

COUNCIL MEETING MINUTES

**Wednesday, JUNE 8th, 2016
BRYDON WALK – BCS 2287**

LOCATION:

7:00 p.m. – Amenity Room
5454 198th Street
Langley, BC V3A 1G2

**STRATA COUNCIL
2015 / 2016**

PRESIDENT

Ryder Scales - #106

VICE PRESIDENT/TREASURER

Brant Mowry - #405

AT LARGE

Julia Denker - #101
Alicia Birch - #407
Claudia Tavares - #207
Geoff Farguson - #306
Glynis Cawdell - #205

COMMUNITY MANAGER

Jin Dhaliwal

E-Mail Associa:

abc.service@associa.ca

(the help centre)

ALL ACCOUNTING INQUIRIES

Toll Free 1-877-585-4411

**ASSOCIA
BRITISH COLUMBIA INC.
13468 77TH AVENUE
SURREY, B.C. V3W 6Y3
24 Hour Line: (604) 591-6060**

BCS2287.myassocia.com

ATTENDANCE:

Glynis Cawdell
Julia Denker
Alicia Birch
Brant Mowry
Claudia Tavares

REGRETS:

Ryder Scales
Geoff Farguson

Jin Dhaliwal, Community Manager, Associa British Columbia Inc.

(1) CALL TO ORDER

The Vice President called the meeting to order at 7:00 p.m. A quorum was established.

(2) ADOPTION OF PREVIOUS MINUTES

Following review of the Minutes of the Council Meeting held March 9th 2016 and there being no errors or omissions noted, it was moved / seconded to approve the minutes of March 9th 2016 as distributed. **CARRIED**

(3) FINANCIAL REPORT

3.1 FINANCIAL STATEMENTS

It was moved / seconded to approve the Financial Statements for March 2016 to May 2016. **CARRIED**

3.2 ACCOUNTS RECEIVABLE

The Strata Manager reported that as of the date of the meeting, the outstanding balance of strata fees was \$3,088.32. Three units were in arrears due to chargebacks which are in the process of recovery. The Community Manager was directed to send demand letters for accounts subject to chargebacks if payment was not made in a timely manner.

Owners are reminded that strata fees are due on the 1st of each month without invoice. Any Owners in arrears for strata fees are mailed a statement of amounts outstanding each month. If an Owner is in arrears for ninety days, the Owner will be forwarded a letter to request the account be brought to date within a specified time period. If the balance remains outstanding, a lien may be registered against their property. Council has instructed Baywest

to apply late payment fines and interest penalties to all outstanding accounts as provided for in the Strata's Bylaws.

(4) BUSINESS ARISING FROM PREVIOUS MINUTES

4.1 GUTTER REPAIR

The Community Manager was directed to liaise with the company that had carried out the gutter repair and to bring them back to site to review the work undertaken. Soffit repairs previously undertaken that require further attention will also be reviewed at the same time.

4.2 RE-KEYING INSURANCE CLAIM

The Community Manager was directed to confirm deposit of the insurance cheques received in respect of the re-keying claim.

4.3 INTERIOR PAINTING

Interior painting touch ups of the walls has been undertaken during the "off-season" to take advantage of lower pricing. The baseboards are yet to be painted, however this will be deferred until the next "off-season" in autumn to take advantage of lower pricing.

(5) COMMITTEE REPORTS

5.1 MAINTENANCE

The Community Manager was directed to make arrangements for window cleaning, pressure washing of exterior ground surfaces and common area carpet cleaning. Several other interior areas requiring repair were also noted such as the stairwells between the third and fourth floors, and the drain grate by the parkade gate.

The Community Manager was further directed to follow up regarding the LED lighting upgrade quotation for both interior hallway lighting and parkade lighting.

The Community Manager was also directed to contact Abell Pest Control and obtain a quote for silverfish treatment for the entire building.

5.2 LANDSCAPING

Westpro have not provided the requested quotation for lawn rejuvenation and front landscaping upgrades. The Community Manager was directed to obtain a quote from an alternative provider.

5.3 SOCIAL

No formal report was presented.

5.4 SECURITY

The side entrance of the parkade has tool marks where it appears an attempt has been made to crowbar the door open. Council will be enhancing the security of key entrance points in an effort to keep Brydon Walk secure for all Owners and residents.

The pathway by the side exit is also overgrown and Westpro will be asked to trim back the blackberry bushes to ensure this exit remains clear for easy egress.

(6) CORRESPONDENCE

6.1 TO

A Bylaw infraction letter was sent to a unit regarding visitor parking misuse, with the appropriate fine being applied.

6.2 FROM

Correspondence was received from an Owner making a noise violation Bylaw complaint. The Community Manager was directed to send a Bylaw infraction warning letter.

(7) NEW BUSINESS

7.1 WATER INGRESS

Brydon Walk has experienced a water ingress incident due to an overflowing washing machine. The Community Manager reported that the Owner's insurance had made payment for the emergency mitigation undertaken, however \$500 (insurance deductible) remained outstanding. The Owner has already been contacted regarding this outstanding \$500 and asked to make prompt payment. The Community Manager was directed to follow up as appropriate.

7.2 GARBAGE ISSUES

AJM Disposal have refused collection of recycling at Brydon Walk on a number of occasions due to contaminated material being placed in the recycling containers. Owners are reminded that the organics recycling bin must only have food waste deposited in it. If other materials are found present e.g. plastic food wrapping, tin foil etc. the organic container will not be collected and the Strata Corporation will have to make alternative arrangements at an additional cost.

Similarly, paper and cardboard recycling containers must not contain any other material except for paper or cardboard as appropriate otherwise AJM Disposal will not collect the recycling container and alternative arrangements will have to be made

7.3 HVAC / MECHANICAL / PLUMBING

Council has been dissatisfied with the current HVAC / Mechanical / Plumbing provider Trotter Morton for some time and an alternative has been sought. Council met with Bill McRae of McRae's Services, as a potential alternative provider.

Bill McRae undertook a building walkthrough with the Community Manager to assess the building and its systems. During the walkthrough it was discovered that one of the hot water tanks had failed. The Community Manager was directed to ascertain whether the repair / replacement of the hot water tank would be covered by warranty.

It was moved and seconded to direct the Community Manager to make arrangements for repair / replacement of the hot water tank as appropriate; the Community Manager was directed to determine if this could be undertaken under warranty. If a warranty repair / replacement was not possible, the Community Manager was directed to have the hot water tank repaired / replaced by Bill McRae.

CARRIED

It was moved and seconded to terminate Trotter Morton's contact at the first opportunity.

CARRIED

7.4 UNAPPROVED RENTALS

It has come to Council's attention that there are a number of unapproved rentals at Brydon Walk. Owners are reminded that Brydon Walk is a rental restricted building. Only Original Owners who purchased their unit from the Developer may rent without restriction. For all subsequent Owners, the rental restriction applied, specifically, with the exception of family rentals or hardship rentals, only four units may be demised at Brydon Walk at any one time.

Council is actively investigating unapproved rentals and will be enforcing the rental restriction Bylaws.

(8) TERMINATION

There being no further business, the meeting was terminated at 8:50 PM.

The next meeting is scheduled to be held on **Wednesday October 5, 2016** at 7:00 PM.

Jin Dhaliwal
Community Manager
A Licensed Strata Manager

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LOCATION:

7:00 p.m. – Amenity Room
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Ryder Scales
Alicia Birch
Brant Mowry

REGRETS:

Geoff Farguson
Claudia Tavares

Jin Dhaliwal, Community Manager, Associa British Columbia Inc.

(1) CALL TO ORDER

The Vice President called the meeting to order at 7:07 p.m. A quorum was established.

(2) ADOPTION OF PREVIOUS MINUTES

Following review of the Minutes of the Council Meeting held June 6th 2016 and there being no errors or omissions noted, it was moved / seconded to approve the minutes of June 6th 2016 as distributed. **CARRIED**

(3) FINANCIAL REPORT

3.1 FINANCIAL STATEMENTS

It was moved / seconded to approve the Financial Statements for June 2016 to September 2016. **CARRIED**

3.2 ACCOUNTS RECEIVABLE

The Strata Manager reported that as of the date of the meeting, the outstanding balance of strata fees was \$2,909.23. The Community Manager was directed to send a demand letter to one unit.

Owners are reminded that strata fees are due on the 1st of each month without invoice. Any Owners in arrears for strata fees are mailed a statement of amounts outstanding each month. If an Owner is in arrears for ninety days, the Owner will be forwarded a letter to request the account be brought to date within a specified time period. If the balance remains outstanding, a lien may be registered against their property. Council has instructed Baywest to apply late payment fines and interest penalties to all outstanding accounts as provided for in the Strata's Bylaws.

(4) BUSINESS ARISING FROM PREVIOUS MINUTES

4.1 GENERAL REPAIR AND MAINTENANCE

At the previous meeting the Community Manager was directed to arrange for several general repair and maintenance items such as carpet cleaning, pressure washing of exterior ground surfaces, window cleaning, various interior repairs, repairs to the drain grate by the parkade gate. The Community Manager had also been directed to follow up on the soffits that required re-securing; in between meetings Council had reported that an exterior globe light had been damaged and required replacing.

The carpet cleaning; window cleaning and power washing of exterior ground surfaces has been completed. The Community Manager reported that the soffit re-securing, various interior repairs and repairs to the drain grate were largely completed, and the outstanding items in progress.

The globe light had been ordered and delivery was expected within the next few days.

4.2 INTERIOR PAINTING

The Community Manager reported that the remaining interior painting had been scheduled for the second week of November, to take advantage of “off-season” lower pricing.

4.3 LANDSCAPING IMPROVEENTS

Council reviewed quotations from Simply Green Landscaping and Associa on Call for various landscaping improvements. It was moved and seconded to approve the quotation from Simply Green Landscaping in the amount of \$5,381.25 for lawn rejuvenation and landscaping upgrades to the front of the complex. **CARRIED**

The Community Manager was directed to ask Associa on Call to break down their quotation into three stages so that Council could consider proceeding on a step by step basis in the new fiscal year, as funding is available.

4.4 LED LIGHTING UPGRADE

Council reviewed a quotation for LED lighting upgrade for Brydon Walk. Upgrading to LED lighting will enable the Strata Corporation to save on both hydro costs and repair and maintenance costs going forward. Presently the funds are not available to proceed with this project, however, Council will keep this project under consideration should funding become available at a later date.

When this project was first considered by Council, BC Hydro offered Strata Corporations a rebate program. Currently BC Hydro has suspended all of its rebate programs in order to review them. Once this review is completed, should a suitable rebate or discount program be instituted by BC Hydro that would be applicable to Brydon Walk, Council will review the viability of the LED lighting upgrade project.

(5) COMMITTEE REPORTS

5.1 MAINTENANCE

As maintenance items are reported elsewhere in these minutes, there was no formal report.

5.2 LANDSCAPING

As landscaping items are reported elsewhere in these minutes, there was no formal report.

5.3 SOCIAL

No formal report was presented.

5.4 SECURITY

Council reported that the enterphone system by the parkade was damaged and directed the Community Manager to arrange for repairs. Council also reported that some Owners were not waiting for the parkade gate to close fully before driving away when entering or exiting the building.

No waiting for the parkade gate to close fully before driving away allows for tailgating which could result in unauthorized entry into the parkade. This presents a security risk to all Owners.

Owners and residents of Brydon Walk are asked to be mindful of security and to wait for the parkade gate to close fully before driving away.

Council will also be conducting an Enterphone audit in the new Strata year, in order to remove old entries that may refer to people who no longer live at Brydon Walk. All Owners and residents will be asked to validate their entries by providing their buzzer number, display name and connecting phone number.

It was moved and seconded to institute a new Rule regarding enterphone entries as follows:

Enterphone entries are restricted to those persons, either Owners, tenants or occupants that have Brydon Walk as their primary residence and are physically present in the building.

CARRIED

This new Rule is effective immediately.

Council also discussed Visitor Parking passes. Currently Visitor Parking Passes are administered by Council. In order to expedite the process for obtaining Visitor Parking Passes, these will now be administered by the Community Manager. Any Owner requiring a replacement Visitor Parking Pass should contact the Community Manager directly. Owners are reminded that there is a \$10 charge for replacement Visitor Parking Passes.

