

STRATA PLAN LMS 879 – RIVERPOINTE

**STRATA COUNCIL MEETING HELD SEPTEMBER 29, 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: Karen Goodman, Elaine May, Janice McDonald, Bill McKinnon, John Samus, Debbie VanderWey, Gary Gallant, Peter Vardon and Carl Sloback, Strata Agent

Regrets: Linda Heffernan and Travis Kraft,

Several owners were in attendance to observe the meeting.

B. ADOPTION OF THE PREVIOUS STRATA COUNCIL MEETING MINUTES

IT WAS MOVED AND SECONDED by Council, to adopt the minutes of the Strata Council meeting held June 30, 2015 as prepared by Hugh & McKinnon Realty Ltd., Strata Agents. **MOTION CARRIED.**

C. BUSINESS ARISING FROM THE MINUTES

1. Windows – Issues with windows will be further investigated. Council will look at the information provided by RDH when they did the original balcony repairs.
2. Bylaws – Council requested that the Strata Agent look into a possible bylaw amendment which would prohibit short-term rentals. Council will review and discuss the bylaw proposal at the next meeting.

D. STRATA AGENTS REPORT

1. Financial Report

a. Financial Statements

The financial statements and invoices to August 31, 2015 were reviewed in detail by the Council Treasurer and Council Members present, **IT WAS MOVED AND SECONDED** by Council, to adopt the financial statements as prepared by Hugh & McKinnon Realty Ltd., Strata Agents. **MOTION CARRIED.** The balance sheet and income statement for August are attached to these minutes.

- b. Accounts Receivable – The Strata Agent reviewed accounts receivable with Council. **IT WAS MOVED AND SECONDED** by Council to send demand letters to two accounts in serious arrears and to forward the accounts to Cleveland Doan LLP for collection if payment is not received. **MOTION CARRIED.** Other owners with minor arrears have been sent statements.

E. CORRESPONDENCE

1. Correspondence Received – Several emails have been received regarding issues around the complex regarding maintenance, cleaning and landscaping. These items are being dealt with as requested by the owners.

F. NEW BUSINESS

1. Landscaping - All the trees that were slated to be removed as per the arborist report and the tree permit by the City of Surrey have been removed. Council will be selecting trees for tree replacement, as required by the tree removal permit. These will be installed when the weather is appropriate to do so. Remediation work on the

lawn areas will be carried out this fall when the weather is appropriate. **Thank you to all owners and residents who hand watered shrubbery and areas in and around their strata lots during the recent watering restrictions.**

2. **Food Waste** – Attached to these minutes is a reminder to owners regarding proper food waste disposal and recycling.
3. **Fireplaces** – The gas for the fireplaces will be turned on October 15, 2015. Owners are reminded that it is their responsibility to have their fireplaces serviced on a regular basis.
4. **Parking** - Please note that several owners whose vehicles have been parked in contravention of Riverpointe's Bylaws have been ticketed, fined and/or towed as necessary. Parking monitoring will be increased. Owners are reminded that any resident in the complex is not permitted to park in visitors parking for any reason. Council is looking at the installation of additional signage regarding visitor parking in the complex. **Please review the attached Bylaw 38 regarding Parking.**
5. **Soffit Repair and Vent Repair** – Soffit Repair and vent repair on the Seymour building will be carried out by Arbutus Roofing.
6. **Maintenance** – Various maintenance issues around the complex have been brought up by Council Members and a list has been compiled. The list will be forwarded to the caretakers for repairs. The Strata Agent and caretaker will be getting together to look at a Fall Painting Program for the interior of the complex through the winter. This will be brought back to Council.
7. **Fall Clean-up** - Council has decided that a fall clean-up will be carried out and a garbage bin will be brought into the complex on the October 24 through 25, 2015 weekend for owners to dispose of proper refuse.

MINUTES AND NOTICES

Owners wishing to receive notices and minutes by email are asked to please email your authority along with your email address to strata@hughmckinnon.com. Please be advised that you need to keep minutes, even in digital format. Should you decide to sell, you will be required to provide minutes and there is a charge for copies.

