

**PLEASE TAKE NOTICE THAT THE
ANNUAL GENERAL MEETING OF THE OWNERS
STRATA PLAN LMS 879, RIVERPOINTE**

January 29, 2016

DATE:	TUESDAY, FEBRUARY 23, 2016
TIME:	7:00 PM (REGISTRATION AT 6:30 PM)
PLACE:	IN THE LOUNGE, THE CAPILANO BUILDING (15150) 108TH AVENUE, SURREY, BC

Please read this material prior to the meeting and bring it with you to the meeting.

PURPOSE To adopt year-end Financial Statements
 To adopt an Operating Budget
 To consider one Resolution
 To elect Strata Council Members

QUORUM In order to conduct business at a General Meeting, at least thirty-three percent (33%) of the persons entitled to vote must be present in person or by proxy. Failure to reach a quorum will result in the adjournment of the meeting for ½ hour from the appointed time. The eligible voters present or by proxy at that time, constitute a quorum.
YOU MUST ARRIVE AND REGISTER PRIOR TO COMMENCEMENT IN ORDER TO VOTE.

VOTING In accordance with the provisions of the Strata Property Act, at every meeting of the Strata Corporation, each strata lot entitles the Owner of it to only one vote for that strata lot. The voting may be exercised in person or by proxy.
Please note that in accordance with Section 53 (2) of the Strata Property Act, Owners that are delinquent in their financial obligations to the Strata Corporation may be restricted from voting.

MAJORITY VOTE A 'Majority Vote' means a vote in favour of a resolution by more than ½ of the votes cast by eligible voters who are present in person or by proxy at the time the vote is taken and who have not abstained from voting.

3/4 VOTE A '¾ Vote' means a vote in favour of a resolution by at least three-quarters (¾) of the votes cast by eligible voters who are present in person or by proxy at the time the vote is taken and who have not abstained from voting.

PROXIES An instrument appointing a proxy shall be in writing and be signed by the person appointing the proxy, may be either general or for a specific meeting or a specific resolution, and may be revoked at any time. A proxy need not be an Owner. **The person appointed to hold the proxy may not pass the proxy on to another individual.**

AGENDA

**ANNUAL GENERAL MEETING OF THE OWNERS
STRATA PLAN LMS 879 - RIVERPOINTE
TO BE HELD ON TUESDAY, FEBRUARY 23, 2016
REGISTRATION AT 6:30 PM - MEETING COMMENCES AT 7:00 PM
IN THE LOUNGE, THE CAPILANO BUILDING - 15150 108th AVENUE, SURREY, BC**

- A. **CALL TO ORDER / WELCOME**
- B. **CALLING OF THE ROLL AND CERTIFICATION OF PROXIES**
- C. **FILING PROOF OF NOTICE OF MEETING**
- D. **APPROVAL OF AGENDA**
- E. **ADOPTION OF THE MINUTES OF THE ANNUAL GENERAL MEETING HELD FEBRUARY 24, 2015** Appendix A
- F. **COUNCIL'S REPORT**
- G. **INSURANCE COVERAGE** Appendix B
- H. **FINANCIAL REPORT**
 - 1. **Financial Statements – 12 months ending December 31, 2015** Appendix C
 - 2. **Proposed Operating Budget for 2016** Appendix D
 - 3. **Proposed Strata Fees for 2016** Appendix E
- I. **RESOLUTION**
 - 1. **Bylaw addition prohibiting short term rentals** Appendix F
- J. **OTHER BUSINESS (For Discussion Purposes Only)**
- K. **NOMINATIONS AND ELECTION FOR THE 2016 STRATA COUNCIL**
- L. **ADJOURNMENT**

February 27, 2015

**MINUTES OF THE ANNUAL GENERAL MEETING
STRATA PLAN LMS 879 - RIVERPOINTE
Held on February 24, 2015 at 7:00 PM
in the Lounge of the Capilano Building (15150)
108th Avenue, Surrey, BC**

A. CALL TO ORDER / WELCOME / DETERMINATION OF A QUORUM

The meeting was called to order at 7:00 PM. A total of 43 units were represented: 7 proxies and 34 in person which does not constitute a quorum under the Strata Property Act. The meeting was adjourned for half an hour as per the bylaws. The meeting to take place at 7:30 PM.

The meeting was called to order again at 7:30 PM.

B. CALLING THE ROLL / CERTIFICATION OF PROXIES

There were 42 owners present, 7 proxies for a total of 49 units represented. As per the bylaws, the meeting was allowed to proceed.

C. FILING PROOF OF NOTICE OF MEETING

There were no objections to the Notice of the Meeting, dated January 21, 2015 in that it had been provided as per the requirements of The Strata Property Act of British Columbia. This Notice will be filed with the Corporation's records.

D. APPROVAL OF AGENDA

IT WAS MOVED by Unit 114 (15130), **AND SECONDED** by Unit 103 (15150), to approve the meeting Agenda as circulated.

E. ADOPTION OF THE MINUTES OF THE PREVIOUS GENERAL MEETING

IT WAS MOVED by Unit 302 (15150), **AND SECONDED** by Unit 114 (15130), to adopt the minutes of the Annual General Meeting held February 25, 2014 as circulated to the Owners. The vote was called by a show of voting cards and the **MOTION CARRIED**.

F. COUNCIL'S REPORT – The Council Report was given on behalf of the Council by, Council President, John Samus. He gave a quick overview of the work done over the fiscal year. The roof replacement was complete and on budget. Completion Certificates and warranties are in place. Chimney repairs as required have been completed on all buildings. These were considered emergency repairs in addition to the roof replacement. Also discussed were tenancy issues and landlord/tenant recommendations, pet issues, general cleaning, additional tree work and security. Information regarding upgrades and changes in garbage pick-up coming from garbage contractors and Metro Vancouver will be forwarded to owners once received.