(6) CORRESPONDENCE

6.1 TO

No correspondence was considered at this meeting.

6.2 FROM

No correspondence was reviewed at this meeting.

(7) NEW BUSINESS

7.1 SMOKE ALARM REPLACEMENT

The smoke alarms at Brydon Walk require replacement due to age. Council reviewed a quotation from Legacy Fire in the amount of \$1,881.60 for replacement of all smoke alarms at Brydon Walk, with the exception of any smoke alarms that have been replaced within the last two years.

The quotation was approved in principle. Funding for this project will be sought from the Ownership at the upcoming Annual General Meeting.

7.2 DRYER VENT CLEANING

The Community Manager was directed to check the last time dryer vent cleaning was undertaken at Brydon Walk. The Community Manager was directed to engage Air Vac Services for dryer vent cleaning if it transpired that a year or more has passed since the last dryer vent cleaning.

7.3 WATER INGRESS INTO A UNIT

A unit had reported water ingress, which they believed had occurred possibly due to overflowing gutters or faulty flashing on their window. Council reviewed a report from the contractor engaged to investigate the damage. The report stated that it was extremely unlikely that the water ingress occurred due to the gutters as the window is protected by an overhang of approximately 12 inches. The flashing on the window was also correctly installed and functioning.

The window of the unit had been left open overnight during rainfall; the report gave this as the likely cause of the water ingress.

Owners are reminded that the deductible for water ingress / damage at Brydon Walk is \$25,000.000. In the event of water ingress / damage below the deductible, Owners are responsible for the cost of mitigation and restoration and should contact their homeowner insurance provider for assistance.

7.4 WATER INGRESS INTO COMMON PROPERTY

Water ingress occurred on the first floor common property corridors due to a unit's refrigerator water supply line leaking. Emergency mitigation was provided by Associa on Call to inspect the refrigerator to confirm that the water supply line (the source of the leak) was turned off and no further damage would occur to common property. Drying equipment was also supplied to mitigate damage to the corridor.

Council reviewed an emergency services invoice from Associa on Call in the amount of \$1,013.24. It was moved and seconded to approve the invoice for payment, and to charge back the invoice cost to the unit responsible for the water ingress. **CARRIED**

7.5 10 YEAR STRUCTURAL WARRANTY REVIEW

Brydon Walk is now in its 9th year and the final 10 Year Warranty Review is due next year. Council reviewed a quotation from AUM Building Science & Engineering Ltd in the amount of \$2,260.00 for a structural condition assessment and report, in order to complete the 10 Year Structural Warranty Review.

The proposal was approved in principle. Funding for this project will be sought from the Ownership at the upcoming Annual General Meeting.

7.6 HYDRO-JETTING AND AUGURING OF MAIN LINES

Council reviewed quotations for hydro-jetting and auguring of the main drainage lines at Brydon Walk from McRae's Services and Associa on Call. There was a considerable difference in the two quotations; McRae's Services quotation was for a conservative approach, whereas the Associa on Call quotation included in suite work which is not the responsibility of the Strata Corporation.

Both contractors will be asked to submit revised quotations that meet Council's exact specifications. Hydro-jetting and auguring of the main lines is essential maintenance that should be carried out every few years. Funding for this project will be sought from the Ownership at the upcoming Annual General Meeting.

7.7 AGM PLANNING AND DRAFT BUDGET

Council reviewed the draft budget prepared by the Community Manager. In previous years Brydon Walk has taken forward Prior Years Surplus as income to off-set Strata Fee increases. These reserves are now exhausted and a Strata Fee increase will be required in order for the Strata Corporation to meet its obligations.

Council gave direction to the Community Manager on various budget line items. Overall the proposed budget will represent a Strata Fee increase of approximately 5%.

In addition to proposed resolutions to secure funding for projects outlined in items 7.1; 7.5 and 7.6, Council will also be proposing Bylaw amendments relating to eligibility for Council, specifically that no Owner with arrears of more than one month will be eligible for Council. Council will also be proposing a Bylaw amendment stipulating that any Council member that misses two consecutive meetings will be deemed to have resigned. Council will also propose a Bylaw amendment allowing Council to replace a resigned Council member from an eligible Owner.

The purpose of these Bylaw amendments is to ensure that Brydon Walk has a fully manned and functioning Strata Council at all times. An effective Council is imperative for the proper management of Brydon Walk.

The date of the Annual General Meeting has been tentatively set for either Wednesday, November 23 or Wednesday, November 30, 2016 pending confirmation.

7.8 CIVIL RESOLUTION TRIBUNAL

The Community Manager reported that the Civil Resolution Tribunal (CRT) has officially opened and has been receiving strata property disputes for early intake since July 13, 2016. The CRT has been designed to provide a collaborative, problem-solving approach to dispute resolution, as an alternative to costly and lengthy legal proceedings.

The CRT is available to all parties to a dispute – both Owners and Councils – and a filing fee is applicable to each submission and response. The CRT has stated plainly that it will not consider claims that are frivolous or vexatious in nature, or an abuse of process. Further guidance on the CRT is available to all on the following website:

<http://www2.gov.bc.ca/gov/content/justice/about-bcs-justice-system/legislation-policy/legislation-updates/civil-resolution-tribunal-act>

7.9 ASSOCIA-TELUS PARTNERSHIP

The Community Manager reported that Associa had developed a partnership with Telus as a way to offer value added services to buildings managed by Associa. Upon agreeing to a non-exclusive marketing agreement, Telus will attend Brydon Walk to run 2 information sessions per year. Any Owners who attend are entitled to sign up for a 15% discount on Telus services. The discount applies to both new and existing Telus customers.

Brydon Walk as a complex will also benefit from lower telephone charges for the enterphone and alarm monitoring lines.

It was moved and seconded to sign the non-exclusive marketing agreement with Telus. **CARRIED**

(8) TERMINATION

There being no further business, the meeting was terminated at 8:45 PM.

The next meeting is the Annual General Meeting, to be held on either **Wednesday November 23**, or **Wednesday November 30, 2016** at 7:00 PM, with registration beginning at 6:30PM.

Jin Dhaliwal
Community Manager
A Licensed Strata Manager

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LOCATION:

7:00 p.m. – Amenity Room
5454 198th Street
Langley, BC V3A 1G2

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2016 / 2017**

PRESIDENT

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ATTENDANCE:

Ryder Scales
Brandan Humphrey
Chantelle Voisin
Courtney Dawson

REGRETS:

Brant Mowry

Jin Dhaliwal

Community Manager, Associa British Columbia Inc.

(1) CALL TO ORDER

The President called the meeting to order at 7:00 p.m. A quorum was established.

(2) ADOPTION OF PREVIOUS MINUTES

Following review of the Minutes of the Council Meeting held October 12th 2016 and there being no errors or omissions noted, it was moved / seconded to approve the minutes of October 12th 2016 as distributed.

CARRIED

(3) FINANCIAL REPORT

3.1 FINANCIAL STATEMENTS

It was moved / seconded to approve the Financial Statements for October 2016 to February 2017.

CARRIED

3.2 ACCOUNTS RECEIVABLE

The Strata Manager reported that as of the date of the meeting, the outstanding balance of strata fees was \$8,403.27. The Community Manager explained that \$3,761.10 of the arrears were a chargeback relating to a water ingress that was to be removed as payment had already been agreed with the insurance company of the source unit.

It was moved / seconded to send demand letters to two units.

CARRIED

Several Owners have still not paid the Special Levy agreed at the Annual General Meeting. A notice will be posted on the website and at the building regarding this, giving Owners a final deadline for payment before penalties and interest are applied.

Owners are reminded that strata fees are due on the 1st of each month without invoice. Any Owners in arrears for strata fees are mailed a statement of amounts outstanding each month. If an Owner is in arrears for ninety days, the Owner will be forwarded a letter to request the account be brought to date within a specified time period. If the balance remains outstanding, a lien may be registered against their property. Council has instructed Baywest to apply late payment fines and interest penalties to all outstanding accounts as provided for in the Strata's Bylaws.

(4) BUSINESS ARISING FROM PREVIOUS MINUTES

4.1 INTERIOR PAINTING

The remaining interior painting has been completed to Council's satisfaction. The painting was carried out during the "off-season" to take advantage of lower pricing.

4.2 LANDSCAPING IMPROVEMENTS

The landscaping improvements to the front of the complex have been completed to Council's satisfaction.

4.3 SMOKE ALARM REPLACEMENT

The smoke alarm replacement project has been completed to Council's satisfaction. In order to facilitate access to units, Legacy Fire were asked to attend Brydon Walk late afternoon early evening which increased the cost from the \$1,881.60 originally quoted to \$1,981.35. As the project was being funded by Special Levy, the additional cost of \$99.74 was charged to Repair and Maintenance.

Council approved the new quote from Legacy Fire in between meetings. It was moved / seconded to ratify this decision.

CARRIED

4.4 ENTERPHONE AUDIT

The Enterphone Audit is nearing completion. As previously advised, all old enterphone entries will shortly be deleted and only entries validated during the Enterphone Audit will be programmed in.

(5) CORRESPONDENCE

6.1 TO

Council sent correspondence to an Owner advising of a chargeback that had been applied to their account for emergency mitigation provided in respect of a water ingress.

Council sent correspondence to an Owner in the form of a Bylaw infraction warning for noise nuisance.

Council sent correspondence to an Owner in the form of a Bylaw infraction warning for storage on common property. The Owner was advised that if their personal belongings were not removed from the hallway within 14 days, they would be removed and disposed of, and the cost charged back to the Owner.

The Community Manager was directed to send a Bylaw infraction to a unit for noise nuisance. Due to the on-going issues, it was moved / seconded to apply a \$200.00 fine to the unit.

CARRIED

The Community Manager was directed to send a Bylaw infraction warning to a unit for smoking on their balcony, which is causing a nuisance to their neighbours.

The Community Manager was directed to send a Bylaw infraction warning to a unit for plants hanging over their balcony, and water dripping onto the unit below.

5.2 FROM

No correspondence was reviewed at this meeting.

(6) NEW BUSINESS

6.1 AGM FOLLOW UP

The Community Manager reported that the reserve funds for the 10 year Warranty Review and Large Scale Maintenance had been established. The Bylaw amendments have also been duly filed at the Land Title Office. Council elected the following Council positions:

President	Ryder Scales
Vice President	Brant Mowry
Treasurer	Courtney Dawson
Secretary	Chantelle Voisin
At Large	Brandan Humphrey

The meeting schedule for the year has been set as:

Wednesday, April 26, 2017

Wednesday, July 5, 2017

Wednesday, October 4, 2017

6.2 FIRE EQUIPMENT DEFICIENCIES

During the Fire Equipment testing that took place at the same time as the smoke alarm replacement project, some deficiencies were noted. In between meetings Council approved a quote in the amount of \$1,712.69 from Legacy Fire to remedy the deficiencies. The work has already been completed. It was moved / seconded to ratify this decision.

CARRIED

6.3 WATER INGRESSES

Brydon Walk has suffered two further water ingresses, both related to Owner responsibility sources. The first related to a malfunctioning kitchen faucet, the second to a leaking shower. In

both instances the units below were also affected and suffered water damage. Both instances could have been avoided through regular homeowner maintenance.

In both instances the total damage was below the deductible and no claim was made on the Strata Corporation's insurance policy. In both instances, the source units were entirely responsible for all costs incurred.

6.4 HYDRO-JETTING AND AUGURING OF MAIN LINES

The Community Manager reported that this work had not been scheduled yet as insufficient Special Levies had been collected to pay the contractor for the work as quoted. The Community Manager was directed to schedule this work as a new deadline has been set for payment of the Special Levy.

Any Owners who have not yet paid their Special Levy are asked to do so immediately so that this essential maintenance work can be completed.

6.5 10 YEAR STRUCURAL WARRANTY REVIEW

The Community Manager reported that authorization had been given to AUM Building Science and Engineering for completion of the 10 Year Structural Warranty Review. Brydon Walk's 10 year warranty deadline is July 27, 2017 and AUM are making arrangements to ensure submission of their report before the warranty deadline.