G. DATE OF NEXT MEETING

The next Strata Council Meeting is scheduled to take place Tuesday, October 27, 2015, 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 8:45 PM. **MOTION CARRIED.**

Compiled by: *Carl Sloback, Strata Agent*
Hugh & McKinnon Realty Ltd., Strata Agents
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)

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.

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.

There is also a link on the Hugh & McKinnon Web Site: www.hughmckinnon.com.

**Balance Sheet
Riverpointe - LMS879
August 2015**

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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	7,948.49
Bank-Contingency Reserve	183,192.49
Petty Cash	200.00
Accounts Receivable-Owners	22,077.77
Accounts Receivable-Insurance Claim	3,885.00
Caretaker Suite	120,198.72

TOTAL ASSETS

337,502.47

LIABILITIES

Accounts Payable	34,302.00
Receiver General Payable	800.73
WCB Payable	610.51
Security Deposit-CT suite	525.00
Accrued Payable-Roof Levy	<u>-126,641.49</u>
TOTAL LIABILITIES	-90,403.25

OWNERS EQUITY

RESERVES:

CRF-Previous Years	189,371.32
CRF-Current Year Contributions	92,666.68
CRF-Interest Current Year	1,154.49
Withdrawal from Contingency	<u>-100,000.00</u>
Total CRF Funds	183,192.49

TOTAL RESERVES

183,192.49

Owners Equity Caretaker Suite	120,198.72
Profit/Loss Year-To-Date	64,760.05
Profit/Loss Prior Years	59,754.46

TOTAL LIABILITIES & EQUITY

337,502.47

**Income Statement
Riverpointe - LMS879
August 2015
8 months ending**

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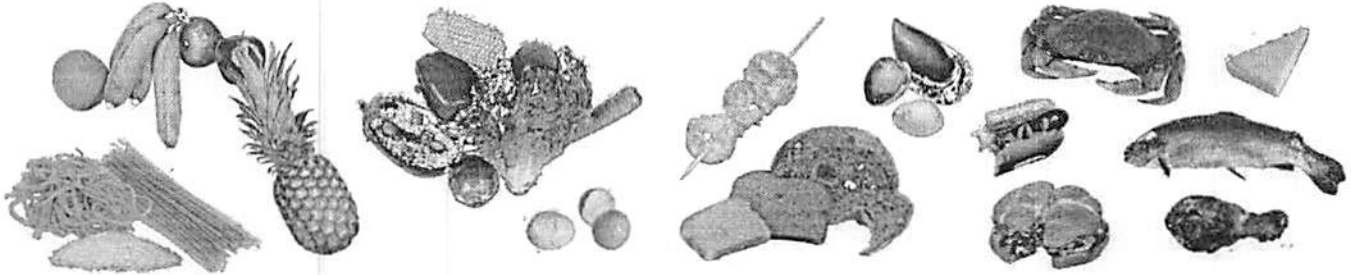
	<u>Month to Date</u>	<u>%</u>	<u>Year to Date</u>	<u>%</u>
INCOME				
Maintenance Fees	69,816.51	0	558,532.08	0
Interest Income	24.77	0	324.02	0
Other Income	0.00	0	1,320.00	0
Caretaker Suite Income	1,050.00	0	8,400.00	0
Interest @ 10% per annum	139.58	0	2,062.39	0
Fines & Penalties Income	0.00	0	200.00	0
Move in fee	500.00	0	2,900.00	0
Parking Income	420.00	0	3,150.00	0
Clubhouse Rental	0.00	0	1,250.00	0
Transfer from Surplus	4,308.33	0	34,466.68	0
TOTAL INCOME	76,259.19	0	612,605.17	0
EXPENSES				
Building Maintenance	1,823.76	0	37,819.48	0
Equipment Maintenance	0.00	0	2,582.93	0
Janitorial/Supplies	0.00	0	640.17	0
Fire & Safety Equipment	5,771.17	0	17,783.32	0
Pest Control	498.75	0	1,328.25	0
Window Maintenance	0.00	0	806.77	0
Landscaping Contract	5,175.45	0	41,098.05	0
Landscape Improvements	0.00	0	11,387.25	0
Snow Removal	0.00	0	913.50	0
Gate Maintenance	0.00	0	1,712.83	0
Management Fees	4,881.50	0	39,052.00	0
Security	1,302.00	0	10,394.48	0
Insurance	9,253.66	0	78,620.22	0
Electricity	4,000.00	0	35,345.38	0
Gas	317.09	0	73,994.59	0
Garbage Removal	2,632.06	0	21,223.63	0
Enterphone	193.60	0	1,947.80	0
Elevator	1,188.16	0	10,381.28	0
Office/Council Expenses	246.38	0	2,932.16	0
Bank Charges	52.50	0	420.00	0
Clubhouse-Rep/Maint	213.01	0	2,619.60	0
Telephone/Pager	141.12	0	1,150.40	0
Legal	0.00	0	425.47	0
Caretaker Salaries	3,095.00	0	24,780.84	0
Relief Caretaker	4,776.00	0	30,214.88	0
Caretaker Benefits	307.59	0	2,366.20	0
Caretaker Suite Fees/Expenses	277.62	0	2,430.96	0
Caretaker Suite Property Taxes	0.00	0	806.00	0
Contingency Reserve	11,583.33	0	92,666.68	0
TOTAL EXPENSES	57,729.75	0	547,845.12	0
NET INCOME	18,529.44	0	64,760.05	0