G. INSURANCE COVERAGE

1. **Insurance Report** - The Strata Property Act requires that the insurance carried on the common property of the Strata Corporation be identified at the Annual General Meeting. A copy of the Summary of Coverages for June 1, 2014 to June 1, 2015 was included with the Notice to the Annual General Meeting, and is also attached to these minutes. The property is insured for \$50,166,000 for a premium of \$115,366.

2. **Owners Personal Homeowner's Insurance** - Owners are reminded that the Strata Corporation's insurance policy does not cover personal belongings nor improvements which may have been made to the strata lot since originally built. Owners who have made improvements to their strata lots, such as flooring upgrades, appliance upgrades, cabinet upgrades, or the installation of other fixtures or chattels, must ensure that all of these are reported to their homeowner insurers, and that they have coverage to allow for these improvements to be restored in case of a major loss. Owners are also responsible to ensure that they obtain insurance for their personal belongings as well as for personal liability in case of a civil lawsuit against them.

Should there be an insurance claim as a result of a failed washing machine hose within the unit, for example, the claim would be paid by the Strata Corporation's insurance. However since it is the owner's responsibility to repair and maintain their strata lot, the Strata Council may charge the deductible portion back to the individual homeowner. **The deductible for water damage is \$10,000 but is subject to change.** The deductible under the Strata Corporation's insurance in case of an earthquake would be 10% of the appraised value of the Strata Corporation. Coverage is available through most insurance companies to cover all, or a portion of the Strata Corporation deductible (which can be a significant amount) to the level of their homeowner's insurance deductible. A number of homeowner insurance policies do not provide this coverage as a matter of course, and this should be specifically requested.

Council recommends that owners provide the Summary of Insurance, attached, to their personal insurance broker for their unit, so that they are aware of any changes to the Strata Corporation's insurance coverage.

H. **FINANCIAL REPORTS**

The Financial Report was presented by Council Treasurer, Bill McKinnon.

1. **Year End Financial Statements to December 31, 2014** – The financial statements for the year ended December 31, 2014 were discussed in detail. The balance sheet and income statement were included in the Notice for the Annual General Meeting which was circulated to all the Owners. The income was \$893,505.75 and expenditures were \$841,754.51 resulting in a surplus of \$51,751.24. During discussion it was noted that the emergency withdrawal from the Contingency Reserve Fund for chimney repair work during the roof replacement was carried out. This was noted on the balance sheet.
2. **Budget - 2015 Fiscal Year** – The Treasurer reviewed the proposed operating budget in the amount of \$919,747.

IT WAS MOVED by Unit 318 (15150), **AND SECONDED** by Unit 214 (15110), to adopt the year-end financial statements and the 2015 proposed budget.

After discussion, questions and answers the vote was called by a show of voting cards and the **MOTION CARRIED**. The maintenance fees will remain the same as the last fiscal year.

3. **Proposed Strata Fees** – As the proposed Operating Budget for 2015 was approved, the strata fees will be as included with the notice to the meeting as Appendix E. It is a requirement of the Strata Property Act to show the contribution to the Operating Fund and the contribution to the Contingency Reserve Fund separately per month. Owners pay the amount in the last column 'Monthly Strata

Fees'. A copy of the Strata Fee Schedule is also attached to these minutes.

- Owners who submit post-dated cheques should make out a series of cheques payable to 'STRATA PLAN LMS 879 IN TRUST' and mail them to the offices of

Hugh & McKinnon Realty Ltd., Strata Agents
14007 – 16th Avenue
Surrey, BC V4A 1P9

The strata fees remain the same as last year.

- Owners utilizing the pre-authorized payment plan need not make any amendments. The fees will continue to be withdrawn at the same rate.

I. OTHER BUSINESS

The following items were discussed:

- The general new business discussion was discussed under Council Reports.
- A few minor maintenance issues were discussed.
- Security upgrades were discussed.
- If you wish to have your minutes and notices received by email, please complete the attached form.

J. NOMINATIONS AND ELECTION FOR 2014 STRATA COUNCIL

It was explained that in accordance with the terms of the Strata Property Act, the current Council Members were obliged to resign at the end of this meeting, but they are eligible for re-election. Nominations were called for and the following Owners allowed their name to stand:

Gary Gallant – 214 (15110)	Karen Goodman – 201 (15120)
Linda Heffernan – 310 (15120)	Travis Kraft – 207 (15110)
Elaine May - 114 (15130)	Janice McDonald – 205 (15130)
Bill McKinnon – 301 (15160)	John Samus – 319 (15110)
Peter Vardon – 103 (15150)	Debbie VanderWay – 108 (15130)

No further nominations were received and the floor was closed for nominations. **IT WAS MOVED** by Unit 114 (15110), **AND SECONDED** by Unit 103 (15130), that the first nine owners be elected to Council, and Debbie Vanderway would be accepted as an alternate Council Member. After discussion on procedures, the vote was called and the **MOTION CARRIED** unanimously.

L. ADJOURNMENT

There being no further business to discuss, **IT WAS MOVED** by Unit 114 (15130), **AND SECONDED** by Unit 103 (15130), to adjourn the meeting at 9:30 PM. **MOTION CARRIED.**

Compiled by: Carl Sloback, Strata Agent
Hugh & McKinnon Realty Ltd., Strata Agents
/gr 14007 – 16th Avenue, Surrey, BC V4A 1P9

Phone: 604-541-5214
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Email: strata@hughmckinnon.com



