
Minutes of the Strata Council Meeting

Whalley Pointe - Grandview & Parkview Courts • Strata Plan LMS 1328

Held on:

Thursday, September 14, 2017

In the Amenity Room at 10523 University Drive, Surrey, BC

MINUTES

Council in Attendance

Darren Crum – President

Laura Hooper – Treasurer

Wayne Pickerell

Cole Nicks – Vice President

Paul Lee

Regrets: if any: Murray Clough; Philippa Powers – Secretary

Others in attendance:

Guests scheduled @ 7:30 PM – 2 Representatives for Ledcor/Telus for the Telus Fibre Optic Installation

Brian Spencer - Dorset Realty Group.

1. Call To Order

The Strata Council President Darren Crum at 7:00 PM, called the meeting to order.

7:00 PM – An Owner from 10523 attended the meeting to discuss a number of deficiencies he believed were still outstanding in his strata lot from the re-pipe installation. A member of Council agreed to go and view the Owners concerns. The Owner left the meeting at 7:15 PM.

2. Approval of the minutes of the last meeting.
It was **MOVED** and **SECONDED** to adopt the minutes of July 13, 2017.

3. Business arising from the previous minutes
There was no business arising.

4. Regular Business

Property Managers Report

Caretaker Report

Council reviewed the reports dated July 2017 and August 2017.

MOTION PASSED

Parkade Bike room-10523 B&E on August 13, 2017

The Bike room in 10523 was broken into and items were stolen. The RCMP reported they have identified the thief after this incident due to excellent camera surveillance at 10523.

Guests - 7:30 PM – Joel Arriaza Sales Representative with Telus and Elvis Nguyen Project Coordinator with Ledcor Technical Services regarding a proposed installation of Telus Fibre Optic lines. A question and answer period took place and the guests left the meeting at 8:00 PM.

Telus Pure Fibre Optic installation – Whalley-Surrey

The presentation by Ledcor/Telus was to offer Telus Fibre Optic to be installed in 10523 and 10533 at no cost to the Owners or to the Strata Corporation. If installed, it will provide high speed internet access that is superior to the copper system currently installed. Once installed, each Owner is free to choose if they wish to use the Telus service or not.

Telus requires an ROE (Right of Entry)

A ROE agreement needs to be signed by the Strata Council for LMS 1328. It was **MOVED and SECONDED** to enter into a Right of Entry (ROE) agreement with Telus to provide and install Fibre Optic in 10533 and 10523 subject to signing an acceptable agreement. The law firm of Clark Wilson may be required to review the agreement on behalf of LMS 1328 and a legal fee will be payable.

MOTION PASSED

Directives

Council reviewed twenty two (22) directives that resulted from the last meeting.

Interior Decorating Project – In Progress

Council member Cole Nicks on the decorating committee reported that a meeting is planned on Friday Sept 15-17 with the flooring company and things will move ahead from there.

Solar lights at 10523

It was noted that one of the two lights has been installed so far.

Block Watch Report

Philippa Powers of the Block Watch Committee was not able to provide a report at this time.

Financials/Receivables

Council reviewed the financial statement for July 31, 2017.

1000-03 The Operating Account balance as of July 31, 2017 = \$171,533.74

The Contingency Reserve Fund Balance as of July 31, 2017

1010-00 CRF -	\$339,395.35
1030-00 CRF GIC Cash -	\$859.79
1030-02 CRF GIC Home Trust -	\$95,319.20
1030-03 CRF GIC Equitable Bank -	\$100,501.95
1030-04 CRF GIC-Home Bank	<u>\$5,016.80</u>
Total CRF	\$541,093.09

1020-01 Copper Pipe design-Tender-2015	\$697.21
1020-02 Re-pipe Project 2016	\$357,949.11

Budget Comparison page.

