

STRATA PLAN LMS 879 – RIVERPOINTE

**STRATA COUNCIL MEETING HELD NOVEMBER 18, 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, Adam Hassett, Travis Kraft, Elaine May, Bill McKinnon, John Samus and Carl Sloback, Strata Agent

B. ADOPTION OF THE PREVIOUS STRATA COUNCIL MEETING MINUTES

IT WAS MOVED AND SECONDED to adopt the minutes of the Strata Council meeting held September 30, 2014 as prepared by Hugh & McKinnon Realty, Strata Agents. **MOTION CARRIED.**

C. BUSINESS ARISING FROM THE MINUTES

1. Council Member Addition – An owner has put forward his name to sit on Council for the remainder of the term. **IT WAS MOVED AND SECONDED** by Council, to accept the owner to sit on Council for the remainder of the year until the next Annual General Meeting. After a discussion, the vote was called. 3 voted in favour and 2 were opposed. **MOTION CARRIED.** Adam Hassett was accepted as a Council Member.

D. STRATA AGENTS REPORT

1. Financial Report

a. Financial Statements

The financial statements and invoices to October 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 September and October 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. These have been dealt with individually and the Strata Agent was given direction for a response.

F. NEW BUSINESS

1. Budget Proposal – A budget proposal was submitted by the Strata Agent for Council's review. **IT WAS MOVED AND SECONDED** by Council to accept the Budget proposal. The proposal shows no increase in maintenance fees for the upcoming fiscal year. **MOTION CARRIED.** This budget will be presented to the owners for their consideration at the upcoming Annual General Meeting.

2. Parking Storage Clean-Up – Owners are reminded that nothing is allowed to be stored in the parking stalls. If any items are stored in the parking stall, they must be removed immediately. An inspection will be carried out. Owners not in compliance will be notified.
3. Cleanliness – General cleanliness around the complex was discussed and the Strata Agent was given instructions to review items with the caretaker.
4. Parking Rules – Residents are not permitted to park in visitor parking. Please be advised that one warning will be issued. If a vehicle has been ticketed, it will be towed from the complex at the owner's expense the next time it is parked in visitor parking. **Please review the attached Parking Rules.**
5. Pet Bylaws – **When walking your dog through the complex, you must pick up immediately after your pet. Do not leave any dog waste on common property. The landscapers have been instructed not to do any work in areas where waste is left behind. Owners not picking up after their pets will be fined.**
6. Patio Re-levelling – A patio re-levelling priority list will be established and reported back to Council.

BYLAW 42.15, CHRISTMAS LIGHTS & DECORATIONS

An owner must ensure that Christmas lights and other decorations are installed after December 1st of the year approaching Christmas and removed before January 15th of the year following Christmas.

RECYCLING AND GARBAGE

Residents are asked to please place the appropriate garbage and recycling in the proper bins. The garbage bins are for household garbage only. Cardboard boxes are to be broken down and recycled off site. Items such as drywall materials, old paint, propane cylinders, vehicle tires, old oil filters, furniture and appliances cannot be placed in the bins, nor left in the recycling area, but must be taken by the resident to the appropriate recycling locations off site.

G. DATE OF NEXT MEETING

The Annual General Meeting is scheduled to take place in January 2015, date yet to be determined, 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 9:00 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

Income Statement (Accrual)
RIVERPOINTE - (lms879)
September 2014
9 months ended

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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

	Month to Date	%	Year to Date	%
INCOME				
Maintenance Fees	69,816.51	0	628,348.59	0
Interest Income	99.30	0	642.68	0
Other Income	0.00	0	1,280.00	0
Caretaker Suite Income	1,050.00	0	4,200.00	0
Interest @ 10% per annum	685.69	0	1,918.87	0
Fines & Penalties Income	0.00	0	250.00	0
Move in fee	300.00	0	2,100.00	0
Parking Income	420.00	0	4,060.00	0
Clubhouse Rental	150.00	0	900.00	0
Transfer from Surplus	2,833.33	0	25,500.01	0
TOTAL INCOME	75,354.83	0	669,200.15	0
EXPENSES				
Building Maintenance	5,526.16	0	19,937.19	0
Equipment Maintenance	0.00	0	-4,806.95	0
Janitorial/Supplies	0.00	0	1,057.49	0
Fire & Safety Equipment	796.98	0	13,352.63	0
Pest Control	0.00	0	519.75	0
Landscaping Contract	5,073.60	0	44,193.05	0
Landscape Improvements	0.00	0	-235.00	0
Snow Removal	0.00	0	3,160.51	0
Gate Maintenance	567.29	0	4,077.15	0
Management Fees	4,881.50	0	43,933.50	0
Security	130.20	0	-1,728.90	0
Insurance	9,844.60	0	89,478.44	0
Electricity	8,717.43	0	40,341.89	0
Gas	192.00	0	82,690.90	0
Garbage Removal	1,848.38	0	15,622.42	0
Enterphone	193.60	0	1,742.40	0
Elevator	1,153.55	0	11,324.40	0
Office/Council Expenses	113.95	0	3,212.67	0
Bank Charges	52.50	0	472.50	0
Clubhouse-Rep/Maint	42.10	0	5,622.49	0
Telephone/Pager	0.00	0	526.74	0
Legal	-1,705.47	0	-1,501.04	0
Caretaker Salaries	3,249.95	0	30,700.91	0
Relief Caretaker	4,526.20	0	34,293.65	0
Caretaker Benefits	231.98	0	2,210.07	0
Caretaker Suite Fees/Expenses	277.62	0	5,666.28	0
Caretaker Suite Property Taxes	0.00	0	483.00	0
Contingency Reserve	10,250.00	0	92,250.00	0
TOTAL EXPENSES	55,964.12	0	538,598.14	0
NET INCOME	19,390.71	0	130,602.01	0

