

STRATA PLAN LMS 879 – RIVERPOINTE

**STRATA COUNCIL MEETING HELD SEPTEMBER 30, 2014
AT 7:00 PM IN THE LOUNGE, CAPILANO BUILDING
15150 – 108 AVENUE, SURREY BC**

A. CALL TO ORDER

The meeting was called to order by the Council President, John Samus, at 7:00 PM. The following were in attendance: Karen Goodman, Travis Kraft, Bill McKinnon, John Samus and Carl Sloback, Strata Agent

Regrets: Elaine May

B. PRESENTATION

An owner attended the meeting regarding a recent bylaw infraction which was reviewed and discussed.

C. ADOPTION OF THE PREVIOUS STRATA COUNCIL MEETING MINUTES

IT WAS MOVED AND SECONDED to adopt the minutes of the Strata Council meeting held August 26, 2014 as prepared by Hugh & McKinnon Realty, Strata Agents. **MOTION CARRIED.**

D. BUSINESS ARISING FROM THE MINUTES

1. Demand Letter Policy – Council reviewed a policy concerning notification of owners regarding demand letters and placement of liens for non-payment of accounts. **IT WAS MOVED AND SECONDED** by Council, to amend the policy – “Prior to filing a lien a final demand letter will be sent by registered mail or hand delivered.” **MOTION CARRIED.** The Strata Agent advised that they will amend their procedures accordingly.

D. STRATA AGENTS REPORT

1. Financial Report

a. Financial Statements

The financial statements and invoices to August 31, 2014 were reviewed in detail by the Council Treasurer and Council Members present, **IT WAS MOVED AND SECONDED** to approve the financial statements as prepared by Hugh & McKinnon Realty Ltd., Strata Agents. **MOTION CARRIED.** The balance sheet and income statements for August are attached to these minutes.

b. Accounts Receivable – The Strata Agent reviewed accounts receivable with Council.

E. CORRESPONDENCE

1. Correspondence Sent – Correspondences sent were reviewed. No further action is required.

2. Correspondence Received

Correspondences were received regarding bylaw infractions and complaints regarding noise and parking, etc. These have been dealt with individually and the Strata Agent was given direction for a response.

F. NEW BUSINESS

1. Parking Bylaws – Vehicles will be ticketed, fined and towed where necessary, please review the attached parking bylaws and govern yourselves accordingly.

2. Pet Bylaws – Please pick up after your pet. Owners not picking up after their pets will be fined. Please review the attached Pet Bylaws.
3. Routine maintenance is on-going around the complex.
4. Arbutus Roofing is back to finish off a small amount of work left to do. The re-roofing project is on budget, however the extra expense for chimney repairs are being dealt with from the operating budget and the contingency reserve fund as these are considered emergency repairs.
5. Common Ground will be on site to deal with balcony repairs as noted in the report.
6. **Flammable liquids are not to be stored in common area storage lockers. These items must be removed immediately, if not removed, the Strata Council will have no choice but to remove them from your locker. This is by order of the Surrey Fire Inspection Department.**
7. Security is an on-going issue.

SECURITY REMINDER

We take this opportunity to remind all residents that security
is a concern to all residents,
Individuals should not be granted access to the building,
via the enterphone, especially delivery people,
if you do not know who they are.

Please wait for the garage door to close after entering or exiting the building
to disallow intruders the opportunity to sneak in.

Please do not leave your garage remotes and/or keys in the vehicle.
Please keep your vehicle windows closed and doors locked.
Do not leave anything visible in your vehicle.
Your cooperation is appreciated by all owners

8. Tree Removal - Owners are reminded that further tree removal, as per the Arborists Report and Agreement with the City of Surrey, will be conducted in December. No date has been scheduled at this time. Stump grinding and removal will be carried out in the spring and the remediation work on the grass areas will take place at that time.

G. DATE OF NEXT MEETING

The next Strata Council Meeting is scheduled to take place Tuesday, November 25, 2014 at 7:00 PM in the lounge, Capilano Building, 15150 108 Avenue, Surrey.