The following adjustments will be made:

- a) 5000-70 – To move a charge of \$525.00 to 5000-23
- b) 536001 – To move a charge of 2,845.55 to 5360-00

Receivables

Accounts receivables for July 31, 2017 =	\$25,037.38
Accounts receivables-Special Levy for July 31, 2017 =	\$37,892.65

Collection of the Special Levy for the re-pipe.

A total of Five (5) Civil Resolution Tribunal (CRT) Disputes have been started and are nearing completion to collect money owing to the Strata.

Other collections – Special Levy

It was **MOVED and SECONDED** to send two Owners letters demanding payment of \$3,043.42 and 3,128.60 respectively within 21 days or a CRT Dispute action will commence to collect the money owing.

MOTION PASSED

CRT Action – Against an Owner at 10533

It was **MOVED and SECONDED** to authorize a Civil Resolution Tribunal dispute be started against an Owner in 10533 for \$2,005.90 owing to the Strata. \$1,805.90 for a chargeback for damage caused by a guest and \$200.00 in bylaw fines.

MOTION PASSED

Invoice for approval

Dorset Realty Admin fee-194 Title searched

It was **MOVED and SECONDED** to ratify a previous email vote to authorize the payment of invoice dated August 31, 2017 for Dorset Realty Group for \$315.00 incl. of GST for an Admin. Fee for searching the 194 titles for the 10% lien holdback funds owed to BMS Plumbing and coded to the Pipe Replacement Project #2901-03.

MOTION PASSED

Magic Building Maintenance-Pressure clean 10523 & 10533

It was **MOVED and SECONDED** to ratify a previous email vote to authorize the payment of invoice #1379 dated July 18, 2017 to Magic Building Maintenance for \$2,310.00.00 incl. of GST for power washing 10523 and 10533 exterior sidewalks and walkways, exit stairwells, concrete planters.

MOTION PASSED

Talon Contracting-Pressure wash & Paint all wood fencing

It was **MOVED and SECONDED** to ratify a previous email vote to authorize the payment of invoice 85-17 dated July 27, 2017 to Talon Contracting for \$5,691.00 incl. of GST for power washing and painting all the wood fences.

MOTION PASSED

Pipe Replacement – BMS Inv. #8R-\$106,339.80

It was **MOVED and SECONDED** to ratify a previous email vote to authorize the payment of COP #8R dated August 16, 2017 to BMS Plumbing for \$106,339.80 incl. of GST as recommended by McCuaig and Associates Engineering LTD for the final payment less a 10% deficiency Holdback of \$10,000 + GST = \$10,500.00 and less the 10% Lien Holdback of \$128,224.95 Incl. GST.

MOTION PASSED

Pipe Replacement – BMS COP-Holdback Release-\$128,224.95

It was **MOVED and SECONDED** to ratify a previous email vote to authorize the payment of Lien Holdback dated August 23, 2017 to BMS Plumbing for \$128,224.95 incl. of GST as recommended by McCuaig and Associates Engineering LTD

MOTION PASSED

BMS Invoice #7517 – extras - \$1,165.50

It was **MOVED and SECONDED** to authorize payment of invoice #7517 dated July 20, 2017 to BMS Plumbing for \$1,165.50 for the supply and installation of 8 x bathroom faucets, 2 x kitchen faucets and 1 laundry faucet. To be paid from the Re-pipe project code 2901-03.

MOTION PASSED

Building

Strata Insurance renewal – Oct 1-17 to Oct 1-18

It was **MOVED and SECONDED** to ratify a previous email vote to approve the Insurance renewal provided by CMW Insurance from Oct 1, 2107 to Oct 1, 2018 for a premium of \$66,871.00 and to authorization the payment of this premium.

MOTION PASSED

NOTE – The Water damage deductible changes from \$10,000.00 to \$20,000.00 on October 1, 2017.

