

WINCHESTER – BCS 4115

LOCATION:

6:30 pm – 21867 50th Avenue
Langley, BC

**STRATA COUNCIL
2015**

PRESIDENT

Ken Chiba

VICE-PRESIDENT

Trevor Kooy

TREASURER

Helen Brooke

SECRETARY

Tim Skidmore

AT LARGE

Troy Allen
Cameron Birch

STRATA MANAGER

Joan Cantwell
Direct Phone: (604) 501-4423
Email: www.baywest.ca
(the help centre)

BAYWEST MANAGEMENT

13468 – 77th Avenue
Surrey, B.C. V3W 6Y3

24 Hour Emergency

Phone: (604) 591-6060

ATTENDANCE:

Ken Chiba
Helen Brooke
Tim Skidmore
Troy Allen
Cameron Birch

REGRETS:

Trevor Kooy

Joan Cantwell, Strata Manager - Baywest Management Corp.
Cornelia Schofield, Strata Manager – Baywest Management Corp.

(1) CALL TO ORDER

The meeting was called to order by the President, Ken Chiba at 7:04 p.m., a quorum was established. The Present reported that Brenden has sent in his resignation from Council.

(2) APPROVAL OF PREVIOUS MINUTES

Following review of the Minutes of the Council Meeting held October 23, 2014 and there being no errors or omissions noted it was **MOVED/SECONDED** to approve the Minutes as prepared by Baywest. **CARRIED**

(3) FINANCIAL REPORT

3.1 FINANCIAL STATEMENTS

The Strata Manager noted December is the fiscal year end for the Strata Corporation and for the year there was an operating surplus of \$13,668.45.

Following the review of the Financial Statements for the months of October to December 2014, it was **MOVED / SECONDED** to adopt the Financial Statements as prepared by Baywest. **CARRIED**

3.2 ACCOUNTS RECEIVABLE

Council conducted a review of the Accounts Receivable as at the date of the meeting, which had a balance of \$5,223.20. One Owner has a balance owing of \$3,004.57, the Strata Corporation has placed a lien on the Strata Lot. The Strata Manager noted the statute of limitations is two years and stated the Strata Corporation will likely not collect funds that are over two years old. The Strata Manager recommended Council to authorize forcing the sale of the unit to collect outstanding funds due to the Strata Corporation.

It was MOVED/SECONDED to have the Strata Corporation force the sale of the unit currently owing \$3,004.57. **CARRIED**

Owners are reminded that Strata Fees in full are due and payable on the first day of each and every month and the Strata Corporation is solely dependent upon prompt receipt of all Strata Fees to finance its day-to-day activities. Late payment penalties apply to overdue amounts.

Owners may check on their strata fee accounts at any time by viewing the Winchester website at <https://bcs4115.mybaywest.com>.

The Council directed the Strata Manager to instruct the accountant to write off \$31.89 in stale arrears that are two years old.

3.3 ACCOUNTS PAYABLE

The Strata Manager reported there are two invoices outstanding; Servicemaster and Lathams. Council noted the Servicemaster invoice should be held until the contractor returns to address a few areas that were missed. Council discussed the Lathams invoice that is from an Owner that had called the Baywest afterhours emergency line regarding yellow water coming out of their faucets. The Owner was asked to contact a plumber to address a water issue within their unit. The Owner insisted a plumber be called by the Strata Corporation. The plumber noted they had contacted the City to confirm if there were other water complaints in the area. Council discussed the Latham's invoice and who is responsible to pay for it.

It was MOVED/SECONDED to charge back the Owner that called in the Baywest afterhours emergency line and demanded a plumber be called to investigate which resulted in the Lathams invoice of \$370.13. **CARRIED**

(4) BUSINESS ARISING FROM PREVIOUS MINUTES

4.1 GARAGE DOOR

The Strata Manager has obtained a quote of \$850.50 from Creative Door Services to replace an Owners garage door as the Owner had damaged it. It was MOVED/SECONDED to charge back the unit Owner that caused the damage and hold off on making the repair until the Owner has paid the chargeback to the Strata Corporation. **CARRIED**

Reminder to Owners: Please be cautious when parking your vehicle in the complex as to not damage the building. Owners that are found to have damaged common property will be charged back the cost to remedy the damage.

Bylaw 3.2 - An Owner, tenant, occupant or visitor must not cause damage, other than reasonable wear and tear, to the common property, common assets or those parts of a strata lot which the Strata Corporation must repair and maintain under these Bylaws or insure under section 149 of the Act.

4.2 GUTTERS

Three Owners has sent in complaints regarding the gutter cleaning. The Strata Manager has discussed the complaints with the contractor. Servicemaster has agreed to return to the complex the following week to address the concerns.

(5) CORRESPONDENCE

Strata Council members are volunteers, therefore Owners with questions, complaints or comments are asked to respect their privacy in their homes and to contact the Strata Manager to relay such questions or comments. Owners are asked to put any questions or concerns in writing and send them to the Strata Council via the Strata Manager for Council to address at

the next Council Meeting, or sooner if urgent. The Strata Manager will respond at the direction of the Strata Council, either in the minutes or by correspondence.

Owners wishing to write to Council, to register a concern, may do so by sending an email or a letter to Council in care of the Strata Manager. In your correspondence, please state your full name, the Strata Plan number (BCS4115), or strata name (Winchester), unit number and contact phone number. Provide a concise but detailed description of the reasons for your correspondence. If you are reporting a complaint against someone, make sure you provide the times, dates, unit number of alleged offender, detailed description of what you saw and if any, action was taken.

Council dealt with Owner correspondence as follows:

- An Owner requested a reading of their hydro meter. Council provided a picture of their meter to the Owner.
- Letter was received from Hammerberg Lawyers LLP regarding a lien placed on a strata lot. The letter outlined the next steps for the Strata Corporation. Please refer to 3.2 of these minutes for more details.
- An Owner requested a parking pass. The Strata Manager has responded to the Owner. Please refer to 7.2 of these minutes regarding parking passes.
- Two Form K's were received.
- It was reported a vehicle was parked in visitors parking in excess of three consecutive nights in a 30-day period. Council will monitor.

Owners and residents are reminded that Visitor Parking stalls are for visitors only, and vehicles in these spots must display a valid parking pass. Vehicles parked against Strata Parking Rules may be towed at the owner's expense.

- A tenant reported their garden bed was damaged from a contractor. The Strata Manager will discuss this with the contractor.
- An Owner sent in a noise complaint regarding a neighbouring unit. Council directed the Strata Manager to issue a bylaw infraction warning to the Owner advising they have 14 days from the date of the letter to respond.
- Three Owners sent in written complaints regarding their gutters overflowing. Please refer to 4.2 of these minutes for more details.

(6) NEW BUSINESS

6.1 REAL ESTATE SIGN

There was a report of an improper-sized Realtor sign on a unit's limited-use common-property area. This has since been corrected. Owners are reminded to check with the Strata Manager if unclear about the acceptable sizes and placement of Realtor signs.

6.2 PARKING ISSUES AND PASSES

Council handed over the remaining visitors parking passes to the Strata Manager along with the sign in sheet. If an Owner has not collected their visitors parking pass they are to contact the Strata Manager. If an Owner requires a replacement visitors parking pass, this can be provided to the Owner for a cost of \$10.00, after registering their vehicle(s) on the mybaywest website. Owners are reminded use of the parking pass is subject to the Strata's Parking Rules, and at no time should a pass or a visitors parking stall be used by a resident.

6.3 TERM DEPOSITS

The Strata Manager provided several investment options to Council as provided by Envision. Council reviewed the options and it was MOVED/SECONDED for Baywest Property Management to invest \$25,000.00 of the Strata Corporations Contingency Reserve Funds into an 18 month term deposit for 1.55%, cashable after 6 months.

CARRIED

6.4 INSURANCE CLAIM

Hub International reported that a final amount was paid by the Strata's insurers to the Strata Corporation for the resulting damage costs of \$3,865.58 for a water-damage claim to a unit.

6.5 DRYER VENT DAMAGE

The Developer reported they had fixed a damaged roof vent that appeared to be damaged by a contractor using it as a foothold.

6.6 DRYER VENT CLEANING

The Strata Manager noted the last time the dryer vents were cleaned were in March 2014. Council noted they would like to schedule the dryer vent cleaning in 2016.

6.7 TOWING CONTRACT

The Strata Manager advised Council it is time to update the call list for the towing company allowing any Council Member to call for a tow. This will be updated with A-Active Towing & Recovery Ltd.

6.8 ANNUAL FIRE INSPECTION

A notice was received from the City regarding inspection and maintenance of smoke alarms. Council directed the Strata Manager to schedule the annual fire inspection with Fraser Valley Fire Protection Ltd.

