

**STRATA PLAN LMS 879 – RIVERPOINTE**

**STRATA COUNCIL MEETING HELD APRIL 28, 2015  
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: Gary Gallant, Karen Goodman, Linda Heffernan, Travis Kraft, Elaine May, Janice McDonald, Bill McKinnon, John Samus, Debbie VanderWey, Peter Vardon and Carl Sloback, Strata Agent

**B. PRESENTATION**

Guy Majoor, Caretaker, attended the meeting to do a review of duties and provided information for Council. Council thanked Guy for his attendance and for the updated information. Guy left the meeting at 7:30 PM.

**C. ADOPTION OF THE PREVIOUS STRATA COUNCIL MEETING MINUTES**

**IT WAS MOVED AND SECONDED** to adopt the minutes of the Strata Council meeting held March 31, 2015 with the following change: Gary Gallant, Karen Goodman, Linda Heffernan, Travis Kraft, Elaine May, Janice McDonald, Bill McKinnon, John Samus, Peter Vardon, Debbie VanderWey and Carl Sloback, Strata Agent were in attendance. (Adam Hassett was not in attendance). **MOTION CARRIED.**

**D. BUSINESS ARISING FROM THE MINUTES**

1. Spring Cleaning Follow Up – The spring cleaning was carried out and reviewed by Council. Council is discussing further whether the large garbage bin will be brought in for a second time during the fall, and whether another day for balcony cleaning will be held later in the summer.
2. Exterior Window Cleaning – **IT WAS MOVED AND SECONDED** by Council to accept a quote for exterior window cleaning from Service Master. **MOTION CARRIED.** The Strata Agent was directed to accept the quote. Notices will be posted when the work has been scheduled.
3. Carpet Cleaning – Spot cleaning with a dry chemical or dry cleaner will be used by the caretakers to see if this is feasible, before a large truck mounted unit would be brought in.

**E. STRATA AGENTS REPORT**

1. Financial Report
  - a. Financial Statements

The financial statements and invoices to March 31, 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 March are attached to these minutes.
  - b. Accounts Receivable – The Strata Agent reviewed accounts receivable with Council. Owners in arrears for roof levies have been contacted by mail and lien warning letters will be sent where necessary.

**F. CORRESPONDENCE**

1. Correspondence Received

- a. An email was received from an owner advising Council regarding cats roaming in the complex. **Owners are reminded that pets must be leashed at all times when on common property, whether it is a cat or a dog. Owners in violation will be fined under the bylaws.**
- b. All other correspondence was reviewed by Council. No further action is required.

**G. NEW BUSINESS**

1. Parking Stalls – It has come to Council's attention that there is a duplication of parking stalls in the MacKenzie Building. The Strata Agent was directed to send letters to the two owners involved to see what information they can provide which led to this duplication of assignment of common property and report back to Council.
2. Horizontal Sanitary Sewer Lines – All horizontal sanitary sewer lines have been cleaned by ASAP Plumbing.
3. Dryer Vent Cleaning – Dryer vent cleaning will be carried out in the late spring/early summer. Notices will be posted.
4. Security - **Owners are reminded to make sure all exit doors are firmly closed and locked behind them. Security is an important issue within our complex.**
5. Landscaping Improvements – Landscaping improvements are continuing on an on-going basis. Tree removal has been completed. Tree trimming of existing trees has been completed to the requirements of a registered arborist. The City of Surrey will no longer allow topping of trees.
6. Organic Waste Pick-up – Riverpointe will be adhering to the organic waste pick-up system as required by Metro Vancouver as of July 1, 2015. Waste Management will be providing the tote bins in the common area garbage room for owners. Information will be delivered door to door once received from Waste Management as well as posted in the garbage rooms for everyone's information. We trust everyone will cooperate in dealing with this issue.

**H. DATE OF NEXT MEETING**

The next Strata Council Meeting is scheduled to take place Tuesday, May 26, 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](mailto: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 – 16<sup>th</sup> Avenue, Surrey, BC V4A 1P9

Telephone: 604-541-5214  
Fax: 604-531-4624  
Email: [strata@hughmckinnon.com](mailto: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)

Documents can be ordered on line at [estratahub.com](http://estratahub.com).

