. APPROVAL OF PREVIOUS GENERAL MEETING MINUTES

It was MOVED (SL11), SECONDED (SL6) to approve the minutes of the previous Annual General Meeting, held on Feb 28, 2017. A vote was called and there were:

16 in favour, 0 opposed and 2 abstaining. the motion was

CARRIED

6. REPORT ON INSURANCE

A summary of the Insurance coverage provided by CMW was enclosed with the Notice of Meeting, as required by the Strata



STRATA CORPORATION EPS1569

Property Act S149. The Strata insurance policy has been renewed for a year from February 1, 2018 until Feb 1, 2019. The property manager informed the audience that the property is currently insured for a replacement value of \$5,246,800 based on a third-party appraisal report obtained from Suncorp Valuations for insurance purposes.

The insurance coverage carried by the Strata Corporation is placed on an 'all risk' replacement value basis, meaning that if a building or portion of a building was damaged or destroyed by an insured peril, that building would be repaired or replaced as necessary, with what is called "like, kind and quality" to that which was original. The Strata Corp. insurance coverage has the following deductibles:

All Risk: \$2,5000	Water Damage: \$5,000	Sewer Back-up: \$5,000
Flood: \$10,000	Earthquake: 10%	Key/Lock: \$250

Owners were advised to ensure that their Homeowner's insurance package includes "Contingent Liability" coverage that will pay all, or at least part of the deductible on a claim filed on the Strata corporation's insurance, if the Owner is found to be responsible for the cause of the event that gave rise to the claim.

The property manager reminded the Owners that the Strata policy has a water damage deductible of \$5,000. If an Owner's dishwasher, washing machine, bathtub, sink would overflow and cause damage, the strata corporation's insurance policy will not be involved until the repairs cost are at least \$5,000. At that point, the Strata will start a claim on the strata insurance but will charge back the deductible to the Owner's strata lot. The property manager recommended all Owners to include coverage for the Strata deductibles in their own Home Owners' insurance policy, which will help cover the deductible should they be found responsible for the cause of a claim on Strata insurance.

On their insurance policies, Owners should also include any betterments or improvements that have been made to the strata lot over and above the original construction. In addition, Owners should insure all those items brought into the strata lot that are typically subject of insurance, i.e. furnishings, clothing, artwork, jewelry, electronics, etc.

The floor was opened for discussion but there were no questions in this matter. A copy of the current insurance coverage summary is added to these minutes.

8. 2018-2019 PROPOSED OPERATING BUDGET

It was **MOVED** (SL6), **SECONDED** (SL11) approve the 2018-2019 Proposed Operating Budget to be brought to the floor for consideration.

The property manager conducted a review of the proposed budget, and presented a detailed analysis of the 2017 expenditures and the rationale for the proposed increase of 22% in the Owners' contributions. The floor was opened for discussion.

Council's treasurer explained the reasons for the fees increase and reminded the Owners that in the first two years of Strata Corporation many units sat unsold, therefore the first AGM was not called for a long time. He noted that the current budget has been adjusted to cover the deficit incurred last year due to unexpected costs to repair the HVAC unit and to cover the cost of water & sewer consumption, which were not included in the interim budget.

Mr. Raison stated that the Contingency Reserves Funds (CRF) is not even half of what it should be for a Strata Corp. almost 5 years old and that will affect the re-selling value of the units. Therefore, Council is proposing to increase this year's contributions to the CRF as well as in the following years. A strong CRF will allow Council to look after major repairs without the need to recourse to special levies and will show potential buyers that the Strata finances are strong. More questions were asked and answered, then a vote was called to approve the proposed budget as presented.

18 in favour; 0 opposed and 0; abstention

CARRIED

IMPORTANT NOTICE: STRATA FEE PAYMENTS

Please note that with the passing of this budget, there will be a 22% increase in Strata Fees for the 2018- 2019 fiscal year, retroactive from January 1, 2018. If you are on pre-authorized payment (PAD) an one-time adjustment for the difference from the old fee to the new fee will be withdrawn on April 1, 2018.



