

July 5, 2016

STRATA PLAN LMS 879 – RIVERPOINTE

**STRATA COUNCIL MEETING HELD JUNE 28, 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 & John Samus

B. COUNCIL RESIGNATION

Karen Goodman has submitted her resignation from Council for personal reasons. Council, on behalf of all the owners, would like to thank Karen for her time and effort in working for the benefit of Riverpointe.

C. 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 May 31, 2016 as prepared by Hugh & McKinnon Realty, Ltd., Strata Agents. **MOTION CARRIED.**

D. BUSINESS ARISING FROM THE MINUTES

1. Pathways – A quote for pathways around certain areas of the building are still being awaited for review.
2. Tree Watering Bags – Thirty more tree watering bags will be purchased.
3. Holiday Relief – Sunday caretaker work will be filled by Alfred Desmarais.
4. Bike Gate – A quotation for the bike gate is still forthcoming.
5. Walk-Around – Council did a walk-around. Bylaw infractions, etc. were noted. Letters will be sent. In accordance with Riverpoint's Bylaw 5.11, bird feeders are not allowed. **Owners are reminded to please remove bird feeders as they do attract rodents and there is a potential for problems with the building envelope. Please cooperate in the immediate removal of bird feeders.**

BYLAW 5.11

A resident or visitor must not feed birds, rodents or other wild animals from any strata lot, limited common property, common property or land that is a common asset. No bird feeders of any kind are permitted to be kept on balconies, strata lots, common property or land that is a common asset.

E. STRATA AGENTS REPORT

1. Financial Report
 - a. Financial Statements

The financial statements and invoices to May 31, 2016 were reviewed by Council Treasurer, Bill McKinnon, 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.

F. CORRESPONDENCE

1. Correspondence Received – Correspondences were received from owners and reviewed. The Strata Agent was given direction for responses.
2. Correspondence Sent – All correspondence sent was reviewed by Council. No further action is required.

G. NEW BUSINESS

1. A request was made by an owner for permission to park a camping trailer in underground parking. Riverpointe's Bylaw 38.5 specified that the parking of trailers on the property is not permitted. A letter will be sent to this owner and any owners in contravention of this bylaw.

BYLAW 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.

2. Carpet stretching in all the hallways has been completed.
3. Council is looking into changing towing companies to Surrey Wide Towing. The Strata Agent will contact them.
4. **Owners are reminded of the Pet Bylaws. Pets are not allowed off leash at any time within or on common property. Even on individual patios, as these are common property.**

BYLAW 5.7, REGARDING PETS

A resident or visitor must not permit a loose or unleashed Permitted Pet at any time within or on the common property or on land that is a common asset. A Permitted Pet found loose on common property or land that is a common asset shall be delivered to the municipal pound at the cost of the strata lot owner

5. Legacy Fire Systems has completed the annual fire equipment inspection. Several items need to be repaired and smoke alarms need to be replaced. They will be contacting individuals to arrange for access to their suite for repair or replacement.
6. A recent fire alarm issue: The fire plan in all lobbies will be checked and updated; Easy accessibility to mechanical rooms for Council Members will be arranged. **Owners are reminded: During a fire alarm, all residents should exit the building in an orderly fashion using the stairs.**
7. Exterior window frames & flashing repairs on the clubhouse/lounge building south wall have been completed. This brings the window flashings up to code. Council will be looking at obtaining quotes to continue this program to install necessary flashings and trim where required.

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.

NOISE TRANSFER

Noise does travel within the complex.
Once weather is here, residents will be spending time outside on their patio or in their yards, and doors and windows will be kept open.
Please be respectful of your neighbours by consciously keeping the noise level down.
Keep the volume of your stereos and televisions down, especially the bass levels.
When driving through the complex, please turn down your stereo systems.
We thank everyone for their cooperation.

H. DATE OF NEXT MEETING

The next Strata Council Meeting is scheduled to take place Tuesday, August 30, 2016, 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** by Council, to adjourn the meeting at 8:45 PM. **MOTION CARRIED.**

Compiled by:

Strata Agent: Carl Sloback, Strata Agent
Hugh & McKinnon Realty Ltd., Strata Agents
14007 – 16th Avenue, Surrey, BC V4A 1P9

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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)
May 2016
5 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	73,307.38	0	366,536.90	0
Interest Income	33.09	0	128.40	0
Other Income	230.00	0	963.76	0
Caretaker Suite Income	1,050.00	0	5,250.00	0
Interest @ 10% per annum	-715.06	0	-334.62	0
Move in fee	300.00	0	1,200.00	0
Parking Income	385.00	0	2,065.00	0
Clubhouse Rental	350.00	0	1,050.00	0
Transfer from Surplus	2,666.66	0	13,333.33	0
TOTAL INCOME	77,607.07	0	390,192.77	0
EXPENSES				
Building Maintenance	1,737.83	0	-10,098.87	0
Equipment Maintenance	0.00	0	-5,000.00	0
Janitorial/Supplies	693.25	0	959.63	0
Fire & Safety Equipment	5,423.08	0	2,766.40	0
Pest Control	0.00	0	336.00	0
Landscaping Contract	5,175.45	0	25,877.25	0
Landscape Improvements	3,869.25	0	3,647.20	0
Snow Removal	0.00	0	540.75	0
Gate Maintenance	498.40	0	649.60	0
Management Fees	5,000.00	0	25,000.00	0
Security	84.00	0	5,166.00	0
Insurance	9,253.62	0	46,268.26	0
Electricity	61.39	0	17,001.28	0
Gas	1,052.72	0	42,879.38	0
Garbage Removal	4,064.79	0	16,796.18	0
Enterphone	193.60	0	1,167.50	0
Elevator	1,252.67	0	7,340.78	0
Office/Council Expenses	180.87	0	1,901.63	0
Bank Charges	52.50	0	262.50	0
Clubhouse-Rep/Maint	1,300.44	0	-7,379.19	0
Telephone/Pager	119.61	0	578.58	0
Legal	94.43	0	94.43	0
Caretaker Salaries	3,149.00	0	15,781.92	0
Relief Caretaker	3,967.75	0	21,027.50	0
Caretaker Benefits	498.60	0	1,980.15	0
Caretaker Suite Fees/Expenses	291.50	0	1,457.50	0
Caretaker Suite Property Taxes	0.00	0	528.00	0
Contingency Reserve	12,500.00	0	62,500.00	0
TOTAL EXPENSES	60,514.75	0	280,030.36	0
NET INCOME	17,092.32	0	110,162.41	0

**Balance Sheet
Riverpointe - LMS879
May 2016**

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ASSETS

Bank-Operating	2,288.92
Bank-Contingency Reserve	213,283.26
Petty Cash	200.00
Accounts Receivable-Owners	8,388.56
Accounts Receivable-Insurance Claim	3,885.00
Caretaker Suite	120,198.72

TOTAL ASSETS 348,244.46

LIABILITIES

Accounts Payable	36,979.96
Receiver General Payable	1,878.73
WCB Payable	222.33
Security Deposit-CT suite	525.00
Accrued Payable-Roof Levy	<u>-234,795.35</u>
TOTAL LIABILITIES	-195,189.33

OWNERS EQUITY

RESERVES:

CRF-Previous Years	230,093.63
CRF-Current Year Contributions	62,500.00
CRF-Interest Current Year	<u>689.63</u>
Total CRF Funds	293,283.26

TOTAL RESERVES 293,283.26

Owners Equity Caretaker Suite	120,198.72
Profit/Loss Year-To-Date	110,162.41
Profit/Loss Prior Years	19,789.40

TOTAL LIABILITIES & EQUITY 348,244.46