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www.wynford.com
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

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MINUTES OF THE MEETING OF THE STRATA COUNCIL, STRATA PLAN LMS 4634, ACCESS, HELD ON TUESDAY, FEBRUARY 3, 2015, AT 7:00 P.M., IN THE AMENITY ROOM, 10850 CITY PARKWAY, SURREY, BC

Present:	Robert Brown	Secretary
	AJ Delisle	Treasurer
	Scott Trepke	Privacy
	Angelo Balanos	Member
	Patrick Harper	Member
Strata Manager:	Tracie Williams	The Wynford Group
Regrets:	Damian Lee	President
Guest:	Peter Helmus	Bramwell and Associates

CONTACT INFORMATION

The website for LMS 4634, Access, is:

www.SurreyAccess.com and the email is: caretaker@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 for any alteration requests.

1. Guest Business Depreciation Report

Peter Helmus presented an overview of the Depreciation Report for LMS 463 . Council had previously reviewed the draft report and submitted comments for consideration. All areas were reviewed and discussion held on the effects of the various funding models.

This report will be finalized and then made available to all Owners. The information will become a valuable planning tool. The report details the expected lifespan and replacement costs for the Strata's major assets.

In 2013, the Provincial Government legislated these reports be obtained and renewed every three years. This first report for the Access is for 2014. The next update will be 2017.

2. CALL TO ORDER

The Council Meeting was called to order at 7:10 p.m.

Council Resignation – Carol Clemens

On behalf of all Residents, the Council would like to thank Carol for her years of volunteer service to the building. Carol has been an instrumental part of the Strata Council and will be greatly missed.

3. APPROVAL OF PREVIOUS MINUTES

It was **MOVED / SECONDED** (#144 / #433) to approve the Minutes of the Council Meeting held January 6, 2015. **CARRIED**

4. BUSINESS ARISING

A. Special Levy for the Purchase & Installation of Boilers

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

B. Fob Audit – Security

Reminder:

The Strata Corporation will schedule a fob audit for February 21, and February 22, 2015. All Residents and Owners must register their fobs, remotes and access control cards. Please watch for more information. Notices will be posted.

You will be required to bring all access control devices and personal ID to the amenity room on the weekend of February 21, 2015. Your fob / card will be scanned and your information verified. All Tenants should speak to their landlords to make sure Form K's have been submitted. This is done to ensure security for the building. Once the audit is complete, any fobs not registered will be deactivated from the system.

Security Fob Audit:

Saturday, February 21, and Sunday, February 22, 2015 (10:00 a.m. to 2:00 p.m.)

C. Various Building Maintenance Items

- Pressure washing on the King George side of the buildings has been completed
- Misplaced Realtor signs have been removed

Reminder – No Minutes will be delivered to unit doors as of January 1, 2015.

5. NEW BUSINESS

A. Annual Fire In suite Inspection

Voltech will be on site the week of February 16, 2015, to perform the annual in suite fire inspection. This inspection is done to comply with BC Fire Code.

Please arrange to have someone at your unit to grant access to Voltech. Any units that are missed due to no access may be fined \$50.00. See attached schedule.

B. Insects / Bedbugs

Please be aware that all Residents must be very diligent and report any insect infestation immediately. The Strata has successfully treated one unit reporting bedbugs. The surrounding units were also treated as a precaution.

C. In Suite Damage – Who is Responsible to Repair?

All Residents should be aware that in suite damage is the responsibility of the unit Owner to repair. This includes damage caused by another unit. The only part of the repairs caused by another unit that the Strata will be involved in is the emergency repairs and / or if it becomes a Strata insurance claim.

If your neighbour overflows a bathtub – you must report this immediately to your home Owner's insurance agent. The Strata will assist in emergency response and mitigating any damages. Then your insurance takes over. They will assess the damage and conduct the repairs to your unit. They will decide if they choose to go after the unit responsible. If you decide not to carry home Owner insurance, you will be deemed to be "self insured".

In addition, any damages that occur to your unit must be reported in a timely manner. The Strata will not assume responsibility for repairs to any unit unless the source of the damage can be proven to be from Strata common property.

D. Gym Equipment

Deferred to March meeting.

E. Roof Maintenance

Council approved the proposal from Design Roofing for the annual roof maintenance. This includes all three buildings and is included in the Operating Budget.

6. 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.

All efforts will be made to collect outstanding fees. This will include liens and small claims actions.

\$22,000.00– Strata Fees in arrears

\$18,000.00 – Special Levy funds in arrears

B. Financial Statements

It was **MOVED / SECONDED** (#224 / #433) to approve the Operating Statements for December 2014 as presented by The Wynford Group. **CARRIED**

7. **CORRESPONDENCE**

Council reviewed 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 Lot units and is in the process of more extensive legal action for units with large arrears.

8. **MEETING TERMINATION**

There being no further business, the Council Meeting was terminated at 8:40 p.m.

The next Council Meeting will be held on **Tuesday, March 3, 2015**.

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
- Unit alteration Requests
- Service or Repair requests

Please go to 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.

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: 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".

EASTER WEEKEND OFFICE CLOSURE

The offices of The Wynford Group will be closed for Easter Weekend on the following dates:

Friday, April 3, 2015
Monday, April 6, 2015

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

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