6.6 SPRING CLEANING

The Community Manager was directed to schedule the following spring cleaning maintenance items with the following trades who regularly work at Brydon Walk:

Carpet cleaning – COIT
Window cleaning – CF Ventures
Gutter cleaning – CF Ventures
Dryer vent cleaning – Michael A Smith
Parkade cleaning – Atlas Parkade Services

6.7 PEST CONTROL

Brydon Walk currently has a pest control contract with Abell Pest Control however over the past six months service standards have slipped considerably. It was moved / seconded to terminate the contract with Abell Pest Control. The Community Manager was directed to engage an alternative pest control company at the earliest opportunity.

6.8 LITIGATION REPORT

During October 2016 a unit reported a clogged sink and sought assistance from the Strata Corporation. The unit was advised that a plumber could be dispatched, however, the cost would only be borne by the Strata Corporation if the cause of the blockage was determined to be in common property piping.

If the cause was determined to be suite side piping, the cost would be charged back to the Owner. Before the Strata Corporation could dispatch a plumber, the Owner engaged their own plumber and presented the bill to the Strata Corporation for payment.

There were several discrepancies in the plumber's report, and it could not be definitively determined that the cause of the blockage was common property. The Strata Corporation

refused payment. The Owner chose to pursue a claim in Small Claims Court and the Strata Corporation elected to defend the suit.

A settlement conference was held; in order to protect all Owners from substantial costs due to the actions of this one Owner, the Strata Corporation offered a settlement amount. The amount offered by the Strata Corporation was considerably less than the Owner was claiming in their suit, and also less than the original plumbing invoice presented to the Strata Corporation for payment by the Owner.

The Owner was strongly advised by the Judge to accept the settlement offer; no offer was made for the Owner's costs in pursuing the matter through Small Claims Court. The Owner accepted the Strata Corporation's modest settlement offer and was responsible for payment of their own costs. The matter is now closed.

(7) TERMINATION

There being no further business, the meeting was terminated at 8:00 PM. The next scheduled Council meeting is **Wednesday July 5, 2017**, to be held at 7:00 PM.

Jin Dhaliwal
Community Manager
A Licensed Strata Manager

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ATTENDANCE:

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Brant Mowry
Brandan Humphrey
Chantelle Voisin
Courtney Dawson

REGRETS:

Jin Dhaliwal
Community Manager, Associa British Columbia Inc.

(1) CALL TO ORDER

The President called the meeting to order at 7:00 p.m. A quorum was established.

(2) ADOPTION OF PREVIOUS MINUTES

Following review of the Minutes of the Council Meeting held April 26th 2017 and there being no errors or omissions noted, it was moved / seconded to approve the minutes of April 26th 2017 as distributed.

CARRIED

(3) FINANCIAL REPORT

3.1 FINANCIAL STATEMENTS

It was moved / seconded to approve the Financial Statements for April 2017 to May 2017.

CARRIED

3.2 ACCOUNTS RECEIVABLE

The Strata Manager reported that as of the date of the meeting, the outstanding balance of strata fees was \$7,742.69.

The Community Manager explained that \$3,761.10 of the arrears were a chargeback relating to a water ingress that was to be removed as payment had already been agreed with the insurance company of the source unit.

The Community Manager was directed to follow up with the insurance company and seek payment as a matter of urgency.

It was moved / seconded to send reminder letters to two units.

CARRIED

It was moved / /seconded to institute the following arrears policy:

\$500 in arrears – Demand Letter to be sent

\$1000 in arrears – Copy of Demand Letter to be sent to mortgage provider

Owners are reminded that strata fees are due on the 1st of each month without invoice. Any Owners in arrears for strata fees are mailed a statement of amounts outstanding each month. If an Owner is in arrears for ninety days, the Owner will be forwarded a letter to request the account be brought to date within a specified time period. If the balance remains outstanding, a lien may be registered against their property. Council has instructed Baywest to apply late payment fines and interest penalties to all outstanding accounts as provided for in the Strata's Bylaws.

(4) BUSINESS ARISING FROM PREVIOUS MINUTES

4.1 10 YEAR WARRANTY REVIEW

The Community Manager reported that the site work for the 10 year warranty review and been completed and the report is awaited from AUM Building Science and Engineering. It is anticipated that the report will be received in good time for the July 27, 2017 warranty deadline, should any structural issues be identified for progression as a warranty deficiency.

4.2 DRYER VENT CLEANING

The dryer vent cleaning has been completed to Council's satisfaction.

4.3 WINDOW CLEANING

The window cleaning has been completed to Council's satisfaction.

4.4 GUTTER CLEANING

The gutter cleaning has been deferred to autumn, to be completed prior to the "rainy season".

4.5 PEST CONTROL

As advised in notices previously circulated, Atlas Pest Control have been appointed as the regular service provider to Brydon Walk. The contract includes provision for a limited number of in suite services per month. Anyone requiring in suite service is advised to contact the Community Manager.

(5) CORRESPONDENCE

6.1 TO

Council sent further correspondence to an Owner in the form of a Bylaw infraction warning for noise nuisance. As the issue was on-going, the letter advised a \$200.00 fine had been applied.

Council sent correspondence to an Owner in the form of a Bylaw infraction warning for water dripping off a balcony onto the unit below.

It was moved / seconded that the Community Manager be directed to send Bylaw infraction warning letters to several units for oil stains in their parking stalls, requiring the Owners to clean up the stains by a specified date.

CARRIED

It was moved / seconded that the Community Manager be directed to send Bylaw infraction warning letters to several units for affixing various items to the common property, requiring the Owners to remove them by a specified date.

CARRIED

5.2 FROM

Correspondence was received from a tenant in a unit requesting a hearing with regard to a bylaw infraction warning letter pertaining to the unit where they live. As the request for a hearing can only be made by the Owner of the unit, the request will be declined.

(6) NEW BUSINESS

6.1 CARPET CLEANING

Carpet cleaning of common property areas (hallways and stairwells) by COIT has been scheduled for July 14, 2017.

6.2 HYDRO-JETTING AND AUGURING OF MAIN LINES

Although Special Levies to pay for this work have still not been paid by some Owners, this essential maintenance work cannot be delayed any longer. The Community Manager was directed to schedule this work at the first available opportunity.

Any Owners who have not yet paid their Special Levy are asked to do so immediately so that this essential maintenance work can be completed.

6.3 PAINT TOUCH UPS

The Community Manager was directed to make arrangements for paint touch ups to the building interior. The Community Manager was also directed to obtain a quote for painting the white metal doors and metal trim in common property areas such as the lobby, fire doors and elevator doors.

6.4 SITE WALKTHROUGH

Prior to the meeting the annual site walk through was conducted. Several bylaw infractions such as oil stains in parking stalls and items affixed to the common property were identified. As reported in item 5.1 the Community Manager was directed to send bylaw infraction warning letters as appropriate.

(7) TERMINATION

There being no further business, the meeting was terminated at 8:30 PM. The next scheduled Council meeting is **Wednesday October 4, 2017**, to be held at 7:00 PM.

Jin Dhaliwal
Community Manager
A Licensed Strata Manager

<p>Please be advised you should retain copies of Council and General Meeting Minutes for a period of 2 years.</p>
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LOCATION:

7:00 p.m. – Amenity Room
5454 198th Street
Langley, BC V3A 1G2

**STRATA COUNCIL
2016 / 2017**

PRESIDENT

Ryder Scales

VICE PRESIDENT

Brant Mowry

TREASURER

Courtney Dawson

SECRETARY

Chantelle Voisin

AT LARGE

Brandan Humphrey

COMMUNITY MANAGER

Jin Dhaliwal

E-Mail Associa:

abc.service@associa.ca

(the help centre)

ALL ACCOUNTING INQUIRIES

Toll Free 1-877-585-4411

**ASSOCIA
BRITISH COLUMBIA INC.
13468 77TH AVENUE
SURREY, B.C. V3W 6Y3**

24 Hour Line: (604) 591-6060

BCS2287.myassocia.com

ATTENDANCE:

Ryder Scales
Brant Mowry
Brandan Humphrey
Chantelle Voisin
Courtney Dawson

REGRETS:

Jin Dhaliwal
Community Manager, Associa British Columbia Inc.

(1) CALL TO ORDER

The President called the meeting to order at 7:00 p.m. A quorum was established.

(2) ADOPTION OF PREVIOUS MINUTES

Following review of the Minutes of the Council Meeting held July 5th 2017 and there being no errors or omissions noted, it was moved / seconded to approve the minutes of July 5th 2017 as distributed.

CARRIED

(3) FINANCIAL REPORT

3.1 FINANCIAL STATEMENTS

It was moved / seconded to approve the Financial Statements for June 2017 to August 2017.

CARRIED

3.2 ACCOUNTS RECEIVABLE

The Strata Manager reported that as of the date of the meeting, the outstanding balance was \$14,563.67.

The Community Manager explained that \$3,761.10 of the arrears were a chargeback relating to a water ingress that was to be removed as payment had already been agreed with the insurance company of the source unit.

A further \$5,640.31 related to parkade gate repairs that have been charged back to the unit responsible. The unit

in question is currently in the process of selling and a legal undertaking has been obtained for the entire amount owing.

It was moved / seconded to send a reminder letter to one unit.

CARRIED

It was moved / seconded to send a Demand Letter to one unit.

CARRIED

It was moved / seconded to send a Demand Letter to one unit, with a copy to be sent to the unit's mortgage provider.

CARRIED

It was moved / /seconded to continue with the previously instituted arrears policy as follows:

\$500 in arrears – Demand Letter to be sent

\$1000 in arrears – Copy of Demand Letter to be sent to mortgage provider

Owners are reminded that strata fees are due on the 1st of each month without invoice. Any Owners in arrears for strata fees are mailed a statement of amounts outstanding each month. If an Owner is in arrears for ninety days, the Owner will be forwarded a letter to request the account be brought to date within a specified time period. If the balance remains outstanding, a lien may be registered against their property. Council has instructed Baywest to apply late payment fines and interest penalties to all outstanding accounts as provided for in the Strata's Bylaws.

(4) BUSINESS ARISING FROM PREVIOUS MINUTES

4.1 CARPET CLEANING

The carpet cleaning has been completed to Council's satisfaction.

4.2 HYDRO-JETTING AND AUGURING OF MAIN LINES

The hydro-jetting and auguring has been completed to Council's satisfaction.

4.3 WINDOW CLEANING

The window cleaning has been completed to Council's satisfaction.

4.4 PARKADE CLEANING

The parkade cleaning has been scheduled for October 25, 2017.

4.5 PAINT TOUCH UPS

The paint touch ups will be scheduled for November, during the "off season" to secure discounted rates. Confirmation of pricing for the common property doors is awaited.

4.6 GUTTER CLEANING

As previously reported, the gutter cleaning will be scheduled for late November / early December. The Community Manager was directed to obtain three quotes for comparative purposes.

(5) CORRESPONDENCE

6.1 TO

The Community Manager reported that Bylaw infraction warning letters to several units for oil stains in their parking stalls had been sent as directed, with a number of responses received. Council has accepted all the responses received to date and no further action will be taken.

The Community Manager reported that Bylaw infraction warning letters to several units for affixing various items to the common property had been sent as directed, with a number of responses received. Council has accepted all the responses received to date and no further action will be taken.

An Assumption of Liability was sent to an Owner for a previously approved unit alteration.

A further Bylaw infraction letter was sent and a further fine applied to a unit for continued noise nuisance violation.

A Bylaw infraction warning letter was sent and a fine and chargeback was applied to a unit for parkade gate damage.

A Bylaw infraction warning letter was sent and a fine applied to a unit that had their garage fob stolen from their vehicle. The garage fob has been deactivated.

5.2 FROM

Correspondence was received from a tenant in response to a bylaw infraction warning letter pertaining to the unit where they live. As the response can only be made by the Owner of the unit, the tenant's correspondence was not considered.

(6) NEW BUSINESS

6.1 INSURANCE RENEWAL

In between meetings Council discussed the Strata Corporation's insurance policy which was due for renewal effective October 1, 2017. Council elected to renew the Strata Corporation's insurance coverage with Hub International; it was moved / seconded to ratify this decision.

CARRIED

In between meetings, Council directed the Community Manager to process a Contingency Reserve Fund (CRF) loan to pay the insurance premium outright. Repayments will be made to the CRF monthly in twelve equal payments, as Strata Fees are collected each month.

