

<p style="text-align: center;">STRATA PLAN LMS 879 – RIVERPOINTE</p> <hr/> <p style="text-align: center;">STRATA COUNCIL MEETING HELD MARCH 31, 2015 AT 7:00 PM IN THE LOUNGE, CAPILANO BUILDING 15150 – 108 AVENUE, SURREY BC</p>
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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: Gary Gallant, Karen Goodman, Linda Heffernan, Travis Kraft, Elaine May, Janice McDonald, Bill McKinnon, John Samus, Peter Vardon, Debbie Vanderay and Carl Sloback, Strata Agent

B. COUNCIL POSITIONS

The following council positions were elected by Council Members:

President	John Samus
Vice President	Elaine May
Treasurer	Bill McKinnon
Secretary	Travis Kraft
Privacy Officer	Karen Goodman
Maintenance/Caretaker Liaison	Gary Gallant

C. ADOPTION OF THE PREVIOUS STRATA COUNCIL MEETING MINUTES

IT WAS MOVED AND SECONDED to adopt the minutes of the Strata Council meeting held January 27, 2015 as prepared by Hugh & McKinnon Realty, Strata Agents. **MOTION CARRIED.**

D. BUSINESS ARISING FROM THE MINUTES – Nothing to report at this time.

E. STRATA AGENTS REPORT

1. Financial Report

a. Financial Statements

The financial statements and invoices to February 28, 2015 were reviewed in detail by the Council Treasurer and Council Members present, **IT WAS MOVED AND SECONDED** to adopt the financial statements as prepared by Hugh & McKinnon Realty Ltd., Strata Agents. **MOTION CARRIED.** The balance sheet and income statement for January and February are attached to these minutes.

b. Accounts Payable – After review of the outstanding amount to Arbutus Roofing for finalizing chimney repairs, **IT WAS MOVED AND SECONDED** by Council, that \$100,000 be withdrawn from the Contingency Reserve Fund to pay Arbutus Roofing for the emergency chimney repairs. **MOTION CARRIED.**

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

F. CORRESPONDENCE

1. Correspondence Received

Correspondence was received from owners regarding maintenance and various other items. These were forwarded to the Strata Agent for a response. Comments and concerns were taken under advisement by Council.

Council would like to report to owners that Council Members plan to be very proactive in maintaining Riverpointe.

G. NEW BUSINESS

1. Emergency Contact Information Form – A blank Emergency Contact Information form is attached to these minutes. Please complete the form providing a local emergency contact that can provide access to your unit during an emergency if you are absent from your suite, and return the form to the Strata Agent's office: by mail - Hugh & McKinnon Realty, Ltd., Strata Agents, 14007 16 Avenue, Surrey, V6A 1P9; or by Fax – 604-531-4624; or by email – strata@hughmckinnon.com. This information is kept confidential as required by the Privacy Act of British Columbia.
2. Spring Cleaning – Spring cleaning is scheduled for April 25 and 26, 2015. A garbage dumpster will be brought in on Friday April 24 and removed on Monday. We ask everyone to please read the attached notice regarding the items that are allowed into the bin.
3. Balcony Cleaning – Balcony cleaning is scheduled for the same weekend. Please read the attached notice regarding dates and times that balcony cleaning will take place.
4. Tree Replacement – The balance of the trees have been removed. Replanting of twenty trees is a requirement on the Tree Removal Permit from the City of Surrey. This will proceed in the fall. Selection of trees will be made by Council. Council will choose from five different species that have been recommended.
5. Parking – The issue of parking and security was discussed in detail. It was noted that residents are parking in visitor parking spaces for extended periods, especially at night. Please be advised that a Parking Committee is being formed to scrutinize the parking areas. The Strata Agent was directed to contact the security firm to see if they would assist in ticketing parking violations. The policy for Council will be: first offence, one warning ticket issued, second offence: one letter and fine, third offence: automatic towing.
6. Caretaker – Caretaker duties, and days off were discussed, whether this would be effective for the complex. A review of the janitorial work will be carried out by the Caretaker Liaison Council Member and the Strata Agent.
7. Enterphone – Owners that do not have a Telus account or a hard line to their unit, need not have one in order to operate the enterphone. Connect a standard telephone to one of the wall jacks in the apartment and test to see if the enterphone will operate through that wall jack. Enterphone lines are individually hard wired into each apartment and will work when a standard telephone is plugged into the wall jack. No service line is required.
8. Ordering Documents – Hugh & McKinnon Realty Ltd., Strata Agents is now affiliated with eStrataHub. You can now order your documents (such as Minutes, Bylaws, Form B & Form F) on line at estratahub.com. There is also a link on the Hugh & McKinnon We Site: www.hughmckinnon.com.

H. DATE OF NEXT MEETING

The next Strata Council Meeting is scheduled to take place Tuesday, April 28, 2015, at 7:00 PM in the lounge, Capilano Building, 15150 108 Avenue, Surrey.

I. 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
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Telephone: 604-541-5214
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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)

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 cents + taxes per page.
2. **Bylaws & Financial Statements** (7 days notice required) @ 25 cents + taxes per page.
3. **Form B:** (with 7 days notice \$35.00 + taxes) – (PRIORITY FEES FOR RUSH ORDERS)
Plus 25 cents + taxes per page for copies of documents requested.
4. **Form F:** (with 7 days notice \$15.00 + taxes) – (PRIORITY FEES FOR RUSH ORDERS)