H. ADJOURNMENT

There being no further business, **IT WAS MOVED AND SECONDED** to adjourn the meeting at 8:30 PM. **MOTION CARRIED.**

CORRESPONDENCE TO COUNCIL

All correspondence by email sent to The Strata Agent or to Council should be sent to
strata@hughmckinnon.com.

Please be sure your full name, strata plan, unit number, street address
and subject are included in the subject line.

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

Telephone: 604-541-5214
Fax: 604-531-4624
Email: strata@hughmckinnon.com

EMERGENCIES

In case of fire or criminal activity, please call 911. In case of flood, elevator failure or other emergencies call Hugh & McKinnon Realty Ltd., Strata Agents at 604 531 1909 (24 hours)

HOSE BIB

Remember to winterize your hose bib. Owners are responsible for any costs incurred for any breaks caused by not winterizing the hose bibs.

- Shut off the water inside; then (if applicable),
- Turn on the tap outside to allow the water to drain out of the tap,
- Disconnect all diverters, timers and hoses, etc.

"SNOW BIRDS"

Just a reminder before you go away this winter:

- Make sure we have your address and phone number in case of emergency (leave with the Strata Agent at Hugh & McKinnon Realty Ltd.);
- Please give Hugh & McKinnon Realty Ltd. the name of a contact that has a key to your unit;
- Turn off water supply to your dishwasher, washing machine and toilet tank;
- Leave some heat on in your home – just in case the winter weather becomes severe, and have a really great time!

PARKING STALLS

The Strata Corporation occasionally has parking stalls for rent. The cost for each stall is \$35.00 per month. Any owners interested in renting one may contact the Strata Agent's office for an application.

MINUTES

All minutes can be picked up in the mailbox area.

COPIES

It is recommended that you keep your original copies. Owners requiring copies of minutes, bylaws, rules, financial statements, etc. (i.e. when selling their units) will be required to pay as follows:

1. Minutes (14 days notice required) @ 25¢ + taxes per page.
2. Bylaws & Financial Statements (7 days notice required) @ 25¢ + taxes per page.
3. Form B: (with 7 days notice) \$35.00 + taxes RUSH \$70.00 + taxes
Any attachments to Form B, if applicable, will be 25¢ + taxes per page.
4. Form F: (with 7 days notice) \$15.00 + taxes RUSH \$30.00 + taxes

**STRATA PLAN LMS 879, RIVERPOINTE
BYLAW 5, PETS AND ANIMALS**

- 5.1 A resident or visitor must not keep any pets on a strata lot or common property or on land that is common asset except in accordance with these bylaws,
- 5.2 No wildlife or livestock shall be permitted in any strata lot, limited common property, common property or on property that is a common asset,
- 5.3 An owner, tenant, occupant, or visitor must ensure that all animals are leashed or otherwise secured when on the common property or on land that is a common asset.
- 5.4 A maximum of three (3) pets shall be permitted per strata lot.
- 5.5 A resident must not harbour exotic pets, including not exhaustively, snakes, reptiles, spiders or large members of the cat family,
- 5.6 A resident must apply to the council for written permission to keep a pet (a "Permitted Pet") by registering the pet with the council within 30 days of the pet residing on a strata lot (or the passage of this bylaw) and by providing, in writing, the name of the Permitted Pet, breed, colour and markings, together with the name, strata lot number and telephone number of the pet owner.
- 5.7 A resident or visitor must not permit a loose or unleashed Permitted Pet at any time within or on the common property or on land that is a common asset. A Permitted Pet found loose on common property or land that is a common asset shall be delivered to the municipal pound at the cost of the strata lot owner
- 5.8 A resident must not keep a Permitted Pet which is a nuisance on a strata lot, on common property or on land that is a common asset. If a resident has a pet which is not a Permitted Pet or if, in the opinion of council, the Permitted Pet is a nuisance or has caused or is causing an unreasonable interference with the use and enjoyment by residents or visitors of a strata lot, common property or common assets, the council may order such pet to be removed permanently from the strata lot, the common property or common asset or all of them.
- 5.9 A pet owner must ensure that a Permitted Pet is kept quiet, controlled and clean. Any excrement on common property or on land that is a common asset must be immediately disposed of by the pet owner in the appropriate manner.
- 5.10 A strata lot owner must assume all liability for all actions by a Permitted Pet, regardless of whether the owner had knowledge, notice or forewarning of the likelihood of such action.
- 5.11 A resident or visitor must not feed birds, rodents or other wild animals from any strata lot, limited common property, common property or land that is a common asset. No bird feeders of any kind are permitted to be kept on balconies, strata lots, common property or land that is a common asset.
- 5.12 A resident who contravenes any of bylaws 5.1 to 5.11 will be subject to a \$50.00 fine.
- 5.13 Notwithstanding bylaw 5.13, a resident whose pet contravenes bylaw 5.8 will be subject to an immediate injunction application and the owner of the strata lot will be responsible for all expenses incurred by the strata corporation to obtain the injunction, including legal costs.

