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PROPERTY MANAGEMENT SERVICES

**MINUTES OF THE MEETING OF THE STRATA COUNCIL, STRATA PLAN LMS 4634, ACCESS, HELD ON MONDAY, JANUARY 17, 2011, AT 7:00 P.M., IN THE LOWER AMENITY ROOM, 10850 CITY PARKWAY, SURREY, B.C.**

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

**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](http://www.SurreyAccess.com)

Email: [strata@SurreyAccess.com](mailto: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 7:00 p.m.

**2. APPROVAL OF PREVIOUS MINUTES**

It was **MOVED** (#144) and **SECONDED** (#439) to approve the Minutes of the Council Meeting held December 7, 2010. **CARRIED**

3. **BUSINESS ARISING FROM THE MINUTES**

**A. Garage Concrete Repairs**

Intercorp has been asked to return to the property, as the warranty repairs for the concrete cracks in the parkade have not yet been completed. Follow-up will be requested.

**B. Security Upgrades**

To complete the installation of the new access control readers for the storage room doors, a locksmith will be asked to re-key the existing hardware, and limit access to Residents assigned to each room. Residents will only have access to the rooms using the access cards or fobs.

**C. Maintenance Manual for 10822**

A warranty claim pertaining to all deficiencies listed in the report has been made to National Home Warranty on behalf of all Owners. A manual with all warranty reports for 10822 is located in the Caretaker's office. Maintenance items in the reports will be addressed by the Strata.

**D. Satellite Dishes**

Residents are reminded that the Access Bylaws prohibit all satellite dishes. The units with satellite dishes will be asked to remove them immediately and any required repairs to the building envelope will be charged to these Owners.

*Bylaw:*

7.5 *No exterior projections shall be used or installed in or about the property, including, but not limited to, shades, awnings, window or balcony guards, ventilators, satellite dishes, cables or wires, supplementary heating, air conditioning devices, except as approved, in writing, by the council.*

7.6 *No structural alterations to the exterior of the building shall be made by the residents/owners.*

**E. In-suite Fire Testing**

Voltech was on site December 13 - 16 to complete all in-suite fire equipment testing. Even though evening times were scheduled, many Residents did not provide access. This test is mandatory under the B.C. Fire Code.

A return visit by Voltech will be scheduled; those units not yet completed will be notified of the time and date. Each of these units will be charged \$50 to cover this extra expense. Should any of these units not grant access at the scheduled time, a third visit will be scheduled and a charge of \$75 will be levied.

**F. Fireplaces – Warranty Claim 10822**

The Strata Corporation has been working with National Home Warranty to have the fireplaces in the 10822 building repaired. Though the warranty claim was granted and the developer has been ordered to do the repairs, the Strata is disputing the acceptable level of repairs proposed by the developer.

These fireplaces were originally connected using 220 volt power. This gave Residents approximately 2300 watts of heat. The developer wants to re-set them to 110 volt power. This will reduce the heat output to 1440 watts. Currently, National Home Warranty is consulting an independent electrical engineer to determine if the developer's plan is acceptable.

**G. 10822 Interior Painting**

It was **MOVED** (#144) and **SECONDED** (#439) to approve the quotation submitted by Bert Hamson Construction to repaint the hallways and lobbies of the 10822 building for \$3,000 plus taxes.  
**CARRIED**

**All Residents are reminded not to discard unwanted items in the garbage room or on common property. A removal charge of \$75 will be levied and a fine of \$50 to any Strata Lot in violation.**

4. **NEW BUSINESS**

**A. Boiler – Breakdown and Replacement**

Building 10866 experienced a boiler breakdown causing some water damage in the 4<sup>th</sup> floor hallway. Emergency replacement was required at a cost of \$8,511 plus HST.

**B. Moves – In and Out**

The Strata Corporation is experiencing problems related to moves. These have involved moves that take an extended amount of time causing problems for other Residents due to the elevator being locked off. There has also been damage to common area hallways. All Residents are reminded that moves may only take place between 9:00 a.m. and 5:00 p.m.

It was **MOVED** (#144) and **SECONDED** (#439) to add a Move In and Move Out Rule. This Rule is effective immediately and is subject to \$50 fines.

***Rule #5***

*Move-In / Move-out – elevators cannot be booked for longer than 3 hours per day. The Caretaker or designated person will lock off the elevator and return in three hours to unlock it. If the person using the elevator for the move uses or requires the elevator for a longer time, they will be charged \$50 for each 30 minutes or part of 30 minutes used. This amount will be deducted from the damage deposit or charged to the Strata Lot.*

**CARRIED**

**C. Gym Weight Bench**

Repairs to the gym weight bench will be ordered.

**SECURITY NOTICE – ALERT**

**Several cars have been broken into in the parkade. Please notify the Police immediately if you see anything suspicious.**

**SECURITY IS EVERYONE’S CONCERN – BE AWARE**

**ATTENTION ALL RESIDENTS**

**Please report extreme noise complaints directly to the RCMP.  
City Bylaws are applied to all Residents.**

**The Strata is limited in its authority and responds to these complaints by sending warning letters and then by sending fines.**

5. **FINANCIAL REPORT**

**A. Operating Statements**

It was **MOVED** (#144) and **SECONDED** (#138) to approve the operating statements for November 2010, as prepared by The Wynford Group. **CARRIED**

**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.

Approval was received from Council to begin lien proceedings against 12 units.

6. **CORRESPONDENCE**

15 pieces of correspondence were reviewed by Council.

7. **MEETING TERMINATION**

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

The next Council Meeting will be held on **Thursday, February 24, 2011**, 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 1<sup>st</sup> 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.

**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.**