**Balance Sheet (Accrual)
RIVERPOINTE - (Ims879)
September 2014
9 months ended**

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Strata Plan LMS879

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ASSETS

Bank-Operating	23,730.51
Bank-Contingency Reserve	307,983.07
Petty Cash	200.00
Accounts Receivable-Owners	94,993.88
Caretaker Suite	120,198.72

TOTAL ASSETS 547,105.96

LIABILITIES

Accounts Payable	84,845.95
Receiver General Payable	857.95
WCB Payable	98.85
Security Deposit	525.00
Accrued Payable-Roof Levy	-148,975.48
TOTAL LIABILITIES	<u>-62,647.73</u>

OWNERS EQUITY

RESERVES:

CRF-Previous Years	319,524.01
CRF-Current Year Contributions	92,250.00
CRF-Interest Current Year	2,233.44
Withdrawal from Contingency	-6,024.38
Total CRF Funds	<u>407,983.07</u>

Borrow from CRF-Roof -100,000.00

TOTAL RESERVES 307,983.07

Owners Equity Caretaker Suite	120,198.72
Profit/Loss Year-To-Date	130,602.01
Profit/Loss Prior Years	50,969.89

TOTAL LIABILITIES & EQUITY 547,105.96

**Income Statement
Riverpointe - LMS879
October 2014
10 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	698,165.10	0
Interest Income	56.61	0	699.29	0
Other Income	505.00	0	1,785.00	0
Caretaker Suite Income	1,050.00	0	5,250.00	0
Interest @ 10% per annum	296.09	0	2,214.96	0
Fines & Penalties Income	0.00	0	250.00	0
Move in fee	700.00	0	2,800.00	0
Parking Income	420.00	0	4,480.00	0
Clubhouse Rental	0.00	0	900.00	0
Transfer from Surplus	2,833.33	0	28,333.34	0
TOTAL INCOME	75,677.54	0	744,877.69	0
EXPENSES				
Building Maintenance	19,215.83	0	39,153.02	0
Equipment Maintenance	1,184.40	0	-3,622.55	0
Janitorial/Supplies	280.15	0	1,337.64	0
Fire & Safety Equipment	6,469.96	0	19,822.59	0
Pest Control	0.00	0	519.75	0
Window Maintenance	192.87	0	192.87	0
Landscaping Contract	5,073.60	0	49,266.65	0
Landscape Improvements	0.00	0	-235.00	0
Snow Removal	0.00	0	3,160.51	0
Gate Maintenance	471.52	0	4,548.67	0
Management Fees	4,881.50	0	48,815.00	0
Security	2,520.00	0	791.10	0
Insurance	9,844.60	0	99,323.04	0
Electricity	4,300.00	0	44,641.89	0
Gas	234.93	0	82,925.83	0
Garbage Removal	1,848.38	0	17,470.80	0
Enterphone	193.60	0	1,936.00	0
Elevator	1,401.16	0	12,725.56	0
Office/Council Expenses	1,082.15	0	4,294.82	0
Bank Charges	52.50	0	525.00	0
Clubhouse-Rep/Maint	0.00	0	5,622.49	0
Telephone/Pager	222.80	0	749.54	0
Legal	2,258.85	0	757.81	0
Caretaker Salaries	321.62	0	31,022.53	0
Relief Caretaker	6,283.20	0	40,576.85	0
Caretaker Benefits	837.87	0	3,047.94	0
Caretaker Suite Fees/Expenses	277.62	0	5,943.90	0
Caretaker Suite Property Taxes	0.00	0	483.00	0
Contingency Reserve	10,250.00	0	102,500.00	0
TOTAL EXPENSES	79,699.11	0	618,297.25	0
NET INCOME	-4,021.57	0	126,580.44	0

**Balance Sheet
Riverpointe - LMS879
October 2014**

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ASSETS

Bank-Operating	26,979.94
Bank-Contingency Reserve	268,494.40
Petty Cash	200.00
Accounts Receivable-Owners	65,946.10
Caretaker Suite	120,198.72

TOTAL ASSETS	<u><u>481,819.16</u></u>
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LIABILITIES

Accounts Payable	15,339.78
Receiver General Payable	803.14
WCB Payable	716.60
Security Deposit	525.00
Accrued Payable-Roof Levy	<u>-98,975.48</u>
TOTAL LIABILITIES	<u>-81,590.96</u>

OWNERS EQUITY

RESERVES:

CRF-Previous Years	319,524.01
CRF-Current Year Contributions	102,500.00
CRF-Interest Current Year	2,494.77
Withdrawal from Contingency	<u>-6,024.38</u>
Total CRF Funds	<u>418,494.40</u>

Borrow from CRF-Roof	<u>-150,000.00</u>
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TOTAL RESERVES	<u>268,494.40</u>
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Owners Equity Caretaker Suite	120,198.72
Profit/Loss Year-To-Date	126,580.44
Profit/Loss Prior Years	48,136.56

TOTAL LIABILITIES & EQUITY	<u><u>481,819.16</u></u>
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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.