

The Owners Strata NW2813

#21 12049 217th Street
Maple Ridge, BC
V2X 0M8

INVOICE

INVOICE #	DATE
9-2025	Nov. 3, 2025

BILL TO	CUSTOMER ID	TERMS
Unit 17		Due Upon Receipt

DESCRIPTION	QTY	UNIT PRICE	AMOUNT
Insurance for 2024-2025 - Declaration pages	1	2.00	2.00
Depreciation report - most current	1	25.00	25.00
Financial Statement - previous fiscal year	1	2.00	2.00
Budget - current fiscal year for 3 years	1	2.00	0.50
By Laws	1	10.00	10.00
Rules	1	1.00	1.00
AGM meetings - previous 3 years	1	2.00	2.00
Council Meetings - previous 3 years	1	2.00	2.00
Form B	1	35.00	35.00
Assignment to Alteration Agreement	1	2.00	2.00
Flash Drive	1	3.50	3.50
			-
			-
			-

If you have any questions about this invoice, please contact

Tammy Nicol at mrstnicol@gmail.com

FORM B

[am. B.C. Regs. 238/2011, Schs. 2 and 3; 172/2016, s. (b); 206/2016, Sch. 1, s. 1; 6/2023, s. 6; 7/2023, Sch. 1; 261/2023, App., s. 3.]

INFORMATION CERTIFICATE

(Section 59)

The Owners, Strata Plan**NW2813**.....[*the registration number of the strata plan*] certify that the information contained in this certificate with respect to Strata Lot[*strata lot number as shown on strata plan*] is correct as of the date of this certificate.

[Attach a separate sheet if the space on this form is insufficient].

(a) Monthly strata fees payable by the owner of the strata lot described

above **\$.350.00**.....

(b) Any amount owing to the strata corporation by the owner of the strata

lot described above (other than an amount paid into court, or to the strata corporation in trust under section 114 of the Strata Property Act) **\$.0**.....

(c) Are there any agreements under which the owner of the strata lot described above takes responsibility for expenses relating to alterations to the strata lot, the common property or the common assets?

yes [*attach copy of all agreements*]

(d) Any amount that the owner of the strata lot described above is obligated to

pay in the future for a special levy that has already been approved..... **\$.0**.....

The payment is to be made by[month day, year].

(e) Any amount by which the expenses of the strata corporation for the current fiscal year are expected to exceed the expenses budgeted for the fiscal year **\$.0**.....

(f) Amount in the contingency reserve fund minus any expenditures which have already been approved but not yet taken from the fund..... **\$156707.07**...

(g) Are there any amendments to the bylaws that are not yet filed in the land title office?

no

(h) Are there any resolutions passed by a 3/4 vote or unanimous vote that are required

to be filed in the land title office but that have not yet been filed in the land title office? **no**

(h.1) Are there any winding-up resolutions that have been passed?

X no yes [*attach copy of all resolutions*]

(i) Has notice been given for any resolutions, requiring a 3/4 vote, 80% vote or unanimous vote or dealing with an amendment to the bylaws, that have not yet been voted on?

X no yes [*attach copy of all notices*]

(j) Is the strata corporation party to any court proceeding, arbitration or tribunal proceeding, and/or are there any judgments or orders against the strata corporation?

X no yes [*attach details*]

(k) Have any notices or work orders been received by the strata corporation that remain outstanding for the strata lot, the common property or the common assets?

X no yes [*attach copies of all notices or work orders*]

(l) Repealed. [B.C. Reg. 6/2023, s. 6 (a).]

(m) Are there any parking stall(s) allocated to the strata lot?

no yes

(i) *If no, complete the following by checking the correct box.*

X No parking stall is available - see note below

No parking stall is allocated to the strata lot but parking stall(s) within common property might be available

(ii) *If yes, complete the following by checking the correct box(es) and indicating the parking stall(s) to which the checked box(es) apply.*

Parking stall(s) number(s) is/are part of the strata lot

Parking stall(s) number(s) is/are separate strata lot(s) or part(s) of a strata lot [strata lot number(s), if known, for each parking stall that is a separate strata lot or part of a separate strata lot]

Parking stall(s) number(s) is/are limited common property

Parking stall(s) number(s) is/are common property

(iii) *For each parking stall allocated to the strata lot that is common property, check the correct box and complete the required information.*

- Parking stall(s) number(s) is/are allocated with strata council approval*
- Parking stall(s) number(s) is/are allocated with strata council approval and rented at \$ per month*
- Parking stall(s) number(s) may have been allocated by owner developer assignment

Details:

Each unit has one enclosed garage, and they may park 1 additional car in the front of the owner ...garage.....

