



Airport Square, 815 – 1200 West 73rd Avenue, Vancouver, B.C., Canada V6P 6G5 ♦ 604-261-0285 ♦ FAX 604-261-9279
PROPERTY MANAGEMENT SERVICES

MINUTES OF THE MEETING OF THE STRATA COUNCIL, STRATA PLAN LMS 4634, ACCESS, HELD ON TUESDAY, JULY 12, 2011, AT 7:00 P.M., IN THE LOWER AMENITY ROOM, 10850 CITY PARKWAY, SURREY, B.C.

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

STRATA WEBSITE & EMAIL

The website for LMS 4634, Access, is:
www.SurreyAccess.com and the email is: **strata@SurreyAccess.com**

(The website and email are managed and monitored by the Strata Council and not by The Wynford Group).

UNIT ALTERATIONS

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 7:25 p.m.

The Council Meeting scheduled for June 15, 2011 was cancelled, as no quorum was established.

2. APPROVAL OF PREVIOUS MINUTES

It was **MOVED** (#439) / **SECONDED** (#451) to approve the Minutes of the Council Meeting held May 11, 2011. **CARRIED**

3. BUSINESS ARISING FROM THE MINUTES

A. Garage Concrete Repairs

Correspondence with Travelers Warranty has continued to have Intercorp complete all warranty repairs for the parkade areas (10838). Though Travelers has denied this claim, the Strata is

considering all options including mediation. Copies of past claims have been re-submitted in an effort to establish the foundation of this claim.

B. Fireplaces – Warranty Claim – 10822 Building

It was **MOVED** (#144) and **SECONDED** (#451) to approve the proposal from Maskeen Development Company to reimburse the Strata for 50% of the costs spent to investigate and discover the faulty wiring problem. The Owners will be asked at the Annual General Meeting to return these funds to the Contingency Reserve Fund. **CARRIED**

Maskeen will prepare a letter for Council to sign and will then schedule all repairs to the fireplaces in the 10822 building.

C. Spa Repairs

Work is now scheduled to begin and continue until the spa is fully operational. A delay was caused by findings of surface mold. All remediation work is now complete. PML estimates three to four weeks to complete the spa repairs.

PML has been working to prepare for all work required to return the spa to working condition. The Strata is working with PML to ensure all mold remediation is done prior to work commencing.

D. Spa Washroom Repairs

Repairs have been made to the parking lot membrane. This small leak caused minor water damage to the Amenity Building's women's washroom.

E. Budget Preparations for 2011 / 2012 Fiscal Year

Draft budgets were reviewed for the upcoming new fiscal year. Council approved the proposed budget.

ATTENTION ALL RESIDENTS

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

4. NEW BUSINESS

A. Annual General Meeting – August 10, 2011

Final preparations for the Annual General Meeting were discussed. Notices will be mailed to all Owners detailing the proposed Budget and Resolutions. The meeting will be held in the Amenity Building on Wednesday, August 10, 2011. Registration starts at 6:00 p.m.

B. Parkway Projects Signage

A request has been submitted to Parkway Projects to remove their "for sale" signage from the King George side of the common property.

C. Annual Roof Maintenance

Design Roofing completed the annual roof inspections and made some recommendations for minor repairs. A summary of their findings has been attached to these Minutes. Annual roof maintenance is designed to prolong and protect the life of the roofs. Council approved Design Roofing's proposal for minor repairs, in the amount of \$4,650.00 (plus HST).

5. **FINANCIAL REPORT**

A. Operating Statements

It was **MOVED** (#144) / **SECONDED** (#451) to approve the Operating Statements for April 2011, as prepared by The Wynford Group. **CARRIED**

B. Receivables Report

All efforts are being made to keep the receivables as low as possible. 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. Interest charges will apply to all overdue accounts.

6. **CORRESPONDENCE**

Council reviewed the correspondence sent and received, and directed the Property Manager with responses, as required.

7. **MEETING TERMINATION**

There being no further business, the meeting was terminated at 9:35 p.m.