**URGENT!!!!!!
ALL OWNERS/TENANTS – NOTIFY YOUR PERSONAL INSURANCE BROKER
AND INCREASE THE WATER DAMAGE DEDUCTIBLE TO \$20,000.00
EFFECTIVE OCT 1, 2017 IMMEDIATELY.**

Magic Building Maintenance Contract – revised Duty list

It was **MOVED and SECONDED** to review and sign the agreement with Magic Building Maintenance for February 1, 2017 to January 31, 2018 for Administration and Janitorial Services to LMS 1328.

MOTION PASSED

3rd Year update-Depreciation Report

The work order was issued July 15, 2017. This project is in progress by Chubb Edwards.

Quote from Western Integrated – 28 Pole lamp fixtures

It was **MOVED and SECONDED** to approve a quote for \$9,275.00 + tax to replace 28 pole lamp fixtures from 28 HPS 70 watt lamps to 45 Watt LED lamps. This will be paid from Budget item 5260-00-Security-Fencing-Lighting.

MOTION PASSED

Ideal Door maintenance quote

It was **MOVED and SECONDED** to approve the proposal from Ideal Door to provide scheduled maintenance to the two (2) automatic overhead garage parkade gates for \$300.00 plus tax which includes two visits per year.

MOTION PASSED

Call forwarding Site Office phone

It was **MOVED and SECONDED** that a call forwarding option will be added to the site office phone so the Caretaker can trigger it on and off as required.

MOTION PASSED

Quote to replace two hot water storage tanks at 10523

It was **MOVED and SECONDED** to ratify a previous vote by email to approve the quote from Benchmark Mechanical to replace a leaking 200 gallon storage tank for \$8,300.00 plus tax and to replace the second storage tank which is the same age of 10 years old at the same time for \$15,560.00 realizing a savings of \$1,040.00. This work is classified as an emergency repair and is to be paid from the Contingency Reserve Fund.

MOTION PASSED

Benchmark Invoice #17-932-replace 2 x Storage tanks-10523-\$16,338.00

It was **MOVED and SECONDED** to authorize payment of invoice #17-932 dated September 7, 2017 to Benchmark Mechanical for \$16,338.00 incl. tax for the emergency replacement of two 200 gallon hot water storage tanks in 10523 as an emergency expense to be paid from the Contingency Reserve Fund.

MOTION PASSED

BC Hydro Power factor. (PF) Surcharge period to Oct 19, 2017

It was **MOVED and SECONDED** to approve a quote from Western Integrated to install a PQA meter to monitor PF on house loads for 1 week and identify critical loads that require PF correction capacitors for \$2,275.85 plus tax and provide a report to correct issues causing bad Power Factor.

MOTION PASSED

Grounds

Report from Landscape Committee

Paraspace – 8 Quotes dated July 21, 2017

Total cost = \$7,120.00 plus tax. These quotes were reviewed and decisions were postponed until the next meeting.

Paraspace irrigation report - August 10, 2017

It was **MOVED and SECONDED** to approve two items in the report dated Aug 10, 2017 to carry out the recommended critical repairs for \$70.00 and to investigate the low pressure Box A, in Zone 2 @118.00 per hour.

MOTION PASSED

Correspondence

Requests

a) **SL 3-10533 – Window frame repairs**

Dorset announced that quotes are on order from C&R Solutions and Allright Construction.

b) **SL 191-10523 – to add a 110 Volt outlet at the rear of the applicants parking stall – P-3 #40.**

It was **MOVED and SECONDED** to authorize the installation of a 100 volt duplex plug at the rear of parking stall P-3 #40 at the Owners expense. In addition, the Owner will sign an alteration agreement for this work.

Discussion: The Owner will be plugging in an Electric Vehicle (RV) as required to charge up the battery. The Owner will reimburse the strata for the power consumption (Approximately \$17.00 a month) as determined by the Canadian Automobile Association calculator for Electric Vehicle usage. This will be in place until the Owners of Strata Plan LMS 1328 adopts the necessary bylaws in future to deal with Owners wishing to plug in Electric Vehicles in the parkades.