***** Subsequent to the meeting the Annual In-Suite Fire Inspections were scheduled for: Wednesday, April 15 starting at 3:00 p.m. *****

Owners are to ensure access is granted to the contractor for this inspection. Any return trips to the building due to no access will be charged back to the unit Owner that did not provide access to their unit.

6.9 FIRE HYDRANTS BACK FLOW PREVENTOR INSPECTION

Notice was received from the Township of Langley advising the testing of the backflows were overdue. The Strata Manager has arranged to have this completed by Fraser Valley Fire Protection Ltd.

6.10 ORGANIC WASTE

The Strata Manager explained to Council the new Metro Vancouver requirements for green waste that came into effect on January 1, 2015. This will require Owners to separate all organic waste and dispose of it in a separate container for recycling.

Council directed the Strata Manager to obtain a quote for different size bins with the current waste disposal company and will be reviewed further at subsequent Council meetings.

6.11 LANDSCAPING ALONG 50TH AVENUE

Council discussed the condition of the landscaping along 50th Avenue. The Strata Manager will set up a meeting with the landscaper and Council to discuss options.

(7) TERMINATION

There being no further business, the meeting was terminated at 9:00 p.m. The next scheduled Council Meeting will be held on May 12, 2015 at 6:30 p.m.

Please be advised you should retain copies of Council and General Meeting Minutes for a period of 2 years. There will be a charge for copies.

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6:30 pm – 21867 50th Avenue
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REGRETS:

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Helen Brooke

Joan Cantwell, Strata Manager - Baywest Management Corp.

(1) CALL TO ORDER

The meeting was called to order by the President, Ken Chiba at 6:36 p.m., a quorum was established. Due to limited availability in participation of Council activities, Council directed the Strata Manager to ask a member of Council to resign.

(2) APPROVAL OF PREVIOUS MINUTES

Following review of the Minutes of the Council Meeting held February 24, 2015 and there being no errors or omissions noted it was moved and seconded to approve the Minutes as prepared by Baywest. **CARRIED**

(3) FINANCIAL REPORT

3.1 FINANCIAL STATEMENTS

The Strata Manager noted March is the 3rd month for the fiscal year for the Strata Corporation and for the first quarter there shows an operating surplus of \$2,416.65.

Following the review of the Financial Statements for the months of January to March 2015, it was moved and seconded to adopt the Financial Statements as prepared by Baywest. **CARRIED**

3.2 ACCOUNTS RECEIVABLE

Council conducted a review of the Accounts Receivable as at the date of the meeting, which had a balance of \$3,891.93. One unit for which a lien had previously been placed, has since had the lien removed as a condition for receiving payment in the amount of \$2,959.06. However the Owner still has a balance of \$1,656.28 comprised of subsequent strata fees, chargebacks, fines, and interest. The Strata Manager explained to Council the process for collection of these fees. Council agreed to leave the charges on the account at this time.

Owners are reminded that Strata Fees in full are due and payable on the first day of each and every month and the Strata Corporation is solely dependent upon prompt receipt of all Strata Fees to finance its day-to-day activities. Late payment penalties apply to overdue amounts. Owners that pay their strata fees on-line should do so 3-5 business days prior to the 1st of the month to ensure funds are processed before the 1st of the month.

Owners may check on their strata fee accounts at any time by viewing the Winchester website at <https://bcs4115.mybaywest.com>.

3.3 TAX FILING

The Strata Manager reported the accountant has completed the tax filing for the Strata Corporation for the fiscal year ending December 31, 2014.

(4) BUSINESS ARISING FROM PREVIOUS MINUTES

4.1 ANNUAL FIRE INSPECTION

The Strata Manager reported there were seven Owners that did not provide access to their unit for the Fire Inspection. Fraser Valley Fire Protection Ltd. provided a quote of \$1,201.41 for inspection of missed suites and replacement of smoke alarms within a few units as noted deficient on the inspection report. Council approved scheduling of the 2nd inspection of missed units and smoke replacements as quoted. Fire equipment such as smoke alarms are considered in-suite repairs. The cost for the 2nd and subsequent inspections and replacement of in-suite fire safety equipment are considered chargebacks to the affected units.

4.2 ORGANIC WASTE

General notice was received from the City of Vancouver regarding the requirement for Metro Vancouver residences to arrange for organic waste for their property. This requirement commenced January 1, 2015 and residential buildings are to make arrangements for this program to avoid penalties being assessed. The Strata Manager obtained a quote from Waste Management for organic waste for \$497.00 per month for once per week pick up door to door. 24 gallon totes will be supplied by Waste Management at no additional cost. Kitchen catchers can be purchased for \$9.00 per catcher. The Strata Corporation currently pays \$816.00 per month for garbage pick up. The Strata Manager obtained a verbal quote from the Township of Langley to include garbage and organic waste removal of \$1,750.00. Council directed the Strata Manager to obtain a full quote from Waste Management for full services, garbage and organic waste removal. As well verify if Winchester is on the master contract with Baywest.

4.3 LANDSCAPING ALONG 50TH AVENUE

Council member, Troy Allen advised there is a possible conflict of interest and will leave the room during discussion of this item. Council agreed to table this discussion until the end of the meeting at which time Mr. Allen left the room for the discussion.

Council requested a proposal from Ethos Landscaping for landscape upgrades intended to sustain adequate ground-cover, and improve the appearance of garden beds. Ethos provided a proposal for \$3,912.50 + GST. Council and the proposal stressed the importance of regular watering by owners to ensure that these proposed landscape improvements and replacements survive. One further element had not been included in the proposal and Council will request this addition before finalizing a vote via email.

Council noted that Ethos Landscaping, the current provider for both lawn-care and snow removal, has offered to discontinue it's monthly-billing for the balance of the year. These recovered funds will help offset the overage of landscape-improvements on the 2015 budget.

In addition, Council requested a quote from Ethos on the replacement of individual cedars within the limited common property areas. A quote was provided for \$27.00/tree + GST, with a minimum site-order of six trees. As the maintenance or replacement of shrubs and trees within an owner's limited common property is the owner's responsibility, Council will be presenting owners with the option to have cedars replaced with this group rate, at their own cost.

(5) CORRESPONDENCE

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Council dealt with Owner correspondence as follows:

- An Owner requested their late fine to be reversed. Council reviewed the information and it was moved and seconded to approve the Owners request. **DEFEATED**
- An Owner expressed their concern regarding a neighbouring unit regarding noise, garbage and marijuana smoke. Notice was sent to the neighbouring unit regarding the complaint. No response was received from the Owner.
- Letter was sent to an Owner advising them of a chargeback.
- An Owner was asked to complete a form K and an Owner Information Sheet as Council believes the Owner is renting their unit and have not provided this information to the Strata. Several notices have been sent to the Owner regarding this therefore it was moved and seconded to fine the Owner \$200.00 for non compliance with bylaws 4.1 and 4.2. **CARRIED**
- An Owner responded to a notice sent to them regarding a complaint noise from their unit and garbage on their property. Council acknowledged the response and noted should this action continue fines will be assessed.
- An Owner sent in a complaint regarding noise emanating from a neighbouring unit. The Strata Manager has responded to the Owner.
- An Owner requested permission to change their window coverings. The Strata Manager has responded to the Owner.
- A bylaw infraction warning was sent to an Owner regarding parking in visitors parking on a regular basis.
- An Owner sent in an Owner Information Sheet.
- Another Owner sent in a Form K.
- An Owner advised they missed the fire inspection and inquired when second inspection will be scheduled. The Strata Manager has responded to the Owner.
- Council directed the Strata Manager to send a warning letter to an Owner to clean up oil on the roadway from their vehicle.
- Council directed the Strata Manager to send a warning letters to three Owners regarding their vehicles overhanging over their driveways.
- An Owner complained a neighbouring unit is using the visitors parking as their personal parking space. Council directed the Strata Manager to send a warning letter to the Owner.

(6) NEW BUSINESS

6.1 INSURANCE

The Strata Corporation's insurance policy expires on June 6, 2015 with Hub International. The Strata Manager is obtaining a quote for renewal along with a competitive quote. Council will review and approve the insurance policy renewal via email once the quotes are received.

6.2 IRRIGATION START UP

The irrigation has been started up for the summer.

6.3 BACKFLOW TESTING

Notice was received from Township of Langley advising the backflows are due for annual inspection by May 22, 2015. Fraser Valley has completed the inspection and is in communication with Township of Langley regarding this.

6.4 SUMMERTIME REMINDERS

A reminder to Owners on a few summertime activities that could affect your neighbours;

- Watering – Residents are asked to water plants and shrubs around their strata lot,
- Air Conditioners – Window mounted air conditioners are not permitted. Only free standing portable interior units may be used.
- Visitors Parking – If you have visitors visiting you please ensure they only park in visitors parking and do not park in the roadways or fire lanes as any vehicle parked in this manner will be towed without warning at the vehicle owners expense,
- Holidays – If you will be away from your home for an extended period of time, we ask that you arrange for someone to check your unit on a regular basis,
- Smoking & Noise – As residents tend to open their windows during the summer months, this can cause smells such as cigarette smoke or noise to affect neighbouring units. We ask that Owners be aware of this and how this might affect their neighbours right to enjoy their strata lot or the common property.

