



Airport Square, 815 – 1200 West 73<sup>rd</sup> 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 WEDNESDAY, SEPTEMBER 14, 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	Secretary
	Nick Chui	Co-Treasurer
	Fanny Quenneville	Privacy Officer
	Raisa Lysenka	Vice President
	AJ Delisle	Co-Treasurer
Property Manager:	Tracie Williams	The Wynford Group

**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 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 7:00 p.m.

**2. GUEST BUSINESS**

An Owner from 10838 attended and discussed two concerns with Council. He felt the new colour scheme in 10838 was inferior to the original and he requested repairs be done on a window gasket of the window in the 4<sup>th</sup> floor elevator lobby.

An Owner from 10838 attended to request Council re-consider three Bylaw fines that were imposed on his Strata Lot regarding the Pet Bylaw infractions.

An Owner from 10866 attended and discussed with Council an invoice charged to his unit regarding water damage.

**3. ELECTION OF OFFICERS**

Carol Clemens	President
Raisa Lysenka	Vice-President
Nick Chui	Co-Treasurer
AJ Delisle	Co-Treasurer
Robert Brown	Secretary
Fanny Quenneville	Privacy

**4. APPROVAL OF PREVIOUS MINUTES**

It was **MOVED** (#144) / **SECONDED** (#439) to approve the Minutes of the Council Meeting held July 12, 2011. **CARRIED**

**5. BUSINESS ARISING FROM THE MINUTES**

**A. 10822 Building Fireplace Repairs**

Maskeen, the developer for the 10822 building, has made arrangements with Fraser Electric to begin the repair work to the wiring in the fireplaces. Fraser Electric will begin in early October. Please watch for notices, as access to the effected suites will be required.

**B. Spa Repairs**

Work is nearing completion on the venting and mechanical systems for the spa / hot tub. The Strata will work with Imperial Paddock to begin the process of re-certifying the spa. Please watch for notices of a social event for the Grand Re-Opening.

**C. Roof Maintenance**

Council approved a quotation from Design Roofing to perform annual maintenance on all three roofs in the amount of \$4,500.00. This annual work is done as a preventative maintenance item to preserve and prolong the lifespan of the Strata's roofs. Work is scheduled immediately.

**ATTENTION ALL RESIDENTS**

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

**6. NEW BUSINESS**

**A. 10866 Building Elevator Lobbies**

It was **MOVED** (#439) and **SECONDED** (#224) to proceed with the installation of new flooring in the elevator lobbies of 10866. The flooring will be installed to match the tile currently used in the main lobby of this building. **CARRIED**

This project was approved by the Owners at the Annual General Meeting.

**B. 10838 Building – Interior Painting**

Interior painting of common hallways and areas has begun. This project was approved by Owners at the Annual General Meeting.

**C. Minor Lighting Repairs**

The Property Manager will arrange for repairs to some of the parkade lights and ballasts.

**D. Unit Repairs**

Repairs have been ordered for one entry door in 10822 building and repairs have been completed to a 3<sup>rd</sup> floor unit in 10866. Investigation into a water drip on a ground floor unit in 10838 is being investigated.

**E. Security Alert**

Reports of vandalism to vehicles, both in the visitor parking and the street areas, have been received. Please be diligent and report any suspicious behavior to the RCMP.

**F. Security Systems**

Quotations have been requested for the additional of two cameras and one updated DVR to complete the security upgrades, as approved by Owners in 2010.

**G. Notice to 10822 Building Residents**

There are still some unclaimed items previously removed from the storage locker area. These items will be discarded by the Strata Corporation if not claimed by October 15, 2011. Please see the Caretaker if you think any of these items may belong to you.

**H. Security Audit**

Council will be scheduling an audit of all access cards and fobs early in 2012. Please ensure your Form Ks have been submitted and all contact information is up-to-date.

**7. FINANCIAL REPORT**

**A. Operating Statements**

It was **MOVED** (#144) / **SECONDED** (#439) to approve the Operating Statements for July 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.

**8. CORRESPONDENCE**

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

Eleven units received notification of either a lien warning or lien registration on their Strata Lot. Twenty-two units received notification of account arrears. Seven units received notification of Bylaw infractions.

**9. MEETING TERMINATION**

There being no further business, the meeting was terminated at 9:20 p.m.

The next meeting will be the **Wednesday, October 19, 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.”

**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. <b>Note this is for emergencies ONLY.</b>
Accounts Receivable:	Please call our main number and press “3”.

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