CARRIED

6.2 NEW RULE – PARKADE GATE “PIGGYBACKING’

In between meetings Council met and instituted a new Rule as follows:

All Owners and Occupants must wait for the parkade gate to fully close behind them when entering or exiting the parkade. “Piggybacking” is not permitted.

It was moved / seconded to ratify this decision.

CARRIED

The new Rule is effective immediately. Council will present this new Rule for adoption as a full Bylaw at the upcoming Annual General Meeting.

6.3 AGM PLANNING AND DRAFT BUDGET

The Annual General Meeting will be held toward the end of November. The Community Manager presented the draft budget for Council’s review and direction.

Council will be presenting Bylaw amendments for Owners’ consideration, including upgrading the new parkade gate piggybacking rule and increasing the fine amount for rental restriction violations.

In an effort to reduce costs, Council directed the Community Manager to obtain comparative quotes for the following services:

Garbage collection
Janitorial services
Lawn care / landscaping
Elevator services

Council is also investigating ways to reduce utilities costs, for example installing LED lighting in the parkade to reduce hydro bills

(7) TERMINATION

There being no further business, the meeting was terminated at 8:30 PM. The next meeting is the Annual General Meeting to be held **Thursday November 30, 2017**, at 7:00 PM. in the ground floor meeting room.

Jin Dhaliwal
Community Manager
A Licensed Strata Manager

<p>Please be advised you should retain copies of Council and General Meeting Minutes for a period of 2 years.</p>
--

LOCATION:

7:00 p.m. – Amenity Room
5454 198th Street
Langley, BC V3A 1G2

**STRATA COUNCIL
2017 / 2018**

PRESIDENT
Ryder Scales

VICE PRESIDENT
Brant Mowry

TREASURER
Courtney Dawson

SECRETARY
Chantelle Voisin

AT LARGE/MAINTENANCE
Brandan Humphrey

AT LARGE/SECURITY
Bruce Kidd

AT LARGE
Colleen Preston

COMMUNITY MANAGER
Jin Dhaliwal

E-Mail Associa:
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ATTENDANCE:

Ryder Scales
Brant Mowry
Brandan Humphrey
Chantelle Voisin
Courtney Dawson
Bruce Kidd
Colleen Preston

REGRETS:

Jin Dhaliwal
Community Manager, Associa British Columbia Inc.

(1) CALL TO ORDER

The President called the meeting to order at 7:00 p.m. A quorum was established.

1.1 OWNER HEARING

An Owner requested a Hearing regarding bylaw enforcement action pertaining to noise nuisance complaints. The Owner's tenant was also in attendance. The Owner presented their response to the bylaw infraction letters; Council will consider the Owner's response and a formal decision will be provided in writing to the Owner.

1.2 GUEST – BRILLIANT LIGHTING

Mr. Todd Beavis of Brilliant Lighting attended the meeting to give a presentation on LED lighting upgrades. This item is fully reported under item 6.5.

(2) ADOPTION OF PREVIOUS MINUTES

Following review of the Minutes of the Council Meeting held October 4th, 2017 and there being no errors or omissions noted, it was moved / seconded to approve the minutes of October 4th 2017 as distributed.

CARRIED

(3) FINANCIAL REPORT

3.1 FINANCIAL STATEMENTS

It was moved/seconded to approve the Financial Statements for September to December 2017.
CARRIED

3.2 ACCOUNTS RECEIVABLE

The Strata Manager reported that as of the date of the meeting, the outstanding balance was \$10,228.98.

The Community Manager explained that \$4,942.24 of the arrears were related to chargebacks pertaining to water ingresses in two units.

It was moved / seconded to send reminder letters to three units.
CARRIED

It was moved / seconded to send Demand Letters to three units.
CARRIED

It was moved / seconded to send a demand for payment to the two units with outstanding chargebacks; the letters will state that unless payment is received the accounts will be referred to a collections agency.
CARRIED

It was moved / /seconded to institute the arrears policy:

- Strata fees in arrears for one month – Arrears Letter to be sent
- \$500 in arrears – Demand Letter to be sent
- \$1000 in arrears – Copy of Demand Letter to be sent to mortgage provider
- \$1500 in arrears – Lien will be applied

Owners are reminded that strata fees are due on the 1st of each month without invoice. Any Owners in arrears for strata fees are mailed a statement of amounts outstanding each month. If an Owner is in arrears for ninety days, the Owner will be forwarded a letter to request the account be brought to date within a specified time period. If the balance remains outstanding, a lien may be registered against their property. Council has instructed Baywest to apply late payment fines and interest penalties to all outstanding accounts as provided for in the Strata's Bylaws.

(4) BUSINESS ARISING FROM PREVIOUS MINUTES

4.1 PARKADE CLEANING

The parkade cleaning has been completed to Council's satisfaction.

4.2 PAINT TOUCH UPS

The paint touch ups have been completed to Council's satisfaction.

4.3 GUTTER CLEANING

Council reviewed two quotes for gutter cleaning as follows:

CF Ventures	\$1,260.00 tax inclusive
Associa on Call	\$1,435.35 tax inclusive

It was moved / seconded to approve the quote from CF Ventures; the gutter cleaning will be scheduled as soon as possible.

CARRIED

4.4 10 YEAR WARRANTY REVIEW

Council reviewed the report from AUM Building Science confirming that no structural issues were observed at Brydon Walk. The report detailed various exterior maintenance items that Council will progress in due course. The report also stated that the building is well maintained.

(5) CORRESPONDENCE

6.1 TO

Correspondence was sent to a unit in the form of a bylaw infraction warning letter for parkade oil stains.

5.2 FROM

Correspondence was received from two Owners requesting permission for a unit alteration. In between meetings both requests were considered and approved, and an Assumption of Liability was processed for both units. It was moved / seconded to ratify the two approvals.

CARRIED

(6) NEW BUSINESS

6.1 AGM FOLLOW UP

The following Council positions were elected by majority vote:

President	Ryder Scales
Vice President	Brant Mowry
Treasurer	Courtney Dawson
Secretary	Chantelle Voisin
At Large / Security	Bruce Kidd
At Large / Maintenance	Brandan Humphrey
At Large	Colleen Preston

CARRIED

The meeting schedule has been set as follows:

Wednesday, January 17, 2018

Wednesday, May 9, 2018

Wednesday, October 17, 2018

Wednesday, November 21, 2018 (Annual General Meeting)

6.2 CATCH BASIN CLEANING

Bill McRae of McRae's Services has reviewed the catch basins and has recommended undertaking catch basin cleaning in Spring. The catch basin cleaning will be scheduled accordingly.

6.3 GARBAGE ROOM CAMERA QUOTE

As discussed at the Annual General Meeting due to on-going issues with dumping of non-household refuse in the garbage room, quotes are in progress for a security camera to be installed in the garbage room. All Owners are reminded of the following bylaw:

43. General

- (1) An Owner, tenant or occupant **shall** remove ordinary household refuse and garbage from his or her Strata lot and deposit it in the Strata Corporation's garbage container for pickup.
- (2) The Owner, tenant or occupant **shall** remove any materials other than ordinary household refuse and garbage from the strata plan property at his or her expense.

Any Owner found leaving garbage or recyclables on the garbage room floor, or dumping large items such as furniture in the garbage room will be subject to a bylaw fine and / or charged back the cost of clean-up / removal.

6.4 HAZARDOUS TREE REMOVAL

The neighbouring community of Creekside submitted a request for removal of a hazardous tree in the covenanted land that Brydon Walk is responsible for. An arborist will be engaged to review the trees and if any are deemed hazardous by the arborist, removal will be progressed.

6.5 CITY OF LANGLEY REFUND FOR WATER / SEWER OVERCHARGING

The refund for overcharging of water / sewer has been received from the City of Langley and the deposited into the Strata Corporation's bank account. The total amount received was \$13,988.37. As previously reported, several improvement projects were being considered for this "windfall" money. Quotations have been obtained for enhanced landscaping contracts however due to the on-going cost, these will not be proceeded with at this time due to potential future budgetary constraints.

The security camera in the garbage room will be proceeded with as misuse of the garbage room affects all Owners. Council is also actively considering the LED lighting upgrade project. Although this project will have an initial financial outlay, it will generate ongoing savings in Brydon Walk's budget. These funds can then be re-directed towards other improvement projects in the future.

6.6 FIRE EQUIPMENT TESTING

The annual fire equipment testing is due and will be scheduled during January 2018.

6.7 ENTERPHONE AUDIT

An enterphone audit was conducted in 2017 however as this was a voluntary process, not every unit responded. The enterphone entries require validation due to security concerns, for example, some previous Owners may still have access to the building. Council will be conducting a new enterphone audit by going door to door. Participation in the new enterphone audit is mandatory. Please provide your enterphone details to Council when they come to your unit in the near future.

(7) TERMINATION

There being no further business, the meeting was terminated at 9:50 PM. The next scheduled meeting is **Wednesday, May 9, 2018**, at 7:00 PM. in the ground floor meeting room.

Jin Dhaliwal
Community Manager
A Licensed Strata Manager

<p>Please be advised you should retain copies of Council and General Meeting Minutes for a period of 2 years.</p>
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January 11, 2017

TO THE OWNERS OF
STRATA PLAN BCS 2287
BRYDON WALK
LANGLEY, BC

Dear Owners:

**RE: STRATA PLAN BCS 2287 – BRYDON WALK
2016/2017 STRATA FEES & ONE TIME SPECIAL LEVY**

Please find enclosed the Minutes of the Annual General Meeting held on November 23, 2016.

A 2016/2017 operating budget was approved with a 5% increase in Strata Fees, retroactive to December 1, 2016. All payments must be made payable to Strata Plan BCS 2287.

Strata Fees Payment Options

1. The preferred method of payment is ***Paying your Monthly Strata Fee Online***. This method allows you to control your payment – you pay from your account rather than having it drawn from your account. It's easy and convenient. Please visit our website for details www.associabc.ca
2. The second method is Pre-Authorized Credit (PAC). If you are already on this program and wish to continue, you need not to do anything further. Approval of the new budget has given AssociaBC the authority to maintain the withdrawal of funds from your account. However, if you would like to switch to ***Paying your Monthly Strata Fee Online***, please advise our office to cancel you PAC by calling our A/R Call Centre: 1-877-585-4411.

*Due to the AGM being held so close to the end of the month, it is advised auto withdrawal payments for December 1st will be the old amount. Therefore, a “make-up” amount to the increased Strata Fees for June will be withdrawn on January 1st together with the revised Strata Fee.

There is a one time Special Levy due on December 1, 2016 and the schedule is attached. A cheque is required for the Special Levy even if you are on a pre-authorized payment plan as we will not be able to draw the Special Levy from your account. For financial convenience, the Special Levy can be paid on **January 15, 2017**.

Should you have any questions regarding the information, please do not hesitate to contact the writer.

Yours truly,
ASSOCIA BRITISH COLUMBIA, INC.
On behalf of Owners of Strata Plan BCS 2287

A handwritten signature in black ink, appearing to read "Jin Dhaliwal". The signature is stylized and written in a cursive-like font.

Jin Dhaliwal
Community Manager
A Licensed Strata Manager

Encls.

BRYDON WALK – BCS 2287

LOCATION:

7:00 p.m. – Meeting Room
5454 198th Street
Langley, BC V3A 1G2

**STRATA COUNCIL
2016/2017**

PRESIDENT
Ryder Scales

**VICE
PRESIDENT/TREASURER**
Brant Mowry

AT LARGE
Alicia Birch
Claudia Tavares
Brandan Humphrey
Chantelle Voisin
Courtney Dawson

COMMUNITY MANAGER
Jin Dhaliwal

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13468 77TH AVENUE
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24 HOUR LINE:
(604) 591-6060

bcs2287.myassocia.com

ATTENDANCE:

14 Owners registered and represented in person
0 Owners registered and represented by proxy

Jin Dhaliwal, Associa British Columbia Inc.

(1) CALL TO ORDER

The President, Ryder Scales called the meeting to order at 7:00 p.m.

(2) INTRODUCTION

Mr. Scales welcomed everyone to the meeting. Jin Dhaliwal, Community Manager from Associa BC Inc. was introduced to the Owners.

