

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

ਬਹੁਤੀ ਜਾਣਕਾਰੀ ਵਿਰਧਾ ਕਰਕੇ ਕਿਸੇ ਕੋਲੋਂ ਇਸ ਦਾ ਉਲੰਥਾ ਕਰਵਾਓ

MINUTES OF THE MEETING OF THE STRATA COUNCIL, STRATA PLAN LMS 4634, ACCESS, HELD ON WEDNESDAY, MARCH 29, 2017, AT 6:00 P.M., IN THE AMENITY ROOM, 10850 CITY PARKWAY, SURREY, BC

Present: Damian Lee President
Robert Brown Vice-president
Kerry Woodrow Treasurer
Allison McIntyre Secretary
Ken Hughes Privacy / Security

Strata Manager: Tracie Williams The Wynford Group

Regrets: Scott Trepke Member at Large
Patrick Harper Member at Large

10838 BUILDING REBUILD UPDATE

Welcome Home 10838

JBR Construction will be handing over all units in mid-May. The strata corporation has prepared a move-in schedule for all units. Please see the attached information. Remember it is important to confirm your time slot as soon as possible.

No move-ins will be permitted prior to the allotted time. Unit keys and building fobs will be signed over to each unit on their move-in day. All existing fobs will be de-programmed for security purpose.

All resident Owners will be given a time slot between May 13 and May 22, 2017. Please book your move-ins starting on May 27, 2017 if you are landlords / rentals.

STRATA 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 the 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

1. **CALL TO ORDER**

The meeting was called to order at 6:00 p.m.

2. **APPROVAL OF PREVIOUS MINUTES**

It was **MOVED / SECONDED** (#140 / #413) to approve the council meeting minutes from February 16, 2017. **CARRIED**

3. **BUSINESS ARISING**

A. 10838 JBR – Estimated Completion is May 2017

JBR will be contacting each unit owner to attend for a walk through in their unit. This is a great opportunity for you to make sure you are satisfied with the construction. Strata Council will be asked to do a walk through on all common areas.

Move schedules will be sent to all owners. You will be required to sign in at the Upper Amenity Room on the day of your scheduled move-in.

B. Parkade Roof – Membrane

Sense Engineering has provided a proposal to review the condition of parkade membrane (ceiling) at a cost of \$8,000.00. Morrison Hersfield will also be asked to quote.

C. Dryer Vent Cleaning – Completed

This annual work will be completed on March 6 and 7, 2017.

D. Annual In-suite Fire Inspection – Mandatory Maintenance – Completed

For buildings 10822 and 10866, this work will be done on March 21 and 22, 2017. Voltech will be on site and require access to every unit. Please plan to have someone there to grant access.

E. Hot Tub / Steam Room – Completed

The steam room is now working; the valves have now been replaced.

4. **NEW BUSINESS**

A. Annual Insurance Renewal – Strata Corporation

It was **MOVED / SECONDED** (#144 / #413) to approve the renewal term from CMW Insurance, in the amount of \$101,413, and to pay this invoice by way of a temporary loan from the Contingency Reserve Fund. **CARRIED**

The building is insured for \$45,337,900.00 with the following deductibles:

All Risks	\$ 5,000.00
Sewer Backup	\$ 20,000.00
Water Damage	\$ 20,000.00
Flood Damage	\$ 25,000.00
Locks & Keys	\$ 250.00
Earthquake Damage	10% of the insured value

All owners should be aware that these deductibles can be covered by your homeowner insurance policies. Please inform your personal insurer of these deductibles and have your policy adjusted to cover these amounts; specifically, the water deductible and the earthquake deductible.

Earthquake – In case of damage caused by an earthquake, the strata corporation would have to pay the first \$45,337.00 of repairs. This would be assessed to owners by way of Unit Entitlement; coverage for this is relatively inexpensive on your homeowner's insurance.

Water – Currently, the strata corporation will charge any owner deemed responsible for a damage claim up to the policy's deductible. That means should a dishwasher, or bathtub overflow in your unit, all costs will be charged to you up to the water deductible amount of \$15,000.00.

Please make sure you purchase a Home Owners Insurance Policy. Many Owners in the 10838 did not have insurance and have been hit extremely hard throughout the last 18 months of construction.

B. Amenity Room Break-in

The amenity room was again burglarized on March 24, 2017. Both flat screen TVs were taken. Council is reviewing several methods of securing the amenity doors.

C. Parkade Door Damage

The costs to repair a parkade door will be charged to the resident of a unit in 10866. A fine will also be levied as the resident failed to report the damage or clean up the glass. All residents are asked to report damage immediately.

D. Residents of 10838 – Uninsured

PLEASE CLEAR YOUR BALCONIES & PATIOS

All residents are asked to remove all storage items, toys and boxes from their balconies and patio areas. The only items permitted are: free-standing, self-contained, securely fastened planter boxes, barbeques and summer furniture.

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 be applied to all overdue accounts. All efforts will be made to collect outstanding fees. This will include liens and small claim actions.

B. Financial Statements

It was **MOVED / SECONDED** (#411 / ##105) to approve the operating statements for February 2017.
CARRIED

6. CORRESPONDENCE

Council reviewed correspondence sent / received and directed the strata manager with responses as required. All units were sent account statements if their accounts were showing overdue amounts.

7. MEETING TERMINATION

There being no further business, the council meeting was terminated at 8:10 p.m.

The next meeting is scheduled for **Wednesday, May 3, 2017 at 6:00 p.m.**

AIR BNB'S ARE NOT PERMITTED

- 3.6 (a) *A resident must not use a strata lot, common property or common assets in a way that is including, but not limited to the following:*
- i) a rental of less than 30 days,*
 - ii) hotel or hotel-like accommodation,*
 - iii) boarding house,*
 - iv) house "letting",*
 - v) bed and breakfast, or*
 - vi) other short term accommodations, including granting of a license to use a strata lot for short term stays.*
- (b) *In addition, a resident must not enter or permit anyone else to enter into an agreement to license the use of a residential strata lot for the purpose of providing any short term accommodations or temporary residence.*

OWNERS / RESIDENTS COMMUNICATION

All residents are encouraged to use either The Wynford Group website or the Strata Council 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.

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 – LEGAL RECORD

Please keep these minutes as a permanent legal record of your strata corporation's business. Replacement of minutes will be at the owner's expense and not the strata corporation's.

WYNFORD OFFICE HOURS & CONTACT INFORMATION

Office Hours:	Monday to Friday (except for statutory holidays) 9:00 am to 5:00 pm		
General Office:	p: 604 261 0285	f: 604 261 9279	e: property@wynford.com
Website:	wynford.com		
Accounts Receivable:	p: 604 261 0285	press “3”	e: ar@wynford.com
After-hour Emergencies:	p: 604 261 0285	press “1” – for <u>emergencies only</u> outside of office hours	

VICTORIA DAY OFFICE CLOSURE

Please be advised that the offices of The Wynford Group will be closed for Victoria Day on:

Monday, May 22, 2017

24-hour emergency service is provided by calling 604-261-0285

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