SUMMARY OF COVERAGES

Named Insured:	The Owners, Strata Plan LMS879, acting on their own behalf or as a Strata Corporation &/or as Trustees or Agents on behalf of all Registered Unit Owners.	
Project Name:	RIVERPOINTE	
Property Manager:	Hugh & McKinnon Realty Ltd.	Policy Period June 01, 2015 to June 01, 2016
Policy Number:	Coverages	Subscribers
BFL04LMS0879	PROPERTY BLANKET GLASS - Exterior CRIME COMMERCIAL GENERAL LIABILITY CONDOMINIUM DIRECTORS & OFFICERS LIABILITY EQUIPMENT BREAKDOWN POLLUTION LIABILITY VOLUNTEER ACCIDENT LEGAL EXPENSES TERRORISM PRIVACY BREACH EXPENSE	AIG Insurance Company of Canada Allianz Insurance Company Aviva Insurance Company of Canada Binding Authority B 0595 NAIH 0439 4014 underwritten by Certain Underwriters at Lloyds. Premier Marine Royal & Sun Alliance Insurance Company of Canada Star Insurance & Reinsurance Limited Aviva Insurance Company of Canada Aviva Insurance Company of Canada Aviva Insurance Company of Canada Great American Insurance Group Zurich Insurance Company Ltd Zurich Insurance Company Ltd SSQ Insurance Company Inc. DAS Legal Protection Insurance Company Limited Binding Authority B0713PRPNA1201175 underwritten by certain underwriters at Lloyd's Economical Mutual Insurance Company
Insured Locations:	15110, 15120, 15130, 15140, 15150, 15160 - 108 Avenue, Surrey, BC V3R 0T6	
Perils Insured:	All risks as defined subject to \$2,500.00 Deductible Except; \$10,000.00 Deductible Sewer Backup Damage; \$10,000.00 Deductible Water Damage; 10.00% Deductible Earthquake Damage; \$10,000.00 Deductible Flood Damage; \$250.00 Deductible Lock & Key; Stated Amount Co-Insurance, Replacement Cost, 130% Margin Clause; Blanket By-Laws; Data Exclusion; Terrorism Exclusion; Mould Exclusion; Earthquake and Flood limit in the annual aggregate not to exceed 130% of policy limit.	
PROPERTY	\$ 51,500,000 \$ 10,000 \$ 50,000 \$ 1,000,000	All Property Lock & Key. Subject to \$250 deductible. Additional Living Expenses Endorsement - Per Unit Additional Living Expenses Endorsement - Annual Aggregate
CRIME	\$ 25,000 \$ 10,000	Comprehensive Dishonesty, Disappearance and Destruction Broad Form Money and Securities
COMMERCIAL GENERAL LIABILITY	\$ 5,000,000 \$ 5,000,000 \$ 5,000,000 \$ 5,000,000 \$ 1,000,000	Bodily Injury & Property Damage. Subject to \$500 deductible. General Aggregate Limit. Subject to \$500 deductible. Products and Completed Operations. Subject to \$500 deductible. Non-Owned Automobile Limited Pollution Liability. Subject to \$500 deductible.
CONDOMINIUM DIRECTORS & OFFICERS LIABILITY	\$ 5,000,000	Claims Made Form (Including Property Manager).
BLANKET GLASS - Exterior	Blanket	Residential. Subject to \$100 deductible. Commercial. Subject to \$250 deductible.
EQUIPMENT BREAKDOWN	\$ 51,500,000 \$ 250,000	Per Occurrence Maximum Limit of Loss. Subject to \$1,000 deductible. Extra Expenses - Rents, Indemnity Period (Months): 0
POLLUTION LIABILITY	\$ 1,000,000 \$ 5,000,000	Pollution Liability. Subject to \$10,000 deductible. Aggregate Policy Limit
VOLUNTEER ACCIDENT	\$ 100,000	See Policy Wording
LEGAL EXPENSES	\$ 300,000 \$ 1,500,000	Per Occurrence Maximum Limit of Loss. Annual Aggregate.
TERRORISM	\$ 250,000 \$ 250,000	Per Occurrence. Subject to \$2,500 deductible. Aggregate.
PRIVACY BREACH EXPENSE	\$ 50,000 See Policy Wording	Per Incident Miscellaneous Property - Replacement Cost
Loss Payable:	All Registered Unit Owners &/or other Mortgagees as their interest may appear and as shown in the Land Registration District Office applicable to the said Property.	

This record sheet is intended for reference only. Please refer to your policy(ies) for complete details.

Total Premium \$108,056.00

STRATA PLAN LMS 879, RIVEROINTE
15110/15120/15130/15140/15150/15160 108 Avenue, Surrey, BC

INCOME STATEMENT
for the 12 months ended December 31, 2015
(Based on the Accrual Accounting Method)

	<u>Month to Date</u>	<u>Year to Date</u>
INCOME		
Maintenance Fees	\$ 69,816.51	\$ 837,798.12
Interest Income	28.54	460.75
Other Income	340.00	2,485.00
Caretaker Suite Income	1,050.00	12,600.00
Interest @ 10% per annum	136.60	2,526.39
Fines & Penalties Income	0.00	200.00
Move in fee	400.00	4,600.00
Parking Income	(2,590.00)	1,785.00
Clubhouse Rental	100.00	1,775.00
Transfer from Surplus	4,308.33	51,700.00
	<u> </u>	<u> </u>
TOTAL INCOME	<u>\$ 73,589.98</u>	<u>\$ 915,930.26</u>
EXPENSES		
Building Maintenance	\$ 26,801.44	\$ 74,962.95
Equipment Maintenance	5,000.00	12,222.86
Janitorial/Supplies	129.00	1,193.92
Fire & Safety Equipment	7,292.57	29,635.54
Pest Control	168.00	1,664.25
Window Maintenance	(806.77)	0.00
Landscaping Contract	5,175.45	61,799.85
Landscape Improvements	6,500.00	29,620.61
Snow Removal	861.00	1,774.50
Gate Maintenance	1,378.22	5,106.84
Management Fees	4,881.50	58,578.00
Security	1,302.00	15,518.48
Insurance	9,253.66	115,634.86
Electricity	12,500.00	56,614.94
Gas	34,415.03	115,716.13
Garbage Removal	2,632.06	32,907.20
Enterphone	393.10	3,121.20
Elevator	1,478.67	15,772.45
Office/Council Expenses	674.31	4,584.71
Bank Charges	52.50	630.00
Clubhouse-Rep/Maint	10,534.84	13,635.52
Telephone/Pager	118.27	2,016.86
Legal	0.00	425.47
Caretaker Salaries	3,095.00	37,132.84
Relief Caretaker	4,618.40	45,721.53
Caretaker Benefits	220.24	3,468.58
Caretaker Suite Fees/Expenses	277.62	3,541.44
Caretaker Suite Property Taxes	0.00	806.00
Contingency Reserve	11,583.33	139,000.00
	<u> </u>	<u> </u>
TOTAL EXPENSES	<u>\$ 150,529.44</u>	<u>\$ 882,807.53</u>
NET INCOME	<u>\$ (76,939.46)</u>	<u>\$ 33,122.73</u>