The next meeting will be the **Annual General Meeting** will be held on **Wednesday, August 10, 2011**, at 7:00 p.m. (registration starts at 6:00 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."

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 the Strata Corporation's.

The Wynford Group's Office Hours & Contact Information

Office Hours:	Monday to Friday (except for statutory holidays) 9:00 a.m. to 5:00 p.m.
Contact Numbers:	Main: 604-261-0285 Fax: 604-261-9279
After-hour Emergencies:	Please call our main number and press "1" to be connected to the answering service. Note this is for emergencies ONLY.
Accounts Receivable:	Please call our main number and press "3".

Attachment: Roof Inspection & Repair Summary

These Minutes have been reviewed and edited by Council prior to distribution.



Design Roofing

PROJECT: Access Strata LMS4634 **REVIEW DATE:** June 17, 2011
Site Address: 10822 City Parkway **Owner:** LMS 4634
Surrey, BC **Owner Representative:** Wynford Realty Group Ltd.
General Condition of Roof: Good **Address:** #815 - 1200 West 73rd Avenue
Type of Roof: IKO Black 2-Ply SBS & IKO Shingles Vancouver, BC V6P 4G5
Approximate Age of Roof: 3-8 Years Old
Weather: Overcast

	OK	Problem	
		Minor	Major
1. ROOF CONDITION			
A. General Appearance	x		
Debris		x	
Drainage	x		
Physical Damage	x		
General Condition	x		
New Equip / Alternations	x		
Other: _____			
B. Surface Condition	x		
Bare Spots	x		
Alligatoring / Cracking	x		
Slippage	x		
Other: _____			
C. Material Condition	x		
Blistering / Splitting	x		
Physical Damage	x		
Buckling	x		
Other: _____			
2. FLASHING CONDITION	x		
A. Membrane Flashing	x		
Physical Damage	x		
Deterioration / Open Laps	x		
Attachment	x		
Tenting / Blistering	x		
Slippage	x		
Other: _____			
B. Metal Flashings	x		
Physical Damage	x		
Attachment	x		
Corrosion	x		
Caulking	x		
Drainage	x		
Other: _____			

	OK	Problem	
		Minor	Major
3. ROOF PENETRATIONS			
A. Equipment	x		
Flashing Condition	x		
Spills / Contamination	x		
Other: _____			
B. Cable / Pipe	x		
Seal	x		
Other: EPDM Wraps Required		x	
C. Duct / Pipe / Cable	N/A		
Supports			
Other: _____			
D. Traffic Pads	N/A		
Other: _____			
E. Exhaust Vents	x		
Caps:	x		
Storm Collar	x		
Other: Caulking Doghouse Vents		x	
4. EXPANSION JOINTS	N/A		

5. GUM PANS	N/A		
Fill Material			
Other: _____			

6. ROOF ALTERATIONS

7. REMARKS: Completed roof review on June 17, 2011. Debris removed from (9) roof drains. Observed minor debris on roof surfaces. Mastic and granules should be renewed at the bases of the penetrations where the existing is failing. Caulking is required on the doghouse vents located on the curbs. (2) EPDM wraps are should be installed on the exposed pipe penetrations.

Dated: Signed:



Design Roofing

PROJECT: Access Strata LMS4634

REVIEW DATE: June 17, 2011

Site Address: 10838 City Parkway

Owner: LMS 4634

Surrey, BC

Owner Representative: Wynford Realty Group Ltd.

General Condition of Roof: Good

Address: #815 - 1200 West 73rd Avenue

Type of Roof: Soprema Grey 2-Ply SBS, IKO 3 Tab Shingles

Vancouver, BC V6P 4G5

Approximate Age of Roof: 3-8 Years Old

Weather: Overcast

1. ROOF CONDITION

A. General Appearance

- Debris
- Drainage
- Physical Damage
- General Condition
- New Equip / Alternations
- Other: _____

B. Surface Condition

- Bare Spots
- Alligatoring / Cracking
- Slippage
- Other: _____

C. Material Condition

- Blistering / Splitting
- Physical Damage
- Buckling
- Other: _____

2. FLASHING CONDITION

A. Membrane Flashing

- Physical Damage
- Deterioration / Open Laps
- Attachment
- Tenting / Blistering
- Slippage
- Other: _____