(3) QUORUM REPORT

The Community Manager advised that the Strata Property Act states that a quorum consisting of 1/3 (one-third) of the Owners must be present in person or by proxy for an Annual General Meeting to proceed. There are 43 units at Brydon Walk, therefore 15 units are required to achieve quorum. As 14 eligible voters were represented (14 in person and 0 by proxy) the quorum of 15 was not achieved.

Pursuant to the Strata Corporation's Bylaws, the meeting was adjourned and re-convened at 7:15pm, when the eligible voters present constituted quorum and the meeting deemed competent to proceed.

(4) ELECTING THE CHAIR OF THE MEETING

The Council President requested that the Community Manager, Jin Dhaliwal facilitate the meeting on behalf of the Strata Council President. There being no objections, the meeting proceeded accordingly.

(5) PROOF OF NOTICE OF MEETING

The Community Manager advised that in accordance with the requirements of the Strata Property Act, appropriate notice was

given. AGM packages were mailed to every unit on November 3, 2015. It was moved (106) and seconded (207) that proper notice of meeting had been provided according to the requirements of the Strata Property Act.

CARRIED UNANIMOUSLY

(6) ADOPTION OF AGENDA

It was moved (102) and seconded (206) to adopt the agenda of the Annual General Meeting as distributed.

CARRIED UNANIMOUSLY

(7) ADOPTION OF PREVIOUS GENERAL MEETING MINUTES

There being no errors or omissions noted, it was moved (405) and seconded (102) to approve the General Meeting Minutes of November 10, 2015 as distributed.

CARRIED UNANIMOUSLY

(8) PRESIDENT'S REPORT

Mr. Scales gave a report on Council's work in the past year, and detailed work already planned for next year. Key highlights included:

Building Maintenance

Gutter cleaning, window cleaning and carpet cleaning has been undertaken this year. Cleaning up the enterphone database, replacement of smoke alarms and hydro-jetting of the main lines is planned for the upcoming year.

Break Ins

Security remains an ongoing concern. Residents are asked to be vigilant and cautious about inadvertently allowing unauthorized entry to the building. The parkade has been a vulnerable entrance point in the past. Residents are asked to ensure that they wait for the gate to fully close behind them before driving off, whenever they enter or exit the building.

Garbage Area

Unauthorized items in garbage and recycling bins remains an issue. Residents are advised that if unauthorized items continue to be deposited, Maple Leaf will not collect the bins on the grounds of contaminated items. The Strata Corporation will then have to make alternative arrangements for disposal, at additional cost to all Owners.

Landscaping

The landscaping improvements are underway. The front area has been completed and the upper areas will be attended to next year. Animals using the area outside the front stairwell and front door as a toilet remains an issue. All residents are asked to ensure that their pets do not urinate or defecate in these areas immediately outside the building.

(9) RATIFICATION OF RULES

It was moved (206) and seconded (205) to ratify the adopted Rule regarding enterphone entries as follows:

ENTERPHONE ENTRIES RULE

Enterphone entries are restricted to those persons, either Owners, tenants or occupants that have Brydon Walk as their primary residence and are physically present in the building.

CARRIED UNANIMOUSLY

(10) ANNUAL REPORT ON INSURANCE

Jin Dhaliwal, Associa BC Inc. gave the annual report on insurance. Ms. Dhaliwal explained that the Strata Property Act required the Strata Corporation to maintain insurance for Total Replacement Cost, and that this was determined through an annual appraisal.

Ms. Dhaliwal then gave a detailed report on the insurance policy held by the Strata Corporation. Key highlights were the Guaranteed Replacement Cost coverage, valued at \$8,200,000.00. Ms. Dhaliwal explained that the Strata Corporation's policy guaranteed to pay out the amount required to replace the complex, regardless of variation in construction costs or materials. Ms. Dhaliwal then gave a detailed explanation of the different scenarios covered by the policy, as well as the deductibles applicable. She also explained that the policy did not cover betterments or improvements, and that Owners should seek to insure themselves for these separately through their homeowner policy.

(11) ADOPTION OF 2016 / 2017 OPERATING BUDGET

It was moved (106) and seconded (407) to place the 2016 / 2017 Operating budget on the floor for discussion.

The Strata Manager Jin Dhaliwal then presented the budget. Ms. Dhaliwal gave an explanation of the various line items in the budget, and what they were intended for. Ms. Dhaliwal highlighted that there was an increase in strata fees in the proposed budget, as advised at the previous Annual General Meeting.

Ms. Dhaliwal explained that a zero based cost budget exercise had been undertaken for Brydon Walk, and the various line items represented to the true cost of running the complex, based on contract terms and anticipated spend. The proposed budget set the strata fees at a level where income could meet anticipated expenditure.

Following discussion on the proposed budget, the vote was called to adopt the 2016-2017 Operating Budget as presented.

CARRIED UNANIMOUSLY

(12) CONSIDERATION OF THE ¾ VOTE RESOLUTIONS

12.1 RESOLUTION A CONTINGENCY RESERVE FUND INSURANCE LOAN EXTENSION

It was moved (405) and seconded (102) to place Resolution A on the floor for discussion. The Community Manager explained that this was a ¾ vote and read out the resolution as follows:

Be it resolved by a three-quarter (3/4) vote of the Owners of Strata Plan BCS 2287, Brydon Walk, that the Strata Corporation be provided an extension of the existing temporary loan from the Contingency Reserve Fund to the Operating Account for the purpose of funding the remaining payments due on

the 2016-2017 Strata Insurance premium. This amount of \$17,671 will be repaid to the Contingency Reserve Fund by no later than September 30, 2017.

Rationale:

The Strata Property Act requires that any loan taken from the Contingency Reserve Fund be repaid within the same fiscal year. The Strata Corporation's insurance policy renewed in October; a CRF loan was taken in October 2016. This resolution enables the Strata Corporation to repay over the course of a year in 12 equal payments ending in September 2016.

A discussion of the proposed Resolution ensued, after which the vote was called to adopt Resolution A as presented. **CARRIED UNANIMOUSLY**

**12.2 RESOLUTION B
WAIVING THE NEED FOR A DEPRECIATION REPORT UPDATE**

It was moved (102) and seconded (106) to place Resolution B on the floor for discussion. The Community Manager explained that this was a $\frac{3}{4}$ vote and read out the resolution as follows:

Be it resolved by a three-quarter ($\frac{3}{4}$) vote of the Owners of Strata Plan BCS 2287, Brydon Walk, to waive the requirement to obtain a Depreciation Report Update for 18 months from passage of this resolution.

Rationale:

The Strata Property Act, section 94, requires the Strata Corporation to obtain a depreciation report unless a three-quarter ($\frac{3}{4}$) vote to waive the requirement is approved. A Depreciation Report was obtained by the Strata Corporation in July 2014; an update is due in 2017, unless the requirement is waived by the Ownership.

A discussion of the proposed Resolution ensued, after which the vote was called to adopt Resolution B as presented. **CARRIED UNANIMOUSLY**

**12.3 RESOLUTION C
LARGE SCALE REPAIR AND MAINTENANCE – SPECIAL LEVY FUNDING**

It was moved (407) and seconded (206) to place Resolution C on the floor for discussion. The Community Manager explained that this was a $\frac{3}{4}$ vote and read out the resolution as follows:

Be it resolved by a three-quarter ($\frac{3}{4}$) vote of the Owners of Strata Plan BCS 2287, Brydon Walk, that the amount of \$5,310 (five thousand three hundred and ten dollars) be raised as a one-time Special Levy to the Owners for the purpose of large scale repair and maintenance, specifically replacement of smoke alarms and hydro-jetting and auguring of the main drainage lines.

This Special Levy is to be charged upon the Owners in proportion to the unit entitlement of their respective strata lots (see attached Special Levy Fee Schedule "A") and is due and payable upon passage and payments shall be considered part of the common expenses of the Strata Corporation. Late payment penalties may be applied as provided for in the Strata's Bylaws.

Costs include applicable taxes, and Associa British Columbia administration of \$129.00 as per the Agency Agreement Schedules. Any unused funds will be returned to the Contingency Reserve Fund.

Rationale:

Large scale maintenance such as hydro-jetting and auguring should be undertaken on a regular basis, approximately every three years. This will be provided for in future Operating Budgets, however, for the current year, new funding is required. The smoke alarms at Brydon Walk are now 10 years old and require replacement. The cost of this essential repair and maintenance work cannot be met by the Operating Budget.

A discussion of the proposed Resolution ensued, after which the vote was called to adopt Resolution C as presented. **CARRIED UNANIMOUSLY**

**12.4 RESOLUTION D
LARGE SCALE REPAIR AND MAINTENANCE – CONTINGENCY RESERVE FUNDING**

As the preceding Resolution C was carried, Resolution D was not considered.

**12.5 RESOLUTION E
10 YEAR WARRANTY REVIEW – CONTINGENCY RESERVE FUNDING**

It was moved (106) and seconded (311) to place Resolution E on the floor for discussion. The Community Manager explained that this was a $\frac{3}{4}$ vote and read out the resolution as follows:

Be it resolved by a three-quarter ($\frac{3}{4}$) vote of the Owners of Strata Plan BCS 2287, Brydon Walk, that an amount not to exceed \$2,400 (two thousand four hundred dollars) be expended from the Contingency Reserve Fund for the purpose of engaging a structural engineer to undertake a 10 year Structural Warranty Review.

Any unused funds will be returned to the Contingency Reserve Fund.

Rationale:

Brydon Walk is now over 9 years old. The 10 Year Structural Warranty with Travelers Guarantee Company of Canada expires on July 27, 2017. A warranty review should be conducted by a structural engineer before this date to check for structural defects. This warranty review will then be submitted to Travelers Guarantee Company of Canada, in order that any structural defects identified may be remedied by the Developer.

A discussion of the proposed Resolution ensued, after which the vote was called to adopt Resolution E as presented. **CARRIED UNANIMOUSLY**

**12.6 RESOLUTION F
ADDING A BYLAW – ELIGIBILITY FOR COUNCIL**

It was moved (102) and seconded (407) to place Resolution F on the floor for discussion. The Community Manager explained that this was a $\frac{3}{4}$ vote and read out the resolution as follows:

Be It resolved by a three-quarter ($\frac{3}{4}$) vote of the Owners of Strata Plan BCS 2287, Brydon Walk, that the Bylaws be amended by adding Bylaw Number 12 (3) to the Strata Corporation's Bylaws as follows:

Owners more than one month in arrears with respect to Strata Fees are not eligible for Council.

Rationale:

Council members should be in good standing with respect to Strata Fees in order to maintain credibility and legitimacy in the eyes of the Ownership.

A discussion of the proposed Resolution ensued, after which the vote was called to adopt Resolution F as presented. **CARRIED UNANIMOUSLY**

**12.7 RESOLUTION G
AMENDING A BYLAW – REMOVNG A COUNCIL MEMBER**

It was moved (106) and seconded (207) to place Resolution G on the floor for discussion. The Community Manager explained that this was a $\frac{3}{4}$ vote and read out the resolution as follows:

Be it resolved by a three-quarter ($\frac{3}{4}$) vote of the Owners of Strata Plan BCS 2287, Brydon Walk, to repeal the existing Bylaw 13 (4) and replace it with the following:

A member of Council is deemed to have resigned after missing two (2) consecutive Council Meetings, without the permission of the Strata Council.

Rationale:

The Council of BCS 2287, Brydon Walk meets only three times a year, approximately every three months. Any Council member that misses two consecutive meetings has effectively missed two thirds of the scheduled meetings, and cannot function effectively as a Council member.

A discussion of the proposed Resolution ensued, after which the vote was called to adopt Resolution G as presented. **CARRIED UNANIMOUSLY**

**12.8 RESOLUTION H
AMENDING A BYLAW – REPLACING A COUNCIL MEMBER**

It was moved (407) and seconded (209) to place Resolution H on the floor for discussion. The Community Manager explained that this was a $\frac{3}{4}$ vote and read out the resolution as follows:

Be it resolved by a three-quarter ($\frac{3}{4}$) vote of the Owners of Strata Plan BCS 2287, Brydon Walk, to repeal the existing Bylaw 14 (1) and replace it with the following:

If a Council member resigns or is unwilling or unable to act for a period of 2 or more months, the remaining members of the Council may appoint a replacement Council member for the remainder of the term, if one (1) year or less is remaining in the term. More than one (1) year, a special meeting shall be called to elect a replacement by a simple majority of eligible voters in attendance.