STRATA CORPORATION EPS1569

Owners paying by pre-authorized withdrawal: Those Owners currently paying strata fees by way of preauthorized withdrawal need not take any further action. Approval of this budget will give Re/Max the authority to maintain withdrawal of the Strata fee from your account.

Owners paying by cheque: If you pay via post-dated cheques, you can send your posted cheques on to RE/MAX dWell Property Management office. Payment cheques must be made **payable to Strata Plan EPS1569** and submitted via mail or in person at the RE/MAX office.

Should you have any questions regarding the payment of Strata Fees, contact our accounts receivable department at ar@dwellproperty.ca or call direct at **604-248-0754**.

8. **CONSIDERATION OF ¾ VOTE RESOLUTIONS**

The following ¾ vote resolutions were presented for the Owners' approval:

8.1 ¾ VOTE RESOLUTION "A"- SPECIAL LEVY -Major Projects (MUA Replacement)

The resolution was read out loud:

"WHEREAS the Owners, Strata Plan EPS1569 (the "Strata Corporation") received a report which revealed some deficiencies of the Make Up roof top unit (MUA) and would like to replace it with another highly efficient model.

"Be it resolved by a three-quarter (3/4) vote of the Owners of Strata Plan EPS1569, Lingo, in attendance at this meeting in person or by proxy, that an amount not exceeding \$33,000.00 be expended for funding the purchase and installation of a new MUA roof top unit, and the funds be collected by way of a special levy to the Owners on record at the time of passing of this resolution.

The Special Levy is to be charged in proportion to the unit entitlement of the respective strata lots (see attached Schedule "A") and shall become due and payable upon passage of this resolution.

For financial convenience, only, the Owners may pay in 3 installments on May 1, 2018, June 1, 2018 and July 1, 2018. Any funds not used for this project will be returned to the Owners in proportion to their contribution. However, if no Owner is entitled to a refund of more than \$100.00, the Strata Corp will deposit the excess funds in the CRF."

The floor was opened for discussion. An Owner asked why do we need to replace the MUA unit as the building is only 5yrs old and why is not covered under warranty. The Council treasurer noted that the MUA installed by the developer is a cheap model and the 2-yr. warranty that covers this type of deficiencies, has passed before a claim could be placed for repeated failures which were noted especially in the past year and resulted in very expensive repairs.

Questions were asked about the new model warranty and if Strata has obtained more quotes for comparison. It was noted that Council will obtain more quotes, but did not want to proceed until knowing whether financing was approved or not. Council will evaluate the quotes, one criteria being the warranty provided for each product and will select a service provider that stands by the product they recommend and guarantee the efficiency and resilience of the new MUA model. After discussion, a vote was called and there were:

17 in favour; 0 opposed and 1 abstention. The motion was

CARRIED

A copy of the special levy schedule "A" is added to these minutes.

8.2 ¾ VOTE RESOLUTION "B" – CRF EXPENDITURE- 5YR WARRANTY REVIEW /PARKADE

The resolution was read out loud:



STRATA CORPORATION EPS1569

“Be it resolved by a three-quarter (3/4) vote of the Owners of Strata Plan EPS1569, Lingo, in attendance at this meeting in person or by proxy, that the Strata Corporation approve an expenditure not to exceed \$6,000.00 (six thousand dollars) from the Contingency Reserve Funds (CRF) for completing a building envelope inspection for warranty purposes. Any unused funds will be returned to the CRF. “

It was MOVED (SL14), SECONDED (SL24) to approve the ¾ vote resolution “B” as presented. The floor was opened for discussion. It was noted that the 5-year Building Envelope warranty will expire in October 2018. As stains and leaks have been observed already in the underground parkade, Council is looking to obtain an engineering report for the bldg. envelope including the waterproofing of the underground parkade to address the issues.

Several quotes have been obtained for the parkade inspection, but Council is looking to obtain a full report for the bldg. envelope status and to be submitted it to the developer and the warranty provider for corrective action. As there were no more questions from the floor, a vote was called and there were:

18 in favour; 0 opposed and 0; abstention

CARRIED

8.3 ¾ VOTE RESOLUTION “C” – BYLAW ADDITION S3 (3.5 & 3.6)

The property manager read the resolution out loud:

“WHEREAS the Owners, Strata Plan EPS1569, (the “Strata Corporation”) wish to amend the Strata Corporation Bylaws, pursuant to Section 128 of the Strata Property Act.