STRATA PLAN LMS 879, RIVERPOINTE
15110/15120/15130/15140/15150/15160 108 Avenue, Surrey, BC

BALANCE SHEET
as at December 31, 2015
(Based on the Accrual Accounting Method)

ASSETS

Bank-Operating	\$ 195.91
Bank-Contingency Reserve	230,093.63
Petty Cash	200.00
Accounts Receivable-Owners	18,240.53
Accounts Receivable-Insurance Claim	3,885.00
Caretaker Suite	<u>120,198.72</u>

TOTAL ASSETS **\$ 372,813.79**

LIABILITIES

Accounts Payable	\$ 222,034.24
Receiver General Payable	800.73
WCB Payable	834.09
Security Deposit-CT suite	525.00
Accrued Payable-Roof Levy	<u>(234,795.35)</u>
TOTAL LIABILITIES	\$ (10,601.29)

OWNERS EQUITY**RESERVES:**

CRF-Previous Years	\$ 189,371.32
CRF-Current Year Contributions	139,000.00
CRF-Interest Current Year	1,722.31
Withdrawal from Contingency	<u>(100,000.00)</u>

TOTAL RESERVES **\$ 230,093.63**

Owners Equity Caretaker Suite	\$ 120,198.72
Profit/Loss Year-To-Date	<u>\$ 33,122.73</u>

TOTAL LIABILITIES & EQUITY **\$ 372,813.79**

**STRATA PLAN LMS 879, RIVERPOINTE
PROPOSED BUDGET
JANUARY 1, 2016 - DECEMBER 31, 2016**

		2015 Budget	Estimated Year End	2016 Budget	
INCOME					
4500	1	Maintenance Fees	\$ 837,797	\$ 837,798.00	\$ 879,687
5601	2	Interest Income	850	500.00	850
5620	3	Other Income	3,000	2,500.00	3,000
5700	4	Caretaker Suite Income	12,600	12,600.00	12,600
	5	Interest roof levy	0	2,500.00	0
5800	6	Fines & Penalties Income	2,700	200.00	1,500
	7	Move In Fee	3,300	4,600.00	4,500
5802	8	Parking Income	5,600	1,785.00	5,600
5803	9	Clubhouse Rental	2,200	2,000.00	2,200
	10	Transfer Surplus from 2015	51,700	51,700.00	32,000
		TOTAL INCOME	\$ 919,747	\$ 916,183.00	\$ 941,937
EXPENSES					
6200	1	Building Maintenance	\$ 78,000	\$ 74,962.95	\$ 78,000
	2	Equipment Maintenance	15,000	12,222.86	14,000
6211	3	Janitorial/Supplies	4,000	1,193.92	2,000
6220	4	Fire & Safety Equipment	30,000	29,635.54	32,000
6241	5	Pest Control	2,500	1,664.25	2,500
6242	6	Window Maintenance	0	0.00	16,750
6245	7	Landscaping Contract	64,000	61,799.85	63,000
6260	8	Landscape Improvements	30,000	29,620.61	26,000
6266	9	Snow Removal	7,000	1,774.50	4,900
6280	10	Gate Maintenance	5,000	5,106.84	6,000
6295	11	Management Fees	58,578	58,578.00	60,000
6300	12	Security	8,000	15,518.48	16,000
6310	13	Insurance	124,000	115,634.86	118,000
6320	14	Electricity	60,000	56,614.94	60,000
6410	15	Gas	130,000	115,716.13	120,000
6420	16	Garbage Removal	25,700	32,907.20	32,000
6450	17	Enterphone	4,200	3,121.20	3,800
6465	18	Elevator	17,500	15,772.45	17,500
6470	19	Office/Council Expenses	5,000	4,584.71	5,000
7420	20	Bank Charges	625	630.00	637
7425	21	Exercise Room - Repair/Maintenance	18,000	13,635.52	15,000
7500	22	Telephone/Pager	1,200	2,016.86	2,000
7610	24	Caretaker Salaries	34,000	37,132.84	39,000
7800	25	Relief Caretaker	45,000	45,721.53	48,000
7801	26	Caretaker Benefits	4,500	3,468.58	4,500
7870	27	Suite Maintenance Fee	5,620	3,541.44	4,000
7830	28	Suite Property Taxes	500	806.00	850
7850		SUBTOTAL	\$ 780,747	\$ 743,807.53	\$ 791,937
	29	Contingency Reserve	139,000	139,000.00	150,000
8520		TOTAL EXPENSES	\$ 919,747	\$ 882,807.53	\$ 941,937
		SURPLUS (DEFICIT)	0	\$ 33,122.73	0

**STRATA PLAN LMS 879 – RIVERPOINTE
OPERATING BUDGET**

(EXPLANATORY NOTES)

INCOME

1. **Maintenance Fees**
The Strata Corporation's major source of income is the owners' contribution. These assessments are derived on the basis of the Unit Entitlements recorded against strata lots and are the individual owners' monthly contributions towards the operating costs of the Strata Corporation. These payments are due and payable on the first of each month in advance and are overdue thereafter and subject to any late payment penalties and collection charges as may be directed by the Strata Corporation.
2. **Interest Income**
The Strata Corporation's reserves and operating surplus funds are maintained in interest bearing accounts. The interest revenue from the operating budget is credited to the Strata Corporation's general operating fund and the interest earned on the contingency reserve fund is re-invested into the contingency reserve fund as required by the Strata Property Act and cannot be used as income
3. **Other Income**
Income derived from a number of miscellaneous sources is recorded in this account, i.e., the sale of remote control opening devices, extra keys, NSF cheque charges, etc.
4. **Caretaker's Suite**
Rent on the Strata Corporation's Strata Lot is paid into this account.
5. **Interest Roof Levy**
Interest charged on outstanding roof levy payments as allowed by the Strata Property Act.
6. **Fines & Penalties Income**
Income derived from the imposition of fines and penalties for bylaw infractions.
7. **Move in Fee**
A fee of \$100 is charged each time a resident moves into the buildings. This income is used to offset the owners' fees for upkeep of the building as the Bylaws and Rules provide.
8. **Parking Income**
Income derived from renting out parking stalls assigned to the Corporation.
9. **Clubhouse Rental**
Funds received for the rental of the lounge for private functions.
10. **Transfer of Surplus**
Transferring the surplus from 2015 operating budget to the 2016 operating budget.

EXPENSES

1. **Building Maintenance**
Funds allocated to maintain and repair all common areas and will include repairing the exterior of the buildings, repairing eaves troughs and roofs, repairing and painting fencing, walkways, etc.
2. **Equipment Maintenance**
Provides for the repair/maintenance of the mechanical equipment
3. **Janitorial Supplies**
The purchase of janitorial supplies is funded out of this category.
4. **Fire & Safety Equipment**
The Strata Corporation is required pursuant to the British Columbia Fire Code to pressure test the fire hydrants and inspect and test the sprinkler and alarm systems located on common property on an annual basis. While these are secondary hydrants used only as backup by the Fire Department, they must be in good working order and are an integral part of the fire fighting equipment required by the Fire Department in case of emergencies. The costs of maintaining the equipment is also funded by this line item.
5. **Pest Control**
Funds set aside to take care of pest control issues on the Common Property.
6. **Window Maintenance**
Any necessary repairs, of the exterior trim of the windows, is paid from this fund.
7. **Landscaping Contract**
The Strata Corporation retains a landscape contractor to maintain the common grounds. The landscape contract includes lawn care, weeding, shrub pruning, chemical treatment of lawns and shrubs, aerating, dormant spraying where appropriate, edging and bed cultivation. The Strata Council considers the landscaped areas to be a major feature in terms of the value and quality of the homes within the Corporation and great emphasis is placed on ensuring that maximum value is obtained for the monies spent on landscape maintenance. Fraser StrataCare Ltd. is the landscape contractor.
8. **Landscaping Improvements**
A discretionary account enabling the Strata council to undertake a number of grounds improvements projects required from construction replacement.
9. **Snow Removal**
Funds allocated to pay for the removal of snow by a professional snow removal company, usually when the depth of the snow exceeds three to four inches on the ground.
10. **Gate Maintenance**
The costs to repair and maintain the entrance/exit gates in the parking garages of the respective buildings are taken from this category.

11. **Management Fees**
The Strata Corporation has an Agency Agreement with Hugh & McKinnon Realty Ltd. The Strata Agent provides for all services required in the day to day operations of the Strata Corporation, leaving the Strata Council free to set policy on behalf of the Owners. The management fee is based on the estimated time requirements for the Corporation. These fees include all costs related to the operation of the Strata Corporation including the administrative work, **24-hour** emergency help, attendance at Strata Council meetings, preparation of minutes, and assistance to the Strata Council in many other areas, including the enforcement of bylaws, collection of arrears, and making various recommendations regarding the operations of the building and the administration of the Corporation.
12. **Security**
Funds from this line item pay for replacement and/or repair of all common area locks and keys and Security Services to secure the recreational facility on a daily basis.
13. **Insurance**
In accordance with the Strata Property Act, the Strata Corporation is required to maintain full replacement value coverage on the buildings and may acquire additional coverage for liability loss, Council errors and omissions and boiler and machinery insurance. The annual property appraisal is also funded from this account.
14. **Electricity**
Payment of all common property electrical consumption costs is covered under this budget line item.
15. **Gas**
Natural gas costs to heat the buildings and water are funded from this account. Individual fireplaces are also funded from this account.
16. **Garbage Removal**
The waste and recycling collection contract is currently held by Waste Management and is funded from this account.
17. **Enterphone**
The cost to maintain and repair the enterphone equipment is paid from this category.
18. **Elevator**
This fund covers the service and maintenance contract for the elevators, currently held by held by Schindler Elevator.
19. **Office/Council Expenses**
While the costs to provide the agenda packages are borne by the Management Company, the duplication of special notices, Annual General Meeting material and minutes of said meetings, are charges, which are recovered from the Strata Corporation. While some Owners might question these expenses, the need for communication between the Strata Council and the Owners is paramount in the overall success of the Corporation and such costs are minimal in exchange for the positive.

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20. **Bank Charges**
These charges reflect the cost of printing cheques and the cost of servicing the bank account. Such costs are offset by daily interest that is received on the balances maintained in the account.
21. **Exercise Room – Repair/Maintenance**
The costs to repair and maintain the exercise room and the equipment are funded from this amount.
22. **Telephone**
The Caretaker's cell phone are budgeted in this fund.
23. **Legal**
This account covers expenses related to legal advice or accountant services. The Strata Corporation recovers most of the legal costs incurred in the enforcement of its Bylaws from the offending parties. There are some minor legal expenses related to the provision of legal opinions, registration of Bylaw amendments, service of documents, occasional title searches are required to assist the Strata Corporation in completing records etc., which are paid by the Strata Corporation. The Strata Corporation recovers most of the legal costs incurred in the enforcement of Bylaws from offending parties. This also provides for the Accountant's Report as required by the Superintendent of Real Estate with regards to the operation of the Strata Corporation's Trust Account.
24. **Caretakers' Salaries**
The Caretakers' salaries are funded from this amount.
25. **Relief Caretaker**
The costs of cleaning the buildings on the Caretaker's days off are budgeted in this account.
26. **Caretaker's Benefits**
The Strata Corporation's share of Caretaker's benefits such as EI, CPP and WCB contributions is funded from this amount.
27. **Suite Maintenance Fee**
Expenses incurred to repair and maintain the Corporation's Strata Lot is funded by this amount.
28. **Suite Property Taxes**
Funds to pay annual property taxes on the Corporation's Strata Lot come from this account.

