



<b>IMPORTANT INFORMATION</b> Please have this translated	重要資料 請找人為你翻譯
<b>RENSEIGNEMENTS IMPORTANTS</b> 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。
<b>INFORMACIÓN IMPORTANTE</b> Busque alguien que le traduzca	알려드립니다 이것을 번역해 주십시오
<b>CHỈ DẪN QUAN TRỌNG</b> Xin nhờ người dịch hộ	ਜ਼ਰੂਰੀ ਜਾਣਕਾਰੀ ਕਿਰਪਾ ਕਰਕੇ ਕਿਸੇ ਕੋਲੋਂ ਇਸ ਦਾ ਉਲੰਘਾ ਕਰਵਾਓ

**MINUTES OF THE MEETING OF THE STRATA COUNCIL, STRATA PLAN LMS 4634, ACCESS, HELD ON WEDNESDAY, OCTOBER 8, 2014, AT 7:00 P.M., IN THE AMENITY ROOM, 10850 CITY PARKWAY, SURREY, BC**

Present:	Damian Lee	President
	Carol Clemens	Vice-president
	AJ Delisle	Treasurer
	Robert Brown	Secretary
	Scott Trepke	Privacy
	Angelo Balanos	Member
	Patrick Harper	Member
Strata Manager:	Tracie Williams	The Wynford Group

**CONTACT INFORMATION**

The website for LMS 4634, Access, is:  
**[www.SurreyAccess.com](http://www.SurreyAccess.com)** and the email is: **[strata@SurreyAccess.com](mailto: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.

Please visit [www.wynford.com](http://www.wynford.com) for any alteration requests.

1. **CALL TO ORDER**

The Council Meeting was called to order at 7:04 p.m.

**Election of Officers**

President: Damian Lee  
Vice-president: Carol Clemens  
Treasurer: AJ Delisle  
Secretary: Robert Brown  
Privacy: Scott Trepke

**Landscaping Committee**

Patrick Harper  
Jennifer Brown

**Security Committee**

Robert Brown  
Carol Clemens  
Scott Trepke  
Damian Lee

**Website**

Damian Lee

2. **APPROVAL OF PREVIOUS MINUTES**

It was **MOVED / SECONDED** (#224 / #413) to approve the Minutes of the Council Meeting held May 7, 2014. **CARRIED**

3. **NEW BUSINESS**

**A. Bylaws / Rule**

The Owners ratified the following Rules at the Annual General Meeting – Attention All Residents:

1. (c) *Gym Usage*

- *No locks of any type may be left overnight on day lockers in the amenity areas. This includes the gym lockers and the change room lockers.*

1. (e) *General*

- *No lock boxes are allowed on common property or limited common property, except those approved by the Strata Corporation for Fire Safety and / or Safety purposes.*

**B. Special Levy for the Purchase and Installation of Boilers**

The Owners approved an expenditure of up to \$160,000.00 to purchase and install two complete boilers systems to replace the current hot water systems in the 10838 and 10866 buildings.

A subcommittee will be formed to review quotations and make recommendations to Council. Please contact the Strata Manager if you wish to join this Committee.

Proposals will be requested from the following companies:

Broadway Mechanical  
Gordon Lathams  
Milani Plumbing

**Special Levy Payments – Boilers**

**Please forward your final payments by November 1 to avoid penalties.  
Cheques should be made out to LMS 4634  
(Your unit # should be clearly marked on the cheque)**

**C. All Units – Decks and Patios Must be Kept Clear**

Please clear all items from your decks, balconies or patios. The Strata Corporation has a Rule in place that prohibits all items except the following:

*free-standing, self-contained, securely fastened planter boxes, barbeques, summer furniture and accessories.*

The basis for this Rule is to protect the balcony and patio membranes. We are currently spending \$15,000.00 per year to repair balconies. Please be advised that you may be fined up to \$50.00 every seven days until your balcony or patio area is cleared.

**D. Balcony Repairs**

Bert Hamson Construction will be repairing up to five balconies identified as needing repairs. This work will be funded by the Contingency Reserve Fund, as approved by Owners at the Annual General Meeting. Please report any balcony issues as soon as possible to the Strata Corporation.

Please familiarize yourselves with the Bylaws regarding Owner obligations regarding care and timely reporting of problems / damages / excessive wear of Limited Common Property.