STRATA PLAN LMS 879, RIVERPOINTE

BYLAW 38, PARKING

- 38.1 A resident shall use only the parking spaces assigned to their Strata Lot, save and except for private arrangements with other Owners for the use of parking spaces assigned to such other Owners. Assigned spaces(s) shall not be leased or rented to a non-resident.
- 38.2 No major motor vehicle repairs shall be carried out in the parking areas or any common areas. Only washing, waxing minor mechanical procedures and quiet tune-ups of residents vehicles are permitted. Motor vehicle fluid changes are not permitted.
- 38.3 A maximum speed of 10 km/hour shall apply within the common property.
- 38.4 Vehicles dripping excess oil, gasoline or any other fluids are prohibited from parking until repaired. Owners of vehicles causing staining from such fluids shall clean up the affected area immediately. If after seven (7) days of the Strata Corporation delivering notice to the responsible resident the staining has not been cleaned, the strata corporation may, in addition to any fines, clean the affected area and charge the resident for the cost of cleaning.
- 38.5 No vehicle exceeding 4000 kg.(4 tons) G. V. W. shall be parked or brought onto the common property without consent from the Strata Council, except when used in delivery to or removal of furniture and effects from the premises. Trailers, boats and recreational vehicles are not allowed to be parked on the property at any time.
- 38.6 No parking is permitted except in a designated parking space, nor shall a vehicle park or be left unattended in a manner which obstructs or infringes upon access driveways or designated "no parking", "fire lanes" or parking spaces. Improperly parked vehicles are subject to immediate tow away, without notice, at the vehicle owner's expense.
- 38.7 Use of car horns anywhere on common property is prohibited, except in an emergency.
- 38.8 Only vehicles with no less than one million dollars of third party liability insurance in force shall be allowed in the parking areas. Storage of operational vehicles with unlicensed motor vehicle liability insurance is permitted for a period of up to six months only. Proof of liability insurance on unlicensed vehicles must be forwarded to the Council c/o management company.
- 38.9 Residents may not park their vehicles in the visitor parking areas. All vehicles must park in accordance with the rules and regulations adopted by Council from time to time. Violations of the parking bylaws or rules and regulations may result in fines and/or-tow away at vehicle owner's expense.
- 38.10 Vehicles may only be washed in the designated car wash areas. Persons washing vehicles must hose down all dirt and remove excess water resulting from the vehicle washing, and replace hoses neatly.
- 38.11 No dumping of any debris or liquids into drains or on common property permitted. Violations of this bylaw will result in fines of \$200.00 and the charges for the necessary removal per incident.
- 38.12 Garage door transmitters are not to be left in vehicles parked anywhere on the common property.
- 38.13 Visitors may park their vehicles in those areas designated as visitor parking for a maximum period of no more than 48 hours or up to and not to exceed more than two (2) consecutive days and must have a valid regular parking pass displayed at all times on the dashboard of the vehicle while it is parked in a visitor parking stall. For a longer term visit to the Riverpointe complex visitors may park their vehicles in those areas designated as visitor parking for a maximum *extended* period of no more than one hundred and twenty (120) hours or up to and not to exceed five (5) consecutive days and must have a valid *extended* parking pass displayed at all times on the dashboard of the vehicle while it is parked in a visitor parking stall. Vehicles parked in violation of this bylaw may be towed away at the vehicle owner's expense.