Rationale:

This Bylaw amendment is intended to maintain an engaged, fully functioning Council for the effective governance of BCS 2287 Brydon Walk, for the benefit of all the Ownership.

A discussion of the proposed Resolution ensued, after which the vote was called to adopt Resolution H as presented. **CARRIED UNANIMOUSLY**

(13) ELECTION OF STRATA COUNCIL MEMBERS FOR 2016 – 2017 TERM

On behalf of the entire Strata Corporation, the Community Manager extended thanks to Council who worked very hard during the last year to maintain Brydon Walk. The Community Manager stated that in accordance with the Bylaws of Brydon Walk and the Strata Property Act, Council will consist of no less than 3 and no more than 7 Owners. The floor was then opened for nominations/volunteers. The following agreed to stand on Council if elected:

Ryder Scales	Claudia Tavares	Brant Mowry	Alicia Birch
Brandan Humphrey	Chantelle Voisin	Courtney Dawson	

The Community Manager called 3 times for further nominations and/or volunteers, and then closed nominations. The vote was called and the above-noted Owners were elected to Strata Council 2016 – 2017 by majority vote.

(14) GENERAL DISCUSSION

The Community Manager then opened the floor for a short general discussion. Key issues brought up were:

Special Levy

Owners discussed the levy payment date, and by consensus it was agreed that the levy would be payable by January 15, 2017.

Silverfish

Owner expressed concern over silverfish in the complex. Council advised that a quote was being obtained from the pest control contractor for treating the entire building.

Noise Nuisance

Some Owners expressed concern over the amount of noise, particularly yelling and thumping late into the evening as well as vacuuming late at night. The Community Manager advised that bylaws letters could be sent as directed by Council. All Owners are asked to be mindful of noise levels as sound can carry considerably in a wood framed building like Brydon Walk.

(15) TERMINATION

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

Please be advised that copies of Council & General Meeting Minutes should be retained for a period of two years. Please keep these minutes with your strata lot records, as you will need to provide them to your realtor when you sell your strata lot. There will be a charge for copies.

**BCS2287 - Brydon Walk
Adopted Budget Summary**

	September 30, 2016 Year To Date Actual	November 30, 2016 Estimated Year End	2015-2016 Annual Budget	2016-2017 Proposed Budget
TOTAL OWNER CONTRIBUTION	113,474	136,170	136,170	143,979 *
Operating Fund				
Opening Balance	(360)	(360)	(360)	1,105
Owner's Contribution	100,974	121,170	121,170	128,979 *
Other Income	2,959	3,370	-	-
Total Operating Expenses	(100,023)	(126,198)	(131,170)	(128,979)
Adjustments to Opening Balance	3,122	3,122	-	-
Ending Balance	6,673	1,105	(10,360)	1,105
Contingency Reserve Fund				
Opening Balance	48,711	48,711	48,711	64,214
Owner's Contribution	12,500	15,000	15,000	15,000 *
Interest Income	348	503	503	696
Ending Balance	61,559	64,214	64,214	79,909
Reserve - Paintng				
Opening Balance	7,769	7,769	-	7,847
Interest Income	59	78	-	76
Ending Balance	7,828	7,847	-	7,923
Reserve - Caulking				
Opening Balance	744	744	-	751
Interest Income	6	7	-	7
Ending Balance	749	751	-	759

* - Items included in the Total Owners' Contributions calculation
Estimated CRF annual interest rate 0.97%

BCS2287 - Brydon Walk
Adopted Budget - December 1, 2016 To November 30, 2017

Account	Account Name	September 30, 2016 Year To Date Actual	November 30, 2016 Estimated Year End	2015-2016 Annual Budget	2016-2017 Proposed Budget
RECEIPTS / REVENUE					
5035-0000	Bylaw Penalties	200.00	200.00	0.00	0.00
5285-0000	Interest Income	103.15	110.00	0.00	0.00
5300-0000	Late Payment Interest	55.90	60.00	0.00	0.00
5385-0000	MoveIn/Out Fee	2,600.00	3,000.00	0.00	0.00
5455-0000	Prior Years Surplus	0.00	10,000.00	10,000.00	0.00
5500-0000	Owners' Contributions	113,474.30	136,169.76	136,170.00	143,978.50
TOTAL RECEIPTS / REVENUE		\$ 116,433.35	\$ 149,539.76	\$ 146,170.00	\$ 143,978.50
EXPENSES & RESERVES					
ADMINISTRATIVE EXPENSES					
6004-0000	Statutory Review of Trust Accounts	0.00	367.50	476.00	476.00
6008-0000	Additional Services	525.00	525.00	413.00	555.30
6028-0000	Bank Charges	207.00	276.00	276.00	276.00
6080-0000	Insurance Premium	17,680.80	21,216.96	21,250.00	20,000.00
6088-0000	Legal Fees	1,008.00	1,008.00	0.00	1,000.00
6098-0000	Management Fees	11,287.51	13,545.01	13,540.00	13,946.20
6128-0000	Postage/Copies/Office Exp.	696.41	1,000.00	1,100.00	1,100.00
6132-0010	Corporate Tax Return	315.00	315.00	315.00	425.00
TOTAL ADMINISTRATIVE EXPENSES		31,719.72	38,253.47	37,370.00	37,778.50
UTILITIES					
6305-0000	Telephone	2,557.88	3,069.60	3,100.00	3,100.00
6308-0000	Electricity	10,697.70	12,589.81	13,000.00	14,000.00
6316-0000	Gas	7,291.72	9,600.00	14,000.00	14,000.00
6336-0000	Water & Sewer	13,114.11	15,725.07	18,000.00	18,000.00
TOTAL UTILITIES		33,661.41	40,984.48	48,100.00	49,100.00
CONTRACT / BLDG EXPENSES					
7002-0000	Alarm Monitoring	314.88	472.32	500.00	500.00
7048-0000	Elevator & License	2,735.50	3,237.40	3,100.00	3,500.00
7069-0000	Fire Protection	1,300.95	1,300.95	1,200.00	1,500.00
7076-0000	Garage Door	425.25	567.00	600.00	600.00
7080-0000	Garbage Collection	7,266.02	8,728.36	8,500.00	9,000.00
7096-0000	Janitorial	4,961.30	5,953.56	6,500.00	6,500.00
7100-0000	Landscaping	1,395.61	6,000.00	6,000.00	6,000.00
7126-0000	Mechanical	1,144.05	2,000.00	2,300.00	2,500.00
7144-0000	Pest Control	526.57	700.00	700.00	700.00
TOTAL CONTRACT / BLDG EXPENSES		20,070.13	28,959.59	29,400.00	30,800.00
REPAIRS & MAINTENANCE EXPENSES					
7660-0000	Repairs & Maintenance	14,571.39	18,000.00	15,000.00	10,000.00
7702-0000	Irrigation	0.00	0.00	800.00	800.00
7848-0000	Snow Removal	0.00	0.00	500.00	500.00
TOTAL REPAIRS & MAINTENANCE EXPENSES		14,571.39	18,000.00	16,300.00	11,300.00
TOTAL OPERATING EXPENSES		100,022.65	126,197.54	131,170.00	128,978.50
CRF & OTHER BUDGETED RESERVE FUNDS					
8920-0000	Contingency Reserve Fund	12,500.00	15,000.00	15,000.00	15,000.00
TOTAL RESERVE FUNDS		12,500.00	15,000.00	15,000.00	15,000.00
TOTAL EXPENSES & RESERVES		112,522.65	141,197.54	146,170.00	143,978.50
SURPLUS / (DEFICIT)		3,910.70	8,342.22	-	-

BCS2287 - Brydon Walk
Adopted Strata Fee Schedule
For the Year December 1, 2016 To November 30, 2017

Unit#	SL#	U/E	Old Strata Fee	Operating Portion	CRF/Reserves Portion	Fee Inc/Dec by	Proposed Strata Fee
101	1	73	\$258.95	\$245.27	\$28.52	\$14.84	\$273.79
102	2	78	\$276.68	\$262.07	\$30.48	\$15.87	\$292.55
103	3	78	\$276.68	\$262.07	\$30.48	\$15.87	\$292.55
104	4	78	\$276.68	\$262.07	\$30.48	\$15.87	\$292.55
105	5	77	\$273.13	\$258.71	\$30.09	\$15.67	\$288.80
106	6	76	\$269.59	\$255.35	\$29.70	\$15.46	\$285.05
107	7	55	\$195.10	\$184.79	\$21.49	\$11.18	\$206.28
108	8	78	\$276.68	\$262.07	\$30.48	\$15.87	\$292.55
109	9	78	\$276.68	\$262.07	\$30.48	\$15.87	\$292.55
110	10	74	\$262.49	\$248.63	\$28.92	\$15.06	\$277.55
201	11	74	\$262.49	\$248.63	\$28.92	\$15.06	\$277.55
202	12	78	\$276.68	\$262.07	\$30.48	\$15.87	\$292.55
203	13	78	\$276.68	\$262.07	\$30.48	\$15.87	\$292.55
204	14	78	\$276.68	\$262.07	\$30.48	\$15.87	\$292.55
205	15	78	\$276.68	\$262.07	\$30.48	\$15.87	\$292.55
206	16	77	\$273.13	\$258.71	\$30.09	\$15.67	\$288.80
207	17	56	\$198.64	\$188.15	\$21.88	\$11.39	\$210.03
208	18	78	\$276.68	\$262.07	\$30.48	\$15.87	\$292.55
209	19	78	\$276.68	\$262.07	\$30.48	\$15.87	\$292.55
210	20	75	\$266.04	\$251.99	\$29.31	\$15.26	\$281.30
211	21	68	\$241.21	\$228.47	\$26.57	\$13.83	\$255.04
301	22	74	\$262.49	\$248.63	\$28.92	\$15.06	\$277.55
302	23	78	\$276.68	\$262.07	\$30.48	\$15.87	\$292.55
303	24	78	\$276.68	\$262.07	\$30.48	\$15.87	\$292.55
304	25	78	\$276.68	\$262.07	\$30.48	\$15.87	\$292.55
305	26	78	\$276.68	\$262.07	\$30.48	\$15.87	\$292.55
306	27	77	\$273.13	\$258.71	\$30.09	\$15.67	\$288.80
307	28	56	\$198.64	\$188.15	\$21.88	\$11.39	\$210.03
308	29	78	\$276.68	\$262.07	\$30.48	\$15.87	\$292.55
309	30	78	\$276.68	\$262.07	\$30.48	\$15.87	\$292.55
310	31	75	\$266.04	\$251.99	\$29.31	\$15.26	\$281.30
311	32	68	\$241.21	\$228.47	\$26.57	\$13.83	\$255.04
401	33	74	\$262.49	\$248.63	\$28.92	\$15.06	\$277.55
402	34	78	\$276.68	\$262.07	\$30.48	\$15.87	\$292.55
403	35	78	\$276.68	\$262.07	\$30.48	\$15.87	\$292.55
404	36	78	\$276.68	\$262.07	\$30.48	\$15.87	\$292.55
405	37	78	\$276.68	\$262.07	\$30.48	\$15.87	\$292.55
406	38	77	\$273.13	\$258.71	\$30.09	\$15.67	\$288.80
407	39	56	\$198.64	\$188.15	\$21.88	\$11.39	\$210.03
408	40	78	\$276.68	\$262.07	\$30.48	\$15.87	\$292.55
409	41	78	\$276.68	\$262.07	\$30.48	\$15.87	\$292.55
410	42	75	\$266.04	\$251.99	\$29.31	\$15.26	\$281.30
411	43	68	\$241.21	\$228.47	\$26.57	\$13.83	\$255.04
Monthly Total		3,199.00	\$11,347.43	\$10,748.21	\$1,250.07	\$650.85	\$11,998.28
			X 12	X 12	X 12	X 12	X 12
Annual Total			\$136,169.16	\$128,978.52	\$15,000.84	\$7,810.20	\$143,979.36

Adopted Special Levy Schedule A

Property=bcs2287 AND Status=Current AND Total Amount #5310

Unit	SL#	Unit Entitlement	Payment
101	1	73	121.17
102	2	78	129.47
103	3	78	129.47
104	4	78	129.47
105	5	77	127.81
106	6	76	126.15
107	7	55	91.29
108	8	78	129.47
109	9	78	129.47
110	10	74	122.83
201	11	74	122.83
202	12	78	129.47
203	13	78	129.47
204	14	78	129.47
205	15	78	129.47
206	16	77	127.81
207	17	56	92.95
208	18	78	129.47
209	19	78	129.47
210	20	75	124.49
211	21	68	112.87
301	22	74	122.83
302	23	78	129.47
303	24	78	129.47
304	25	78	129.47
305	26	78	129.47
306	27	77	127.81
307	28	56	92.95
308	29	78	129.47
309	30	78	129.47
310	31	75	124.49
311	32	68	112.87
401	33	74	122.83
402	34	78	129.47
403	35	78	129.47
404	36	78	129.47
405	37	78	129.47
406	38	77	127.81

407	39	56	92.95
408	40	78	129.47
409	41	78	129.47
410	42	75	124.49
411	43	68	112.87
		3,199	5,309.91



December 11, 2017

TO THE OWNERS OF
STRATA PLAN BCS 2287
BRYDON WALK
LANGLEY, BC

Dear Owners:

**RE: STRATA PLAN BCS 2287 – BRYDON WALK
2017/2018 STRATA FEES**

Please find enclosed the Minutes of the Annual General Meeting held on November 30, 2017.

