

STRATA PLAN LMS 879 – RIVERPOINTE

STRATA COUNCIL MEETING HELD MARCH 29, 2016

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, Janice McDonald, at 7:00 PM. The following were in attendance: Gary Gallant, Janice McDonald, Bill McKinnon, Pete Nichols, Maria Reid, Nick VanderWey, Peter Vardon and Carl Sloback, Strata Agent

Regrets: Karen Goodman 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 January 26, 2016 as prepared by Hugh & McKinnon Realty Ltd., Strata Agents. **MOTION CARRIED.**

C. BUSINESS ARISING FROM THE MINUTES

1. Window Trim – **IT WAS MOVED AND SECONDED** by Council, to do exploratory work on window trim for an amount not to exceed four thousand dollars (\$4,000). This will allow for observations to see if there are any issues with window trims and the area underneath. After discussion the vote was called and the **MOTION CARRIED.**
2. Woodwork Repair & Maintenance – The Strata Agent will obtain quotes for woodwork repair and maintenance on the bottom of the exterior of siding for Council's review.
3. Electrical Rooms – All electrical rooms will be checked to make sure that everything is in good shape.
4. Tree Replacement – The Strata Agent will contact the Arborist regarding tree replacement and the City of Surrey permit requiring additional trees. The findings will be brought back to Council.
5. Window Blinds – New window blinds will be installed in the lounge and gym area.
6. Window Cleaning – Window cleaning quotes will be called for.
7. Carpet Cleaning – Carpet cleaning quotes will be called for. This will take place the week prior to the May long weekend. Carpet spot cleaning will be carried out by the caretakers using a natural deodorant and spot removing product.
8. Power Washing – The caretakers will be power washing around the complex, including the glass entranceways. This will be carried out prior to the Metro Vancouver watering restrictions take place May 1st.
9. Fobs – Council directed the Strata Agent obtain formal quotes for fobs for the entrance doors and garage doors.

D. STRATA AGENTS REPORT

1. Financial Report
 - a. Financial Statements

The financial statements and invoices to February 29, 2016 were reviewed by Council Treasurer and Council Members present. After review and discussion, **IT WAS MOVED AND SECONDED** by Council, to adopt the financial statements as prepared by Hugh & McKinnon Realty Ltd., Strata Agents. **MOTION CARRIED.**
 - b. Accounts Receivable – The Strata Agent reviewed the accounts receivable with Council Members present.
 - It was noted that the strata account for Strata Lot 140 is in serious arrears, The owner presented a payment plan to Council. After review of the

payment plan, **IT WAS MOVED AND SECONDED** by Council, to deny the payment plan and to request payment in full. **MOTION CARRIED.**

- A second owner's account will be cleared within the next two weeks.
- Council is also reviewing two requests from owners regarding payment plans for arrears. Council will be in contact with those owners.
- **IT WAS MOVED AND SECONDED** by Council, that when an owner's account reaches a level of \$2,500, legal action and/or means of collection as authorized under the Strata Property Act will be carried out automatically. **MOTION CARRIED.**

E. CORRESPONDENCE

1. Correspondence Received – No further correspondence received.
2. Correspondence Sent
 - a. Council reviewed correspondence sent regarding balcony/patio clean-up and unauthorized items on balconies or patios.

F. NEW BUSINESS

1. Spring Balcony Cleaning Day will take place Saturday, April 23, 2016.
2. A dumpster will be available Saturday, April 23 & Sunday April 24, 2016.
3. Gas for fireplaces will be shut off April 15, 2016.
4. Bulletin frames will be installed in the elevators on March 30.
5. The Strata Agent is working on a schedule (yearly) for on-going maintenance, i.e. window cleaning, carpet cleaning and balcony cleaning, etc.
6. Clubhouse rules and rentals are being reviewed by Council.

G. DATE OF NEXT MEETING

The next Strata Council Meeting is scheduled to take place Tuesday, April 26, 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** by Council, to adjourn the meeting at 9:05 PM. **MOTION CARRIED.**

Compiled by:

Strata Agent: 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

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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)

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.

Income Statement (Accrual)
RIVERPOINTE - (lms879)
February 2016
2 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	76,798.25	0	146,614.76	0
Interest Income	23.74	0	43.55	0
Other Income	245.56	0	633.76	0
Caretaker Suite Income	1,050.00	0	2,100.00	0
Interest @ 10% per annum	145.75	0	255.62	0
Move in fee	100.00	0	400.00	0
Parking Income	420.00	0	840.00	0
Clubhouse Rental	150.00	0	450.00	0
Transfer from Surplus	5,333.35	0	5,333.35	0
TOTAL INCOME	84,266.65	0	156,671.04	0
EXPENSES				
Building Maintenance	1,758.50	0	-17,514.93	0
Equipment Maintenance	0.00	0	-5,000.00	0
Janitorial/Supplies	16.77	0	150.53	0
Fire & Safety Equipment	0.00	0	-3,725.53	0
Pest Control	0.00	0	84.00	0
Landscaping Contract	5,175.45	0	10,360.90	0
Landscape Improvements	0.00	0	-6,500.00	0
Snow Removal	540.75	0	540.75	0
Gate Maintenance	0.00	0	151.20	0
Management Fees	4,881.50	0	9,763.00	0
Security	1,218.00	0	2,520.00	0
Insurance	9,253.66	0	18,507.32	0
Electricity	6,588.23	0	11,939.89	0
Gas	14,539.44	0	14,539.44	0
Garbage Removal	3,320.66	0	6,457.57	0
Enterphone	193.60	0	586.70	0
Elevator	1,252.67	0	2,505.34	0
Office/Council Expenses	289.31	0	292.16	0
Bank Charges	52.50	0	105.00	0
Clubhouse-Rep/Maint	276.61	0	-9,314.06	0
Telephone/Pager	188.83	0	324.57	0
Caretaker Salaries	3,068.50	0	6,210.42	0
Relief Caretaker	2,988.00	0	7,782.40	0
Caretaker Benefits	452.04	0	675.83	0
Caretaker Suite Fees/Expenses	277.62	0	555.24	0
Contingency Reserve	11,583.33	0	23,166.66	0
TOTAL EXPENSES	67,915.97	0	75,154.40	0
NET INCOME	16,350.68	0	81,516.64	0

**Balance Sheet (Accrual)
RIVERPOINTE - (lms879)
February 2016
2 months ended**

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ASSETS

Bank-Operating	1,216.33
Bank-Contingency Reserve	173,545.92
Petty Cash	200.00
Accounts Receivable-Owners	26,051.88
Accounts Receivable-Insurance Claim	3,885.00
Caretaker Suite	120,198.72

TOTAL ASSETS

325,097.85

LIABILITIES

Accounts Payable	75,355.47
Receiver General Payable	813.85
WCB Payable	148.22
Security Deposit-CT suite	525.00
Accrued Payable-Roof Levy	<u>-234,795.35</u>
TOTAL LIABILITIES	-157,952.81

OWNERS EQUITY

RESERVES:

CRF-Previous Years	230,093.63
CRF-Current Year Contributions	23,166.66
CRF-Interest Current Year	<u>285.63</u>
Total CRF Funds	253,545.92

TOTAL RESERVES

253,545.92

Owners Equity Caretaker Suite	120,198.72
Profit/Loss Year-To-Date	81,516.64
Profit/Loss Prior Years	27,789.38

TOTAL LIABILITIES & EQUITY

325,097.85