6.5 FENCE

Council discussed the fences and agreed to explore the cost to repair/replace some sections. The quotes to include painting as well as an option to replace some of the post caps. The post caps could be funded through this years operating budget depending on the cost.

(7) TERMINATION

There being no further business, the meeting was terminated at 9:45 p.m. The next scheduled Council Meeting will be held on August 11, 2015 at 6:30 p.m.

Please be advised you should retain copies of Council and General Meeting Minutes for a period of 2 years. There will be a charge for copies.

WINCHESTER – BCS 4115

LOCATION:

7:00 pm – 21867 50th Avenue
Langley, BC

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2015**

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Tim Skidmore
Helen Brooke

REGRETS:

Troy Allen

Joan Cantwell, Strata Manager - Baywest Management Corp.

(1) CALL TO ORDER

The meeting was called to order by the Strata Manager at 7:00 p.m., a quorum was established.

(2) COUNCIL MEMBER RESIGNATION

Council Member, Trevor Kooy advised Council he is resigning from Council. As the Vice President position is now available, Helen Brooke agreed to hold this position.

(3) APPROVAL OF PREVIOUS MINUTES

Following review of the Minutes of the Council Meeting held May 12 24, 2015 and there being no errors or omissions noted it was moved and seconded to approve the Minutes as prepared by Baywest. **CARRIED**

(4) FINANCIAL REPORT

4.1 FINANCIAL STATEMENTS

The Strata Manager noted June is the 6th month for the fiscal year for the Strata Corporation and for the first half of the year there shows an operating shortfall of \$452.23 and a total surplus of \$29,600.12.

Strata Manager was directed by Council to move the charge of \$2,391 currently in GL 7660-000 (Repairs and Maintenance) to GL 7649-0000 as this was the charge from Fraser Valley Fire for annual Fire and Safety inspection.

Strata Manager was directed by Council to gather more details around an invoice from University Sprinklers for system start-up, as it contained the cost of parts and labour items for repairs not previously approved by Council.

Following the review of the Financial Statements for the months of April to June 2015, it was moved and seconded to adopt the Financial Statements as prepared by Baywest.

CARRIED

4.2 ACCOUNTS RECEIVABLE

Council conducted a review of the Accounts Receivable as at the date of the meeting, which had a balance of \$6,438.46.

Council directed the Strata Manager to contact the mortgage holders for three Owners as well issue lien demand letters to the three unit Owners.

Owners are reminded that Strata Fees in full are due and payable on the first day of each and every month and the Strata Corporation is solely dependent upon prompt receipt of all Strata Fees to finance its day-to-day activities. Late payment penalties apply to overdue amounts. Owners that pay their strata fees on-line should do so 3-5 business days prior to the 1st of the month to ensure funds are processed before the 1st of the month.

Owners may check on their strata fee accounts at any time by viewing the Winchester website at <https://bcs4115.mybaywest.com>.

(5) BUSINESS ARISING FROM PREVIOUS MINUTES

5.1 ORGANIC WASTE

The Strata Manager obtained a quote from Waste Management for organic waste and regular waste removal for \$1,314.63 per month for once per week pick up door to door. If the Strata Corporation elected to have bi-weekly waste removal the current monthly charge would be reduced by \$230.00 per month. A Council member stated that Waste Management previously quoted \$497 per month for weekly organic waste removal and \$490 per month for waste removal. Council directed the Strata Manager to inquire with Waste Management if they will honour their previous quote. 24 gallon toters will be supplied by Waste Management at no additional cost and will remain the property of Waste Management. Owners may purchase kitchen catchers on their own or use a container they already have. The Strata Manager reported to Council that Winchester is on the master contract with Baywest.

*Subsequent to the meeting the Strata Manager advised Council Waste Management agreed to honor their previous quote of \$497.00 per month for weekly organic removal and \$490.00 per month for bi-weekly waste removal. Sanctioned organics bins will be delivered by the vendor on September 14th. The final **weekly schedule** waste pickup will also be on September 14th. The first **weekly organics** pickup is September 21st (no waste pickup this day), followed by both **bi-weekly-waste** and **weekly-organics** on September 28th.*

It was moved and seconded to accept Waste Management quote of \$987.00 per month for bi-weekly waste removal and weekly organic removal, supply of 70 x 24 gallon toters (owned by Waste Management). **CARRIED**

Council discussed the potential issue of residents not bringing in their bins in a timely manner after pick up. It was moved and seconded to instate the following Rule:

Waste/Recycling/Organic Waste Rule: In the interest of all Residents, Owners must store their waste, recycling and sanctioned organic bins (provided by Waste Management) in their garage. All bins must be brought to the curbside for pickup no earlier than 7pm the evening prior, and returned to the garage no later than 7pm the day of pickup. Failure to comply with the rule may result in a warning or fine.

CARRIED

5.2 INSURANCE RENEWAL

The Strata Manager obtained two competitive quotes for the Strata Corporation's insurance renewal ranging from \$33,889.00 to \$40,620.00. Council discussed the two quotes via email and it was moved and seconded to accept BFL Canada's quote of \$33,889.00 and to borrow funds from the Contingency Reserve Fund to pay the insurance policy. The insurance policy is in effect from June 6, 2015 to June 6, 2016. **CARRIED**

Actual insurance expense for the fiscal year is approximately \$36,906.00 and the Strata Corporation has budgeted \$40,000.00 for the year. The new rate from the new provider allowed for a savings of approximately \$3000 vs. the budgeted amount.

Owners are reminded to bring the updated insurance policy to your home insurance provider to ensure you have adequate coverage for deductibles. (Please see the attached insurance policy)

5.3 FENCE REPAIRS AND MAINTENANCE

The Strata Manager had placed requests for quotes from fencing companies for repairs and repainting in July. The Strata Manager reported there are a couple of fencing companies that will be presenting quotes to the Strata Corporation.

Subsequent to the meeting the Strata Manager presented a quote to Council of \$23,425 for painting of all 4' picket fences and \$4,560 to paint all 6' high fences.

(6) CORRESPONDENCE

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Council dealt with Owner correspondence as follows:

- Bylaws:
 - An Owner provided some information on short-term rentals for Council's review. Council reviewed the information and agreed due to the location this is not a concern at this time however agreed to monitor the rentals. Council directed the Strata Manager to respond to the Owner.
 - An Owner reported that in-window air conditioning units were installed in a unit. Council directed the Strata Manager to send a bylaw warning letter to the unit to request the units to be removed immediately. Subsequently it was reported that the original unit number was incorrect. Council directed the Strata Manager to issue a retraction letter to the original unit, and issue the warning to the correct unit.
 - Council directed the Strata Manager to issue bylaw infraction warning letter to an Owner for their vehicle overhanging on their driveway. Council directed the Strata Manager to send bylaw warning letters to two Owners to clean up oil on their driveways.

It was moved and seconded to issue a bylaw fine of \$100.00 for not removing the air condition units. **CARRIED**

Subsequent to the meeting Council confirmed the air conditioning units were removed by the Owner and Directed the Strata Manager to reverse the bylaw fine.

- Landscaping – An Owner expressed their gratitude to Council for planting new plants and laying new soil, but expressed concern over the lack of watering by a few residents. The Strata Manager has responded to the Owner. Council asks Owners to water common area plants around their unit during the dry-season, whilst respecting current watering restrictions. An Owner reported the irrigation in their area needs to be adjusted. Ethos Landscaping has made the necessary repair under warranty. An Owner inquired about the number of dead trees around the mail box and playground and the lawns are getting brown. The Strata Manager has responded to the Owner advising there is water restriction in place which does not allow for watering of the lawns at this time. Owners are permitted to hand water trees, bushes and garden beds. An Owner reported a tree in their backyard was falling down. The landscaper was advised and has taken care of the issue. An Owner expressed their concern about the landscapers. Council directed the Strata Manager to respond to the Owner. An Owner requested permission to plant trees along the fence at the back of their property and inquired about whose responsibility it is to replace dead cedars. An Owner sent in their recommendations for the dead shrubs. Council reviewed the Owners recommendations and will consider them.
- Maintenance – An Owner reported there is a downspout that Servicemaster had repaired previously that needs to be reattached. A Council member reported a piece of soffit by their unit needs to be repaired. Council directed the Strata Manager to add this repair on the ongoing handyman list until there are a few items to be addressed.
- Unit Alterations – An Owner requested permission to install a partition in their garage and use as a recreation room. The Strata Manager responded that any requests for alterations require a drawing and proposal to be submitted and that necessary permits must be secured from the Township. The Owner has not responded.
- Other – Three Owners correspondence was returned as undeliverable. An Owner inquired on when the initial fire inspection notice was sent to Owners. Council directed the Strata Manager to respond to the Owner with the dates the notices were issued to Owners. An Owner inquired about obtaining a visitors parking pass. The Strata Manager has responded to the Owner. An Owner inquired about organic waste. The Strata Manager has responded to the Owner. An Owner requested to receive minutes by hard copy. The Strata Manager has responded to the Owner advising that Council has authorized Baywest to distribute minutes via mybaywest.com.

(7) NEW BUSINESS

7.1 WATER RESTRICTION

The Strata Manager advised Council the Township Water Restriction Level 3 is still in place. Council asks that Owners hand water landscaping around their units.

7.2 INFINITY PROPERTIES NOTICE

Infinity Properties provided notice of commencement of construction of their 59 unit townhouse project, Heritage. They provided the contact name and number for the general contractor should the Strata Corporation have any concerns.

7.3 GARBAGE TIPPING FEE RATE CHANGE NOTICE

Notice from the City of Vancouver was received advising of rate changes in tipping fees for waste.

7.4 MISSED FIRE INSPECTION / ⁵ DEFICIENCIES

Fraser Valley Fire will be on site on Wednesday, August 26 starting at 8:00 a.m. to inspect the following units: 1, 4, 21, 24, 65, 67 and 69 that were missed during the first inspection. The following units require repair/replacement of their fire prevention devices and will require access: 2, 13 and 14. Notices were placed at the mailboxes.

7.5 INSURANCE APPRAISAL

Normac Appraisal Ltd. provided Winchester with an appraisal as required for the Strata Corporations insurance policy. The appraisal this year is \$750.00. Council discussed the charge for the appraisal and inquired where this is budgeted for in the budget in addition why was Council not aware of the charge. The Strata Manager stated an updated appraisal is required annually for the Strata Corporations insurance policy. This can either be budgeted for on a separate line item or in with the insurance line item on the budget.

Council asked for it to be noted in the minutes that having this mandatory appraisal done in 2015 was *not* brought to council's attention by the previous Strata Manager during budget planning at the end of 2014 and was therefore not budgeted for. In addition it was not raised by previous Strata Managers, that the previous appraisal performed three-years ago, included two annual updates at no additional charge. The Strata Manager agreed to look into the fact that Council was not advised of the appraisal, the approval of the work to proceed, nor the charge being assessed to the Strata. Further discussion was held to remind the Strata Manager that Council must be submit all proposals over \$300 for approval by Council, *prior* to the work being initiated and invoices being approved for payment.

7.6 RENTED UNITS

The Strata Manager provided a list of rented units. Strata Manager agreed to provide Council with this report for each meeting. Council asked for a list of rented units that have not had the completed Form K submitted by the Owner.

7.7 BAYWEST SERVICE LEVELS

Council expressed concern for delays in responses and action from Baywest for both Council-related matters and resident correspondence, and inquired on standard response times for emails and phone calls. The Strata Manager stated it is Baywest's goal to return phone calls within one business day and emails are responded to on a priority basis. Council requested a copy of Baywest's official communication policy that states the expected response times. Council requested that Bylaw related correspondence be dealt with by the Strata Manager on a per situation basis and any correspondence requiring Council direction/approval be sent to Council via email as soon as is received as opposed to waiting to discuss Owner concerns at the next scheduled Council Meeting. Council Meetings are only held quarterly and Owners are not getting the timely responses as expected.

Council asked to be contacted by a Regional Director within Baywest to further discuss service response times and the approval of invoices to Strata without Council's prior consultation. The Strata Manager indicated her supervisor would be in contact with the Council.

(8) TERMINATION

There being no further business, the meeting was terminated at 9:30 p.m. The next scheduled Council Meeting will be held on October 15, 2015 at 6:30 p.m. This will be a budget meeting in preparation for the Annual General Meeting.

Please be advised you should retain copies of Council and General Meeting Minutes for a period of 2 years. There will be a charge for copies.

ENDORSEMENT NO. 01

THIS ENDORSEMENT IS ATTACHED TO AND MADE A PART OF THE POLICY NEW, EFFECTIVE AS OF June 06, 2015

IT IS HEREBY UNDERSTOOD AND AGREED THAT: SECTION VII - POLLUTION LIABILITY Aggregate Policy Limit is amended to read as follows and not as previously written.

Previous Policy No. NEW

New Policy No. BFL04BCS4115

NAMED INSURED	The Owners, Strata Plan BCS4115, acting on their own behalf or as a Strata Corporation &/or as Trustees or Agents on behalf of all Registered Unit Owners.		
MAILING ADDRESS	Baywest Management Corporation (As Property Manager)		
POLICY PERIOD	13468 77th Avenue, Surrey, BC V3W 6Y3	From: June 6, 2015	To: June 6, 2016
INSURED LOCATION	12:01 a.m. standard time at the location of the premises as to each of the said dates		
CONSTRUCTION	21867 50th Avenue, Langley, BC V4A 3T2	WINCHESTER	
OCCUPIED BY INSURED AS	Frame	3 Storeys	15 Buildings
	70 Residential Units	0 Commercial Unit	
Insurance is provided, subject to the Declarations, Terms, Conditions of the policy and its Riders, only for which specific Riders are attached and for which a specific limit or annotation is shown hereunder.			

INSURING AGREEMENT	DEDUCTIBLE	LIMIT
SECTION I - PROPERTY (Revision July 1, 2012 GK)		
A. All Property - All Risks, Blanket By-Laws, Stated Amount Co-Insurance, Replacement Cost, 130% Margin Clause, Earthquake and Flood limit in the annual aggregate not to exceed 130% of policy limit..		\$ 18,500,000
All Risks	\$ 2,500	
Sewer Backup Damage	\$ 5,000	
Water Damage	\$ 5,000	
Earthquake Damage	% 10	
Flood Damage	\$ 25,000	
Lock & Key	\$ 250	\$ 10,000
Additional Living Expenses Endorsement - Per Unit		\$ 50,000
Additional Living Expenses Endorsement - Annual Aggregate		\$ 1,000,000
B. Business Interruption (Gross Rents), 100% Co-Insurance, Indemnity Period (Months): N/A		Not Covered
SECTION I.I - EXCESS MARGIN CLAUSE		
Limit of Liability - 20% Excess of 130% Margin Clause with respect to Section I - Sub Section A - Earthquake and Flood limit in the annual aggregate not to exceed 20% of All Property Limit under Section I		Included
TOTAL AVAILABLE ALL PROPERTY LIMIT		
Combined Margin Clause (Section I and I.I): 150% of Appraised Value		\$ 27,750,000
SECTION II - CRIME (Form 2110 01/2004)		
I. Comprehensive Dishonesty, Disappearance and Destruction - Form A	Nil	\$ 30,000
II. Loss Inside the Premises	Nil	\$ 10,000
III. Loss Outside the Premises	Nil	\$ 10,000
IV. Money Orders and Counterfeit Currency	Nil	\$ 10,000
V. Depositors Forgery	Nil	\$ 10,000
SECTION III - COMMERCIAL GENERAL LIABILITY (Form 2294 03/2010)		
A. Bodily Injury & Property Damage Liability - Per Occurrence	\$ 500	\$ 10,000,000
Products and Completed Operations Aggregate	\$ 500	\$ 10,000,000
B. Personal and Advertising Injury Liability - Per Occurrence (Form Number 2333)		\$ 10,000,000
C. Medical Payments - Per Person - Each Person		\$ 25,000
D. Tenants Legal Liability	\$ 500	\$ 1,000,000
Non-Owned Automobile Endorsement SPF #6 - Per Occurrence (Form Number 6063)	\$ 500	\$ 10,000,000
Legal Liability For Damage To Hired Automobiles Endorsement SEF #94 - Per Occurrence (Form Number 5644)	\$ 500	\$ 50,000
Contractual Liability Endorsement SEF #96 - Per Occurrence (Form Number 5644)		Included
Excluding Long Term Leased Vehicle Endorsement SEF #99 - Per Occurrence (Form Number 6664)		Included
Employee Benefit Liability (Form Number 2311)		\$ 1,000,000
SECTION IV - CONDOMINIUM DIRECTORS & OFFICERS LIABILITY (Form D51100C (07/13))		
Claims Made Form (Including Property Manager).	Nil	\$ 3,000,000
SECTION V - BLANKET GLASS - Includes Lobby Glass (Form 4185 05/1992)		
Residential	\$ 250	Blanket
Commercial	\$ 250	
Canopy	\$ 1,000	

This Policy contains a clause(s) which may limit the amount payable.