A 2017/2018 operating budget was approved with no increase in Strata Fees. All payments must be made payable to Strata Plan BCS 2287.

Strata Fees Payment Options

1. The preferred method of payment is *Paying your Monthly Strata Fee Online*. This method allows you to control your payment – you pay from your account rather than having it drawn from your account. It's easy and convenient. Please visit our website for details www.associabc.ca
2. The second method is Pre-Authorized Credit (PAC). If you are already on this program and wish to continue, you need not to do anything further. Approval of the new budget has given AssociaBC the authority to maintain the withdrawal of funds from your account. However, if you would like to switch to *Paying your Monthly Strata Fee Online*, please advise our office to cancel you PAC by calling our A/R Call Centre: 1-877-585-4411.

Should you have any questions regarding the information, please do not hesitate to contact the writer.

Yours truly,
ASSOCIA BRITISH COLUMBIA, INC.
On behalf of Owners of Strata Plan BCS 2287

A handwritten signature in black ink, appearing to read "Jin Dhaliwal". The signature is stylized and written in a cursive-like font.

Jin Dhaliwal
Community Manager
A Licensed Strata Manager
Encls.

BRYDON WALK – BCS 2287

LOCATION:

7:00 p.m. – Meeting Room
5454 198th Street
Langley, BC V3A 1G2

**STRATA COUNCIL
2016/2017**

PRESIDENT

Ryder Scales

VICE PRESIDENT

Brant Mowry

TREASURER

Courtney Dawson

AT LARGE

Brandan Humphrey
Chantelle Voisin

COMMUNITY MANAGER

Jin Dhaliwal

ALL INQUIRIES

abc.service@associa.ca

(the help centre)

604-501-4411

ASSOCIA BRITISH COLUMBIA
13468 77TH AVENUE
SURREY, B.C. V3W 6Y3
24 HOUR LINE:
(604) 591-6060

bcs2287.myassocia.com

ATTENDANCE:

10 Owners registered and represented in person
2 Owners registered and represented by proxy

Jin Dhaliwal, Associa British Columbia Inc.
Bruce Adanac, Associa British Columbia Inc.

(1) CALL TO ORDER

The President, Ryder Scales called the meeting to order at 7:00 p.m.

(2) INTRODUCTION

Mr. Scales welcomed everyone to the meeting. Jin Dhaliwal, Community Manager from Associa BC Inc. was introduced to the Owners. Mr. Bruce Adanac, Director of Community Managers was introduced to the Owners.

(3) QUORUM REPORT

The Community Manager advised that the Strata Property Act states that a quorum consisting of 1/3 (one-third) of the Owners must be present in person or by proxy for an Annual General Meeting to proceed. There are 43 units at Brydon Walk, therefore 15 units are required to achieve quorum. As 12 eligible voters were represented (10 in person and 2 by proxy) the quorum of 15 was not achieved.

Pursuant to the Strata Corporation's Bylaws, the meeting was adjourned and re-convened at 7:15pm, when the eligible voters present constituted quorum and the meeting deemed competent to proceed.

(4) ELECTING THE CHAIR OF THE MEETING

The Council President requested that the Community Manager, Jin Dhaliwal facilitate the meeting on behalf of the Strata Council President. There being no objections, the meeting proceeded accordingly.

(5) PROOF OF NOTICE OF MEETING

The Community Manager advised that in accordance with the requirements of the Strata Property Act, appropriate notice was given. AGM packages were mailed to every unit on November 10, 2016. It was moved (102) and seconded (311) that proper notice of meeting had been provided according to the requirements of the Strata Property Act.

12 In favour, 0 Opposed, 0 Abstained

CARRIED UNANIMOUSLY

(6) ADOPTION OF AGENDA

It was moved (206) and seconded (110) to adopt the agenda as distributed in the Annual General Meeting notice package.

12 In favour, 0 Opposed, 0 Abstained

CARRIED UNANIMOUSLY

(7) ADOPTION OF PREVIOUS GENERAL MEETING MINUTES

There being no errors or omissions noted, it was moved (106) and seconded (102) to approve the General Meeting Minutes of November 23, 2016 as distributed.

12 In favour, 0 Opposed, 0 Abstained

CARRIED UNANIMOUSLY

(8) PRESIDENT'S REPORT

Mr. Scales gave a report on Council's work in the past year. Key highlights included:

Building Maintenance

Window cleaning and carpet cleaning has been undertaken this year. Replacement of smoke alarms and hydro-jetting of the main lines was also completed as planned.

Break Ins

Security remains a concern; the building was once again re-keyed due to the loss of common property keys. The parkade continues to a vulnerable entrance point; further in the agenda a Bylaw change is proposed to ensure that Residents wait for the gate to fully close behind them before driving off, whenever they enter or exit the building.

Parkade Gate

The parkade gate was damaged by vehicle impact and had to be replaced. The entire cost was charged back to the unit responsible and the full amount recovered.

(9) ANNUAL REPORT ON INSURANCE

Jin Dhaliwal, Associa BC Inc. gave the annual report on insurance. Ms. Dhaliwal explained that the Strata Property Act required the Strata Corporation to maintain insurance for Total Replacement Cost, and that this was determined through an annual appraisal.

Ms. Dhaliwal then gave a detailed report on the insurance policy held by the Strata Corporation. Key highlights were the Guaranteed Replacement Cost coverage, valued at \$8,741,000.00. Ms. Dhaliwal explained that the Strata Corporation's policy guaranteed to pay out the amount required to replace the complex, regardless of variation in construction costs or materials. Ms. Dhaliwal then gave a detailed explanation of the different scenarios covered by the policy, as well as the deductibles applicable. She also explained that the policy did not cover betterments or improvements, and that Owners should seek to insure themselves for these separately through their homeowner policy.

(10) ADOPTION OF 2017 / 2018 OPERATING BUDGET

It was moved (209) and seconded (102) to place the 2017 / 2018 Operating budget on the floor for discussion.

The Strata Manager Jin Dhaliwal then presented the budget. Ms. Dhaliwal gave an explanation of the various line items in the budget, and what they were intended for. Ms. Dhaliwal highlighted that there was no increase in strata fees in the proposed budget, however going forward increases are to be expected in subsequent years to keep pace with inflation.

Ms. Dhaliwal explained that a zero based cost budget exercise had been undertaken for Brydon Walk, and the various line items represented to the true cost of running the complex, based on contract terms and anticipated spend. The proposed budget set the strata fees at a level where income could meet anticipated expenditure.

Following discussion on the proposed budget, the vote was called to adopt the 2017-2018 Operating Budget as presented.

12 In favour, 0 Opposed, 0 Abstained

CARRIED UNANIMOUSLY

(11) CONSIDERATION OF THE ¾ VOTE RESOLUTIONS**11.1 RESOLUTION A
CONTINGENCY RESERVE FUND INSURANCE LOAN EXTENSION**

It was moved (206) and seconded (102) to place Resolution A on the floor for discussion. The Community Manager explained that this was a ¾ vote and read out the resolution as follows:

Be it resolved by a three-quarter (3/4) vote of the Owners of Strata Plan BCS 2287, Brydon Walk, in attendance at this meeting in person or by proxy, that the Strata Corporation be provided an extension of the existing temporary loan from the Contingency Reserve Fund to the Operating Account for the purpose of funding the remaining payments due on the 2017-2018 Strata Insurance premium. This amount of \$18,954 will be repaid to the Contingency Reserve Fund by no later than September 30, 2018.

Rationale

The Strata Property Act requires that any loan taken from the Contingency Reserve Fund be repaid within the same fiscal year. The Strata Corporation's insurance policy renewed in October; a CRF loan was taken in October 2017. This resolution enables the Strata Corporation to repay over the course of a year in 12 equal payments ending in September 2018..

A discussion of the proposed Resolution ensued, after which the vote was called to adopt Resolution A as presented.

12 In favour, 0 Opposed, 0 Abstained

CARRIED UNANIMOUSLY

**11.2 RESOLUTION B
WAIVING THE NEED FOR A DEPRECIATION REPORT UPDATE**

It was moved (110) and seconded (106) to place Resolution B on the floor for discussion. The Community Manager explained that this was a ¾ vote and read out the resolution as follows:

Be it resolved by a three-quarter (3/4) vote of the Owners of Strata Plan BCS 2287, Brydon Walk, in attendance at this meeting in person or by proxy, to waive the requirement to obtain a Depreciation Report Update for 18 months from passage of this resolution.

Rationale

The Strata Property Act, section 94, requires the Strata Corporation to obtain a depreciation report unless a three-quarter (3/4) vote to waive the requirement is approved. A Depreciation Report was obtained by the Strata Corporation in July 2014; an update is due in 2017, unless the requirement is waived by the Ownership.

A discussion of the proposed Resolution ensued, after which the vote was called to adopt Resolution B as presented.

11 In favour, 1 Opposed, 0 Abstained

CARRIED

11.3 RESOLUTION C ADDING A BYLAW – ELIGIBILITY FOR COUNCIL

It was moved (106) and seconded (206) to place Resolution C on the floor for discussion. The Community Manager explained that this was a ¾ vote and read out the resolution as follows:

Be it resolved by a three-quarter (3/4) vote of the Owners of Strata Plan BCS 2287, Brydon Walk, in attendance at this meeting in person or by proxy, that the Bylaws be amended by adding Bylaw Number 12 (4) and (5) to the Strata Corporation's Bylaws as follows:

- (4) Spouses of Owners who are not on title and are permanent residents of Brydon Walk are eligible for Council; a person is considered a spouse as defined by the BC Family Law Act
- (5) Adult family members of Owners who are not on title and are permanent residents of Brydon Walk are eligible for Council; a person is considered an adult as defined by the age of majority in BC

Rationale

There may be many valid reasons why a person who is a permanent resident with their family member at Brydon Walk is not on title for the unit they occupy. Allowing non-titled spouses and other adult family members to be eligible for Council opens up the pool of potential Council members, which will benefit all Owners and residents of Brydon Walk.

A discussion of the proposed Resolution ensued, after which the vote was called to adopt Resolution C as presented.

11 In favour, 1 Opposed, 0 Abstained

CARRIED

11.4 RESOLUTION D ADDING A BYLAW – STORAGE AND PARKING

It was moved (106) and seconded (110) to place Resolution D on the floor for discussion. The Community Manager explained that this was a ¾ vote and read out the resolution as follows:

Be it resolved by a three-quarter (3/4) vote of the Owners of Strata Plan BCS 2287, Brydon Walk, in attendance at this meeting in person or by proxy, that the Bylaws be amended by adding Bylaw Number 39 (14) to the Strata Corporation's Bylaws as follows:

- (14) All Owners and Occupants must wait for the parkade gate to fully close behind them when entering or exiting the parkade. "Piggybacking" is not permitted.

