

September 2, 2016

STRATA PLAN LMS 879 – RIVERPOINTE

**STRATA COUNCIL MEETING HELD AUGUST 30, 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 Vice President, Maria Reid, at 7:05 PM. The following were in attendance: Gary Gallant, Bill McKinnon, Pete Nichols, Maria Reid, John Samus, Peter Vardon and Carl Sloback, Strata Agent

Regrets: Janice McDonald and Nick VanderWey

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 28, 2016 as prepared by Hugh & McKinnon Realty, Ltd., Strata Agents. **MOTION CARRIED.**

C. BUSINESS ARISING FROM THE MINUTES

1. Window Repairs – The windows to be repaired will be tallied and submitted to Council. Window repairs will be re-quoted.
2. Fascia Boards – **IT WAS MOVED AND SECONDED** by Council, to proceed with the repairs where necessary of fascia boards along the bottom of the building. **MOTION CARRIED.**
3. Fireplace Alteration - A request was received from an owner for approval from Council for a fireplace alteration. **IT WAS MOVED AND SECONDED** by Council, to approve the request with the owner assuming all responsibility and maintenance for the changes and alterations. **MOTION CARRIED.** A registered Assumption of Responsibility letter will be sent to that owner.
4. Pedestrian Gate Installation – This has been tabled at this time.
5. Pets – Residents are reminded that pets are to be on leash when on all common property and limited common property. Please review Bylaw 5 regarding Pets and Animals attached to these minutes.

D. STRATA AGENTS REPORT

1. Financial Report
 - a. Financial Statements

The financial statements and invoices to July 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.

E. CORRESPONDENCE

1. Correspondence Received – Correspondences were received from owners and reviewed. The Strata Agent was given direction for responses. This included maintenance items, visitor parking infractions and bylaw infractions. It should be noted that letters and fines will be sent to owners in noncompliance, as well as towing of vehicles as necessary. Owners are reminded of the Visitor Parking Bylaw. Only visitors with authorized parking passes will be allowed to park in visitors. Any owners using non authorized parking passes in their vehicles will be towed automatically. No warnings will be

issued. Please review Bylaw 38 regarding Parking which is attached to these minutes.

2. Correspondence Sent – All correspondence sent was reviewed by Council. No further action is required.

F. NEW BUSINESS

1. No Smoking Bylaw - Council will be bringing forward a 'No Smoking' bylaw at the Annual General Meeting for owners' consideration.
2. Clubhouse Use – Because of recent incidents with a private function held in the clubhouse, Council has decided that a moratorium of future bookings will be in place until such time as the rules and regulations have been completely reviewed and discussed with the owners.

SECURITY NOTICE

Thefts have been taking place.

- **Vehicles, doors and windows should be locked.**
- **No valuables should be left in vehicles.**
- **Remote Controls are not to be left in vehicles.**

3. Underground Parking, Balcony & Patio Inspections – The exteriors of all six buildings and four underground parking garages have been inspected. The remaining parking garages and the interiors of all buildings will be inspected. Owners & tenants will be notified of bylaw infractions.
4. Children Playing in Public Areas – Children are not allowed to play in public areas. This includes roadways, round-a-bouts, fire lanes, driveways and parking areas, etc. This is extremely unsafe. Parents should be aware of their children's activities.
5. Fire Department Inspection Report – Council has received the City of Surrey Fire Department Inspection Report. All deficiencies will be corrected immediately and the Fire Department will be notified when the corrections are completed. **Owners are reminded that if the fire alarm is activated and ringing, YOU MUST LEAVE THE BUILDING.**
6. Landscaping – Landscape clean-up, hedge trimming and other items were discussed and a list will be forwarded to the landscape contractor.
7. Move Ins & Move Outs – Move ins and move outs must be reported to the caretaker and/or the Strata Agent's office so that elevator pads can be provided and access can be updated.
8. Bicycle Storage – **Reminder to the residents of the MacKenzie building that there is a secure bicycle storage room available for your use. Contact the caretaker, 778-580-5833 regarding bicycle storage.**
9. Fire Hazard Warning – **Residents are reminded that cigarettes butts are not to be thrown off balconies. Dispose of cigarette butts in a safe manner.**

G. DATE OF NEXT MEETING

The next Strata Council Meeting is scheduled to take place Tuesday, September 27, 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 9:00 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.