[Provide background on the allocation of parking stalls referred to in whichever of the 3 preceding boxes have been selected and attach any applicable documents in the possession of the strata corporation.]

***Note: The allocation of a parking stall that is common property may be limited as short term exclusive use subject to section 76 of the *Strata Property Act*, or otherwise, and may therefore be subject to change in the future.**

(n) Are there any storage locker(s) allocated to the strata lot?

X no

(i) *If no, complete the following by checking the correct box.*

X No storage locker is available

No storage locker is allocated to the strata lot but storage locker(s) within common property might be available

(ii) *If yes, complete the following by checking the correct box(es) and indicating the storage locker(s) to which the checked box(es) apply.*

- Storage locker(s) number(s) is/are part of the strata lot
- Storage locker(s) number(s) is/are separate strata lot(s) or part(s) of a separate strata lot [strata lot number(s), if known, for each locker that is a separate strata lot or part of a separate strata lot]

- Storage locker(s) number(s) is/are limited common property

- Storage locker(s) number(s) is/are common property

(iii) *For each storage locker allocated to the strata lot that is common property, check the correct box and complete the required information.*

- Storage locker(s) number(s) is/are allocated with strata council approval*

- Storage locker(s) number(s) is/are allocated with strata council approval and

rented at \$ per month*

Storage locker(s) number(s) may have been allocated by owner developer assignment

Details:

.....
.....

[Provide background on the allocation of storage lockers referred to in whichever of the 3 preceding boxes have been selected and attach any applicable documents in the possession of the strata corporation.]

***Note: The allocation of a storage locker that is common property may be limited as short term exclusive use subject to section 76 of the Strata Property Act, or otherwise, and may therefore be subject to change in the future.**

(o) a summary of the strata corporation's insurance coverage - see attached insurance coverage

[Provide a summary of the insurance coverage on a separate sheet or sheets.]

(p) For the purposes of section 59 (3) (m) of the Strata Property Act, the following information is required:

Has the strata corporation obtained any electrical planning reports under section 94.1 of the Strata Property Act?

no yes [attach copy of all electrical planning reports]

Required Attachments

In addition to attachments mentioned above, section 59 (4) of the Strata Property Act requires that copies of the following must be attached to this Information Certificate:

the rules of the strata corporation;

the current budget of the strata corporation;

the most recent depreciation report, if any, obtained by the strata corporation under section 94.

Date: Nov. 3, 2025

Signature of Council Member:

D. Mical

Signature of Second Council Member (not required if council consists of only one member)

J. Altwasser

Signature of Strata Manager, if authorized by strata corporation

Assignment of an Alteration Agreement

The Boardwalk NW2813
12049 217th Street, Maple Ridge, BC

When an alteration agreement has been made between strata council and owners(s) as classified in "The Strata Property Act" Part 1 – Definitions and interpretations, it is the responsibility of the owner(s) to maintain, repair and clean the inclusion of the alteration as these were not incorporated in the initial development plan.

After an inspection done on July 20, 2025 the assignment of the following alterations at unit # 17 was found and accordingly is the owner(s) responsibility for the maintenance, repair and cleaning of the alterations listed below.