B. Metal Flashings

- Physical Damage
- Attachment
- Corrosion
- Caulking
- Drainage
- Other: _____

	OK	Problem	
		Minor	Major
	x		
		x	
	x		
	x		
	x		
	x		
	x		
	x		
	x		
	x		
	x		
	x		
	x		
	x		
	x		
	x		
	x		
	x		
	x		
	x		
	x		

3. ROOF PENETRATIONS

A. Equipment

- Flashing Condition
- Spills / Contamination
- Other: _____

B. Cable / Pipe

- Seal
- Other: Caps

C. Duct / Pipe / Cable

- Supports
- Other: _____

D. Traffic Pads

- Other: _____

E. Exhaust Vents

- Caps:
- Storm Collar
- Other: _____

4. EXPANSION JOINTS

5. GUM PANS

- Fill Material
- Other: _____

6. ROOF ALTERATIONS

	OK	Problem	
		Minor	Major
	x		
	x		
	x		
	x		
	x		
		x	
	N/A		
	N/A		
		x	
	x		
	x		
	N/A		
	N/A		

7. REMARKS:

Completed roof review on June 17, 2011. Debris removed from (10) roof drains. Observed minor debris on roof surfaces. Mastic and granules should be renewed at the bases of the penetrations where the existing is failing. One Duraflo vent requires replacement as it is damaged. A total of three stacks require new caps.

Dated: Signed:



Design Roofing

PROJECT: Access Strata LMS4634 **REVIEW DATE:** June 17, 2011
Site Address: 10866 City Parkway **Owner:** LMS 4634
Surrey, BC **Owner Representative:** Wynford Realty Group Ltd.
General Condition of Roof: Good **Address:** #815 - 1200 West 73rd Avenue
Type of Roof: Soprema Grey 2-Ply SBS, IKO 3 Tab Shingles Vancouver, BC V6P 4G5
Approximate Age of Roof: 3-8 Years Old
Weather: Overcast

	OK	Problem	
		Minor	Major
1. ROOF CONDITION			
A. General Appearance	x		
Debris		x	
Drainage	x		
Physical Damage		x	
General Condition	x		
New Equip / Alternations	x		
Other: _____			
B. Surface Condition	x		
Bare Spots	x		
Allgatoring / Cracking	x		
Slippage	x		
Other: _____			
C. Material Condition	x		
Blistering / Splitting	x		
Physical Damage	x		
Buckling	x		
Other: _____			
2. FLASHING CONDITION	x		
A. Membrane Flashing	x		
Physical Damage Shingles		x	
Deterioration / Open Laps	x		
Attachment	x		
Tenting / Blistering	x		
Slippage	x		
Other: _____			
B. Metal Flashings	x		
Physical Damage	x		
Attachment	x		
Corrosion	x		
Caulking	x		
Drainage	x		
Other: _____			

	OK	Problem	
		Minor	Major
3. ROOF PENETRATIONS			
A. Equipment	x		
Flashing Condition	x		
Spills / Contamination	x		
Other: _____			
B. Cable / Pipe	x		
Seal	x		
Other: Caps		x	
C. Duct / Pipe / Cable	N/A		
Supports			
Other: _____			
D. Traffic Pads	N/A		
Other: _____			
E. Exhaust Vents		x	
Caps:Missing		x	
Storm Collar	x		
Other: _____			
4. EXPANSION JOINTS	N/A		

5. GUM PANS	N/A		
Fill Material			
Other: _____			

6. ROOF ALTERATIONS

7. REMARKS: Completed roof review on June 17, 2011. Debris removed from (6) roof drains. Observed minor debris on roof surfaces. Mastic and granules should be renewed at the bases of the penetrations where the existing is falling. Five china caps were missing or blown off at time of inspection. Max the on-site caretaker said he would re-attach them. Note: This is considered urgent, as water can enter the building in these areas. Broken and missing shingles were observed in various locations on the Upper roof area.

Dated: Signed: