

WINCHESTER – BCS 4115

LOCATION:

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

**STRATA COUNCIL
2016**

PRESIDENT
Ken Chiba

VICE-PRESIDENT
Troy Allen

**TREASURER /
PRIVACY OFFICER**
Helen Brooke

SECRETARY
Cameron Birch

STRATA MANAGER
Joan Cantwell

Direct Phone: (604) 591-6060
Email: bc.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
Helen Brooke

REGRETS:

Troy Allen

Joan Cantwell, Strata Manager – Associa British Columbia Inc.

(1) CALL TO ORDER

The meeting was called to order by the Strata Manager at 7:01 p.m., a quorum was established.

(2) COUNCIL POSITIONS

The Strata Manager went over with Council the various Council positions along with Conflict of Interest information. It was moved and seconded to accept the following as the new officers for Winchester;

President – Ken Chiba
Vice President – Troy Allen
Treasurer – Helen Brooke
Secretary – Cameron Birch

CARRIED

(3) APPROVAL OF PREVIOUS MINUTES

Following review of the Minutes of the Council Meeting held October 16, 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 October, November and December financial statements were prepared and sent to Council for their review. December is the 12th month for the fiscal year for the Strata Corporation and for the year there shows an operating surplus of \$10,488.53.

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

CARRIED

The Strata Manager noted the January financial statements were prepared and sent to Council for their review. January is the 1st month for the fiscal year for the Strata Corporation and

for the year there shows an operating surplus of \$1,787.64.

Following the review of the Financial Statements for the month of January 2016, it was moved and seconded to adopt the Financial Statement 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 \$8,813.16. It was moved and seconded to issue lien demand letters to two unit Owners.

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 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>.

4.3 TAX FILING

Associa British Columbia has completed the Strata Corporations tax filing for fiscal year ending December 31, 2015.

(5) BUSINESS ARISING FROM PREVIOUS MINUTES

5.1 ORGANIC WASTE

During review of financial statements in January, Council inquired as to why there was an increase in the cost for waste removal. The Strata Manager subsequently provided details to Council, but it was raised that the actual increase was greater than what was communicated. Waste Management has agreed to correct. There will be a credit on the April invoice. It was noticed by Council during review of the March 1st 2016 meeting package, a letter dated November 30, 2015 from Waste Management to Associa informing them of the anticipated increase in waste removal fees, was not relayed to Council.

5.2 FENCE REPAIRS AND MAINTENANCE

Owners approved at the last Annual General Meeting, withdrawing \$30,000 from the Contingency Reserve Fund for the purpose of painting the fencing and completing fence repairs where necessary, select siding cleaning and complete an evaluation and necessary action of old-growth trees in poor health. The Strata Corporation has obtained three quotes for repainting of the fencing plus repairs as needed. The fence project is projected to commence this summer.

(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 requested permission for their guest to park in visitors parking for several weeks for health reasons. It was moved and seconded (via email) to approve the Owners request.

CARRIED

Council reported three Owners that regularly park in visitors parking. It was moved and seconded to issue bylaw infraction warnings to the three unit Owners. Residents are reminded that visitor parking stalls are for use by visitors only.

CARRIED

Landscaping – Nothing to report at this time.

Maintenance – An Owner reported seeing a rodent on the outside of their unit. Council directed the Strata Manager to inquire with a pest control company on the cost to treat this. To date, one quote has been received and two are pending.

An Owner reported a few exterior lights were burnt out. The Strata Manager has responded to the Owner advising Council replaces burned out bulbs on their free time to save the Strata Corporation money. Some bulbs have been replaced already and Council will replace the others in coming weeks.

Two Owners reported a problem with their gutters. Council directed the Strata Manager to arrange to have Servicemaster on site as part of the maintenance program to adjust/clean out these two gutters.

An Owner reported the arborist while doing work in the complex accidentally damaged the Strata's fence. The Strata Manager contacted the arborist and they advised they will take care of the repair.

An Owner reported a piece of soffit was coming loose. It was moved and seconded (via email) to approved quote from Your Local Handyman for \$125.00 plus tax.

CARRIED

Unit Alterations – Nothing to report at this time.

Other – An Owner submitted an updated Owner Information sheet.

Rentals – There are seven units on the rental list. Council directed the Strata Manager to issue letters to two Owners requesting they provide a Form K for their unit.

(7) NEW BUSINESS

7.1 DRYER VENT CLEANING

The Strata Manager obtained two quotes for dryer vent cleaning ranging from \$1,330 to \$1,470. Council directed the Strata Manager to obtain a quote from National Air.

7.2 PRESSURE WASHING

Council noted the areas they wish to have pressure washed are all the north facing walls along Fraser Highway; work is included in the CRF resolution from the previous AGM. The Strata Manager will obtain quotes for this work.

7.3 TOW CONTRACT

The Strata Manager will update the tow contract to reflect the new Council roster.

7.4 FIRE HYDRANT AND BACKFLOW TESTING

Council approved via email Fraser Valley Fire to complete annual fire hydrant and backflow testing. This has been completed.

7.5 ANNUAL IN SUITE FIRE TESTING

The Strata Manager obtained two quotes for the annual in suite fire testing. Quotes ranged from \$1,656 (weekday, daytime) to \$2,070 (weekend). It was moved and seconded to accept Fraser Valley Fire Protection Ltd. quote of \$1897.50 plus tax to complete the annual in suite fire testing to be scheduled on a weeknight, during early evening times. The date of inspection will be communicated once established with the vendor. **CARRIED**

7.6 STANDARD OPERATING PROCEDURES

The Strata Manager along with Council updated any changes to the Standard Operating Procedures.

7.7 AGENCY AGREEMENT

Two Council members signed the updated Agency Agreement effective January 1, 2016.

7.8 5 YEAR WARRANTY REVIEW

The Strata Manager obtained three quotes for the 5 Year Warranty Review. Quotes ranged from \$2,500 to \$7,000. After some discussion it was moved and seconded to accept LDR Engineering Group's quote of \$2,500 plus tax to complete a 5 Year Warranty Review on the building envelope. Approval is on the premise LDR Engineering Group can complete the review and provide a report to the Strata Corporation prior to the Strata Corporation's first expiry date of September 2016. **CARRIED**

LDR Engineering Group to provide a survey for Council to distribute and collect back from Owners.

7.9 INSURANCE RENEWAL

The Strata Manager noted she is obtaining two quotes for the insurance renewal which expires on June 6, 2016.

7.10 PRIVACY AND STRATA CORPORATIONS

The Community Manager presented an updated version of *Privacy Guidelines for Strata Corporations and Strata Agents* prepared by the Office of the Information and Privacy Commissioner for British Columbia.

Some of the topics covered in the *Guidelines* include video or audio surveillance installation and usage, the creation of privacy policies, responding to privacy complaints or breaches, as well as responding to requests for documents and records.

These *Guidelines* will be discussed in more detail at the next strata council meeting during which a Privacy Officer will be appointed, in accordance with the *Guidelines*.

The revised *Guidelines* and an easy to follow *Frequently Asked Questions* document can be found on the OIPC website at: <https://www.oipc.bc.ca/tools-guidance/guidance-documents>.

All Owners are encouraged to visit the OIPC website to review these documents.

It was moved and seconded to appoint Helen Brooke as the Privacy Officer for Winchester.

CARRIED

7.11 TREE REPORT

BC Plant has conducted a survey of the Strata's trees in the park. The following is an outline of their report;

1. Tree Removal - \$4,950 – to cut down one dying cedar tree at far east side, two dead cedar trees at south side nearest 50th Avenue, one dead tree in the centre of the stand of trees
2. Tree Pruning (high priority) - \$875 – prune dead top of the dying cedar tree
3. Plant Heath Care – Spring 2016 - \$1,150 – deep root fertilization of nine remaining cedar trees.

It was moved and seconded (via email) to accept BC Plant's quote for tree removal and tree pruning totalling \$5,825 plus GST.

CARRIED

(8) TERMINATION

There being no further business, the meeting was terminated at 9:23 p.m. The next meeting is scheduled for Tuesday, June 14, 2016 at 7:00 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.

COUNCIL MEETING MINUTES
MONDAY, MAY 16, 2016
WINCHESTER- BCS 4115

LOCATION

 7:00 p.m.
 21867 50th Avenue
 Langley, BC, V3A 3T2

**STRATA COUNCIL
2016-2017**
PRESIDENT
 Ken Chiba

VICE-PRESIDENT
 Troy Allen

TREASURER
 Helen Brooke

SECRETARY
 Cameron Birch

PROPERTY MANAGER
 Miguel Vivanco
 Direct Phone:(604) 248-1012
 Fax: (604) 821-1822

ALL ACCOUNTING INQUIRIES
 604-248-3002

**REMAX PROPERTY
MANAGEMENT SERVICES**
 4311 Viking Way, Suite 270,
 Richmond, BC, V6V 2K9
 (604) 821-2999

IMPORTANT INFORMATION Please have this translated
RENSEIGNEMENTS IMPORTANTS Prière de les faire traduire
INFORMACIÓN IMPORTANTE Esqueja alguien que le traduzca
CHỈ DẪN QUAN TRỌNG Xìo nhò người dịch họ

重要資料 請找人為你翻譯
 このほたいはつな形知らせです。 となりに日本語に訳していただきます。
알려드립니다 이것을 번역해 주십시오
முக்கிய தகவல்கள் கீழ்க்கண்ட விஷயங்களை உங்களுக்குத் தெரிவிக்கிறோம்

ATTENDANCE:

 Ken Chiba
 Helen Brooke
 Troy Allen
 Cameron Birch
 Miguel Vivanco, RE/MAX Property Manager

REGRETS:
(1) CALL TO ORDER

The President called the meeting to order at 7:05 p.m. A quorum was established.

Council discussed Council positions and protocol. The following positions were assigned to Council located in the sidebar.

(2) APPROVAL OF PREVIOUS MINUTES

 Council reviewed the minutes of March 1st, 2016. There being no errors or omissions noted, it was **MOVED** and **SECONDED** to approve the minutes as prepared and distributed. **CARRIED**
(3) FINANCIAL REPORT
3.1 FINANCIAL STATEMENTS

 Council reviewed the financial statements for the period ending January, February, March 2016. It was **MOVED** and **SECONDED** to approve the financials as prepared and distributed. **CARRIED**

The Council Treasurer will send the Property Manager a list of inquiries via email to follow up with the Accounting department.

3.2 ACCOUNTS RECEIVABLE

 The Property Manager advised that there are numerous accounts due to the transition between management companies in arrears totalling \$27,893.73. The Strata Council understands that Owners will need time to switch over there financial payment to the new banking institution. Therefore, a **grace period of 60 days** has been authorized which ends **June 30th, 2016.**

Owners are reminded strata fees 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 and assessment payments to finance special projects.

OWNERS ARE REMINDED ANY MONEY OWING AFTER THE DUE DATE MAY BE ASSESSED A LATE PAYMENT PENALTY IN ACCORDANCE WITH THE STRATA CORPORATION'S BYLAWS.

It was MOVED and SECONDED to proceed with the lien process for certain units which have significant outstanding arrears. The Property Manager will update Council. **CARRIED**

(4) BUSINESS ARISING FROM PREVIOUS MINUTES

4.1 TAX FILING

Under the Income Tax Act subsection 150(1) (a), all corporations, including non-profit organizations, tax exempt corporation and inactive corporation have to file T2 return annually. Under subsection 149(1) (l), many strata corporations are tax-exempt from paying income taxes as it is a non-profit organization. To be in compliance, Strata Corporations are required to file a Form T2 corporate income tax return for every fiscal year. It was approved via email to have Associa complete the 2015 tax return. Council was presented the 2016 proposal presented by RE/MAX for the filing of the Form T2 corporate income tax return on behalf of BCS 4115. The cost of this service is \$350.00 plus tax which will be reviewed later on this year.

4.2 GARBAGE BIN DISCUSSION & CREDIT

Council discussed the current concerns regarding the bin sizes provided by the service providers Waste Management. The Property Manager was requested to contact the vendor and present options of different bin sizes for the review of Council. In addition, Council requested an update regarding a credit on services rendered but were not completed. The Property Manager will follow up and update Council accordingly.

4.3 FENCE REPAIR- CRF REMOVAL FUNDS

Council discussed with the Property Manager as documented in the March 1st, 2016 Council minutes that Owners approved the withdrawing of \$30,000 from the Contingency Reserve Fund for the purpose of painting the fencing, fence repairs, tree assessment and removal if necessary, and siding cleaning. After Review of the financials, it was noted that there were 2 accounts showing \$30,000 dollars;

- Reserve Bank- Fence
- Reserve Bank- Non-Annual Maintenance

The Property Manager was requested to contact accounting and reallocate the Reserve Bank Fence and place the \$30,000 dollars back into the CRF.

4.4 PEST CONTROL QUOTES

Council reported that 3 quotes be provided for an Annual Bait program for the Strata Complex. The Property Manager will acquire quotes for Council to review and make a decision on the number of bait boxes needed as well as if monthly or bi-monthly servicing is needed.

4.5 DRYER VENT CLEANING

Council requested that 3 quotes be provided for dryer vent cleaning for the Strata Complex. The Companies are to include both exterior and interior cost. Owners will be provided with the interior option if desired. It is important to note that the interior service will be at the cost of the Owner and not the Strata Corporation.

4.6 INSUITE ANNUAL FIRE TESTING

The Property Manager was requested to follow up on the approved quote documented in the March 1st, 2016 Minutes which approved Fraser Valley Fire Services to conduct the Annual in suite fire testing. Discussion arose on the responsibility to maintain individual Owners in suite fire detection and sprinkler equipment systems. It was agreed to discuss with Owners at the next Annual General Meeting in further detail, the preventative maintenance responsibility of the Strata Corporation and the preventative maintenance responsibility of Owners.

4.7 BCS 4115 LDR ENGINEERING -5 YEAR BUILDING ENVELOPE REVIEW-

Council requested that the Property Manager follow up on the approved LDR quote documented in the March 1st, 2016 Council minutes. Council reviewed the warranty deadline summary and the issue is time sensitive as the initial deadline for Common Property begins June 6th, 2016. The Property Manager will follow up with Council.

4.8 INSURANCE RENEWAL

The Property Manager presented to council 2 quotes for the insurance renewal of BCS 4115. Upon review, it was MOVED & SECONDED to approve the quote from B.F.L. **CARRIED**

The Strata Corporation insurance policy with B.F.L. Insurance Services will be renewed effective June 1, 2016. The cost of the renewal is \$33,914. The Summary of Coverages is posted on the BCS 4115 website. Owners are encouraged to review the Summary of Coverages and ensure that their personal home insurance is covered with the same deductibles as the Strata Corporation Policy.

4.9 TREE ASSESMENT- BC PLANT & HEALTH CARE

Council updated the Property Manager and conducted an onsite walkthrough and discussed the current issues and concerns from various trees that posed safety concerns and potential damage to certain units at BCS 4115. The Property Manager was requested to obtain a second report from another contractor to review the area and provide alternative options as well as a second assessment for Council to review.

(5) COUNCIL & PROPERTY MANAGER REPORTS

5.1 Maintenance: Council reported a missing soffit. The Property Manager was requested to contact the local handyman for repairs.

5.2 Landscaping:

- **Summer Start up Irrigation-** The Property Manager reported that BC Rain has been contacted to begin the summer start up of the BCS 4115 Irrigation system. The Property Manager will follow up with Council.
- **Dead Cedars:** The Property Manager noted many dead cedars throughout the complex. Ethos Landscaping will be contacted to have them removed. Council will discuss to see if the cedars will be replaced as the area may not be viable for the cedar type. A possible alternative may be Yews as they are more drought resistant.

5.3 Parking Rules: Owners are asked to please adhere to the Bylaws and Parking Rules for BCS 4115. Council requested that the parking rules be posted on the Strata Minutes for everyone to review.

BCS 4115 WINCHESTER PARKING RULES

- 1.1** No Owner, Tenant or Occupant shall park a vehicle anywhere on the Premises except in the garage or driveway assigned to that Owner, Tenant, or Occupant's Strata Lot.
- 1.2** Without limiting the generality of Rule 1.1, no Owner, Tenant, or Occupant shall at any time park or leave a vehicle unattended in a manner which:
- (a)** blocks or extends onto any part of a Common Property roadway or driveway; or
 - (b)** restricts access to any Common Property roadway or driveway.
- 1.3** The owner of any vehicle parked in an area in which parking is prohibited shall be responsible for costs incurred by the Strata Corporation to tow and impound such vehicle. Such penalties are not fines, thus may exceed amounts collectable under a Strata corporation fine rules.
- 1.4** Every Owner, Occupant, or Tenant shall register the make and license plate of their vehicle(s) with the Strata Corporation. Any changes to this information must be submitted in writing to the Strata manager.
- 1.5** No Owner, Occupant, Tenant, or Invitee shall use a parking stall for any purpose other than parking a plated and insured vehicle, and without limiting the generality of the foregoing, no Owner, Occupant, or Tenant shall use an exclusive use parking stall for storage.
- 1.6** No Owner, Tenant, Occupant, or Invitee shall drive a vehicle on the Premises at a speed that exceeds 10 kilometres per hour.
- 1.7** No Owner or Invitee shall cause or permit a vehicle to leak or drip oil, gasoline, or other fluids onto the Premises.
- 1.8** Without limiting the generality of Rule 1.7, no Owner, Tenant, Occupant, or Invitee shall place cardboard or any other material underneath a vehicle in order to catch or contain a leakage of oil, gasoline, or any other fluid.
- 1.9** If an Owner is in breach of Rule 1.7:
- (a)** such owner shall at the Owner's sole cost and expense within 7 days of receipt of notice from the Strata Corporation, do all such things as are required to return the Premises to the condition that existed prior to the breach; and
 - (b)** if an Owner should fail to comply with Rule 1.9(a) within the time limit specified in Rule 1.9(a), the Strata Corporation shall be entitled to do all such things as are required to return the Premises to the condition that existed prior to the breach, and the Owner shall immediately provide to the Strata Corporation all of its costs required to do so.
- 1.10** No Owner, Tenant or Occupant shall at any time:
- (a)** park an Owner, Tenant, or Occupant vehicle in a Visitor Parking Stall; or
 - (b)** permit any Person to park in a Visitor Parking Stall between the hours of 12:00 a.m. (midnight) to 7:00 a.m., Sundays through Saturdays, unless:
 - (i)** such Person displays a valid Visitor Parking Pass on the mirror or the dashboard of the vehicle; and
 - (ii)** use of the Visitor is limited to three consecutive days per use; and
 - (iii)** the Visitors Pass may not be used for any series of three consecutive days which total more than nine days within any 30 day period
 - (c)** Requests for exemptions to the use of Visitor Parking Stalls must be made in writing to the Strata Council a minimum of 48 hours prior to intended use.
 - (d)** Vehicles not registered as an Owner, Tenant, or Occupant vehicle, and found to be parked in a Visitor Parking Stall in violation of 1.10(b) subsection ii), will be immediately reclassified as an Owner, Tenant, or Occupant owned vehicle.
 - (e)** Invitees parking vehicles within the Strata grounds do so at their own risk and save the Strata Corporation harmless in the case of any property damage or loss.
 - (f)** Violation of the Rules for Visitor Parking Stalls, including but not limited to Owner, Tenant, or Occupant use of such stalls, are subject to immediate towing and impound without notification as outlined in 1.3.
- 1.11** Conditional to 1.4, the Strata Corporation shall provide to each Owner one serialized Visitor Parking Pass at no charge. Should an Owner request the replacement of a lost Visitor Parking Pass, the Strata Corporation shall cancel privileges on the lost Pass, and charge the Owner a fee of \$10.00 for such replacement.
-

(6) CORRESPONDENCE- HOW TO COMMUNICATE CONCERNS

Council discussed correspondence received from Owners, and where deemed necessary, the Property Manager was directed to correspond with the various authors. Others will have their concerns addressed in the minutes, or be contacted by letter.

- **Water Claim:** Council reviewed an email regarding a water leak from a unit due to a sewer backup. The Property Manager was requested to follow up and see if the total cost exceed the Strata Corporation deductible.
- **2nd Water Claim:** Council reviewed an email regarding a water damage to a unit. The Property Manager was requested to follow up with the insurance company to sign off on the work order for repairs to proceed.
- **Gutter leak:** Council reviewed an email regarding a reported gutter leak along the patio. The Property Manager will contact Service Master to address.
- **Parking & Garbage Complaint:** Council reviewed an email from the Owner in regards to a number of items as follows:
 - Visitor Parking Passes-** Council was given the Parking Pass list and the Property Manager will deliver the parking passes to Council for distribution.
 - Parking Violations-** Council thanks the Owner for the updates and will be implementing the use of the NOC form outlined under new business (7.2).
 - Compost/Recycling/Garbage-** Owners requested confirmation of a rule preventing the outside storage of bins. Upon review there is no rule currently in place at BCS 4115 but this will be on the Agenda at the next AGM.
 - Compost bin size-** Council is currently looking into this item as outlined in section (4.2) of the current strata minutes.
- **Annual In suite Testing:** An Owner inquired regarding the Annual in suite testing dates. The Property Manager is currently working on this request and will be updating Owners as soon as a date is set.

WINCHESTER WEB PORTAL:

Owners are reminded to log onto the strata web portal at www.rpmstrata.ca

To log in, follow the instructions below:

1. Please visit www.rpmstrata.ca
2. Enter **BCS4115** or **WINCHESTER** as the login.



You will be directed to the Strata's website. Use the tabs on top and the categories on the side to find information about your strata. At the bottom left hand corner of the main page, you can subscribe for the e-mail updates. Fill in the information requested, enter your e-mail address and press submit. An e-mail will be sent to you asking for confirmation of receipt. Once you confirm with the link on that email, you are set up!

Owners wishing to write to Council to register a concern may do so by sending a letter by mail or e-mail to the Property Manager. In your correspondence, please state your full name, the

strata plan number (BCS 4115), unit number and building, contact phone number, and provide a concise, but detailed description of the reasons for your correspondence and/or concern. If you are reporting a complaint against someone, make sure you provide the following: times, dates, unit number of alleged offender, a brief description of what you saw, and what, if any, action was taken.

(7) NEW BUSINESS

7.1 CHANGE IN MANAGEMENT COMPANIES- REMAX MANAGEMENT SERVICES

The Property Manager thanked the Owners of BCS 4115 for choosing Remax. Council was informed that the delivery of the Welcome Packages to all Owners has been completed. Any Owners that have inquiries are encouraged to contact the Property Manager. The new BCS 4115 website is now online and building information has been uploaded with the minutes, bylaws, important building documents and notices. Please subscribe to the website to receive up to date strata notifications (minutes, important notices, etc). Details are provided at the end of section 5 in these minutes.

7.2 NOC- NOTICE OF CONCERN DOCUMENT

Council was presented with a General Bylaw "NOC" Form to review. This document will be used to inform Owners of minor Bylaw violations in a friendly and quick manner. It is the hopes of the Property Manager and Council that this form will be effective in minimizing warning letters which take time and do not address the issue immediately. Should the NOC be disregarded and the Bylaw violations continue, the Property Manager will then send a Bylaw warning letter or potential fine as per Council's request. The new NOC form will be integrated with the existing Parking Warning Form that the Winchester is currently using.

7.3 EMERGENCY CONTACT SHEET

Council reviewed the emergency contact sheet presented by the Property Manager. This document includes building information, council contacts, preferred trades lists, and on call instructions. This document will be used as an important reference for all parties including the afterhours emergency call center. Council was asked to review and include any additional information which will assist the Strata Corporation in mitigating any damage during an emergency situation. Council will continue working with the Property Manager in developing this document.

7.4 ANNUAL MAINTENANCE SCHEDULE

The Property Manager presented a revised Annual Maintenance Schedule provided for Council review. This document will be referred to throughout the year to ensure that building components are addressed.

- **Pressure Washing/Painting Fence line:** Council will update the Property manager with selected contractor to coordinate the project.
- **Dryer Vent Cleaning:** Discussed in section 4.5 previous business.

7.5 ANNUAL MEETING SCHEDULE

The Strata Manager presented a tentative annual meeting schedule for Council to review. This document is used to ensure Council has quorum for meetings. The Strata Manager assured that this schedule can be changed at any time to accommodate Council taking into account everyone's busy work schedules.

(8) TERMINATION

There being no further business, the meeting was terminated at 9:00 pm.

The next meeting is scheduled for **July 20, 2016**. Minutes from all Council meetings can be found on the **WINCHESTER website**. Please refer to "Correspondence" for instructions in accessing the Web Portal.

In case of a building emergency Owners are asked to contact Remax Property Management Services at 604-821-2999 and to report criminal and suspicious activity contact the Police - 911. Please be advised you should retain copies of Council and General Meeting Minutes for a period of 2 years.

COUNCIL MEETING MINUTES

Wednesday, July 20, 2016

WINCHESTER- BCS 4115

LOCATION

 7:00 p.m.
 21867 50th Avenue
 Langley, BC, V3A 3T2

**STRATA COUNCIL
2016-2017**
PRESIDENT
 Ken Chiba

VICE-PRESIDENT
 Troy Allen

TREASURER
 Helen Brooke

SECRETARY
 Cameron Birch

PROPERTY MANAGER
 Miguel Vivanco
 Direct Phone:(604) 248-1012
 Fax: (604) 821-1822

ALL ACCOUNTING INQUIRIES
 604-248-3002

**REMAX PROPERTY
MANAGEMENT SERVICES**
 4311 Viking Way, Suite 270,
 Richmond, BC, V6V 2K9
 (604) 821-2999

IMPORTANT INFORMATION Please have this translated
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INFORMACIÓN IMPORTANTE Encuentra alguien que lo traduzca
CHỈ DẪN QUAN TRỌNG Xin nhờ người dịch hộ

重要資料 請找人為你翻譯
 これはたいせつな情報です。どなたかに日本語に訳してもらってください。
알려드립니다 이것을 번역해 주십시오
पुस्तक सहायक किराया करने वाले को किराया का बिलवा सहायक

ATTENDANCE:

 Ken Chiba
 Helen Brooke
 Troy Allen
 Cameron Birch
 Miguel Vivanco, RE/MAX Property Manager

REGRETS:
(1) CALL TO ORDER

The President called the meeting to order at 7:02 p.m. Quorum was established.

(2) APPROVAL OF PREVIOUS MINUTES

 Council reviewed the Minutes of the Council Meeting held May 16th, 2016. Council informed the Property Manager that changes to the May 16th, 2016 Minutes will be forwarded via email. (Note: see amendments at the end of the July 20th, 2016 Minutes).

(3) FINANCIAL REPORT
3.1 FINANCIAL STATEMENTS

Council reviewed the Financial Statements for the period ending April 2016, & May 2016. The Council Treasurer presented a list of inquiries to the Property Manager that require follow-up with the Accounting department. They are as follows:

- * An A/P report shall be sent to Council for review with every monthly Financial Statement.
- * Property Manager to contact Waste Management in regards to a credit regarding overbilling for a three-month period for waste-collection services.
- * Request the Accounting department adjust the row-height of the Financial Statements provided to Council as to prevent details from being obscured.
- * Inquire as to why the \$30,000 CRF transfer is not present in the Operating Fund and that a line item be inserted into the Operating Budget for these funds.
- * Council Treasurer raised concerns that there was no BC Hydro invoicing on the May 2016 Financial Statement. The Property Manager was directed to verify with Accounting that the Property Management address change had been executed with this vendor.

- * Council President inquired why the CRF contribution YTD is below the budget, off by \$8,125 (equivalent to one-month). The Property Manager was directed to follow up with Accounting.
- * Council requested the Accounting department re-allocate snowplowing to the correct G/L line.
- * Council requested the November 2015 invoice from Fraser Valley Fire Protection for inspection of the in-suite sprinkler system be charged back to the four Owners who missed the initial inspection. The Property Manager was directed to follow up with Accounting.

3.2 ACCOUNTS RECEIVABLE

The Property Manager advised that due to the transition between management companies there are numerous accounts in arrears, totaling \$22,986.45. The 60-day grace period had ended June 30th, 2016 and letters will be sent out to all Owners in arrears. The Property Manager will be working with Owners to have everyone set up for automated payment where possible. The Council President questioned the Property Manager on the current status of arrears letters sent out to date. The Property Manager was unable to provide this information and was asked to check his A/R reports and provide an update to Council.

Owners are reminded strata fees 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 and assessment payments to finance special projects.

OWNERS ARE REMINDED ANY MONEY OWING AFTER THE DUE DATE WILL BE ASSESSED A LATE PAYMENT PENALTY IN ACCORDANCE WITH THE STRATA CORPORATION'S BYLAWS.

(4) BUSINESS ARISING FROM PREVIOUS MINUTES

4.1 TAX FILING

Under the Income Tax Act subsection 150(1) (a), all corporations, including non-profit organizations, tax exempt corporation and inactive corporation have to file T2 return annually. Under subsection 149(1) (l), many strata corporations are tax-exempt from paying income taxes as it is a non-profit organization. To be in compliance, Strata Corporations are required to file a Form T2 corporate income tax return for every fiscal year. Council was presented the 2016 proposal presented by RE/MAX for the filing of the Form T2 corporate income tax return on behalf of BCS 4115. It was MOVED & SECONDED to approve the Re/Max Tax proposal.

CARRIED

4.2 GARBAGE BIN ORGANIC BINS

The Property Manager presented to Council a proposal from Waste Management for the transition from the current 24-gallon to an Owner-purchased 6-gallon organics bin. Council requested that the Property Manager contact Waste Management to obtain a full-service comparison between current services and proposed 6-gallon bin service. Council also requested information on a timeline on when the smaller bins could be available should this option be selected.

4.3 FENCE REPAIR & STAINING

The Property Manager presented a quote to Council for the repair and staining of the BCS 4115 fence line from Remdal, to supplement the three previous quotes sourced by Council. After discussion, it was MOVED and SECONDED to approve the quote from MDS Collins & Sons. The Property Manager was provided a directive to contact the vendor to coordinate. In addition, the Property Manager was requested to contact the landscapers to quote on trimming of hedges in preparation for the painting.

CARRIED

4.4 PEST CONTROL QUOTES

Council inquired as to the status on acquiring quotes for pest control on the property, which was follow-up from a previous Council Meeting discussion. The Property Manager will acquire two additional quotes for Council to review so that a decision can be made. A deadline for Council to receive these quotes from the Property Manager was set for the end of July. Council also inquired about the warranty period for a treatment previously applied for ant control.

4.5 DRYER VENT CLEANING

The Property Manager presented Council with three-quotes for semi-annual exterior dryer vent cleaning for the Strata. It was **MOVED** and **SECONDED** to approve National Air to conduct this service. Council requested the Property Manager ask the contractor to be cognizant of debris left on rooftops, as the previous company left a large amount of rooftop debris. In addition, an “opt-in” service for in-suite cleaning will be provided to Owners.

CARRIED

4.6 IN-SUITE ANNUAL FIRE TESTING

The Property Manager was requested to follow up with Fraser Valley Fire Services in regards to the Annual in-suite fire testing conducted on June 29th, 2016. A report outlining any missed units will be provided to Council and the costs of re-inspection will be charged back to the affected Owners.

4.7 BCS 4115 LDR ENGINEERING: 5-YEAR BUILDING ENVELOPE REVIEW

The Property Manager confirmed with Council via email that the LDR report had been submitted to both the Developer and Warranty provider. A response letter was received from both Travelers and Parklane Development confirming receipt of the Warranty report and informing the Strata that upon review there seem to be no outstanding deficiencies that would warrant further investigation. Council requested that the Property Manager follow up with Travelers as their response contained information pertaining to one or more unrelated Strata Corporations. Council requires this follow-up to confirm that there are no further errors in the report.

4.8 TREE MAINTENANCE & ASSESSMENT

Council inquired about the issue of a distressed tree in an Owner’s yard, previously brought to Council’s attention via email by the Property Manager. The Property Manager confirmed that the tree-removal work had been performed. Council inquired as to why there has not been an invoice in the A/P report for this completed work. The Property Manager said he would follow up with the service provider. In addition, the Property Manager is currently working on getting a secondary Tree assessment report from a certified arborist. Once completed, the Property Manager will forward the report to Council.

4.9 NOC- NOTICE OF CONCERN DOCUMENT

Council was presented with a General Bylaw “NOC” Form to review. This document will be used to inform Owners of minor Bylaw violations in a friendly and quick manner. After discussion Council decided that an existing form fits the needs of the Strata and will not require a revised form.

4.10 EMERGENCY CONTACT SHEET

Council reviewed the emergency contact sheet presented by the Property Manager. This document includes building information, Council contacts, preferred trades lists, and on-call instructions. This document will be used as an important reference for all parties including the after-hours emergency call center. Council was asked to review and include any additional information which will assist the Strata Corporation in mitigating any damage during an emergency situation. Council will continue working with the Property Manager in maintaining this document.

4.11 ANNUAL MAINTENANCE SCHEDULE

The Property Manager presented a revised Annual Maintenance Schedule provided for Council review. This document will be referred to throughout the year to ensure that building components are addressed.

- **Pressure Washing North Facing walls:** Council requested a quote to have North-facing sides of the building cleaned, in areas with heavy buildup.

4.12 ANNUAL MEETING SCHEDULE

The Property Manager presented a tentative annual meeting schedule for Council to review, however the dates did not align with this Strata Corporation’s fiscal year. Council and the Property Manager verbally set the dates for the remaining Council meetings for 2016, and a venue for the AGM was requested to be secured.

(5) COUNCIL & PROPERTY MANAGER REPORTS

5.1 Maintenance:

Gutter Cleaning: Council discussed and reviewed the email threads of Service Master in regards to gutter cleaning. The Property Manager was requested to inquire as to the number of included service-calls remaining in the annual contract.

Moss Build Up: Council discussed concerns over moss build up on select roofs and requested the Property Manager have Service Master perform a site walk to provide a recommendation on which units require moss removal.

5.2 Landscaping:

- **Irrigation Inquiries-** the Property Manager reported that BC Rain has set up the sprinkler system and that all the parts such as sprinkler heads are included in the cost. Council will be informed of any extra cost only if there is significant cost of which is not usually associated with the summer start-up or winter shut-down of the irrigation system. Council inquired about the status of the invoicing as it was not included in the A/P report. The Property Manager said he would contact BC Rain.
- **Dead Cedars:** Ethos Landscaping will be contacted to have them removed in areas where no replacement is needed.
- **Soakers:** Council requested if Ethos Landscaping can set up the soakers for the cedar line.

(6) CORRESPONDENCE

Council discussed correspondence received from Owners, and where deemed necessary, the Property Manager was directed to correspond with the various Owners.

- **Speed Bumps:** Council reviewed an email regarding an Owner's concern over the speed at which some vehicles are driven on the property. The Owner suggested the installation of speed bumps be considered. Council will look further into this option. Council directed the Property Manager to obtain quotes for an asphalt option and an additional quote for a temporary option to supplement a quote provided in the Owner's correspondence. A site map with the locations of possible speed bumps will be forwarded to the Property Manager once quotes have been provided.
- **Alteration Requests to Common/Limited Property:** Council reviewed an email regarding a request to have a tree removed as there was significant damage done and apparent rot in the spilt. Due to safety concerns the tree was removed. Council inquired as to why there has not been an invoice in the A/P report for this work. The Property Manager said he would follow up with the service provider.
Council reviewed an email regarding concerns over the size of a tree in an Owner's yard and a request to make modifications to the plants in front of their unit. Discussion was held and it was decided that this would be addressed by having a landscaper/arborist do a walk-through and make suggestions on work that is required. Council directed the Property Manager to have the Owner submit a formal proposal for alteration to the limited-use common-property.
- **Gutter leak:** Council reviewed an email regarding a reported gutter leak/overflow along their patio. The Property Manager will contact Service Master to address.
- **Request to Film:** Council reviewed an email from a movie site coordinator interested in the possibility of filming on-site. After initial discussions, no further correspondence has been received from the scouting agent, which leads Council to believe they have selected another site.

WINCHESTER WEB PORTAL:

Owners are reminded to log onto the strata web portal at www.rpmstrata.ca

To log in, follow the instructions below:

1. Please visit www.rpmstrata.ca
2. Enter **BCS4115** or **WINCHESTER** as the login.



You will be directed to the Strata's website. Use the tabs on top and the categories on the side to find information about your strata. At the bottom left hand corner of the main page, you can subscribe for the e-mail updates. Fill in the information requested, enter your e-mail address and press submit. An e-mail will be sent to you asking for confirmation of receipt. Once you confirm with the link on that email, you are set up!

Owners wishing to write to Council to register a concern may do so by sending a letter by mail or e-mail to the Property Manager. In your correspondence, please state your full name, the strata plan number (BCS 4115), unit number and building, contact phone number, and provide a concise, but detailed description of the reasons for your correspondence and/or concern. If you are reporting a complaint against someone, make sure you provide the following: times, dates, unit number of alleged offender, a brief description of what you saw, and what, if any, action was taken.

(7) NEW BUSINESS

7.1 REMAX PROPERTY MANAGEMENT REVIEW

The Property Manager was presented via email a two-month review of the services provided, which included outstanding-items and concerns. Council and the Property Manager reviewed each line-item. The Property Manager informed Council that he will work harder at communicating with the Strata Council.

(8) TERMINATION

There being no further business, the meeting was terminated at 10:48 pm.

The next Council meeting is scheduled for **September 21, 2016**. Minutes from all Council meetings can be found on the **WINCHESTER** website. Please refer to "Correspondence" for instructions in accessing the Web Portal. In case of a building emergency Owners are asked to contact Re/Max Property Management Services at 604-821-2999 and to report criminal and suspicious activity contact the Police - 911. Please be advised you should retain copies of the minutes for a period of two-years.

COUNCIL CORRECTIONS TO MINUTES OF MAY 16, 2016 BCS4115 STRATA COUNCIL MEETING

Corrections are noted in bolded text:

4.2 GARBAGE BIN DISCUSSION & CREDIT

Council discussed the current concerns regarding the bin sizes provided by the service providers Waste Management. The Property Manager was requested to contact the vendor and present options of different bin sizes for the review of Council. In addition, Council requested an update regarding a credit **for invoicing errors**.

4.3 FENCE REPAIR- CRF REMOVAL FUNDS

Council discussed with the Property Manager as approved in a $\frac{3}{4}$ Vote at the 2015 Annual General Meeting that Owners approved the **withdrawal** of \$30,000 from the Contingency Reserve Fund for the purpose of painting the fencing, fence repairs, tree assessment and removal if necessary, and siding cleaning. After **review** of the financials, it was noted that there were 2 accounts showing \$30,000 dollars; The Property Manager was asked to review with Accounting and provide an explanation for this entry

4.4 PEST CONTROL QUOTES

Council reported that 2 quotes were presented by the previous property management company and a service provider had been determined. Council requested the Property Manager to follow up with the selected company to ask for more information regarding the number of bait boxes needed, as well frequency of service.

4.8 INSURANCE RENEWAL

The Property Manager presented 2 quotes to Council for the Annual Insurance renewal of BCS 4115. Upon review, it was **MOVED & SECONDED** to approve the quote from B.F.L. **CARRIED**

The Strata Corporation insurance policy with B.F.L. Insurance Services will be renewed **effective June 6, 2016**.

4.9 TREE ASSESMENT- Council updated the Property Manager and conducted an onsite walkthrough and discussed the current issues and concerns from various trees that posed safety concerns and potential damage to certain units at BCS 4115. The Property Manager suggested getting a second report from another contractor to review the area and provide alternative options as well as a second assessment for Council to review.

6. CORRESPONDENCE

Parking & Garbage Complaint: Council reviewed emails from Owners in regards to a number of items, as follows:

7.2 NOC Parking Violations—Council reviewed the example of a NOC that was presented and it was left that we would review a Draft document that the Property Manager would create, integrating our current Parking Bylaw form.

Compost/Recycling/Garbage- Owner requested confirmation of a rule preventing the outside storage of bins. Upon review there is no rule currently in place at BCS 4115 as the Organics Bin rule presented to Owners at the 2015 AGM for ratification was defeated.

SPECIAL GENERAL MEETING MINUTES

Thursday, March 10, 2016

WINCHESTER – STRATA PLAN BCS 4115**LOCATION:**7:00 pm – WC BLAIR RECREATION CENTRE,
STUDIO 2 - 22200 FRASER HWY, LANGLEY, BC**STRATA COUNCIL****PRESIDENT**

Ken Chiba

VICE – PRESIDENT

Troy Allen

**TREASURER /
PRIVACY OFFICER**

Helen Brooke

SECRETARY

Cameron Birch

ATTENDANCE:

13 Owners registered and represented in person

11 Owners registered and represented by proxy

(1) CALL TO ORDER

The Council President, Ken Chiba called the meeting to order at 7:02 p.m.

(2) CALLING THE ROLL/CERTIFICATION OF PROXIES

All received proxies were verified and certified by the Strata Council in accordance with the requirements of the Strata Property Act.

70 of 70 strata lots at Winchester were eligible to vote at the Special General Meeting as their accounts were in good standing.

As per the Strata Property Act Section 48(2), one-third of persons entitled to vote constitute a quorum. Quorum was met.

(3) PROOF OF NOTICE

The Strata Property Act requires appropriate notice be given to all Owners either by mail to their last-known address or hand-delivered onsite. The notice was mailed out to all Owners on February 22nd, 2016, giving the required notice of the meeting as specified in the Strata Property Act, sections 45(1) and 63(3).

It was MOVED (#25), SECONDED (#61) that the proper notice had been given for the 2016 Special General Meeting. The vote was taken by show of hands. **UNANIMOUS**

(4) $\frac{3}{4}$ VOTE RESOLUTION "A"- TERMINATION OF AGENCY AGREEMENT

Be it resolved by a three quarter (3/4) vote of the eligible Owners of the Strata Plan BCS 4115 Winchester, in attendance at this meeting in person and by proxy that in accordance with section (30) (1) (a) of the Strata Property Act the Agency Agreement with Associa British Columbia be cancelled by giving two (2) calendar months' notice of termination, to be effective May 31st, 2016.

Council members discussed with Owners on how Council has reached the decision to terminate with Associa BC. Reasons included the numbers of Property Managers that have been assigned to BCS 4115 within the last few years which have led to the breakdown of communication and follow-through. The relationship has deteriorated to a point where termination was the most viable option for the Owners of BCS 4115. Owners asked questions which were answered accordingly as there were no further questions

It was MOVED (#40), SECONDED (#68) to approve Resolution "A"

There being 24 in favour, 0 opposed and 0 abstentions
The motion to approve $\frac{3}{4}$ Resolution "A"

UNANIMOUS

(5) TERMINATION

There being no further business, the meeting was terminated at 7:45 p.m.

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