Be it resolved by a 3/4 vote of the Owners of Strata Plan EPS1569, Lingo, in attendance at this meeting in person or by proxy, that the Strata Bylaws be amended by adding the following bylaws to Div. 1(3) - Use of common property as follows:

3.5 *Residents must not store any garbage, compost or recycling items on patios or balconies. Only ornamental plants are allowed and no vegetable or edible plants can be planted on limited common property as to avoid attracting vermin in the building.*

3.6 *All vehicle parked in the underground parkade must have a valid license plate or proof of storage insurance displayed on the car’s windshield for liability purposes. “*

It was MOVED (SL27), SECONDED (SL11) to approve the ¾ vote resolution “C” as presented. As there were no questions from the floor a vote was called:

17 in favour; 0 opposed and 1 abstention

CARRIED

8.4 ¾ VOTE RESOLUTION “D” –WAIVE REQUIREMENT TO OBTAIN A DEPRECIATION REPORT

The resolution was read out loud:

“WHEREAS the Owners, Strata Plan EPS1569, (the “Strata Corporation”) wish to defer obtaining a Depreciation Report as required under section 94 of the Strata Property Act,

Be it resolved by a three-quarter (3/4) vote of the Owners of Strata Plan EPS1569, Lingo, in attendance at this meeting in person or by proxy, to approve waiving the requirement to obtain a depreciation report for a period of 18 months from the passage of this resolution.”

It was MOVED (SL6), SECONDED (SL24) to approve the ¾ vote resolution “D” as presented. The floor was opened for discussion. It was noted that, because the Strata Corp. is still new and in the process of obtaining a 5year bldg. envelope report, Council decided not to incur another expenditure to obtain a depreciation report this year, but will consider this option in the following years. As there were no questions from the floor, a vote was called and there were:

16 in favour; 1 opposed and 1 abstention

CARRIED



STRATA CORPORATION EPS1569

9. ELECTION OF THE 2018-2019 STRATA COUNCIL

The property manager thanked the outgoing Council for their dedication and contribution to the Strata business and asked the Owners to join her in giving a big round of applause for the outgoing Council. The floor was then opened for nominations for the new 2018/2019 Strata Council. The following Owners were either nominated or volunteered to stand for Council.

Mark Raison	SL06
Doug Harding	SL04
Cynthia Hackett	SL11
Allyson O'Brien	SL24
Paula Milbradt	SL14
Donna Fraser	SL27

These nominees were elected by acclamation in the 2018-2019 Strata Council. The Council's positions will be elected at the next Council meeting which will be scheduled at a date yet to be determined.

11. GENERAL DISCUSSION

The following topics arose during the evening's discussions and will be added on the agenda for the next Council meeting.

An Owner inquired if the windows will be cleaned this year. Mr. Raison responded that Council will include this service in the annual building maintenance to be done regularly going forward.

Another Owner raised the issue of the bus stop in front of the building, and inquired if Council can request the City to install a bench, as people are using the building fence to wait for the bus and are damaging the common property in the process. Various opinion pro and con were expressed by the Owners, as some thought that installing a bench will only attract homeless people to the area while other believed that it would be a good idea. The new Council will consider this matter.

The issue of marijuana legalization was brought in discussion by an Owner who asked whether people will be allowed to grow cannabis in the building or not. The property manager responded that Council will obtain a legal opinion in this matter and may propose bylaws amendment to deny the use and growing of marijuana on premises.

An Owner noted that one of the "no trespassing" signs installed at the building disappeared. It was noted that Council will order another sign and to replace the one missing.

Another Owner proposed to organize a Block Watch which will bring the community together and encourage neighbours to look after each other and after the building that they share. Council's president responded that is welcoming volunteers for a Block watch and this action may even help the Strata Corp. insurance coverage.

