

**MINUTES OF THE MEETING OF THE STRATA COUNCIL, STRATA PLAN LMS 4634,
ACCESS, HELD ON THURSDAY, JULY 29, 2010, AT 7:00 P.M., IN THE LOWER
AMENITY ROOM, 10850 CITY PARKWAY, SURREY, B.C.**

Present:	Carol Clemens	President
	Robert Brown	Treasurer / Secretary
	Adrienne Weishaupt	Member
	Nick Chui	Member
	Kavi Lochal	Member
Property Manager:	Tracie Williams	The Wynford Group
Regrets:	Christa Plomp	Vice-President

NEW CARETAKER HOURS –
Monday, Tuesday, Thursday, Friday 8:00 a.m. to 5:00 p.m.
Wednesday 10:00 a.m. to 7:00 p.m.

PLEASE NOTE: The website for LMS 4634, Access, is:
www.SurreyAccess.com

Email: strata@SurreyAccess.com

The website and e-mail are managed and monitored by the Strata Council
and not by The Wynford Group.

Council would like to remind all Owners that, as per your Bylaws, you require
written authorization from Council prior to proceeding with unit alterations that
may affect the common property. Please see your Bylaws for details. Owners
purchasing units are advised that they are responsible for any issues that may
arise that relate to approved or unapproved alterations.

VIDEO SURVEILLANCE

Owners and Residents are reminded that video surveillance cameras are installed
throughout the common area facilities for your safety, protection and, where
necessary, the identification of those not complying with the Rules and Bylaws.
Owners and Residents that are seen violating the Strata Corporation's Bylaws
and Rules may be fined accordingly.

1. CALL TO ORDER

The Property Manager called the meeting to order at 7:10 p.m.

2. MINUTES OF THE PREVIOUS MEETING

It was **MOVED** (#144) and **SECONDED** (#411) to approve the Minutes of the Council Meeting
held June 29, 2010. **CARRIED**

3. **BUSINESS ARISING FROM THE MINUTES**

REMINDERS TO ALL RESIDENTS

**Pick up after your Pets.
No smoking is allowed in common areas.**

Residents found in violation will be fined accordingly.

A. Garage Concrete Repairs

Concrete parkade cracks in 10838 and 10866 were reported to the original developer, Intercorp, two years ago. The Strata continues to have difficulty in having Intercorp commit to a time frame to complete the repairs. Council will now address this issue through Travelers Insurance.

B. Fire & Safety

Work with the City of Surrey is ongoing to ensure Access passes all fire marshal inspections. Backflow devices are being tested.

C. New Construction – North Side

Construct Engineering have been employed to prepare a “Pre-Construction Survey” on behalf of the Strata Corporation. This report will provide documentation of the building condition prior to the excavating of the new construction on the north side of Access. The purpose of this report is to ensure no structural damage is done to Access throughout the construction period of the building next door. It is a precautionary measure only.

D. Window Washing / Building Washing

Work has been completed on the exterior window washing and building washing. The contractors faced many challenges due to the construction site next door; Resident’s failing to clear their decks and windows left open. Overall, Council agreed this was a very difficult job and the contractors completed the job satisfactory.

The Caretaker has now pressure washed the courtyard area and all exposed cement.

E. Security Upgrades

Both Action Lock and Arpell Security are preparing quotation for the additional access control approved at the Annual General Meeting.

F. Maintenance Manual for 10822

A meeting was held with the warranty provider for the 10822 building. They have provided a maintenance manual and a copy of the one year review completed. A copy of this manual will be kept in the Caretaker’s office.

Council has requested a meeting with the developer for 10822 to ensure the deficiencies identified in the manual are addressed.

G. Long-term Maintenance Planning

RDH Engineering will be submitting a quotation to perform a Long Term Reserve Study. Reserve studies provide information to the Strata for capital budget planning usually over a ten-year period. Council will also examine the long term maintenance plan provided by the developer of 10822 building.

4. **COMMITTEE REPORTS**

A. Spa Repairs

The Spa Repair Committee will be asking for input from Owners to present repair and use options to Council. The findings will be formalized and presented to Owners at a Special General Meeting. No date for this meeting has been scheduled.

B. Website

A Council Member volunteered to assist with the current website management.

5. **NEW BUSINESS**

A. Landscaping

The annual contract for landscaping and grounds maintenance was reviewed.

