



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

IMPORTANT INFORMATION Please have this translated

重要資料 請找人為你翻譯

RENSEIGNEMENTS IMPORTANTS Prière de les faire traduire

これはたいせつなお知らせです。どなたかに日本語に訳してもらってください。

INFORMACIÓN IMPORTANTE Busque alguien que le traduzca

알려드립니다 이것을 번역해 주십시오

CHỈ DẪN QUAN TRỌNG Xin nhờ người dịch hộ

ਜ਼ਰੂਰੀ ਜਾਣਕਾਰੀ ਕਿਰਪਾ ਕਰਕੇ ਕਿਸੇ ਕੋਲੋਂ ਇਸ ਦਾ ਉਲੱਥਾ ਕਰਵਾਓ

MINUTES OF THE MEETING OF THE STRATA COUNCIL, STRATA PLAN LMS 4634, ACCESS, HELD ON WEDNESDAY, MARCH 13, 2013 AT 7:00 P.M., IN THE AMENITY ROOM, 10850 CITY PARKWAY, SURREY, BC

Present:	Carol Clemens	President
	Robert Brown	Vice-President / Secretary
	Raisa Lysenka	Member
	Damian Lee	Member
Strata Manager:	Tracie Williams	The Wynford Group
Regrets:	Nick Chui	Co Treasurer
	AJ Delisle	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 Council President called the meeting to order at 7:38 p.m.

2. APPROVAL OF PREVIOUS MINUTES

It was **MOVED / SECONDED** (#144 / #413) to approve the Minutes of the Council Meeting held February 6, 2013. **CARRIED**

3. BUSINESS ARISING FROM THE MINUTES

A. BC Hydro – Oil Spill (Ongoing)

The Strata Corporation has not yet received a reply to the letter sent requesting further remediation of the soil affected by the non PCB oil spill (northwest corner of the property).

As previously reported, on October 22, 2011, a BC Hydro transformer (located at the northwest corner of the property) was struck by a bobcat during the construction of the neighbouring property. The damage to the transformer resulted in an oil (non PCB) leak on the property. BC Hydro performed the initial cleanup and returned six months later for more extensive cleanup. At this time there are approximately 200 liters of non PCB oil still in the soil. Although Council has been reassured that the remaining oil does not create a health risk, all efforts should be made to clean the area.

Council directed the Strata Corporation's lawyer to send a follow up letter.

B. Carpets for 10866 Common Hallways

Council reviewed the quotation from Banner Carpets for the center stairwell in the 10866 building. The common hallways were completed and it was found that the center stairwell that opens up into the main lobby needed to be done as well.

It was **MOVED / SECONDED** (#106 / #144) to approve the center stairwell carpet replacement in the amount of \$4,185.25 (plus taxes). **CARRIED**

C. Decks / Patios / Balconies

The Strata Corporation has begun inspections of all balconies, decks, and patios. This inspection will be used to budget for any needed repairs and to monitor the condition of the deck membranes.

Please watch for Notices and ensure all balconies, decks, and patios are clear of debris, miscellaneous items, etc. This is a mandatory inspection for maintenance purposes.

The inspection report for 10838 has been completed:

- 22 decks need membrane replacement or repair
- Some decks need fascia board replacement
- This work is estimated to be \$15,000.00 and will have to be included in the next budget

Reminder

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.

D. Roof Maintenance / Gutter Cleaning

Design Roofing has completed the following items:

1. Remove and dispose of the debris including bird droppings, loose metal flashings, and used HVAC filters from the roof surfaces and drain areas (main roof and overhangs as well as smaller shingle roofs). Up to a total of 15 bags (five bags per building).
2. Inspect drains and drain clamp rings. Ensure drain screens are in place.
3. Remove and dispose of the debris from the gutters and gutter drains. Up to a total of six bags from all three buildings.
4. Remove and dispose of the moss from the shingle roof areas. Up to a total of two bags from all three buildings.
5. Apply a zinc sulphate solution to areas susceptible to moss build-up.
6. Remove and dispose of temporary anchors from shingle roof areas. Approximately 44 locations total on the three buildings.
7. Investigate and repair lifting vents and shingles in locations where anchors were installed.
8. Repair lifting pipe flange and shingles on building 10838.
9. Renew caulking on b-vent storm collars on all three buildings. Up to a total of 60 lineal feet.
10. Supply and install six new vent caps to vents on building 10866 where the existing is missing.
11. Apply alsan flashing and granules to reseal the bases of 50 b-vents and 30 stacks per building. Alsan flashing to extend 4" up the base of the vents.
12. Clean and prime roof hatches on buildings 10822 and 10866 where rust is forming. Apply RC2200 to coat two roof hatches.
13. Apply RC2000 to one rusty vent on building 10866.
14. Renew caulking on metal flashings. Up to a total of 100 lineal feet for all three buildings.