11. TERMINATION OF MEETING

There being no further business, the meeting was adjourned at 8:45 pm.

Minutes prepared by:

Daniela Damoc, property manager

RE/MAX dWell Property Management as Agents for Strata Plan **EPS1569 – LINGO**

Please forward all comments, concerns and suggestions for the Strata Council or management to:

The Owners, Strata Plan EPS1569
c/o RE/MAX DWell Property Management
#270 – 4311 Viking Way, Richmond, B.C, V6V 2K9
Phone: 604-821-2999 (ext. 240) Fax: 604-821-1822



STRATA CORPORATION EPS1569

Property Manager: Daniela Damoc

direct line: 604-248-0757

Email: daniela.damoc@dwelldproperty.ca

The building's website provides 24/7 access to important documents such as minutes, bylaws, meeting notices and Strata Property Act forms.

If you have not subscribed to the building's website, please consider doing so. As a Subscriber, you will receive all postings via email and you can then save the minutes (in pdf format) on your computer if you wish for future reference.

RE/MAX Dwell Property Management website – www.rpmstrata.ca

Login: EPS1569

Please keep these minutes as a record of the strata corporation's business. Replacement of minutes, bylaws and rules will be at the owner's expense, in accordance with the Strata Property Act Regulations.

STRATA CORPORATION EPS 1569
 APPROVED BUDGET
 FISCAL YEAR 2018 (JAN-DEC)



Account	Account Name	Nov 2017 (11 months)	Dec 2017 Year end	Approved Budget - 2017	Approved Budget 2018
INCOME					
4100-0000	Strata Fees	\$84,184.76	\$91,837.92	\$91,838.34	\$112,311.68
4515-0000	Keys, Fobs, Access Cards	\$60.00	\$60.00	\$0.00	\$0.00
4520-0000	Move In/Out Charges	\$50.00	\$50.00	\$0.00	\$0.00
4580-0000	Interest Income	\$73.65	\$79.62	\$20.00	\$0.00
4940-0000	Prior Year deficit recovery		\$0.00	\$0.00	-\$11,196.68
TOTAL REVENUE		\$84,368.41	\$92,027.54	\$91,858.34	\$101,115.00
ADMINISTRATIVE EXPENSES					
5020-0000	Property Management	\$14,957.25	\$16,317.00	\$16,317.00	\$16,317.00
5030-0000	Bank Charges	\$154.00	\$173.00	\$168.00	\$168.00
5040-0000	Sundry, Postage & Copies	\$160.61	\$186.43	\$725.82	\$400.00
5052-0000	Professional - Audit	\$367.50	\$367.50	\$420.00	\$380.00
5060-0000	Professional - Legal	\$288.75	\$315.00	\$0.00	\$320.00
5100-0000	Insurance	\$9,421.32	\$10,267.40	\$13,203.00	\$10,780.00
5110-0000	Insurance Appraisal	\$813.75	\$813.75	\$0.00	\$300.00
5120-0000	Insurance Claims/Deductibles	\$0.00	\$0.00	\$0.00	\$2,500.00
5230-0000	Telephone	\$1,690.24	\$1,842.36	\$1,600.00	\$1,800.00
TOTAL ADMIN EXPENSES		\$27,853.42	\$30,282.44	\$32,433.82	\$32,965.00
UTILITIES					
5520-0000	Utilities - Electricity	\$6,146.73	\$7,298.81	\$10,000.00	\$8,500.00
5530-0000	Utilities - Natural Gas	\$956.23	\$982.80	\$500.00	\$500.00
5540-0000	Sewer & Water Charges	\$4,530.73	\$6,214.74	\$0.00	\$5,500.00
TOTAL UTILITIES		\$11,633.69	\$14,496.35	\$10,500.00	\$14,500.00
BUILDING MAINTENANCE					
6010-0000	Garbage Disposal & Recycling	\$7,096.04	\$7,749.83	\$7,229.52	\$7,800.00
6020-0000	Janitorial Services	\$6,930.00	\$8,190.00	\$7,560.00	\$7,560.00
6100-0000	General Repairs & Maintenance	\$8,261.25	\$6,980.74	\$7,083.80	\$7,500.00
6160-0000	Elevator Maintenance	\$2,967.55	\$3,182.80	\$2,700.00	\$3,200.00
6170-0000	Mechanical Maintenance	\$4,893.98	\$4,893.98	\$2,000.00	\$2,300.00
6180-0000	Fire & Alarm Maintenance	\$5,856.18	\$6,145.57	\$96.68	\$3,000.00
6185-0000	Fire & Alarm Monitoring- Positronics	\$1,663.20	\$1,663.20	\$1,663.20	\$1,700.00
6290-0000	Parkade & Garage Doors	\$0.00	\$1,568.62	\$700.00	\$1,000.00
TOTAL BUILDING MAINTENANCE		\$37,668.20	\$40,374.74	\$29,033.20	\$34,060.00

