

STRATA PLAN LMS 879 – RIVERPOINTE

STRATA COUNCIL MEETING HELD NOVEMBER 24, 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 Vice President, Elaine May 7:03 PM. The following were in attendance: Gary Gallant, Karen Goodman, Elaine May, Janice McDonald, Bill McKinnon, Debbie VanderWey, Peter Vardon and Carl Sloback, Strata Agent

Attendees: 2 owners observed the meeting

Regrets: Linda Heffernan, Travis Kraft and John Samus

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 October 27, 2015 as prepared by Hugh & McKinnon Realty Ltd., Strata Agents. **MOTION CARRIED.**

C. BUSINESS ARISING FROM THE MINUTES

1. Annual General Meeting Preparation

- a. Budget – The budget proposal being prepared for the next fiscal year is being reviewed by Council in detail. Council has asked the Strata Agent to look at alternatives and bring them back to the Strata Council for further review before a final decision is made regarding the budget which will be brought forward to the owners at the Annual General Meeting for their consideration.
- b. Resolutions – Bylaw amendments are being looked at and will be finalized at the next Council Meeting.
- c. Cleaning Carpets – Carpet cleaning quotes were reviewed by Council. **IT WAS MOVED AND SECONDED** by Council to accept the quote from Tuxedo Carpet Care to clean the interior carpets. **MOTION CARRIED.** Notices will be posted once the scheduling has been decided. We ask all residents not to walk on the carpet areas while the work is being carried out.

D. STRATA AGENTS REPORT

1. Financial Report

- a. Financial Statements
The financial statements and invoices to October 31, 2015 were reviewed by 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.**
- b. Prior Years Surplus
During the review **IT WAS MOVED AND SECONDED** by Council that the prior year's surplus showing on the balance sheet will be moved to the Contingency Reserve Fund. **MOTION CARRIED.**
- c. Accounts Receivable – The Strata Agent reviewed the accounts receivable with Council Members present.

E. CORRESPONDENCE

1. Correspondence Received

- a. Correspondence was received from an owner regarding noise concerns and parking violations. The owners in violation will be contacted by letter advising the appropriate rules.
- b. A note was received from an owner regarding a recent incident regarding a dog

bite to another resident in the complex. Council reviewed the incident. It is very unfortunate that this incident took place. The Strata Agent was given direction to contact the owner of the dog in question.

- c. Correspondence was received from an owner regarding a rental of the lounge and minor damage reported. Council reviewed the information, discussed the issue in detail and gave the Strata Agent direction to respond to the letter.

F. NEW BUSINESS

1. Mini Blinds – **IT WAS MOVED AND SECONDED** by Council, to go ahead with mini blind replacements for the lounge and gym area. **MOTION CARRIED.**

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.

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 and
do not leave anything visible in your vehicle.

Your cooperation is appreciated by all owners

BYLAW 42.15, CHRISTMAS LIGHTS AND 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.

G. DATE OF NEXT MEETING

The next Strata Council Meeting is scheduled to take place Monday, January 25, 2016, 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 9:10 PM. **MOTION CARRIED.**

Compiled by:

Strata Agent: Carl Sloback, Strata Agent
Hugh & McKinnon Realty Ltd., Strata Agents
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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!**

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
October 2015**

Page 1
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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	23,621.30
Bank-Contingency Reserve	206,622.99
Petty Cash	200.00
Accounts Receivable-Owners	15,417.69
Accounts Receivable-Insurance Claim	3,885.00
Caretaker Suite	120,198.72

TOTAL ASSETS

369,945.70

LIABILITIES

Accounts Payable	161,652.45
Receiver General Payable	800.73
WCB Payable	762.98
Security Deposit-CT suite	525.00
Accrued Payable-Roof Levy	<u>-277,316.49</u>
TOTAL LIABILITIES	-113,575.33

OWNERS EQUITY

RESERVES:

CRF-Previous Years	189,371.32
CRF-Current Year Contributions	115,833.34
CRF-Interest Current Year	1,418.33
Withdrawal from Contingency	<u>-100,000.00</u>
Total CRF Funds	206,622.99

TOTAL RESERVES

206,622.99

Owners Equity Caretaker Suite	120,198.72
Profit/Loss Year-To-Date	105,561.52
Profit/Loss Prior Years	51,137.80

TOTAL LIABILITIES & EQUITY

369,945.70

Income Statement
Riverpointe - LMS879
October 2015
10 months ending

Page 1
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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	35.99	0	393.29	0
Other Income	0.00	0	1,810.00	0
Caretaker Suite Income	1,050.00	0	10,500.00	0
Interest @ 10% per annum	78.71	0	2,252.97	0
Fines & Penalties Income	0.00	0	200.00	0
Move in fee	200.00	0	3,900.00	0
Parking Income	385.00	0	3,955.00	0
Clubhouse Rental	0.00	0	1,625.00	0
Transfer from Surplus	4,308.33	0	43,083.34	0
TOTAL INCOME	75,874.54	0	765,884.70	0
EXPENSES				
Building Maintenance	1,075.20	0	44,460.27	0
Equipment Maintenance	4,109.68	0	7,222.86	0
Janitorial/Supplies	0.00	0	640.17	0
Fire & Safety Equipment	1,574.72	0	20,260.86	0
Pest Control	84.00	0	1,496.25	0
Window Maintenance	0.00	0	806.77	0
Landscaping Contract	5,175.45	0	51,448.95	0
Landscape Improvements	0.00	0	12,552.36	0
Snow Removal	0.00	0	913.50	0
Gate Maintenance	252.74	0	2,909.59	0
Management Fees	4,881.50	0	48,815.00	0
Security	1,302.00	0	12,956.48	0
Insurance	9,253.66	0	97,127.54	0
Electricity	4,500.00	0	40,451.07	0
Gas	991.92	0	75,312.10	0
Garbage Removal	2,632.06	0	26,676.75	0
Enterphone	193.60	0	2,534.50	0
Elevator	1,471.67	0	13,041.11	0
Office/Council Expenses	734.33	0	3,662.81	0
Bank Charges	52.50	0	525.00	0
Clubhouse-Rep/Maint	0.00	0	3,012.48	0
Telephone/Pager	252.93	0	1,754.11	0
Legal	0.00	0	425.47	0
Caretaker Salaries	3,095.00	0	30,956.84	0
Relief Caretaker	4,435.20	0	37,776.73	0
Caretaker Benefits	303.82	0	2,958.07	0
Caretaker Suite Fees/Expenses	277.62	0	2,986.20	0
Caretaker Suite Property Taxes	0.00	0	806.00	0
Contingency Reserve	11,583.33	0	115,833.34	0
TOTAL EXPENSES	58,232.93	0	660,323.18	0
NET INCOME	17,641.61	0	105,561.52	0