29. Contingency Reserve Fund

The Strata Property Act requires that 10% of the Strata Corporation's operating budget be set aside as a Contingency Reserve Fund to provide for non annual and unexpected expenses. Please note if the amount of money in the Contingency Reserve Fund at the end of any fiscal year after the first Annual General Meeting is at least 25% but less than 100% of the total annual budgeted contributions to the operating fund for the fiscal year that has just ended, the annual contribution to the contingency reserve fund may be of any amount. A significant increase is proposed in order to provide for future re-roofing and avoid the need for special assessments.

STRATA PLAN LMS 879 - RIVERPOINTE PROPOSED STRATA FEES JANUARY 1, 2016 - DECEMBER 31, 2016					
PHASE 1 - CAPILANO, 15150					
UNIT	STRATA LOT	UNIT ENTITLEMENT	OPERATING FUND	RESERVE FUND	MONTHLY STRATA FEES
101	18	950	\$246.20	\$50.61	\$296.81
102	17	964	249.83	51.35	301.18
103	16	959	248.53	51.09	299.62
104	15	911	236.09	48.54	284.63
105	14	916	237.39	48.80	286.19
106	13	965	250.09	51.41	301.50
107	12	933	241.79	49.71	291.50
108	11	626	162.23	33.35	195.58
109	10	657	170.27	35.00	205.27
110	9	653	169.23	34.79	204.02
111	8	904	234.28	48.16	282.44
112	7	933	241.79	49.71	291.50
113	6	877	227.28	46.72	274.00
114	5	869	225.21	46.29	271.50
115	4	918	237.91	48.90	286.81
116	3	622	161.20	33.13	194.33
117	2	905	234.54	48.21	282.75
118	1	960	248.79	51.15	299.94
201	36	948	245.68	50.51	296.19
202	35	964	249.83	51.35	301.18
203	34	1,036	268.49	55.19	323.68
204	33	911	236.09	48.54	284.63
205	32	916	237.39	48.80	286.19
206	31	966	250.35	51.46	301.81
207	30	933	241.79	49.71	291.50
208	29	626	162.23	33.35	195.58
209	28	657	170.27	35.00	205.27
210	27	653	169.23	34.79	204.02
211	26	904	234.28	48.16	282.44
212	25	933	241.79	49.71	291.50
213	24	964	249.83	51.35	301.18
214	23	1,037	268.75	55.24	323.99
215	22	918	237.91	48.90	286.81
216	21	622	161.20	33.13	194.33
217	20	905	234.54	48.21	282.75
218	19	960	248.79	51.15	299.94
301	54	961	249.05	51.20	300.25
302	53	964	249.83	51.35	301.18
303	52	1,067	276.52	56.85	333.37
304	51	911	236.09	48.54	284.63
305	50	916	237.39	48.80	286.19
306	49	965	250.09	51.41	301.50
307	48	933	241.79	49.71	291.50
308	47	626	162.23	33.35	195.58

UNIT	STRATA LOT	UNIT ENTITLEMENT	OPERATING FUND	RESERVE FUND	MONTHLY STRATA FEES
309	46	657	170.27	35.00	205.27
310	45	653	169.23	34.79	204.02
311	44	904	234.28	48.16	282.44
312	43	933	241.79	49.71	291.50
313	42	964	249.83	51.35	301.18
314	41	1,067	276.52	56.85	333.37
315	40	929	240.76	49.49	290.25
316	39	622	161.20	33.13	194.33
317	38	905	234.54	48.21	282.75
318	37	960	248.79	51.15	299.94
		47,312	\$12,261.29	\$2,520.52	\$14,781.81
PHASE 2 - HARRISON, 15140					
101	69	1,010	\$261.75	\$53.81	\$315.56
102	68	863	223.65	45.98	269.63
103	67	647	167.68	34.46	202.14
104	66	948	245.68	50.51	296.19
105	65	977	253.20	52.05	305.25
106	64	970	251.38	51.68	303.06
107	63	925	239.72	49.28	289.00
108	62	647	167.68	34.46	202.14
109	61	1,011	262.01	53.86	315.87
110	60	927	240.24	49.38	289.62
111	59	948	245.68	50.51	296.19
112	58	925	239.72	49.28	289.00
113	57	969	251.12	51.63	302.75
114	56	978	253.46	52.10	305.56
115	55	948	245.68	50.51	296.19
201	85	671	173.89	35.75	209.64
202	84	701	181.67	37.35	219.02
203	83	863	223.65	45.98	269.63
204	82	647	167.68	34.46	202.14
205	81	948	245.68	50.51	296.19
206	80	977	253.20	52.05	305.25
207	79	1,084	280.93	57.75	338.68
208	78	926	239.98	49.33	289.31
209	77	647	167.68	34.46	202.14
210	76	1,011	262.01	53.86	315.87
211	75	927	240.24	49.38	289.62
212	74	948	245.68	50.51	296.19
213	73	926	239.98	49.33	289.31
214	72	1,086	281.45	57.85	339.30
215	71	978	253.46	52.10	305.56
216	70	947	245.42	50.45	295.87
301	101	671	173.89	35.75	209.64
302	100	701	181.67	37.35	219.02
303	99	864	223.91	46.03	269.94
304	98	647	167.68	34.46	202.14
305	97	948	245.68	50.51	296.19
306	96	977	253.20	52.05	305.25