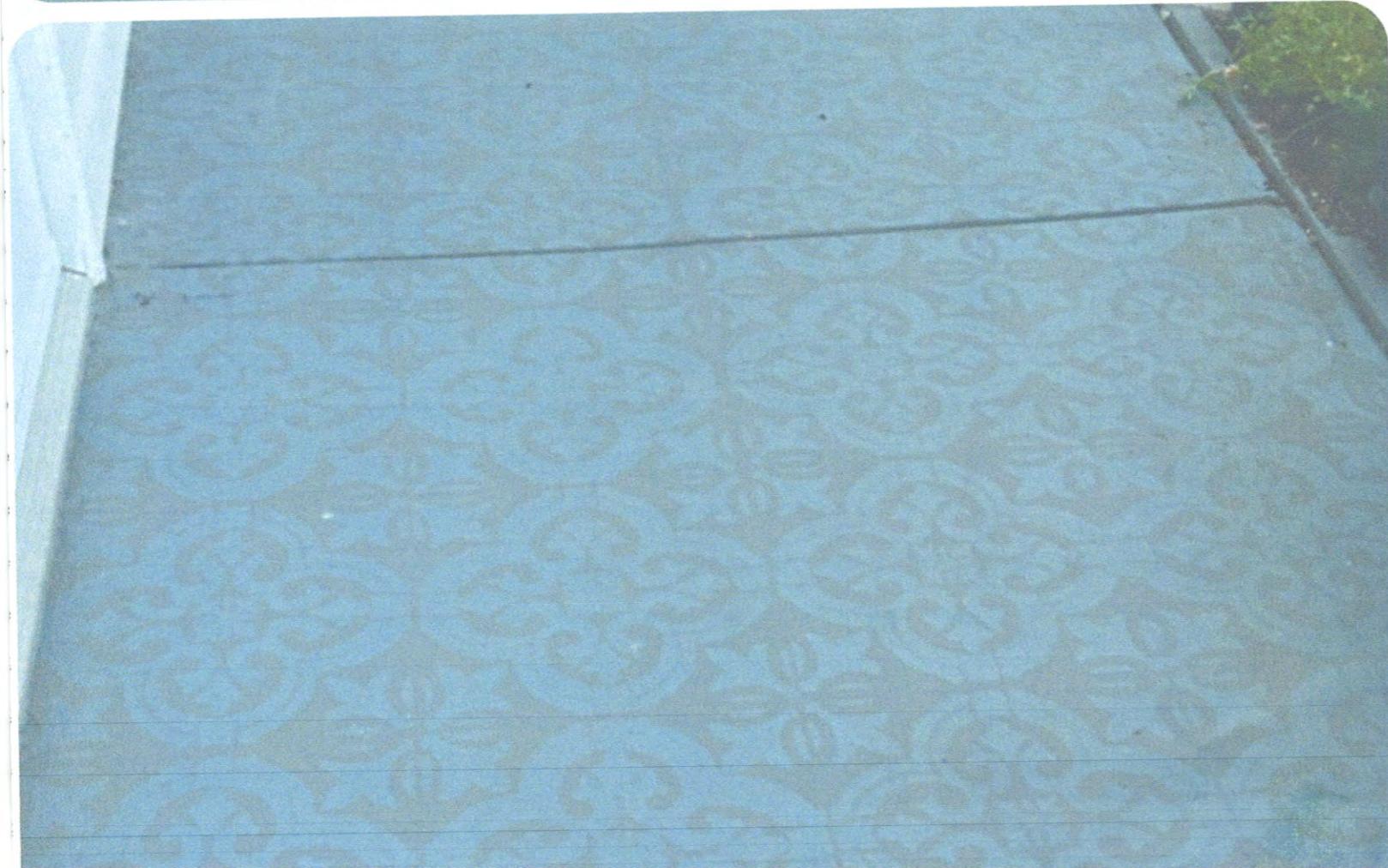
<input checked="" type="checkbox"/> Air conditioning unit	<input checked="" type="checkbox"/> Sun tunnel(s)
<input type="checkbox"/> Doggy/Cat door	<input type="checkbox"/> Attached hose reels
<input checked="" type="checkbox"/> Awning <u>1/2</u>	<input type="checkbox"/> Added gas lines and easements
<input type="checkbox"/> Security lights	<input checked="" type="checkbox"/> Gardens
<input checked="" type="checkbox"/> Yard enclosure - wire fence removable	<input type="checkbox"/> Heat Pump
<input checked="" type="checkbox"/> Artificial Turf back yard.	<input type="checkbox"/> Cameras
<input type="checkbox"/> Altered skylight	<input type="checkbox"/> Outdoor water tap (not original)
<input type="checkbox"/> garage door keypads	<input type="checkbox"/> Ramps