Are you hiding something in your garbage?

One third of the garbage in our landfills is organic material (food and yard waste). That material can be composted and put to use by our local farmers. Recycling food scraps, food-soiled paper and yard waste is now mandatory and easy to do – here is a listing of acceptable items:

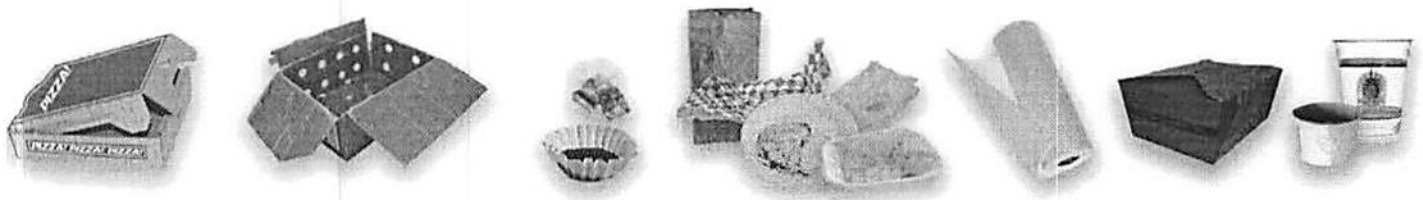
Food

Meat, fish, dairy, fruit, vegetables, shells, bones, pasta, rice, eggshells, nutshells, bread, grains



Food-Soiled Paper and Approved Compostable Packaging

Coffee grounds and filters, tea bags, waxed cardboard, soiled paper bags, kitchen paper towels, paper napkins, uncoated take out containers and paper plates, approved compostable containers and tableware, shredded paper (Absolutely no plastic)



Plants and Flowers

Plants and flowers, landscape vegetation, holiday trees, untreated wood scraps, pallets, crates



Some Compost Bin Tips:

- 1) Line the bottom of your in-home collection container with newsprint or cardboard before you start using it. This will help absorb liquid, prevent food from sticking to the bottom and reduce odours
- 2) Empty your bin every few days — even if it is not full
- 3) Rinse your bin periodically — use mild detergent or a vinegar/water solution and then add a sprinkle of baking soda or laundry detergent
- 4) Wrap peelings in newsprint or a paper towel before putting in the bin — to keep it cleaner
- 5) You can purchase compost bin liners and bags that will decompose. *Please* do NOT use bio-degradable or plastic shopping bags — they take up to 1000 years to decompose!

Once in the refuse room, you can place your organic material in one of the green toters. Waste Management will then pick up this material and dispose of it at a local facility, Harvest Power.



Just remember, NO PLASTIC as it will contaminate the entire batch



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.