UNIT	STRATA LOT	UNIT ENTITLEMENT	OPERATING FUND	RESERVE FUND	MONTHLY STRATA FEES
307	95	1,094	283.52	58.28	341.80
308	94	926	239.98	49.33	289.31
309	93	647	167.68	34.46	202.14
310	92	1,011	262.01	53.86	315.87
311	91	927	240.24	49.38	289.62
312	90	948	245.68	50.51	296.19
313	89	926	239.98	49.33	289.31
314	88	1,095	283.78	58.33	342.11
315	87	977	253.20	52.05	305.25
316	86	947	245.42	50.45	295.87
		42,286.00	\$10,958.77	\$2,252.75	\$13,211.52
PHASE 3 - FRASER, 15120					
101	102	1,098	\$284.56	\$58.49	\$343.05
102	103	980	253.97	52.21	306.18
103	104	672	174.15	35.80	209.95
104	105	704	182.45	37.50	219.95
105	106	1,094	283.52	58.28	341.80
106	107	702	181.93	37.40	219.33
107	108	670	173.64	35.69	209.33
108	109	981	254.23	52.27	306.50
109	110	1,033	267.71	55.03	322.74
201	111	1,100	285.07	58.61	343.68
202	112	984	255.01	52.42	307.43
203	113	672	174.15	35.80	209.95
204	114	703	182.19	37.45	219.64
205	115	1,094	283.52	58.28	341.80
206	116	701	181.67	37.35	219.02
207	117	670	173.64	35.69	209.33
208	118	981	254.23	52.27	306.50
209	119	1,032	267.45	54.98	322.43
210	120	932	241.54	49.65	291.19
301	121	1,100	285.07	58.61	343.68
302	122	984	255.01	52.42	307.43
303	123	672	174.15	35.80	209.95
304	124	704	182.45	37.50	219.95
305	125	1,094	283.52	58.28	341.80
306	126	701	181.67	37.35	219.02
307	127	670	173.64	35.69	209.33
308	128	981	254.23	52.27	306.50
309	129	1,032	267.45	54.98	322.43
310	130	930	241.02	49.54	290.56
		25,671	\$6,652.84	\$1,367.61	\$8,020.45
PHASE 4 - MacKENZIE, 15130					
101	131	702	\$181.93	\$37.40	\$219.33
102	132	701	181.67	37.35	219.02
103	133	920	238.43	49.01	287.44
104	134	950	246.20	50.61	296.81
105	135	977	253.20	52.05	305.25

UNIT	STRATA LOT	UNIT ENTITLEMENT	OPERATING FUND	RESERVE FUND	MONTHLY STRATA FEES
106	136	974	252.42	51.89	304.31
107	137	945	244.90	50.35	295.25
108	138	942	244.13	50.18	294.31
109	139	701	181.67	37.35	219.02
110	140	699	181.15	37.24	218.39
111	141	930	241.02	49.54	290.56
112	142	944	244.65	50.29	294.94
113	143	969	251.12	51.63	302.75
114	144	977	253.20	52.05	305.25
115	145	949	245.94	50.56	296.50
201	146	702	181.93	37.40	219.33
202	147	701	181.67	37.35	219.02
203	148	920	238.43	49.01	287.44
204	149	950	246.20	50.61	296.81
205	150	977	253.20	52.05	305.25
206	151	1,049	271.86	55.88	327.74
207	152	945	244.90	50.35	295.25
208	153	942	244.13	50.18	294.31
209	154	701	181.67	37.35	219.02
210	155	699	181.15	37.24	218.39
211	156	930	241.02	49.54	290.56
212	157	945	244.90	50.35	295.25
213	158	1,086	281.45	57.85	339.30
214	159	977	253.20	52.05	305.25
215	160	947	245.42	50.45	295.87
216	161	917	237.65	48.85	286.50
301	162	702	181.93	37.40	219.33
302	163	701	181.67	37.35	219.02
303	164	920	238.43	49.01	287.44
304	165	950	246.20	50.61	296.81
305	166	977	253.20	52.05	305.25
306	167	1,049	271.86	55.88	327.74
307	168	945	244.90	50.35	295.25
308	169	942	244.13	50.18	294.31
309	170	701	181.67	37.35	219.02
310	171	699	181.15	37.24	218.39
311	172	930	241.02	49.54	290.56
312	173	945	244.90	50.35	295.25
313	174	1,096	284.04	58.39	342.43
314	175	977	253.20	52.05	305.25
315	176	949	245.94	50.56	296.50
316	177	939	243.35	50.02	293.37
		42,090	\$10,908.00	\$2,242.34	\$13,150.34

UNIT	STRATA LOT	UNIT ENTITLEMENT	OPERATING FUND	RESERVE FUND	MONTHLY STRATA FEES
PHASE 5 - THOMPSON, 15110					
101	178	945	\$244.90	\$50.35	\$295.25
102	179	645	167.16	34.36	201.52
103	180	645	167.16	34.36	201.52
104	181	950	246.20	50.61	296.81
105	182	977	253.20	52.05	305.25
106	183	977	253.20	52.05	305.25
107	184	947	245.42	50.45	295.87
108	185	921	238.68	49.07	287.75
109	186	946	245.16	50.40	295.56
110	187	639	165.60	34.04	199.64
111	188	671	173.89	35.75	209.64
112	189	670	173.64	35.69	209.33
113	190	921	238.68	49.07	287.75
114	191	948	245.68	50.51	296.19
115	192	977	253.20	52.05	305.25
116	193	977	253.20	52.05	305.25
117	194	950	246.20	50.61	296.81
118	195	644	166.90	34.31	201.21
119	196	645	167.16	34.36	201.52
120	197	945	244.90	50.35	295.25
201	198	945	244.90	50.35	295.25
202	199	645	167.16	34.36	201.52
203	200	645	167.16	34.36	201.52
204	201	950	246.20	50.61	296.81
205	202	977	253.20	52.05	305.25
206	203	1,092	283.00	58.18	341.18
207	204	948	245.68	50.51	296.19
208	205	921	238.68	49.07	287.75
209	206	946	245.16	50.40	295.56
210	207	639	165.60	34.04	199.64
211	208	671	173.89	35.75	209.64
212	209	670	173.64	35.69	209.33
213	210	921	238.68	49.07	287.75
214	211	948	245.68	50.51	296.19
215	212	1,092	283.00	58.18	341.18
216	213	977	253.20	52.05	305.25
217	214	950	246.20	50.61	296.81
218	215	644	166.90	34.31	201.21
219	216	645	167.16	34.36	201.52
220	217	945	244.90	50.35	295.25
301	218	945	244.90	50.35	295.25
302	219	645	167.16	34.36	201.52
303	220	645	167.16	34.36	201.52
304	221	950	246.20	50.61	296.81
305	222	977	253.20	52.05	305.25
306	223	1,102	285.59	58.71	344.30
307	224	948	245.68	50.51	296.19
308	225	921	238.68	49.07	287.75