It was **MOVED** (#144) and **SECONDED** (#439) to approve a base quotation of \$29,594.88. The optional work will be reviewed prior to any further approval. Paraspac will be asked to re-quote the optional work and prioritize each section. **CARRIED**

B. Front Door – 10822

The main entrance to 10822 was found to be insecure. Repairs have been done to correct the door mechanisms. Please report any unsecure doors to the Caretaker.

C. Parking Passes

A discussion was held regarding the distribution of parking passes and different formats to use. More discussion will be required.

D. Junk Removal Bin

Council approved having the waste management company deliver a large 40 yard bin on September 10, 2010. Residents will be allowed to place all unwanted household items, and in general, do a clean up of discarded items left in the building. The bin will be left on-site for three days. Notices will be distributed outlining allowable items.

E. Petty Cash

It was **MOVED** (#144) and **SECONDED** (#439) to approve a \$200 petty cash fund by way of a debit or credit card. **CARRIED**

F. Pet Audit / Registry

Please see the attached Pet Audit / Registry Form. In accordance with the Bylaws, all Residents of LMS 4634 must register their pets and the pets must conform to the new Bylaw restrictions. Existing pets are exempt from these restrictions. This is the last chance to register your existing pet. After September 1, 2010 any pet not pre-registered will be considered a new pet and subject to the new Bylaws.

Please fill out the attached form and submit it to the Caretaker prior to September 1, 2010.

8. Pets and Animals

- 8.1 *An owner, tenant, occupant or visitor must ensure that all animals are leashed or otherwise secured when on the common property or land that is a common asset.*
- 8.2 *An owner, tenant or occupant must not keep any pets or animals on the strata lot other than the following:*
 - (a) *a reasonable number of fish or other small aquarium animals;*

- (b) a reasonable number of small caged mammals;*
- (c) up to 2 caged birds;*
- (d) a combined total of 2 dogs/cats, i.e. 1 dog and 1 cat or 2 dogs or 2 cats. Dogs must be no larger than 18 inches at the shoulder upon approval with the strata plan and / or when fully grown to adult height.*

Reasonable numbers are at strata council's discretion, and all pets or animals are subject to review upon request.

- 8.3 *A resident must not harbor exotic pets of any kind. Animals generally considered pests, such as rats and mice are prohibited pets.*
- 8.4 *A resident must apply to the strata council for written permission to keep a pet/pets by registering the pet with the council 10 days prior to the pet residing on a strata lot (or the passage of this bylaw) and by providing, in writing, the name of the pet, breed, colour and markings, together with the name, strata lot number and telephone number of the pet owner.*
- 8.5 *An owner, tenant or visitor must ensure that pets are kept quiet and controlled and will not permit pets to urinate or defecate on the common property, limited common property or common assets of the strata corporation.*
- 8.6 *The owner of the strata lot is responsible for the cost of any special cleaning, floor covering replacement, or painting required as a result of a pet soiling common, limited common or common asset property.*
- 8.7 *A strata lot owner must assume all liability for all actions by a pet, regardless of whether the owner had knowledge, notice or forewarning of the likelihood of such action.*
- 8.8 *An owner, tenant, occupant or visitor must not keep a pet which is a nuisance on a strata lot, on common property or on land that is a common asset. If, in the opinion of strata council, the pet is a nuisance or has caused or is causing an unreasonable interference with the use and enjoyment by residents, of the common property, limited common property or common assets, the strata council may order such pet to be removed permanently from the strata lot, the common property or common asset or all of them. Removal must occur within 30 calendar days of notification being served.*

SEE ATTACHED FORM FOR PET AUDIT / REGISTRY

6. FINANCIAL REPORT

A. Operating Statements

Council deferred approval of the June Operating Statements to allow for completion of the year end.

B. Receivables Report

Please remember that the Strata Corporation must be able to meet its financial requirements. Owners must pay their Strata Fees promptly by the first of each month.

7. CORRESPONDENCE

10822

- 1. Welcome letters to:
 - #211 – Gatmaytan
 - #413 – Yen / Wang
- 2. To #208 re: move in

10838

- 3. Welcome letters to:
 - #142 – Poulin

- #346 – Wheeler
- #452 – Park / Kim
- 4. To #138 / #144 / #439 re: Council election
- 5. From / to #145 re: Bylaws
- 6. To #247 re: Bylaws
- 7. To #311 re: Bylaws & water escaping over the balcony
- 8. To #336 re: charge back
- 9. To #343 / #451 re: Council re-election
- 10. To #350 re: charge back
- 11. To #350 re: Council resignation