SUBSCRIPTION

WINCHESTER – BCS 4115

LOCATION:

6:30 pm – 21867 50th Avenue
Langley, BC

**STRATA COUNCIL
2015**

PRESIDENT

Ken Chiba

VICE-PRESIDENT

Helen Brooke

TREASURER

Helen Brooke

SECRETARY

Tim Skidmore

AT LARGE

Troy Allen
Cameron Birch

STRATA MANAGER

Joan Cantwell
Direct Phone: (604) 501-4423
Email: abc.service@associa.ca
(service desk)

ASSOCIA B.C. INC.
13468 – 77th Avenue
Surrey, B.C. V3W 6Y3

24 Hour Emergency
Phone: (604) 591-6060

ATTENDANCE:

Ken Chiba
Cameron Birch
Tim Skidmore
Troy Allen
Helen Brooke

REGRETS:

Joan Cantwell, Strata Manager – Associa British Columbia Inc.
Marie Ferreira, Director, Associa British Columbia Inc.

(1) CALL TO ORDER

The meeting was called to order by the Strata Manager at 7:00 p.m., a quorum was established.

(2) GUEST BUSINESS

Maria Ferreira from Associa British Columbia attended the meeting to go over concerns Council has raised. Follow up actions for Associa will be documented and addressed through directives prepared by the Strata Manager following the meeting.

(3) APPROVAL OF PREVIOUS MINUTES

Following review of the Minutes of the Council Meeting held August 11, 2015 and there being no errors or omissions noted it was moved and seconded to approve the Minutes.

CARRIED

(4) FINANCIAL REPORT

4.1 FINANCIAL STATEMENTS

The Strata Manager noted July, August and September financial statements were prepared and sent to Council for their review. September is the 9th month for the fiscal year for the Strata Corporation and for the year there shows an operating surplus of \$4,890.16.

The Strata Manager noted there is \$3865.58 on the balance sheet which represents payment made by the Strata Corporation's insurance broker. This is to cover the restoration costs completed by CJB Restoration. It was moved and seconded to issue payment to CJB Restoration of \$3,865.58.

CARRIED

The Home Owner's insurance provider had issued payment of

\$5,000 directly to CJB Restoration for the Strata² Corporation's deductible. Total amount for the claim was \$8,865.58.

Following the review of the Financial Statements for the months of July to September 2015, it was moved and seconded to adopt the Financial Statements as prepared by Associa.
CARRIED

4.2 ACCOUNTS RECEIVABLE

Council conducted a review of the Accounts Receivable as at the date of the meeting, which had a balance of \$6,363.40. Council directed the Strata Manager to proceed with forcing the sale of a strata lot.

Owners are reminded that Strata Fees in full are due and payable on the first day of each and every month and the Strata Corporation is solely dependent upon prompt receipt of all Strata Fees to finance its day-to-day activities. Late payment penalties apply to overdue amounts. Owners that pay their strata fees on-line should do so 3-5 business days prior to the 1st of the month to ensure funds are processed before the 1st of the month.

Owners may check on their strata fee accounts at any time by viewing the Winchester website at <https://bcs4115.myassocia.ca>.

(5) BUSINESS ARISING FROM PREVIOUS MINUTES

5.1 ORGANIC WASTE

In following up on a few concerns raised by Council regarding the recent changeover to Organic Waste pickup, the Strata Manager inquired how the program was working for Owners. There were issues at the start with pick up days. Council requested the Strata Manager follow up with the vendor's billing, to ensure the Strata Corporation was not billed for the extra pick-up. Council has heard from some Owners on the size of the organic bins being too large and the wheels coming loose. The Strata Manager agreed to look into obtaining smaller organic bins for the Owners.

Reminder to Owner on the pickup schedule:

Organic and Waste Pick Up	-	Every 2 nd Monday – Nov 9, Nov 23, Dec 7 and Dec 21
Organic Pick Up Only	-	Every Monday on Weekly Basis

5.2 FENCE REPAIRS AND MAINTENANCE

Council agreed to include a $\frac{3}{4}$ vote resolution at the AGM for Owners to approve the use of Contingency Reserve Funds to repaint the fencing including repairs as needed.

5.3 FIRE INSPECTION

Fraser Valley Fire Protection has completed a second round of missed unit inspections. There are still 7 units that have not provided access for the in suite fire testing. Fire Alarm Systems are required to be maintained in operable condition at all times. As well, fire alarm systems shall be inspected in conformance with ULC-S536 (per the National Fire Code) and the BC Fire Code (BC Fire Alarm Code 6.3). Council agreed to send notice to the 7 units that they need to contact Fraser Valley directly to schedule a date and time to test their unit. The cost for the inspection to be charged back to the Home Owner.

(6) CORRESPONDENCE

Strata Council members are volunteers, therefore Owners with questions, complaints or comments are asked to respect their privacy in their homes and to contact the Strata Manager to relay such questions or comments. Owners are asked to put any questions or concerns in writing and send them to the Strata Council via the Strata Manager for Council to address at the next Council Meeting, or sooner if urgent. The Strata Manager will respond at the direction of the Strata Council by correspondence. In your correspondence, please state your full name, the Strata Plan number (BCS4115), or strata name (Winchester), unit number and contact phone number. Provide a concise but detailed description of the reasons for your correspondence. If you are reporting a complaint against someone, make sure you provide the times, dates, unit number of alleged offender, detailed description of what you saw and if any, action was taken.

Council dealt with Owner correspondence as follows:

Bylaws – An Owner had sent in a written complaint of excessive noise emanating from a neighbouring unit. The two Owners agreed to a hearing with Council. The two Owners came to an agreement on a procedure when either of them were expecting to have work done in their unit or intended to have additional noise other than day to day living noise. The Strata Manager will touch base with both parties on how the procedure is coming along.

Council directed the Strata Manager to send a letter to an Owner for installing red mulch in their garden bed.

Council directed the Strata Manager to issue a letter to an Owner for allegedly installing a security camera on the outside of their strata lot. The camera was not approved by the Strata Corporation and presents concerns around resident privacy. The owner is to remove the camera within a specified time or the strata will arrange to have the camera removed at the Home Owner's expense.

Landscaping – Nothing to report at this time.

Maintenance – An Owner reported a piece of soffit that requires repair. Council agreed to have a handyman make the repair.

Unit Alterations – Nothing to report at this time.

Other – An Owner requested to be exempted from late fees and be placed on a payment-plan to clear up their fees-owing. Council reviewed the Owners request and it was moved and seconded to deny the Owner's special request. **CARRIED**

An Owner sent in correspondence regarding a water escape from their unit five-months ago and they wish to claim this on the Strata Corporation's insurance. The Strata Manager has attempted to get information from the Home Owner's home insurance provider and will follow up with the Strata Corporation's insurance broker. Owners are reminded that any potential claims against the Strata Corporation's insurance policy should be immediately raised to the Strata Manager.

Rentals – There are seven units on the rental list. Council directed the Strata Manager to verify if Form K's were received for two units.

(7) NEW BUSINESS

7.1 SNOW REMOVAL

Council discussed the snow removal contract and it was moved and seconded to accept Ethos Landscaping to continue to do snow removal and salting for the Strata Corporation for the coming winter season for flat rate.

CARRIED

7.2 GUTTER CLEANING

Servicemaster will be on site on November 2nd and 3rd to clean all gutters and downspouts. Owners are asked to be mindful of their crews which will be on ladders and on the laneways and roadways. Council noted a few areas of concern which the Strata Manager will bring to the attention of Servicemaster.

7.3 IRRIGATION WINTERIZATION

The Strata Manager noted it is time to schedule the winterization of the irrigation system. Council directed the Strata Manager to obtain an alternate quote for start-up and winterization of the irrigation system.

7.4 FALL/WINTER REMINDERS

Hose Bibs - Owners are reminded to drain and shut off their exterior hose bibs for the winter. This is to prevent freezing of the water lines. If you are unsure of how to drain and shut off your hose bibs please contact the Strata Manager. **Council asks that these be done no later than Nov 1.**

Vacant Unit- If you plan to be away from your unit from an extended period, Council asks that you shut the water off in your unit and ensure you have provided an emergency contact name and number to the Strata Corporation. Please ensure you have someone checking your unit on a regular basis.

7.5 ANNUAL GENERAL MEETING PREPARATION

The Strata Manager prepared a draft budget for Council's review. The Strata Manager noted the building is coming up for their 5 year warranty review for major envelope concerns. Council agreed to include funds in the proposed budget to hire a contractor to inspect and provide a report on their findings. The Strata Manager has obtained three quotes ranging from \$4,000 to \$7,000 for a basic review. Council made a few changes on the proposed budget. Council will propose a $\frac{3}{4}$ vote resolution to use \$30,000 of CRF funds for the purpose of repainting and performing select repairs of the fencing, select siding cleaning and have an evaluation and necessary action taken for the mature trees in poor health. Council agreed to propose a bylaw amendment regarding insurance deductibles. Ratifying of the garbage, recycling and organic rule will also be included. The Annual General Meeting is scheduled for Thursday, December 10, sign in starts at 6:30 pm. The meeting will be held at W.C. Blair Recreation Centre located at 22200 Fraser Valley Highway, Langley.

7.6 BAYWEST NAME CHANGE

The Strata Manager announced that as of October 1, Baywest is becoming **Associa British Columbia, Inc.** Beginning the first of October, the website will be www.associabc.ca and Owners will notice the rebranded Associa BC name and look. Also, employees' email addresses will soon change to reflect the new domain of @associa.ca. The rebranded Associa BC name will also be found on letterhead, envelopes and business cards.

(8) TERMINATION

There being no further business, the meeting was terminated at 10:00 p.m. The next meeting will be the Annual General Meeting which is scheduled for Thursday, December 10, 2015 at 6:30 pm.

Please be advised you should retain copies of Council and General Meeting Minutes for a period of 2 years. There will be a charge for copies.



December 23, 2015

TO THE OWNERS OF
STRATA PLAN BCS 4115
WINCHESTER
VANCOUVER, BC

Dear Owners:

**RE: STRATA PLAN BCS 4115 - WINCHESTER
2016 STRATA FEES**

Please find enclosed the Minutes of the Annual General Meeting held on December 10, 2015.

A 2016 operating budget was approved with a **2.4% increase in Strata Fees, to commence January 1, 2016.** All payments must be made **payable to Strata Plan BCS 4115.**

Strata Fees Payment Options

1. The preferred method of payment is ***Paying your Monthly Strata Fee Online.*** This method allows you to control your payment – you pay from your account rather than having it drawn from your account. It's easy and convenient. Please visit our website for details www.associabc.ca
2. The second method is Pre-Authorized Credit (PAC). If you are already on this program and wish to continue, you need not to do anything further. Approval of the new budget has given Baywest the authority to maintain the withdrawal of funds from your account. However, if you would like to switch to ***Paying your Monthly Strata Fee Online,*** please advise our office to cancel you PAC by calling our A/R Call Centre: 1-877-585-4411.
3. Post-dated cheques – Owners may send in a series of 12 post-dated cheques dated for the first day of each month from *January 1, 2016 through to December 1, 2016* and made payable to **Strata Plan BCS 4115.**

Should you have any questions regarding the information, please do not hesitate to contact the writer.

Yours truly,
ASSOCIA BRITISH COLUMBIA, INC.
On behalf of Owners of Strata Plan BCS 4115
Joan Cantwell,
Strata Manager
Encls.

ANNUAL GENERAL MEETING MINUTES

THURSDAY, DECEMBER 10, 2015

WINCHESTER – STRATA PLAN BCS 4115

LOCATION:

7:00 pm
W.C. Blair Recreation Centre
22200 Fraser Valley Highway
Langley, BC

**STRATA COUNCIL
2015**

PRESIDENT
Ken Chiba

VICE PRESIDENT/TREASURER
Helen Brooke

SECRETARY
Tim Skidmore

AT LARGE
Cameron Birch
Troy Allen

STRATA MANAGER
Joan Cantwell

**ASSOCIABC CLIENT
SERVICE CENTRE**
604-591-6060
abc.service@associa.ca

**MAILING ADDRESS:
ASSOCIA BRITISH
COLUMBIA, INC.
13468 77TH AVENUE
SURREY, B.C. V3W 6Y3**

PRESENT

20 Strata Lots Represented
15 In Person
5 By Proxy

Joan Cantwell, Associa British Columbia

(1) CALL TO ORDER

The meeting was called to order at 7:01 p.m. by Strata President, who welcomed the Owners.

(2) CALLING THE ROLL AND CERTIFICATION OF PROXIES

All received proxies were verified and certified by the Strata Manager.

There are 70 Strata Corporation votes at Winchester. The Strata Property Act and Bylaws requires one-third of the strata corporation's votes (24 votes) to be eligible voters present in person or by proxy to constitute a quorum.

As only 20 eligible voters were represented at the time of call to order, the meeting was adjourned for 15 minutes in accordance with the Strata Corporation Bylaws, and at that time the meeting was then declared competent to deal with the business at hand with the 20 strata lots then represented.

(3) ELECTION OF THE MEETING CHAIRPERSON

It was moved and seconded to have the Strata Manager facilitate the meeting on behalf of the Strata Council President. **CARRIED**

(4) PROOF OF NOTICE OF MEETING

It was moved and seconded that proper notice of meeting had been provided according to the requirements of the Strata Property Act. **CARRIED**

(5) APPROVAL OF THE AGENDA

It was moved and seconded to approve the agenda of the Annual General Meeting as distributed. **CARRIED**

(6) APPROVAL OF ANNUAL GENERAL MEETING MINUTES

It was moved and seconded to approve the Annual General Meeting Minutes of December 8, 2014 as distributed. **CARRIED**

(7) PRESIDENT'S REPORT

Council President Ken Chiba prepared a power point presentation for the Ownership which outlined what Winchester accomplished this year and what the Strata Corporation is planning on in the next year.

(8) RATIFICATION OF ADOPTED RULES

Be it resolved by a majority vote of the Owners, Strata Plan BCS 4115, Winchester in accordance with Section 125 of the Strata Property Act, that the following rules be ratified:

“Waste/Recycling/Organic Waste Rule: In the interest of all Residents, Owners must store their waste, recycling and organic bins in their garage. All bins must be brought in to their garage no later than 12 hours after pick up and placed in the Owners driveway no earlier than 12 hours before pick up.”

It was moved and seconded to ratify the adopted Waste/Recycling/Organic Waste Rules of the Strata Corporation as provided in the Notice of Annual General Meeting package.

These rules have been passed by Council at the August 11, 2015 Council meeting and are currently in effect. These rules are being presented to the owners because it is a requirement of the Strata Property Act that all rules made by Council be ratified by the Owners at the first AGM held after they are made.

A few Owners had some comments or suggestions as follows;

- the wheels on the organic totes are continuing to fall off
- allow Owners to leave the organic bin outside
- summer months is an issue with smell
- allow Owners to leave their bins on their patios
- 12 hour rule seems too strict
- Need new schedule for 2016
- Council to work on new rules this year based off of Owners wishes.

Council addressed the concerns in that the purpose for these rules is for esthetic reasons. If Owners were permitted to store their bins on their patios this would affect their neighbours enjoyment of their patio.

As there was no further discussion on this item, the vote was called to ratify the Adopted Waste/Recycling/Organic Waste Rules as presented.

9 In favour, 11 opposed, 0 abstained

DEFEATED

(9) ANNUAL INSURANCE REPORT

Each Owner was provided with a copy of the insurance Cover Note for the building as part of the Notice of Annual General Meeting package. The cover note set out the coverage and deductibles the Strata Corporation currently holds on the property. The Strata Manager highlighted features of the insurance policy which included:

All property coverage for \$18,500,000
 Liability coverage at \$10 million
 Earthquake is 10%
 Directors and officers liability at \$3 million
 Deductibles: Water/Sewer - \$5,000; All Risks - \$2,500

The Strata Manager opened the floor for insurance related questions.

Owners are reminded they should purchase homeowner's insurance for any in-suite upgrades (betterments), personal possessions, additional living expenses and third party liability (in case someone is injured within a strata lot). The Strata Corporation's insurance does not cover upgrades (betterments) or personal possessions, and might have limited additional living expense coverage. Owners with tenants are also encouraged to ensure they and their tenant(s) have appropriate insurance for their situation, including the tenant's personal effects.

Owners are also encouraged to place insurance for coverage of Strata Corporation insurance deductibles. Failure to have coverage of the water damage deductible can cause financial hardship for Owners should an incident such as toilet overflow, washing machine or dishwasher malfunction, etc. occur that damages other units or common property and the Strata Corporation charges back up to the \$5,000 deductible to the Owner. Please ensure you have sufficient coverage.

(10) CONSIDERATION OF 2016 OPERATING BUDGET

It was moved (33) and seconded (20) to adopt the 2016 Operating Budget as presented.

The President went over the proposed budget noting a new line item for Consulting Fees for \$4,500. He stated this is for hiring an engineer to inspect and provide a report for the 5 Year Envelope Warranty which is coming up in the next year. The Strata Corporation has obtained three quotes ranging from \$4,000 to \$7,000. He noted the insurance premium is lower this year. There is also \$1,000 budgeted this year for dryer vent cleaning.

As there were no further questions or comments on the proposed budget, the vote was called to adopt the Operating Budget as presented.

20 In favour, 0 opposed, 0 abstained

CARRIED

Strata Fees Payment Options

The new budget takes effect *January 1, 2016*. Please find attached a copy of the approved budget and listing of strata fees for each strata lot. Strata fees may be paid as follows:

1. The preferred method of payment is ***Paying your Monthly Strata Fee Online***. This method allows you to control your payment – you pay from your account rather than having it

drawn from your account. It is easy and convenient - please visit the Associa B.C. website at www.associabc.ca

2. The second method is Pre-Authorized Credit (PAC). If you are already on this program and wish to continue, you need not to do anything further. Approval of this budget gave Associa B.C. the authority to maintain the withdrawal of funds from your account. However, if you would like to switch to ***Paying your Monthly Strata Fee Online***, please advise our office to cancel you PAC by calling our A/R Call Centre: 1-877-585-4411.

3. Post-dated cheques – Owners may send in a series of 12 post-dated cheques dated for the first day of each month from *January to December 2016* and made payable to **Strata Plan BCS 4115**.

(11) CONSIDERATION OF ¾ VOTE RESOLUTIONS

11.1 CONSIDERATION OF ¾ VOTE RESOLUTION “A” – USE OF CONTINGENCY RESERVE FUNDS

Be it resolved by a three-quarter (3/4) vote of the Owners of Strata Plan BCS 4115, Winchester, that an amount not to exceed \$30,000 (thirty thousand dollars) be expended from the Contingency Reserve Fund for the purpose of repainting and performing select repairs of the fencing, select siding cleaning and have an evaluation and necessary action taken for the old-growth trees in poor health in the park area.

It was moved (35) and seconded (32) to adopt ¾ Vote “A” as presented.

The President noted the fences are in need of painting and repairs, in an effort to maximize the lifespan of all fences. There are some areas of the complex that require pressure washing as they are north/west facing and do not get much sunlight. To ensure safety and prevent property damage, Council will consult with an arborist to determine the best course of action (including removal if required), for select old-growth trees in the park area that appear to be in poor health.

An Owner inquired if there was a warranty on the fence work. Council stated there would be a warranty. An Owner stated there is a large branch that came off a tree close by their home. If the Arborist or Landscaper can review this when they are on site.

As there was no further discussion on the item, the vote was called to adopt ¾ Vote “A” as presented.

20 In favour, 0 opposed, 0 abstained

CARRIED

11.2 CONSIDERATION OF ¾ VOTE RESOLUTION “B” – ADDITION OF DIVISION 8 – INSURANCE - BYLAW 31 - INSURANCE

Be it resolved by a three-quarter (¾) vote of the Owners of Strata Plan BCS 4115, Winchester, in attendance at this meeting in person or by proxy, the Strata Corporation’s Bylaws be amended by adding Division 9 Insurance, Bylaw 31.1-31.6 as follows:

31 INSURANCE

31.1 No Owner shall do or permit to be done anything that increases the Insurance Costs or whereby the Insurance Coverage may be invalidated.

31.2 Where an Owner or his, her or its Guests are responsible for an increase in the Insurance Costs, the Owner shall pay to the Strata Corporation, in addition to any fine otherwise levied or payable pursuant to the Bylaws the amount of the increase in the Insurance Costs.

31.3 Where an Owner (the "Responsible Owner") or an Owner's Guests are responsible for loss or damage to Insured Property (the "Damage") the Strata Corporation may:

- a) make a claim with its insurer for the cost to repair the Damage (the "Repair Costs");
- b) repair the Damage; and
- c) deliver written notice to the Responsible Owner of the amount of the Repair Costs.

31.4 Within 30 days of receipt of the notice referred to in Bylaw 31.3(c), the Responsible Owner shall pay to the Strata Corporation the lesser of:

- a) the Deductible; or
- b) the Repair Costs.

31.5 Each Owner of a Strata Lot is solely responsible for all forms of property and liability insurance on his or her Strata Lot and all or any fixtures, contents, or improvements therein and thereto against perils not insured by the Strata Corporation, for amounts in excess of amounts insured by the Strata Corporation, and for whatever is not covered by the insurance policies of the Strata Corporation.

31.6 An Owner may apply to the Strata Council in writing for a copy of any insurance policies effected by the Strata Corporation, and the receipts for the most recent premiums, and the Strata Council shall produce a copy thereof to the applicant within 2 weeks of receiving the application.

It was moved (35) and seconded (32) to adopt $\frac{3}{4}$ Vote "B" as presented.

The Strata Manager explained the addition of Bylaw 31 would ensure that Owners are clear on their responsibility in the event should an incident occur. It is the responsibility of the Owner to contact the Strata Manager promptly of a possible claim on the Strata Corporations insurance policy. Owners should call the Property Management Office at 604-591-6060. As well as follow up with an email to the Strata Manager at joan.cantwell@associa.ca and notify them of the incident.

As there was no further discussion on the item, the vote was called to adopt $\frac{3}{4}$ Vote "B" as presented.

20 In favour, 0 opposed, 0 abstained

CARRIED

(12) GENERAL DISCUSSION AND QUESTIONS

The following issues arose during general discussion:

- Visitors Parking Passes – A few Owners signed for and picked up their visitors parking pass. Owners are reminded if you have not picked up your parking pass you can request this via the Strata Manager.
- An Owner inquired about a soffit repair they reported some time ago. The Strata Manager noted, Council has approved a handyman to complete a few exterior repairs and this will be done shortly.
- An Owner reported there is one section of their gutters that got missed during the gutter cleaning. The President noted the Strata is on a maintenance plan with the gutter cleaning company and they get a few spot cleanings a year. Owners were reminded to report this type of thing right away, in most cases the contractor can address it while on site.
- Annual Fire Inspection – An Owner stated they did not like the time of day the fire inspection was done. Council noted this year Owner access was very good as the time of day was around dinner time when most Owners tend to be home.

(13) ELECTION OF 2016 STRATA COUNCIL

As per the Strata's Bylaws, a minimum of three and a maximum of seven Strata Council members could be elected.

Given the foregoing, the Strata Manager opened the floor for nominations or volunteers for the Council positions. The following Owners volunteered or were nominated and agreed to stand for office:

Ken Chiba Troy Allen Helen Brooke Cameron Birch

The Strata Manager called for additional nominations or volunteers from the floor. As none were received after 3 successive occasions it was moved and seconded to accept by Majority vote the following Owners as nominated or volunteered as the 2016 Strata Council. **CARRIED**

Ken Chiba Troy Allen Helen Brooke Cameron Birch

(14) TERMINATION

There being no further business, the meeting terminated at 9:00 p.m.

Please be advised that copies of Council & General Meeting Minutes should be retained for a period of two years.

The Winchester (Bcs 4115)
Approved Budget for the Year - January 1, 2016 to December 31, 2016

Account	Account Name	9/30/2015 Year To Date Actual	12/31/2015 Estimated Year End	2015 Annual Budget	2016 Approved Budget
RECEIPTS / REVENUE					
5035-0000	Bylaw Penalties	2,200.00	2,200.00	0.00	0.00
5285-0000	Interest Income	263.28	237.18	0.00	0.00
5300-0000	Late Payment Interest	213.44	198.90	0.00	0.00
5310-0000	Late Payment Penalty	1,300.00	1,250.00	0.00	0.00
5455-0000	Prior Years Surplus	0.00	0.00	0.00	0.00
5500-0000	Owners' Contributions	159,370.38	212,493.63	212,493.63	217,522.20
TOTAL RECEIPTS / REVENUE		\$ 163,347.10	\$ 216,379.71	\$ 212,493.63	\$ 217,522.20
EXPENSES & RESERVES					
ADMINISTRATIVE EXPENSES					
6004-0000	Statutory Review of Trust Accounts	0.00	392.00	392.00	392.00
6008-0000	Additional Services	420.00	420.00	500.00	500.00
6018-0000	Appraisal	787.50	787.50	0.00	0.00
6028-0000	Bank Charges	207.00	276.00	276.00	300.00
6044-0000	Consulting Fee	0.00	0.00	0.00	4,500.00
6080-0000	Insurance Premium	28,434.25	37,000.00	40,000.00	0.00
6088-0000	Legal Fees	0.00	0.00	500.00	500.00
6098-0000	Management Fees	15,280.65	20,375.00	20,680.63	19,744.20
6128-0000	Postage/Copies/Office Exp.	328.23	575.00	650.00	650.00
TOTAL ADMINISTRATIVE EXPENSES		45,457.63	59,825.50	62,998.63	26,586.20
UTILITIES					
6308-0000	Electricity	1,275.88	2,115.00	2,000.00	2,241.00
TOTAL UTILITIES		1,275.88	2,115.00	2,000.00	2,241.00
CONTRACT / BLDG EXPENSES					
7080-0000	Garbage Collection	7,243.86	9,660.00	9,000.00	12,500.00
7095-0000	Insurance Premium	0.00	0.00	0.00	36,000.00
7100-0000	Landscaping	22,236.90	26,700.00	28,500.00	28,500.00
TOTAL CONTRACT / BLDG EXPENSES		29,480.76	36,360.00	37,500.00	77,000.00
REPAIRS & MAINTENANCE EXPENSES					
7588-0000	Dryer Vent Cleaning	0.00	0.00	0.00	1,600.00
7649-0000	Fire & Safety Inspection	3,653.73	3,653.73	3,500.00	3,500.00
7660-0000	Repairs & Maintenance	0.00	2,000.00	2,000.00	2,000.00
7680-0000	Gutter Cleaning	0.00	3,045.00	3,045.00	3,045.00
7702-0000	Irrigation	568.31	568.31	400.00	500.00
TOTAL REPAIRS & MAINTENANCE EXPENSES		4,222.04	9,267.04	8,945.00	10,645.00
GROUND EXPENSES					
8716-0000	Landscape Improvements	4,108.13	4,108.13	2,500.00	2,500.00
8740-0000	Snow Removal	787.50	787.50	1,050.00	1,050.00
TOTAL GROUND EXPENSES		4,895.63	4,895.63	3,550.00	3,550.00
TOTAL OPERATING EXPENSES		85,331.94	112,463.17	114,993.63	120,022.20
CRF & OTHER BUDGETED RESERVE FUNDS					
8920-0000	Contingency Reserve Fund	73,125.00	97,500.00	97,500.00	97,500.00
TOTAL RESERVE FUNDS		73,125.00	97,500.00	97,500.00	97,500.00