Rationale

The parkade gate is an easy entry point into Brydon Walk for unauthorized persons through the use of "piggybacking". Ensuring that all Owners and Occupants wait for the parkade gate to fully close when entering or exiting the parkade will increase security for everyone.

A discussion of the proposed Resolution ensued, after which the vote was called to adopt Resolution D as presented.

12 In favour, 0 Opposed, 0 Abstained

CARRIED UNANIMOUSLY

11.5 RESOLUTION E ADDING A BYLAW – MOVING IN / OUT PROCEDURES

It was moved (206) and seconded (405) to place Resolution E on the floor for discussion. The Community Manager explained that this was a ¾ vote and read out the resolution as follows:

Be it resolved by a three-quarter (3/4) vote of the Owners of Strata Plan BCS 2287, Brydon Walk, in attendance at this meeting in person or by proxy, that the Bylaws be amended by adding Bylaw Number 45 (7) to the Strata Corporation's Bylaws as follows:

- (7) A resident must pay a non-refundable move out fee of \$200 to the Strata Corporation. Any expenses incurred by the Strata Corporation attributable to the resident and all fines levied will be charged to the strata lot Owners account.

Rationale

This bylaw addition mirrors the move in fee bylaw and is intended to re-coup the Strata Corporation's costs with respect to move outs. These costs include elevator exclusive use and potential damage to common property such as paint scuffing.

A discussion of the proposed Resolution ensued, after which the vote was called to adopt Resolution E as presented.

10 In favour, 1 Opposed, 1 Abstained

CARRIED

(12) ELECTION OF STRATA COUNCIL MEMBERS FOR 2017 – 2018 TERM

On behalf of the entire Strata Corporation, the Community Manager extended thanks to Council who worked very hard during the last year to maintain Brydon Walk. The Community Manager stated that in accordance with the Bylaws of Brydon Walk and the Strata Property Act, Council will consist of no less than 3 and no more than 7 Owners. The floor was then opened for nominations/volunteers. The following agreed to stand on Council if elected:

Ryder Scales
Chantelle Voisin
Bruce Kidd

Brant Mowry
Courtney Dawson

Brandan Humphrey
Colleen Preston

The Community Manager called 3 times for further nominations and/or volunteers, and then closed nominations. The vote was called and the above-noted Owners were elected to Strata Council 2017 – 2018 by majority vote.

(13) GENERAL DISCUSSION

Before the General Discussion item took place, Council made an announcement regarding a windfall that has just been given to Brydon Walk. Council has been reviewing all of Brydon Walk's expenses, in an effort to keep costs contained. During this exercise, it was discovered that the City of Langley had been charging Brydon Walk a base charge of 54 units for water and sewage usage, instead of 44 units (43 strata lots and 1 common property) since the building opened in 2008.

The City have taken responsibility for their error and are refunding the Stata Corporation the overcharged amount. Brydon Walk will shortly receive \$13,988.37 from the City.

Council intends to use these funds for projects that have been deferred due to budgetary constraints. These include landscaping improvements, installation of a security camera in the garbage room and LED lighting upgrades.

The Community Manager then opened the floor for a short general discussion. Key issues brought up were:

Creation of a Gym

Owners discussed potentially installing some gym equipment, if there was enough interest and any liability concerns could be addressed.

Intercom

Owner discussed removing the defunct intercom panel on the secondary parkade gate.

(14) TERMINATION

There being no further business, the meeting was terminated at 8:26.

The newly elected Council met briefly after the AGM and elected the following positions:

President	Ryder Scales
Vice President	Brant Mowry
Treasurer	Courtney Dawson
Secretary	Chantelle Voisin
At Large	Brandan Humphrey
At Large	Bruce Kidd
At Large	Colleen Preston

Please be advised that copies of Council & General Meeting Minutes should be retained for a period of two years. Please keep these minutes with your strata lot records, as you will need to provide them to your realtor when you sell your strata lot. There will be a charge for copies.

**BCS2287 - Brydon Walk
Adopted Budget Summary**

	October 31, 2017 Year To Date Actual	November 30, 2017 Estimated Year End	2016-2017 Annual Budget	2017-2018 Adopted Budget
TOTAL OWNER CONTRIBUTION	131,981	143,978	143,978	143,978 *
Operating Fund				
Opening Balance	7,002	7,002	7,002	2,739
Owner's Contribution	118,231	128,978	128,978	128,978 *
Other Income	3,770	3,332	-	-
Total Operating Expenses	(111,601)	(130,832)	(128,978)	(128,978)
Prior Year Surplus-Adjustment	(5,741)	(5,741)	-	-
Ending Balance	11,662	2,739	7,002	2,739
Contingency Reserve Fund				
Opening Balance	72,808	72,808	72,808	87,108
Owner's Contribution	13,750	15,000	15,000	15,000 *
Interest Income	435	480	480	1,012
CRF Expenditure	(1,187)	(1,187)	-	-
Transfer from Reserve	6	6	-	-
Ending Balance	85,814	87,108	88,288	103,120
Special Levy - Repairs				
Opening Balance	5,310	5,310	5,310	3,441
Interest Income	11	12	-	37
Expenditures	(1,882)	(1,882)	-	-
Ending Balance	3,439	3,441	5,310	3,477

* - Items included in the Total Owners' Contributions calculation

Estimated CRF annual interest rate 1.07%

BCS2287 - Brydon Walk
Adopted Budget
For the period - December 1, 2017 To November 30, 2018

	Oct 31, 2017 Year To Date Actual	Nov 30, 2017 Estimated Year-end	2016/2017 Annual Budget	2017/2018 Adopted Budget
RECEPTS / REVENUE				
4000	131,981.08	143,978.00	143,978.00	143,978.00
4225	150.00	150.00	0.00	0.00
4240	2,400.00	2,000.00	0.00	0.00
4710	103.93	60.00	0.00	0.00
4810	1,000.00	1,000.00	0.00	0.00
4900	116.27	121.85	0.00	0.00
Total RECEPTS / REVENUE	135,751.28	147,309.85	143,978.00	143,978.00
OPERATING EXPENSES				
5002	420.00	420.00	476.00	476.00
5015	220.00	242.00	276.00	281.00
5198	95.57	95.57	555.00	500.00
5210	761.44	1,100.00	1,100.00	1,100.00
5400	16,305.30	17,670.96	20,000.00	20,000.00
6000	12,563.70	13,455.02	14,000.00	14,000.00
6005	10,006.71	10,893.82	14,000.00	13,000.00
6025	15,576.51	16,723.69	18,000.00	18,000.00
6035	8,522.91	9,351.31	9,000.00	9,000.00
6050	3,155.36	3,385.79	3,100.00	3,100.00
6100	4,218.90	4,821.60	6,000.00	6,000.00
6200	147.00	444.00	800.00	400.00
6408	3,935.40	4,202.10	3,500.00	3,500.00
6414	1,218.00	1,218.00	1,500.00	1,500.00
6430	5,719.93	6,242.31	6,500.00	6,500.00
6434	1,447.46	1,447.46	700.00	1,000.00
6441	236.16	314.88	500.00	500.00
6442	0.00	1,000.00	500.00	500.00
6594	138.60	4,704.00	600.00	750.00
6600	12,255.86	16,192.50	10,000.00	12,000.00
6670	910.94	2,000.00	2,500.00	2,500.00
7000	367.50	367.50	425.00	425.00
7020	591.40	591.40	1,000.00	0.00
7040	12,785.85	13,948.20	13,946.00	13,946.00
Total OPERATING EXPENSES	111,600.50	130,832.11	128,978.00	128,978.00
CRF & OTHER BUDGETED RESERVE FUNDS				
9834	13,750.00	15,000.00	15,000.00	15,000.00
Total CRF & OTHER BUDGETED RESERVE	13,750.00	15,000.00	15,000.00	15,000.00
TOTAL EXPENSES & RESERVES	125,350.50	145,832.11	143,978.00	143,978.00
SURPLUS / (DEFICIT)	10,400.78	1,477.74	-	-

BCS2287 - Brydon Walk
Adopted Strata Fee Schedule
For the Year December 1, 2017 To November 30, 2018

Unit#	SL#	U/E	Old Strata Fee	Operating Portion	CRF/Reserves Portion	Fee Inc/Dec by	Adopted Strata Fee
101	1	73	\$273.79	\$245.27	\$28.52	\$0.00	\$273.79
102	2	78	\$292.55	\$262.07	\$30.48	\$0.00	\$292.55
103	3	78	\$292.55	\$262.07	\$30.48	\$0.00	\$292.55
104	4	78	\$292.55	\$262.07	\$30.48	\$0.00	\$292.55
105	5	77	\$288.80	\$258.71	\$30.09	\$0.00	\$288.80
106	6	76	\$285.05	\$255.35	\$29.70	\$0.00	\$285.05
107	7	55	\$206.28	\$184.79	\$21.49	\$0.00	\$206.28
108	8	78	\$292.55	\$262.07	\$30.48	\$0.00	\$292.55
109	9	78	\$292.55	\$262.07	\$30.48	\$0.00	\$292.55
110	10	74	\$277.55	\$248.62	\$28.92	-\$0.01	\$277.54
201	11	74	\$277.55	\$248.62	\$28.92	-\$0.01	\$277.54
202	12	78	\$292.55	\$262.07	\$30.48	\$0.00	\$292.55
203	13	78	\$292.55	\$262.07	\$30.48	\$0.00	\$292.55
204	14	78	\$292.55	\$262.07	\$30.48	\$0.00	\$292.55
205	15	78	\$292.55	\$262.07	\$30.48	\$0.00	\$292.55
206	16	77	\$288.80	\$258.71	\$30.09	\$0.00	\$288.80
207	17	56	\$210.03	\$188.15	\$21.88	\$0.00	\$210.03
208	18	78	\$292.55	\$262.07	\$30.48	\$0.00	\$292.55
209	19	78	\$292.55	\$262.07	\$30.48	\$0.00	\$292.55
210	20	75	\$281.30	\$251.98	\$29.31	-\$0.01	\$281.29
211	21	68	\$255.04	\$228.47	\$26.57	\$0.00	\$255.04
301	22	74	\$277.55	\$248.62	\$28.92	-\$0.01	\$277.54
302	23	78	\$292.55	\$262.07	\$30.48	\$0.00	\$292.55
303	24	78	\$292.55	\$262.07	\$30.48	\$0.00	\$292.55
304	25	78	\$292.55	\$262.07	\$30.48	\$0.00	\$292.55
305	26	78	\$292.55	\$262.07	\$30.48	\$0.00	\$292.55
306	27	77	\$288.80	\$258.71	\$30.09	\$0.00	\$288.80
307	28	56	\$210.03	\$188.15	\$21.88	\$0.00	\$210.03
308	29	78	\$292.55	\$262.07	\$30.48	\$0.00	\$292.55
309	30	78	\$292.55	\$262.07	\$30.48	\$0.00	\$292.55
310	31	75	\$281.30	\$251.98	\$29.31	-\$0.01	\$281.29
311	32	68	\$255.04	\$228.47	\$26.57	\$0.00	\$255.04
401	33	74	\$277.55	\$248.62	\$28.92	-\$0.01	\$277.54
402	34	78	\$292.55	\$262.07	\$30.48	\$0.00	\$292.55
403	35	78	\$292.55	\$262.07	\$30.48	\$0.00	\$292.55
404	36	78	\$292.55	\$262.07	\$30.48	\$0.00	\$292.55
405	37	78	\$292.55	\$262.07	\$30.48	\$0.00	\$292.55
406	38	77	\$288.80	\$258.71	\$30.09	\$0.00	\$288.80
407	39	56	\$210.03	\$188.15	\$21.88	\$0.00	\$210.03
408	40	78	\$292.55	\$262.07	\$30.48	\$0.00	\$292.55
409	41	78	\$292.55	\$262.07	\$30.48	\$0.00	\$292.55
410	42	75	\$281.30	\$251.98	\$29.31	-\$0.01	\$281.29
411	43	68	\$255.04	\$228.47	\$26.57	\$0.00	\$255.04
Monthly Total		3,199.00	\$11,998.28	\$10,748.14	\$1,250.07	-\$0.07	\$11,998.21
			X 12	X 12	X 12	X 12	X 12
Annual Total			\$143,979.36	\$128,977.68	\$15,000.84	-\$0.84	\$143,978.52