	GROUNDS MAINTENANCE				
7010-0000	Landscaping Services	\$8,190.00	\$8,190.00	\$8,190.00	\$8,190.00
7060-0000	Irrigation	\$445.69	\$445.69	\$600.00	\$600.00
7080-0000	Snow Removal	\$147.00	\$252.00	\$200.00	\$200.00
	TOTAL GROUNDS MAINTENANCE	\$8,782.69	\$8,887.69	\$8,990.00	\$8,990.00
	TOTAL OPERATING EXPENSES	\$85,938.00	\$94,041.22	\$80,957.02	\$90,515.00
	CRF AND OTHER BUDGETED RESERVE FUNDS				
9510-0000	Transfer to Contingency Fund	\$8,417.75	\$9,183.00	\$9,183.00	\$10,600.00
	TOTAL RESERVE FUNDS	\$8,417.75	\$9,183.00	\$9,183.00	\$10,600.00
	TOTAL EXPENSES & RESERVES	\$94,355.75	\$103,224.22	\$90,140.02	\$101,115.00
	SURPLUS/ (DEFICIT)	(\$9,987.34)	(\$11,196.68)	\$1,718.32	\$0.00

STRATA CORPORATION EPS 1569
APPROVED STRATA FEES 2018 (Jan -Dec)
STRATA FEES SCHEDULE

Unit #	Strata Lot #	Unit Entitlement U.E.	New Monthly Contribution to the CRF	New Monthly Contribution to Operating	Previous Monthly Strata Fees 2017	New Monthly Strata Fees 2018
101	1	102	\$47.30	\$453.83	\$409.78	\$501.13
102	2	61	\$28.29	\$271.41	\$245.06	\$299.69
103	3	60	\$27.82	\$266.96	\$241.05	\$294.78
104	4	69	\$31.99	\$307.00	\$277.20	\$339.00
105	5	69	\$31.99	\$307.00	\$277.20	\$339.00
106	6	69	\$31.99	\$307.00	\$277.20	\$339.00
107	7	45	\$20.87	\$200.22	\$180.78	\$221.09
108	8	58	\$26.89	\$258.06	\$233.01	\$284.96
109	9	76	\$35.24	\$338.15	\$305.32	\$373.39
201	10	68	\$31.53	\$302.55	\$273.18	\$334.09
202	11	61	\$28.29	\$271.41	\$245.06	\$299.69
203	12	60	\$27.82	\$266.96	\$241.05	\$294.78
204	13	69	\$31.99	\$307.00	\$277.20	\$339.00
205	14	69	\$31.99	\$307.00	\$277.20	\$339.00
206	15	69	\$31.99	\$307.00	\$277.20	\$339.00
207	16	60	\$27.82	\$266.96	\$241.05	\$294.78
208	17	61	\$28.29	\$271.41	\$245.06	\$299.69
209	18	69	\$31.99	\$307.00	\$277.20	\$339.00
210	19	62	\$28.75	\$275.86	\$249.08	\$304.61
301	20	68	\$31.53	\$302.55	\$273.18	\$334.09
302	21	61	\$28.29	\$271.41	\$245.06	\$299.69
303	22	60	\$27.82	\$266.96	\$241.05	\$294.78
304	23	69	\$31.99	\$307.00	\$277.20	\$339.00
305	24	69	\$31.99	\$307.00	\$277.20	\$339.00
306	25	69	\$31.99	\$307.00	\$277.20	\$339.00
307	26	60	\$27.82	\$266.96	\$241.05	\$294.78
308	27	61	\$28.29	\$271.41	\$245.06	\$299.69
309	28	69	\$31.99	\$307.00	\$277.20	\$339.00
310	29	62	\$28.75	\$275.86	\$249.08	\$304.61
Monthly Totals		1905	\$883.33	\$8,475.97	\$7,653.20	\$9,359.31
Annual Total			\$10,600.00	\$101,711.68	\$91,838.34	\$112,311.68