MOTION PASSED₅

Complaints

1. 10523 – A complaint was received about a vehicle not waiting for the gate to close.

Owner – please review the instructions and Rules below.

PARKING GATE INSTRUCTIONS (also see Parking Rules)

- Insert card in and wait for door to open;
- When door is fully open, proceed;
- ***Drive through gate and stop and wait for gate to close before proceeding;***
- ***Do not allow any other vehicle in and report to Manager any persons walking in while you have the gate open;***
- If another vehicle is exiting, wait until the automobile has exited, then insert your key and wait for gate to open fully before proceeding;
- ***If another car has just entered the parking lot, please do not enter.***
Reinsert your key to reactivate the door mechanism to ensure that the door will not start to close as you proceed. .

RULES

Overhead Parking Gate entry

6. Parking Gate Information/Rules

- a) Insert the pass card in the card reader and wait for the gate to fully open, and then proceed.
- b) ***Stop on the other side of the gate and wait for the gate to completely close.*** This is for the security of the building to prevent unauthorized persons from entering your building.
- c) ***For further security, it is prohibited for a second vehicle to follow the first vehicle through the open gate. Please report the license number and description immediately to the Caretaker if this happens. Only one vehicle is permitted to enter at one time. Each vehicle must exercise their pass card to open the gate.***

Letters

1. July 18-17 – 10533 – bylaw letter- window coverings
2. July 18-17 - 10533 – bylaw letter- window coverings
3. August 4-17 - 10533 – to an Owner for contravention of the noise bylaw pertaining to construction hours.
4. August 8-17 – 10523 - to an owner and their tenant sweeping water off their balcony
5. August 16-17 – 10523 – to an Owner – payment demand
6. August 22-17 – 10533 - Complaint about excess noise
7. August 22-17 – 10533 - to an owner about excess noise

5. **New Business**

Gardening – Volunteers please

It was **MOVED and SECONDED** to approve an allowance of up to \$500.00 plus tax to purchase plants and shrubs for the garden areas. These will be planted in the fall by a Garden Committee consisting of Wayne Pickerell and Laura Hooper and volunteers.

MOTION PASSED

GARDENING VOLUNTEERS

**IF YOU WISH TO VOLUNTEER FOR THE PLANTING COMMITTEE FOR THIS FALL,
PLEASE CALL THE CARETAKER DANA IN THE SITE OFFICE TO REGISTER.**

604-589-0274

THANKS – THE STRATA COUNCIL LMS 1328

Lost and Found

Owner are advised that items found in the Common areas such as “Keys”, Eyeglasses etc. will be held in the site office in the “Lost and Found” for a period of one year before being disposed of.