**Income Statement
Riverpointe - LMS879
August 2014
8 months ending**

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	<u>Month to Date</u>	<u>%</u>	<u>Year to Date</u>	<u>%</u>
INCOME				
Maintenance Fees	69,816.51	0	558,532.08	0
Interest Income	127.97	0	543.38	0
Other Income	210.00	0	1,280.00	0
Caretaker Suite Income	1,050.00	0	3,150.00	0
Interest @ 10% per annum	-27.91	0	1,233.18	0
Fines & Penalties Income	0.00	0	250.00	0
Move in fee	200.00	0	1,800.00	0
Parking Income	420.00	0	3,640.00	0
Clubhouse Rental	50.00	0	750.00	0
Transfer from Surplus	2,833.33	0	22,666.68	0
TOTAL INCOME	74,679.90	0	593,845.32	0
EXPENSES				
Building Maintenance	2,645.19	0	14,411.03	0
Equipment Maintenance	0.00	0	-4,806.95	0
Janitorial/Supplies	0.00	0	1,057.49	0
Fire & Safety Equipment	975.23	0	12,555.65	0
Pest Control	0.00	0	519.75	0
Landscaping Contract	5,073.60	0	39,119.45	0
Landscape Improvements	0.00	0	-235.00	0
Snow Removal	0.00	0	3,160.51	0
Gate Maintenance	227.00	0	3,509.86	0
Management Fees	4,881.50	0	39,052.00	0
Security	0.00	0	-1,859.10	0
Insurance	9,844.60	0	79,633.84	0
Electricity	5,200.00	0	31,624.46	0
Gas	243.51	0	82,498.90	0
Garbage Removal	1,848.38	0	13,774.04	0
Enterphone	193.60	0	1,548.80	0
Elevator	1,153.55	0	10,170.85	0
Office/Council Expenses	65.44	0	3,098.72	0
Bank Charges	52.50	0	420.00	0
Clubhouse-Rep/Maint	231.24	0	5,580.39	0
Telephone/Pager	158.26	0	526.74	0
Legal	0.00	0	204.43	0
Caretaker Salaries	3,093.62	0	27,450.96	0
Relief Caretaker	3,696.00	0	29,767.45	0
Caretaker Benefits	220.12	0	1,978.09	0
Caretaker Suite Fees/Expenses	277.62	0	5,388.66	0
Caretaker Suite Property Taxes	0.00	0	483.00	0
Contingency Reserve	10,250.00	0	82,000.00	0
TOTAL EXPENSES	50,330.96	0	482,634.02	0
NET INCOME	24,348.94	0	111,211.30	0

Balance Sheet
Riverpointe - LMS879
August 2014

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Prepared For:
Strata Plan LMS879

Prepared By:
HUGH & MCKINNON REALTY LTD.
Telephone: 604 531-1909
14007 - 16 AVENUE
SURREY, BC V4A 1P9

ASSETS

Bank-Operating	118,872.67
Bank-Contingency Reserve	303,455.84
Petty Cash	200.00
Accounts Receivable-Owners	147,652.99
Caretaker Suite	120,198.72

TOTAL ASSETS 690,380.22

LIABILITIES

Accounts Payable	8,217.68
Receiver General Payable	803.14
WCB Payable	79.85
Security Deposit	525.00
Accrued Payable-Roof Levy	<u>92,085.47</u>
TOTAL LIABILITIES	<u>101,711.14</u>

OWNERS EQUITY

RESERVES:

CRF-Previous Years	319,524.01
CRF-Current Year Contributions	82,000.00
CRF-Interest Current Year	<u>1,931.83</u>
Total CRF Funds	403,455.84

Borrow from CRF-Roof -100,000.00

TOTAL RESERVES 303,455.84

Owners Equity Caretaker Suite	120,198.72
Profit/Loss Year-To-Date	111,211.30
Profit/Loss Prior Years	53,803.22

TOTAL LIABILITIES & EQUITY 690,380.22