**STRATA PLAN LMS 879, RIVERPOINTE
BYLAW 5, PETS AND ANIMALS**

- 5.1 A resident or visitor must not keep any pets on a strata lot or common property or on land that is common asset except in accordance with these bylaws,
- 5.2 No wildlife or livestock shall be permitted in any strata lot, limited common property, common property or on property that is a common asset,
- 5.3 An owner, tenant, occupant, or visitor must ensure that all animals are leashed or otherwise secured when on the common property or on land that is a common asset.
- 5.4 A maximum of two pets shall be permitted per strata lot.
- 5.5 A resident must not harbour exotic pets, including not exhaustively, snakes, reptiles, spiders or large members of the cat family,
- 5.6 A resident must apply to the council for written permission to keep a pet (a "Permitted Pet") by registering the pet with the council within 30 days of the pet residing on a strata lot (or the passage of this bylaw) and by providing, in writing, the name of the Permitted Pet, breed, colour and markings, together with the name, strata lot number and telephone number of the pet owner.
- 5.7 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
- 5.8 A resident must not keep a Permitted Pet which is a nuisance on a strata lot, on common property or on land that is a common asset. If a resident has a pet which is not a Permitted Pet or if, in the opinion of council, the Permitted Pet is a nuisance or has caused or is causing an unreasonable interference with the use and enjoyment by residents or visitors of a strata lot, common property or common assets, the council may order such pet to be removed permanently from the strata lot, the common property or common asset or all of them.
- 5.9 A pet owner must ensure that a Permitted Pet is kept quiet, controlled and clean. Any excrement on common property or on land that is a common asset must be immediately disposed of by the pet owner in the appropriate manner.
- 5.10 A strata lot owner must assume all liability for all actions by a Permitted Pet, regardless of whether the owner had knowledge, notice or forewarning of the likelihood of such action.
- 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.
- 5.12 A resident who contravenes any of bylaws 5.1 to 5.11 will be subject to a \$50.00 fine.
- 5.13 Notwithstanding bylaw 5.13, a resident whose pet contravenes bylaw 5.8 will be subject to an immediate injunction application and the owner of the strata lot will be responsible for all expenses incurred by the strata corporation to obtain the injunction, including legal costs.

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.

**Income Statement
Riverpointe - LMS879
July 2016
7 months ended**

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	<u>Month to Date</u>	<u>%</u>	<u>Year to Date</u>	<u>%</u>
INCOME				
Maintenance Fees	73,307.38	0	513,151.66	0
Interest Income	15.16	0	172.95	0
Other Income	0.00	0	1,363.76	0
Caretaker Suite Income	1,050.00	0	7,350.00	0
Interest @ 10% per annum	0.00	0	-342.85	0
Move in fee	500.00	0	1,900.00	0
Parking Income	350.00	0	2,800.00	0
Clubhouse Rental	0.00	0	1,150.00	0
Transfer from Surplus	2,666.66	0	18,666.65	0
TOTAL INCOME	77,889.20	0	546,212.17	0
EXPENSES				
Building Maintenance	3,805.51	0	45,287.89	0
Equipment Maintenance	0.00	0	-5,000.00	0
Janitorial/Supplies	274.61	0	1,234.24	0
Fire & Safety Equipment	360.68	0	4,198.08	0
Pest Control	582.75	0	918.75	0
Window Maintenance	627.88	0	627.88	0
Landscaping Contract	5,175.45	0	36,228.15	0
Landscape Improvements	0.00	0	3,647.20	0
Snow Removal	0.00	0	540.75	0
Gate Maintenance	1,632.52	0	2,282.12	0
Management Fees	5,000.00	0	35,000.00	0
Security	1,260.00	0	8,946.00	0
Insurance	8,747.92	0	63,816.18	0
Electricity	3,273.62	0	25,274.90	0
Gas	336.80	0	43,578.74	0
Garbage Removal	3,236.91	0	23,300.00	0
Enterphone	517.79	0	1,878.89	0
Elevator	1,252.67	0	10,298.12	0
Office/Council Expenses	451.42	0	2,974.33	0
Bank Charges	52.50	0	367.50	0
Clubhouse-Rep/Maint	52.96	0	-6,256.57	0
Telephone/Pager	102.32	0	790.44	0
Legal	0.00	0	94.43	0
Caretaker Salaries	3,135.00	0	22,055.92	0
Relief Caretaker	3,887.75	0	28,723.00	0
Caretaker Benefits	497.54	0	2,976.29	0
Caretaker Suite Fees/Expenses	706.65	0	2,455.65	0
Caretaker Suite Property Taxes	0.00	0	869.00	0
Contingency Reserve	12,500.00	0	87,500.00	0
TOTAL EXPENSES	57,471.25	0	444,607.88	0
NET INCOME	20,417.95	0	101,604.29	0

**Balance Sheet
Riverpointe - LMS879
July 2016**

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Prepared For:
Strata Plan LMS879

Prepared By:
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ASSETS

Bank-Operating	619.33
Bank-Contingency Reserve	238,582.45
Petty Cash	200.00
Accounts Receivable-Owners	13,275.00
Accounts Receivable-Insurance Claim	3,885.00
Caretaker Suite	120,198.72

TOTAL ASSETS

376,760.50

LIABILITIES

Accounts Payable	54,092.88
Receiver General Payable	1,874.10
WCB Payable	222.33
Security Deposit-CT suite	525.00
Accrued Payable-Roof Levy	<u>-234,795.35</u>

TOTAL LIABILITIES

-178,081.04

OWNERS EQUITY

RESERVES:

CRF-Previous Years	230,093.63
CRF-Current Year Contributions	87,500.00
CRF-Interest Current Year	<u>988.82</u>
Total CRF Funds	318,582.45

TOTAL RESERVES

318,582.45

Owners Equity Caretaker Suite	120,198.72
Profit/Loss Year-To-Date	101,604.29
Profit/Loss Prior Years	14,456.08

TOTAL LIABILITIES & EQUITY

376,760.50