The Winchester (Bcs 4115)
Approved Budget for the Year - January 1, 2016 to December 31, 2016

Account	Account Name	9/30/2015 Year To Date Actual	12/31/2015 Estimated Year End	2015 Annual Budget	2016 Approved Budget
	TOTAL EXPENSES & RESERVES	158,456.94	209,963.17	212,493.63	217,522.20
	SURPLUS / (DEFICIT)	4,890.16	6,416.54	-	-

BCS 4115 - Winchester**Approved Strata Fee****For the period January 1, 2016 - December 31, 2016**

Unit#	SL#	U/E	Old Strata Fee	Operating Portion	CRF/Reserves Portion	Fee Inc/Dec by	Approved Strata Fee
1	1	124	\$232.65	\$131.41	\$106.75	\$5.51	\$238.16
2	2	119	\$223.27	\$126.11	\$102.44	\$5.28	\$228.55
3	3	119	\$223.27	\$126.11	\$102.44	\$5.28	\$228.55
4	4	119	\$223.27	\$126.11	\$102.44	\$5.28	\$228.55
5	5	119	\$223.27	\$126.11	\$102.44	\$5.28	\$228.55
6	6	124	\$232.65	\$131.41	\$106.75	\$5.51	\$238.16
7	7	133	\$249.54	\$140.94	\$114.50	\$5.90	\$255.44
8	8	127	\$238.28	\$134.59	\$109.33	\$5.64	\$243.92
9	9	128	\$240.16	\$135.65	\$110.19	\$5.68	\$245.84
10	10	127	\$238.28	\$134.59	\$109.33	\$5.64	\$243.92
11	11	128	\$240.16	\$135.65	\$110.19	\$5.68	\$245.84
12	12	133	\$249.54	\$140.94	\$114.50	\$5.90	\$255.44
13	13	133	\$249.54	\$140.94	\$114.50	\$5.90	\$255.44
14	14	127	\$238.28	\$134.59	\$109.33	\$5.64	\$243.92
15	15	128	\$240.16	\$135.65	\$110.19	\$5.68	\$245.84
16	16	127	\$238.28	\$134.59	\$109.33	\$5.64	\$243.92
17	17	128	\$240.16	\$135.65	\$110.19	\$5.68	\$245.84
18	18	133	\$249.54	\$140.94	\$114.50	\$5.90	\$255.44
19	19	126	\$236.40	\$133.53	\$108.47	\$5.60	\$242.00
20	20	120	\$225.15	\$127.16	\$103.31	\$5.32	\$230.47
21	21	122	\$228.90	\$129.29	\$105.03	\$5.42	\$234.32
22	22	120	\$225.15	\$127.16	\$103.31	\$5.32	\$230.47
23	23	124	\$232.65	\$131.41	\$106.75	\$5.51	\$238.16
24	24	201	\$377.12	\$213.01	\$173.04	\$8.93	\$386.05
25	25	212	\$397.76	\$224.66	\$182.51	\$9.41	\$407.17
26	26	201	\$377.12	\$213.01	\$173.04	\$8.93	\$386.05
27	27	126	\$236.40	\$133.53	\$108.47	\$5.60	\$242.00
28	28	120	\$225.15	\$127.16	\$103.31	\$5.32	\$230.47
29	29	123	\$230.78	\$130.35	\$105.89	\$5.46	\$236.24
30	30	121	\$227.02	\$128.23	\$104.17	\$5.38	\$232.40
31	31	123	\$230.78	\$130.35	\$105.89	\$5.46	\$236.24
32	32	126	\$236.40	\$133.53	\$108.47	\$5.60	\$242.00
33	33	198	\$371.49	\$209.83	\$170.45	\$8.79	\$380.28
34	34	206	\$386.50	\$218.31	\$177.34	\$9.15	\$395.65
35	35	200	\$375.24	\$211.94	\$172.18	\$8.88	\$384.12
36	36	200	\$375.24	\$211.94	\$172.18	\$8.88	\$384.12
37	37	199	\$373.37	\$210.88	\$171.32	\$8.83	\$382.20
38	38	123	\$230.78	\$130.35	\$105.89	\$5.46	\$236.24
39	39	122	\$228.90	\$129.29	\$105.03	\$5.42	\$234.32
40	40	120	\$225.15	\$127.16	\$103.31	\$5.32	\$230.47
41	41	122	\$228.90	\$129.29	\$105.03	\$5.42	\$234.32
42	42	126	\$236.40	\$133.53	\$108.47	\$5.60	\$242.00
43	47	126	\$236.40	\$133.53	\$108.47	\$5.60	\$242.00
44	48	120	\$225.15	\$127.16	\$103.31	\$5.32	\$230.47
45	49	122	\$228.90	\$129.29	\$105.03	\$5.42	\$234.32

BCS 4115 - Winchester							
Approved Strata Fee							
For the period January 1, 2016 - December 31, 2016							
Unit#	SL#	U/E	Old Strata Fee	Operating Portion	CRF/Reserves Portion	Fee Inc/Dec by	Approved Strata Fee
46	50	120	\$225.15	\$127.16	\$103.31	\$5.32	\$230.47
47	51	124	\$232.65	\$131.41	\$106.75	\$5.51	\$238.16
48	52	126	\$236.40	\$133.53	\$108.47	\$5.60	\$242.00
49	53	121	\$227.02	\$128.23	\$104.17	\$5.38	\$232.40
50	54	122	\$228.90	\$129.29	\$105.03	\$5.42	\$234.32
51	55	126	\$236.40	\$133.53	\$108.47	\$5.60	\$242.00
52	56	124	\$232.65	\$131.41	\$106.75	\$5.51	\$238.16
53	57	120	\$225.15	\$127.16	\$103.31	\$5.32	\$230.47
54	58	122	\$228.90	\$129.29	\$105.03	\$5.42	\$234.32
55	59	120	\$225.15	\$127.16	\$103.31	\$5.32	\$230.47
56	60	148	\$277.68	\$156.84	\$127.41	\$6.57	\$284.25
57	61	149	\$279.56	\$157.90	\$128.27	\$6.61	\$286.17
58	62	148	\$277.68	\$156.84	\$127.41	\$6.57	\$284.25
59	68	123	\$230.78	\$130.35	\$105.89	\$5.46	\$236.24
60	69	122	\$228.90	\$129.29	\$105.03	\$5.42	\$234.32
61	70	148	\$277.68	\$156.84	\$127.41	\$6.57	\$284.25
62	63	148	\$277.68	\$156.84	\$127.41	\$6.57	\$284.25
63	64	128	\$240.16	\$135.65	\$110.19	\$5.68	\$245.84
64	65	128	\$240.16	\$135.65	\$110.19	\$5.68	\$245.84
65	66	128	\$240.16	\$135.65	\$110.19	\$5.68	\$245.84
66	67	130	\$243.91	\$137.77	\$111.91	\$5.77	\$249.68
67	43	124	\$232.65	\$131.41	\$106.75	\$5.51	\$238.16
68	44	120	\$225.15	\$127.16	\$103.31	\$5.32	\$230.47
69	45	120	\$225.15	\$127.16	\$103.31	\$5.32	\$230.47
70	46	124	\$232.65	\$131.41	\$106.75	\$5.51	\$238.16
Monthly Total	9,438		\$17,707.82	\$10,001.83	\$8,125.00	\$419.01	\$18,126.83
			X12	X12	X12		X12
Annual Total			\$212,493.84	\$120,021.96	\$97,500.00		\$217,521.96