E. In-suite Fire Inspection

Council reviewed the in-suite and common area fire inspection report. Council approved the following necessary repairs:

10822 – common area repairs	\$673.63	(plus 11 no access units)
10838 – common area repairs	\$2,007.35	(plus 13 no access units)
10866 – common area repairs	\$3,924.68	(all units were inspected)

Voltech Fire Protection will be returning Tuesday, April 2, 2013, for the units not accessed the first time and to complete the common area repairs.

F. Building 10822

The Strata Manager was asked to obtain a quotation to have "10822" etched into the glass doors at the 10822 Building (Phase 5). The Sign Shop has been asked to quote.

4. NEW BUSINESS

A. Insurance Renewal

The Strata Corporations insurance renews each year on March 31. Over the past few months, The Wynford Group has undertaken to send the insurance renewal to other brokers for quotations. This is a long process and is not done every year due to the constraints of the insurance brokers. This year all of The Wynford Group's properties are being done.

Four companies were asked to quote. Two declined as they were in conflict with the current provider. The current building value is \$42,207,000.00.

BFL Canada (current provider)	\$ 109,270.00 (per annum)
CMW Insurance	\$ 91,175.00 (per annum)

Water deductible remains as \$15,000.00
Sewer deductible remains as \$15,000.00
All risk deductible:

BFL Canada	\$1,000.00
CMW Insurance	\$5,000.00

It was **MOVED / SECONDED** (#144 / #106) to award the insurance contract to CMW Insurance and to pay, in full, by way of a temporary loan from the Contingency Reserve Fund in the amount of \$91,175.00. **CARRIED**

B. Parkade Pressure Washing

Council approved the quotation, in the amount of \$2,385.00, from Atlas Power Washing to complete the cleaning of the parkade. Cars must be removed for this work. Please watch for Notices.

C. Window Cleaning

Council is working to locate a company that can complete the exterior window cleaning this year. Quotes will be submitted from two companies; two other companies have declined to quote. This is a difficult job as lifts can only be used for part of the building.

D. Dryer Vent Cleaning

Dryer vent cleaning will be underway the week of March 21, 2013, by Michael A Smith Duct Cleaning. This work is done from the exterior only so minimal inconvenience to Residents should be caused.

E. Elevator Ceiling

It was **MOVED / SECONDED** (#413 / #144) to complete the elevator ceiling repairs as needed. Each elevator has an aluminum egg crate ceiling tile and these are sometimes damaged during move in and move outs. **CARRIED**

F. Rules

New Rules were implemented at the Council Meeting and are effective immediately. Fines of up to \$50.00 may be levied for any violations. It was **MOVED / SECONDED** (#144 / #106) to approve the following new Rules:

1. *No personal items may be placed in common hallways. This includes but is not limited to: door / floor mats, decorations, foot wear, umbrellas.*

2. *No Resident may operate any appliance between the hours of 10 pm and 7 am. This includes but is not limited to washing machines, dryers, dishwashers, vacuum cleaner.*

CARRIED

Reminder

**PLEASE DO NO LEAVE GARBAGE IN THE HALLWAYS.
FINES WILL BE ISSUED PLUS THE COST OF DISPOSAL.**

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

Approval of the December 2012 and January and February 2013 Financial Statements was deferred.

6. **CORRESPONDENCE**

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

Building 10822

Two units were sent letters requesting payment on large account arrears, eight Bylaw infraction letters were sent, and two welcome letters.

Building 10838

One alteration agreement was sent, one welcome letter, one notice of owner responsibility, and one lien discharge form.

Building 10866

Three units received an invoice for repairs as a result of water escaping and two units were sent letters requesting payment on large account arrears.

All units were sent Statements of their accounts showing overdue amounts.

7. **MEETING TERMINATION**

There being no further business, the meeting was terminated at 9:05 p.m.

Council Meeting Dates:

Wednesday, April 24, 2013

Wednesday, May 22, 2013

Wednesday, June 19, 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
Website:	www.wynford.com
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”.

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