



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 TUESDAY, DECEMBER 18, 2012, AT 7:00 P.M., IN THE AMENITY ROOM, 10850 CITY PARKWAY, SURREY, BC**

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Present:	Carol Clemens	President
	AJ Delisle	Co-Treasurer
	Raisa Lysenka	Vice-President
	Robert Brown	Secretary
	Damian Lee	Member
	Angelo Balanos	Member
Property Manager:	Tracie Williams	The Wynford Group
Regrets:	Nick Chui	Co-Treasurer

**CONTACT INFORMATION**

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.)

Caretaker Office: 604-580-3731

After hours for floods, fire, etc.: 604-261-0285  
(#1 to be connected with 24 hour dispatcher)

If this is a police matter, please call the Surrey RCMP at  
911 or the non-emergency line at 604-599-0502.

**UNIT ALTERATIONS**

Council would like to remind all Owners that, as per your Bylaws, you require written authorization from Council prior to proceeding with any 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 cameras aid in identifying any violations 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 President called the meeting to order at 7:00 p.m.

2. **APPROVAL OF PREVIOUS MINUTES**

It was **MOVED / SECONDED** (#224 / #413) to approve the Minutes of the Council Meeting held November 20, 2012. **CARRIED**

3. **BUSINESS ARISING FROM THE MINUTES**

**A. Hydro – Oil Spill**

Peter Kenward, from Clark Wilson, prepared a letter addressing the Strata's request to BC Hydro to continue all attempts at soil remediation. Though the Council has been reassured that the remaining oil does not create a health risk, all efforts should be made to clean the area. Council approved the letter and instructions will be given to Clark Wilson to continue. Council requested close monitoring of all legal costs incurred for this purpose.

**B. Carpets for 10866 Common Hallways**

Banner Carpets has confirmed all carpets for this building have been ordered and are expected mid January; please watch for notices.

**C. 10822 Warranty Review – 4<sup>th</sup> Year**

A warranty claim and request to the developer has been made in regards to the items identified in this review that need to be addressed by the builder; no major items were reported.

4. **NEW BUSINESS**

**A. Decks / Patios / Balconies**

The Strata will be conducting an inspection of balconies and patios. Please watch for notices and ensure all balconies and patios are clear of debris, miscellaneous items, etc.; this is a mandatory inspection for maintenance purposes.

All Owners and Residents are reminded that each unit is responsible for keeping their balcony drains cleared; this is stated in your Bylaws. Should a drain overflow and cause damage to a common area or another unit all costs will be charged to the Owner responsible.

**B. Unit Repairs**

Several units have experienced drain backups in their kitchens; the Strata has requested quotations to clean all the main horizontal pipes in the building.

**C. Garage Gate**

The overhead gate was recently struck by a vehicle carrying items in the open truck bed. All emergency costs will be charged to the unit Owner. Please ensure that you are careful when entering and exiting the underground.

**Security** – Stop and wait for the gate to close.

**Safety** – Check your cargo and make sure it will fit the height restrictions.

**D. Elevator Address Plates**

Richmond Elevator will be adding location / address plates in all three elevators.

**E. Roof Maintenance**

Design Roofing will be asked to provide a quotation for roof maintenance. This cost normally runs approximately \$5,000.00 per annum, but is essential in maintaining the life of the roof.

**F. In-suite Fire Inspection**

In-suite fire inspections will be done the week of January 14, 2013; please watch for notices. This is a mandatory inspection; access to all units is required.

**G. In-suite Supply Lines**

Please check your in-suite water supply lines; these are the lines that connect to your dishwasher and washing machines. If your supply lines are plastic, please arrange with a plumber to change them out for steel braided ones. The cost to each Owner and to the Strata is huge when these plastic lines crack or give way.

**H. Building 10822**

The Property Manager was asked to obtain a quotation to have “10822” etched into the glass doors at the 10822 Building (Phase 5).

**Visitor Parking**  
No “angle parking” is allowed in visitor parking, all vehicles must be parked parallel to the curb. Violators will be fined and / or towed at their own expense.

**FREE WI-FI AVAILABLE IN THE AMENITY ROOM!**  
**Server: Access**  
**Password: planLMS4634**

5. **FINANCIAL REPORT**

**A. 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, interest charges will apply to all overdue accounts.

The Strata Corporation has begun foreclosure action on two units. The total outstanding of these two units is over \$13,000.00.

**B. Financial Statements**

It was **MOVED / SECONDED** (#224 / #144) to approve the operating statements for November 2012, as presented by The Wynford Group. **CARRIED**

6. **CORRESPONDENCE**

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

7. **MEETING TERMINATION**

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

Council Meeting Dates: Wednesday, January 30, 2013.

**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, that 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”.

**Family Day Office Closure**

The offices of The Wynford Group will be closed for British Columbia’s first Family Day on:

**Monday, February 11, 2013**

24-hour emergency service is provided via 604-261-0285

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