STRATA CORPORATION EPS 1569
Approved Special Levy
3/4 vote Resolution "A" -MUA replacement

Unit #	Strata Lot #	Unit Entitlement	Special Levy Amount	May 1st, 2018 1st installment	June 1st, 2018 2nd installment	July 1st, 2018 3rd installment
101	1	102	\$ 1,766.93	\$ 883.47	\$ 441.73	\$ 441.73
102	2	61	\$ 1,056.69	\$ 528.35	\$ 264.17	\$ 264.17
103	3	60	\$ 1,039.37	\$ 519.69	\$ 259.84	\$ 259.84
104	4	69	\$ 1,195.28	\$ 597.64	\$ 298.82	\$ 298.82
105	5	69	\$ 1,195.28	\$ 597.64	\$ 298.82	\$ 298.82
106	6	69	\$ 1,195.28	\$ 597.64	\$ 298.82	\$ 298.82
107	7	45	\$ 779.53	\$ 389.77	\$ 194.88	\$ 194.88
108	8	58	\$ 1,004.72	\$ 502.36	\$ 251.18	\$ 251.18
109	9	76	\$ 1,316.54	\$ 658.27	\$ 329.14	\$ 329.14
201	10	68	\$ 1,177.95	\$ 588.98	\$ 294.49	\$ 294.49
202	11	61	\$ 1,056.69	\$ 528.35	\$ 264.17	\$ 264.17
203	12	60	\$ 1,039.37	\$ 519.69	\$ 259.84	\$ 259.84
204	13	69	\$ 1,195.28	\$ 597.64	\$ 298.82	\$ 298.82
205	14	69	\$ 1,195.28	\$ 597.64	\$ 298.82	\$ 298.82
206	15	69	\$ 1,195.28	\$ 597.64	\$ 298.82	\$ 298.82
207	16	60	\$ 1,039.37	\$ 519.69	\$ 259.84	\$ 259.84
208	17	61	\$ 1,056.69	\$ 528.35	\$ 264.17	\$ 264.17
209	18	69	\$ 1,195.28	\$ 597.64	\$ 298.82	\$ 298.82
210	19	62	\$ 1,074.02	\$ 537.01	\$ 268.51	\$ 268.51
301	20	68	\$ 1,177.95	\$ 588.98	\$ 294.49	\$ 294.49
302	21	61	\$ 1,056.69	\$ 528.35	\$ 264.17	\$ 264.17
303	22	60	\$ 1,039.37	\$ 519.69	\$ 259.84	\$ 259.84
304	23	69	\$ 1,195.28	\$ 597.64	\$ 298.82	\$ 298.82
305	24	69	\$ 1,195.28	\$ 597.64	\$ 298.82	\$ 298.82
306	25	69	\$ 1,195.28	\$ 597.64	\$ 298.82	\$ 298.82
307	26	60	\$ 1,039.37	\$ 519.69	\$ 259.84	\$ 259.84
308	27	61	\$ 1,056.69	\$ 528.35	\$ 264.17	\$ 264.17
309	28	69	\$ 1,195.28	\$ 597.64	\$ 298.82	\$ 298.82
310	29	62	\$ 1,074.02	\$ 537.01	\$ 268.51	\$ 268.51
TOTAL		\$ 1,905	\$ 33,000.04	\$ 16,500.02	\$ 8,250.01	\$ 8,250.01

Total Levy Amount	\$ 33,000.00
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