There is also a link on the Hugh & McKinnon Web Site: [www.hughmckinnon.com](http://www.hughmckinnon.com).

**Income Statement  
Riverpointe - LMS879  
March 2015  
3 months ending**

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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	%
<b>INCOME</b>				
Maintenance Fees	69,816.51	0	209,449.53	0
Interest Income	36.76	0	171.34	0
Other Income	0.00	0	670.00	0
Caretaker Suite Income	1,050.00	0	3,150.00	0
Interest @ 10% per annum	284.93	0	879.48	0
Move in fee	-100.00	0	600.00	0
Parking Income	385.00	0	1,155.00	0
Clubhouse Rental	0.00	0	450.00	0
Transfer from Surplus	4,308.33	0	12,925.03	0
<b>TOTAL INCOME</b>	<b>75,781.53</b>	<b>0</b>	<b>229,450.38</b>	<b>0</b>
<b>EXPENSES</b>				
Building Maintenance	1,567.82	0	3,087.07	0
Equipment Maintenance	0.00	0	1,348.65	0
Janitorial/Supplies	0.00	0	242.50	0
Fire & Safety Equipment	961.08	0	2,697.24	0
Pest Control	84.00	0	84.00	0
Window Maintenance	0.00	0	497.87	0
Landscaping Contract	5,073.60	0	15,220.80	0
Landscape Improvements	0.00	0	393.75	0
Gate Maintenance	1,039.71	0	1,039.71	0
Management Fees	4,881.50	0	14,644.50	0
Security	1,490.48	0	3,968.48	0
Insurance	9,844.60	0	30,400.05	0
Electricity	4,500.00	0	13,699.67	0
Gas	16,023.27	0	54,790.69	0
Garbage Removal	2,322.34	0	6,967.02	0
Enterphone	193.60	0	780.30	0
Elevator	1,626.16	0	4,002.48	0
Office/Council Expenses	774.18	0	1,001.11	0
Bank Charges	52.50	0	157.50	0
Clubhouse-Rep/Maint	1,055.91	0	1,428.51	0
Telephone/Pager	84.00	0	654.59	0
Caretaker Salaries	3,095.00	0	9,265.71	0
Relief Caretaker	3,511.20	0	10,510.50	0
Caretaker Benefits	220.24	0	723.02	0
Caretaker Suite Fees/Expenses	277.62	0	832.86	0
Caretaker Suite Property Taxes	468.00	0	468.00	0
Contingency Reserve	11,583.33	0	34,750.03	0
<b>TOTAL EXPENSES</b>	<b>70,730.14</b>	<b>0</b>	<b>213,656.61</b>	<b>0</b>
<b>NET INCOME</b>	<b>5,051.39</b>	<b>0</b>	<b>15,793.77</b>	<b>0</b>

**Balance Sheet  
Riverpointe - LMS879  
March 2015**

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**ASSETS**

Bank-Operating	4,083.47
Bank-Contingency Reserve	224,640.47
Petty Cash	200.00
Accounts Receivable-Owners	38,626.26
Caretaker Suite	120,198.72
<b>TOTAL ASSETS</b>	<u><u>387,748.92</u></u>

**LIABILITIES**

Accounts Payable	171,064.08
Receiver General Payable	800.73
WCB Payable	71.53
Security Deposit-CT suite	525.00
Accrued Payable-Roof Levy	<u>-226,641.49</u>
<b>TOTAL LIABILITIES</b>	-54,180.15

**OWNERS EQUITY**

**RESERVES:**

CRF-Previous Years	189,371.32
CRF-Current Year Contributions	34,750.03
CRF-Interest Current Year	<u>519.12</u>
Total CRF Funds	224,640.47

**TOTAL RESERVES**

224,640.47

Owners Equity Caretaker Suite	120,198.72
Profit/Loss Year-To-Date	15,793.77
Profit/Loss Prior Years	81,296.11

**TOTAL LIABILITIES & EQUITY**

387,748.92