UNIT	STRATA LOT	UNIT ENTITLEMENT	OPERATING FUND	RESERVE FUND	MONTHLY STRATA FEES
309	226	946	245.16	50.40	295.56
310	227	639	165.60	34.04	199.64
311	228	671	173.89	35.75	209.64
312	229	670	173.64	35.69	209.33
313	230	921	238.68	49.07	287.75
314	231	948	245.68	50.51	296.19
315	232	1,101	285.33	58.66	343.99
316	233	977	253.20	52.05	305.25
317	234	950	246.20	50.61	296.81
318	235	644	166.90	34.31	201.21
319	236	645	167.16	34.36	201.52
320	237	945	244.90	50.35	295.25
		51,301	\$13,295.03	\$2,733.12	\$16,028.15
PHASE 6 - SEYMOUR, 15160					
101	246	1,126	291.81	\$59.99	\$351.80
102	245	937	242.83	\$49.92	292.75
103	244	937	242.83	\$49.92	292.75
104	243	634	164.31	\$33.77	198.08
105	242	917	237.65	\$48.85	286.50
106	241	1,048	271.60	\$55.83	327.43
107	240	954	247.24	\$50.82	298.06
108	239	922	238.94	\$49.12	288.06
109	238	661	171.30	\$35.22	206.52
201	256	1,128	292.33	\$60.09	352.42
202	255	937	242.83	\$49.92	292.75
203	254	937	242.83	\$49.92	292.75
204	253	634	164.31	\$33.77	198.08
205	252	917	237.65	\$48.85	286.50
206	251	1,162	301.14	\$61.91	363.05
207	250	954	247.24	\$50.82	298.06
208	249	922	238.94	\$49.12	288.06
209	248	661	171.30	\$35.22	206.52
210	247	663	171.82	\$35.32	207.14
301	266	1,128	292.33	\$60.09	352.42
302	265	937	242.83	\$49.92	292.75
303	264	937	242.83	\$49.92	292.75
304	263	634	164.31	\$33.77	198.08
305	262	917	237.65	\$48.85	286.50
306	261	1,170	303.21	\$62.34	365.55
307	260	954	247.24	\$50.82	298.06
308	259	922	238.94	\$49.12	288.06
309	258	661	171.30	\$35.22	206.52
310	257	663	171.82	\$35.32	207.14
		25,974	\$6,731.36	\$1,383.75	\$8,115.11
Monthly		234,634	\$60,807.29	\$12,500.09	\$73,307.38
YEARLY TOTAL			\$729,687.48	\$150,001.08	\$879,688.56

RESOLUTION 1**BYLAW ADDITION PROHIBITING SHORT TERM RENTALS**

WHEREAS Council is proposing that this bylaw be added to the existing registered bylaws for Strata Plan LMS 879, Riverpointe, Bylaw Section 41, regarding Residential Rentals, as Bylaw 41.3. The purpose of this bylaw is to prohibit short term rentals such as daily or weekly rentals offered on Internet Websites.

BE IT RESOLVED as a Resolution of the Owners, Strata Plan LMS 879, Riverpointe that Council is hereby authorized by way of a ¾ vote to add Bylaw 41.3 Short Term Rentals to Section 41 Residential Rentals as follows, and that Council will register the Bylaw in the Land Title Office.

Short Term Rentals

- 41.3 (1)** Except as otherwise permitted by these bylaws, an owner, tenant or occupant must not, in exchange for money, allow, permit, agree or otherwise grant license to another person to occupy their strata lot while that owner, tenant or occupant is absent from the strata lot.
- (2)** An owner tenant or occupant is not permitted to use or allow to be used, their strata lot as part of a vacation rental program, short term accommodation arrangement or other similar program.

STRATA PLAN LMS 879, RIVERPOINTE

NOMINATION FORM FOR A COUNCIL POSITION

I, _____ am willing to stand for election to the Strata
Council of Strata Plan LMS 879.

NAME: _____

ADDRESS: _____

TELEPHONE: HOME : _____ WORK PHONE: _____

CELL: _____ EMAIL: _____

Please return the completed form to a Council Member, fax to 604-531-4624,
email to strata@hughmckinnon.com or mail to:

Hugh & McKinnon Realty Ltd.
17007 – 16th Avenue
White Rock, BC V4A 1P9

Strata Property Act
Form A

PROXY

(Section 56)

Re: Owner's Name: _____

Strata Lot _____, Unit # _____, _____ - 108th Avenue, Surrey, BC

If applicable, please provide non-resident address:

Address: _____

I/We _____ being the registered Owner(s) of the strata lot described above, appoint _____ or failing him/her _____ as my/our proxy for me/us and on my/our behalf at the Annual General Meeting of the Owners, Strata Plan LMS 879, to be held on Tuesday, February 23, 2016 and at any adjournment thereof.

SIGNED this _____ day of _____, 2016.

Owner's Signature