10866

- 12. Welcome letters to:
 - #114 – Gill
 - #206 – Liu
 - #210 – Burdeny
 - #220 – Pereira
 - #422 – Hendrickson
- 13. To #113 re: lien discharge
- 14. To #310 re: charge back
- 15. To #316 re: Council resignation
- 16. To #411 re: Council election

General

- 17. To Owners re: Annual General Meeting follow-up
- 18. Notice to Owners re: Bylaws & Rules
- 19. To Council President re: Property Manager
- 20. To Council re: management contract amendment(s)
- 21. To TD Bank re: lien discharge

8. MEETING TERMINATION

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

The next Council Meeting will be held **Thursday, September 2, 2010**, at 7:00 p.m.

Owner Attendance at Council Meetings

Owners are welcome to attend Council Meetings as non-participating guests. However, due to time restraints, Council would like to request that if you have anything you would like to discuss, you notify Council, in writing, prior to the meeting. Owners are also advised that you will be asked to leave the meeting during any conversations that the Council feels are private in nature, or should be held “in-camera.”

NOTE: PLEASE MAKE YOUR CHEQUES PAYABLE TO “STRATA PLAN LMS 4634” AND ENSURE THAT YOUR UNIT NUMBER IS CLEARLY MARKED ON THE FACE OF EACH OF YOUR CHEQUES.

If you have a question regarding your account, please ensure you have a copy of your latest account statement in front of you. Please also note that Strata Fees are due and payable on the 1st of the month, as per the Bylaws. Failure to comply with the Bylaws will result in fines up to \$200.00 per infraction.

If you leave a message due to unavailability of an accounting associate, please ensure that you leave your name, contact number, unit number, Strata Plan number and your specific question.

Our Accounts Receivable Department can be reached via our main number, 604-261-0285.

Harmonized Sales Tax (HST)

Please note that HST is in effect, as of July 1, 2010. The implementation of HST will impact all contract prices, including your management contract. However, your Strata Fees will not change. HST was taken into consideration in your last operating budget and your current fees will not be affected by it.

ATTENTION

Please keep these Minutes on file as a permanent legal record of your Strata Corporation's business. Replacement of either Minutes or Bylaws will be at the Owner's expense and not at the expense of the Strata Corporation.

THE WYNFORD GROUP OFFICE HOURS ARE 9:00 A.M. TO 5:00 P.M., MONDAY TO FRIDAY. FOR AFTER-HOUR EMERGENCIES ONLY, PLEASE CALL 604-261-0285, THEN PRESS "1" TO BE CONNECTED TO THE ANSWERING SERVICE.

Attachment: Pet Audit Registry Form

(T:\LMS 4634\Meetings\2010\Council Mtgs\min-07-29.4634.doc)

STRATA PLAN LMS 4634 – ACCESS

PET AUDIT

We are conducting this Pet Audit to form a baseline record of the pets living at Access.

The Access Bylaws and Rules were revamped and voted on at the June 2010 Annual General Meeting. The Bylaws included changes to the Pet Bylaws, specifically, the maximum adult height allowance for dogs was limited to 18". Any pets on property prior to the registration of the newly ratified Bylaws and Rules are "grandfathered" which means that pets larger than 18" in adult height that lived on the property prior to the registration of the Bylaws and Rules are exempt from that provision and are deemed to be allowed pets for the duration of their time at Access.

- 1 Please complete the form on the back side of this paper and drop it off at the caretaker office in the lower amenities area. If the office is closed, please push it under the door. Max will file all pet audit information along with the fob audit information.
2. Pets that are omitted / unreported for this audit will be considered new pets on property and will be subject to the new provisions in the Access Bylaws.
3. Please ensure that your form is returned to the caretaker's office in the lower amenities area by **September 15, 2010** to ensure that your pets are properly registered with the Strata.

Thank you for your prompt assistance with this matter.
Strata Council, LMS 4634

STRATA PLAN LMS 4634 – ACCESS

PET AUDIT

Address _____

(example)

Type of pet.: Cat Name of pet: Fred

Breed: Siamese Adult Height : 10"

Date pet moved in: Jan 2007

1. Type of pet: _____ Name of pet: _____

Breed: _____ Adult Height: _____

Date pet moved in: _____

2. Type of Pet: _____ Name of pet: _____

Breed: _____ Adult Height: _____

Date pet moved in: _____

*Please note that exotic pets are not allowed as per Access Bylaws.
A copy of the Access Bylaws and Rules can be found at www.surreyaccess.com*