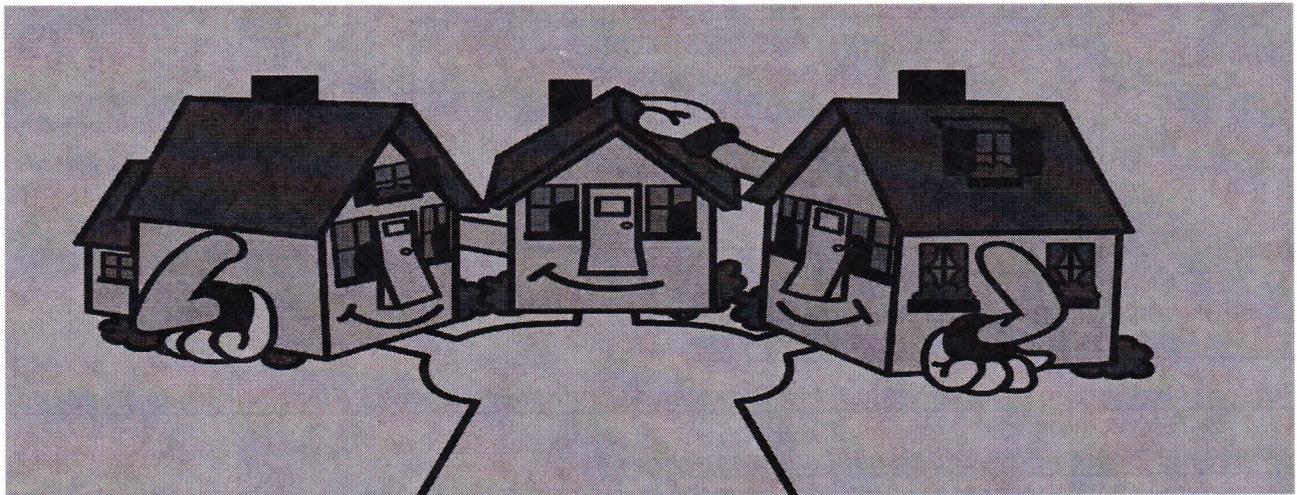
6. **Adjournment**

The meeting adjourned at 9:28 PM. The next meeting will be held on **Thursday, October 12, 2017** at 7:00 PM in the Amenity Room at 10523-University Drive. Surrey, B.C.

Respectfully Submitted - Dorset Realty Group

If you require information regarding your strata maintenance fee payment account, please call the accounting department at Dorset Realty Group @ 604-270-1711 ext. 170; Fax 604-270-8446 or e-mail general@dorsetrealty.com

**To all owners: these minutes hold historical information and form an important part of information that may be required by you when it comes time to sell your strata lot or to arrange future financing.
It is recommended that you keep all the Minutes of all meetings and the Annual General Meeting minutes in a safe place for future reference.**



Block Watch 1.249
blockwatch1.249@gmail.com

Hello Fellow Blockwatchers:

Good news!! Good news!! Good news!!

NOTE-Also attached - CHANGE IN
INSURANCE DEDUCTIBLE BULLETIN + Rent
Cafe + Minutes of Sept 14-17

Wow - is a lot of good stuff happening starting this month. Let me start with the uplifting news that the first warrant for arrest ever issued against someone who has broken into our property is now in place. As you may or may not know, Grandview Court had a couple of Break and Enters in August. We supplied videos of the suspects in both incidences to the police; and, the suspects in one video were identified AND a warrant to arrest was issued!

This is the first time, we have ever had the police issue a warrant and actively look for someone we have identified as causing harm to either a resident or the building. Hopefully, it is due to our diligence in following through with every incident that has caused the police to realize we are not going to stop in our efforts to clean up our area.

Second, there was the first Joint Block Watch Meeting on Aug. 24/17 in the Grandview amenity room. It was heartening to see Block Watch members from local buildings taking an interest in joining together to clean up our area. These local Block Watch groups are joining together to exchange ideas, develop strategies, organize projects, support each other; and, work co-operatively to improve our area. September 21 will be the second Joint Block Watch Meeting with all local interested groups meeting in the Parkview amenity room at 7:15 pm.

Our purpose is to develop strategies to protect both ourselves and our property plus brainstorm ways to get more people interested. We must stick together and stick with it. Together we can make a difference! Things seem to be turning around - let's keep up the momentum!

If you have any ideas on how to help reduce the number of street people and/or crime in our area, please email Block Watch at: blockwatch1.249@gmail.com

Til next time. Take care.

**IMPORTANT MESSAGE!
ALL OWNERS-TENANTS
The "STRATA DEDUCTIBLE" COVERAGE
INCREASED- Call your Insurance Broker!
For the "Water and Sewer deductible is
\$20,000.00 from Oct 1, 2017 to October 1, 2018**

October 1, 2017

**TO ALL OWNERS/TENANTS – LMS 1328
PLEASE PURCHASE PERSONAL INSURANCE COVERAGE
INSURANCE FORM – 100 – Bulletin-LMS 1328**

Personal belongings-Additional Living Expenses-Laminate/Hardwood Flooring-Strata Deductible

1. Personal Belongings-Additional Living expenses

It is extremely important that Owners know that the Insurance Policy for the Strata Corporation **does not cover your personal belongings in case of a loss.** If your personal belongings are damaged as a result of a water escape or fire or sewer back up, only your own **PERSONAL INSURANCE** may cover your personal losses. Each Owner and Tenant should purchase insurance coverage for their **personal belongings**. "Additional Living Expenses" should also be included in the personal policy in case you may need to live somewhere else like a hotel room while the strata lot is being repaired.