**E. Amenity Room TV**

Council approved up to \$800.00 for the replacement of a TV stolen from the Amenity Room. This theft was caught on video and all images have been sent to the Surrey RCMP. Please report any suspicious activity.

This year many ground floor units are experiencing an increased number of mouse sightings. This is common all over the lower mainland. These little creatures only need a space as big as your pinky finger tip to get in.

**F. Owner / Residents Communication**

All Residents are encouraged to use either the Wynford website or the Strata website to report any of the following:

- Complaints – possible Bylaw or Rule infractions
- Alteration Requests
- Service or Repair requests

Please go to [www.wynford.com](http://www.wynford.com) and click on forms. From there you can choose the appropriate page. The Access website will add a link to the Wynford site.

**G. Move In / Move Out Policy**

The Strata Council is reviewing different ideas on the development of a move policy. This would be a simple step by step instruction sheet for all Residents to abide by when moving in or out.

**H. Electronic Copy of Council Minutes**

In an effort to reach more Residents and Owners, the Access will be compiling an email list for distribution of Council Minutes and Notices. This is in place in many buildings and has proven to be an efficient method. It also reduces photocopying costs for the Strata.

As of January 1, 2015 – No paper copies of the Council Minutes will be distributed door to door in the building. A limited number of copies will be placed by the Caretaker's Office.  
To receive an email copy – please fill out the attached form and drop off to the Caretaker office or fax to Wynford – 604-261-9279.

For Non-Resident Owners - To receive a hard copy by mail – please fill in the form and send your request to the Wynford Group.

**I. Requests from Owners – Annual General Meeting**

- a) installing hooks in spa to hang towels – in progress
- b) new pool table cover – in progress
- c) installation of stop light for parkade – reviewing and obtaining prices

**4. 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.

**B. Financial Statements**

It was **MOVED / SECONDED** (#224 / #413) to approve the Operating Statements up to and including August 2014, as presented. **CARRIED**

**5. CORRESPONDENCE**

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

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

The Strata Corporation currently has liens placed on several Strata Corporation units and is in the process of more extensive legal action for units with large arrears.

**6. MEETING TERMINATION**

There being no further business, the Council Meeting was terminated at 9:10 p.m.

The next Council Meeting will be held on **Tuesday, November 18, 2014.**

**REMINDER**

Please do not leave garbage in the hallways.

Fines and the cost of disposal will be levied against the Owner's Strata Lot account.

**ATTENTION – 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.

**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 Council 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:	<a href="http://www.wynford.com">www.wynford.com</a>
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”.

**REMEMBRANCE DAY OFFICE CLOSURE**

The offices of The Wynford Group will be closed for Remembrance Day on:

**Tuesday, November 11, 2014**

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

Attachment: Council Meeting Minutes Form

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



Airport Square, 815 – 1200 West 73<sup>rd</sup> Avenue, Vancouver, B.C., Canada V6P 6G5 ♦ 604-261-0285 ♦ FAX 604-261-9279  
[www.wynford.com](http://www.wynford.com)  
PROPERTY MANAGEMENT SERVICES

## **STRATA PLAN LMS 4634 - ACCESS NOTICE TO ALL OWNERS**

### **RE: COUNCIL MEETING MINUTES**

The Strata Corporation, through Council, has been looking for ways to ensure information is available and accessible to all Owners. After reviewing several options it has been decided to provide the Minutes primarily by way of email.

**As of January 1, 2015, Minutes will no longer be delivered to your door. A limited number of copies will be placed by the Caretaker's Office.**

Non-Resident Owners may send a written request to receive a hard copy via regular mail.

Please fill in this form and:

**Drop Off:** Caretaker Office (lower amenity building)  
**Mail to:** #815-1200 West 73<sup>rd</sup> Avenue, Vancouver, BC V6P 6G5  
**Fax:** 604-261-9279

Participation is voluntary and will require your email address to register. This email address will be only used for distributing Strata Corporation information such as Minutes, Maintenance Notices or alerts. This list will be managed by the Strata Corporation.

**To register your unit and receive electronic copies of Council Meeting Minutes,  
please fill out the following:**

**Name:** \_\_\_\_\_

**Unit #** \_\_\_\_\_

**Building Address** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Signature of Owner:** \_\_\_\_\_ **Date:** \_\_\_\_\_

THE WYNFORD GROUP  
Managing Agents for  
LMS 4634, Access

Date: October 28, 2014