2. Laminate/Hardwood Flooring

Owners must ensure they are covered personally for any upgrades the Owner may have added like laminate/hardwood flooring etc. to the interior of the strata lot since it was new. The strata policy does NOT cover upgrades.

3. Strata Deductible-Negligence

Your personal policy should also include a "strata deductible" section in case the Owner or Guest or the Tenant caused the damage. **Personal Condominium/Strata Policies** may offer a **Strata Deductible** which then reimburses the deductible imposed by the strata corporation. Sometimes this deductible is built into the insurance package and other times it is offered as **optional coverage** for an additional premium. It is recommended to review the amount of available Insurance coverage for the "Strata Deductible" with your Insurance broker. **The current "water damage" deductible is \$20,000.00 and the "all property" deductible is \$5,000.00 for the period of Oct 1, 2017 to Oct. 1, 2018.**

Example: If an Owner or a guest or a tenant overflows a washing machine, sink or a bathtub etc. and the Strata Council finds the Owner responsible, the Owner may be held liable to pay the costs up to the amount of the insurance deductible. This can amount to several thousands of dollars.

4. Other-Repairs and Maintenance within a strata lot

Owners must make sure that they keep everything **within their strata** lot in good working order and in good condition to prevent a water escape etc. This includes but is not restricted to dishwashers, refrigerators with ice makers, garburetors, toilets, sinks, bathtubs and any copper pipes or taps and fixtures located within the strata lot, or from any alterations done by the Owner to the strata lot etc. Owners should make sure **cold and hot water shut off valves work properly etc.** Owners may wish to consider employing a professional contractor to carry out regular inspections and maintenance of these in suite items.

NOTE! This bulletin is for information purposes only, it is not all inclusive and is in no way intended as offering insurance advice. We encourage Owners/Tenants to take this bulletin and review it with their insurance broker to ensure they have adequate coverage. **THIS IS VERY IMPORTANT!**

Dorset Realty Group Canada Limited. Ph. 604-270-1711-ext 120 Fax 604-270-8446

E-mail: brianspencer@dorsetrealty.com

Rent Café Update for Owners – LMS 1328

WHY SHOULD I REGISTER FOR RENT CAFÉ?

- ✓ IT HELPS KEEP STRATA FEES LOW!!!
- ✓ IT REDUCES PRINTING AND POSTAGE COSTS!

Rent Café – Update

Rent Café, the “online access” to important information about Whalley Pointe-Grandview and Parkview Courst, is up and running for use by all Owners.

What can I find on Rent Café?

Answer: Minutes of Strata Council Meetings, Annual General Meeting Minutes, Insurance Certificate, Insurance Guide (called Form 100), Bylaws, Rules, Welcome Package, Depreciation Report, Alteration Request Form, Complaint Form.

How and Where do I register for access so can I use Rent Café?

Answer: Each Owner must **FIRST REGISTER THEMSELVES ON-LINE** in order to access Rent Café. You may have already registered when you received an email from Dorset Realty Group or by Canada Post.

I did not receive an invitation to register yet. What do I do now?

Answer: send an email to general@dorsetrealty.com

The email MUST include: Your Full Name; Unit # and Address and simply ask for the information to be emailed to you so you can register for Rent Café. Follow the instructions you receive exactly please.

NOTE: If you encounter a problem registering, please send an email to general@dorsetrealty.com and ask for assistance.