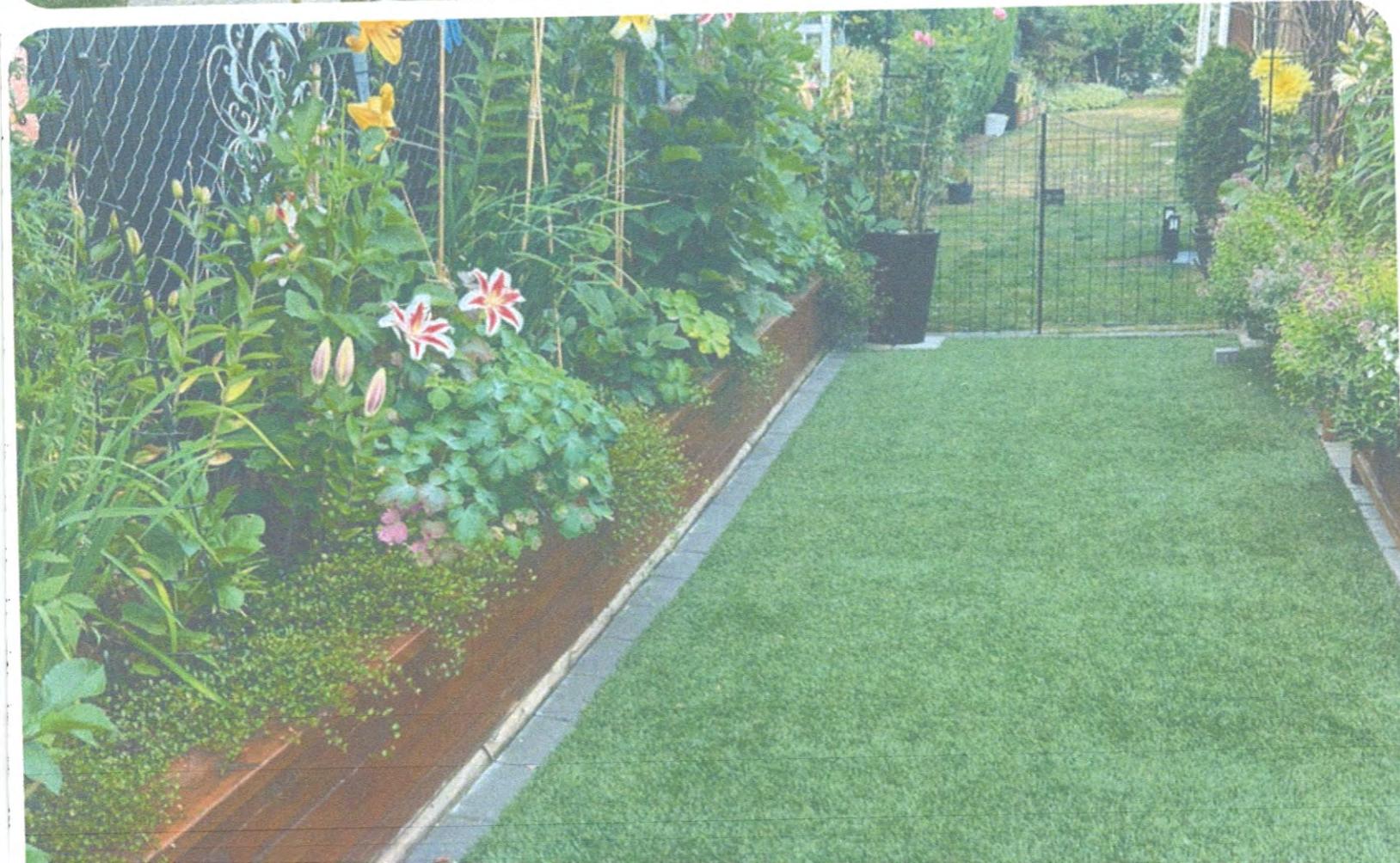
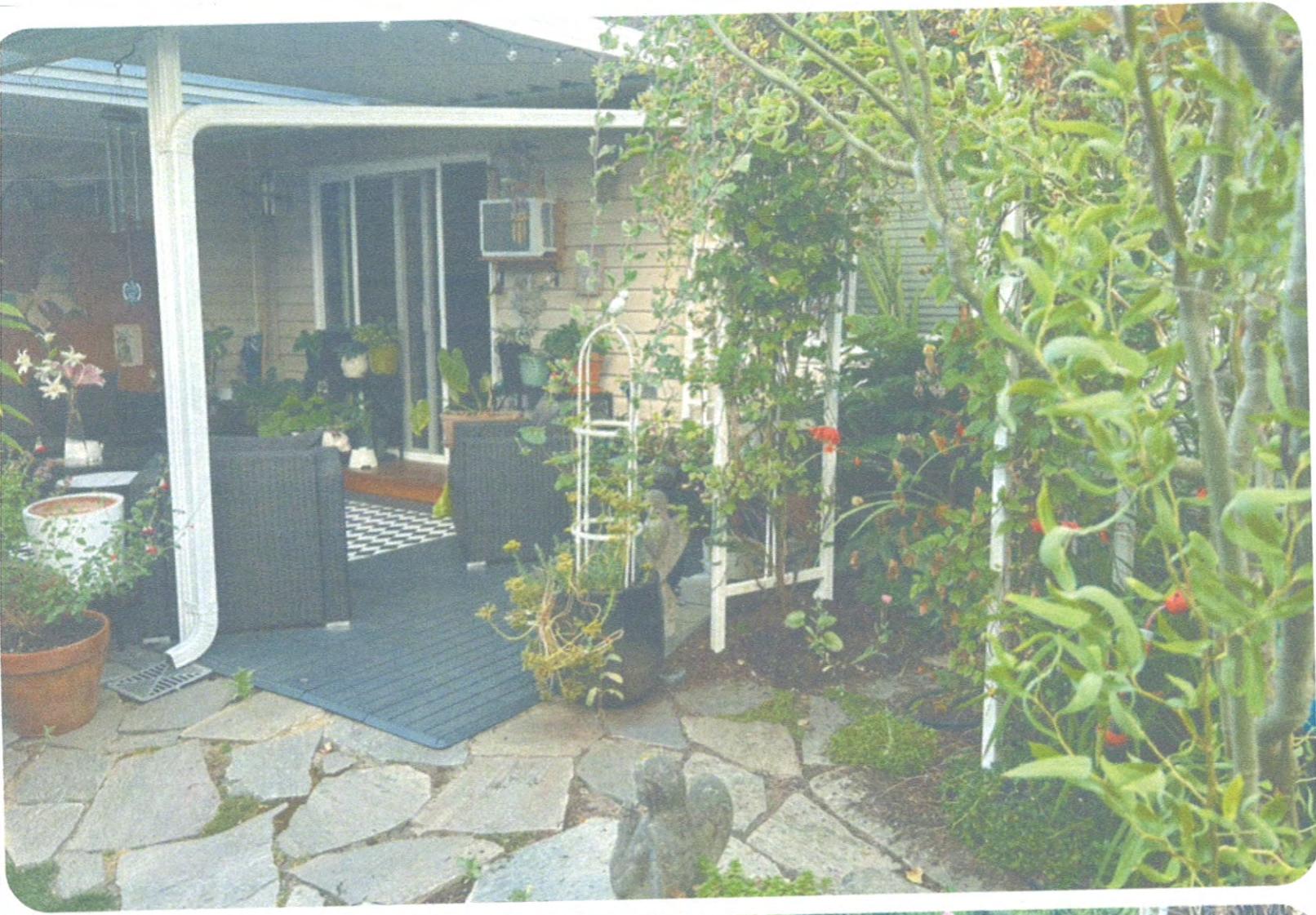
Other:

painted front sidewalk
full front garden
multiple gardens in back

* including attached Alteration Agreements

If an owner wishes to remove or alter any existing alterations it is at the owner's expense to remove, replace and repair any damages to the exterior of the unit to its original condition as approved by council. The disposal of all materials of the alteration is the responsibility of the owner. **Any alterations need approval from council through an alteration agreement.**





Alteration Agreement

The Boardwalk NW2814

12049 217th Street, Maple Ridge, BC.

Date: July 3, 24

I, Candice Brown, as the registered owner of unit # 17

wish to change, and/or alter my strata lot unit or limited common property. I understand that permits and legal documentation (where required) as well as repairs, maintenance, (including easements) cleaning and all costs surrounding this alteration are the responsibility of the owner. The owner as classified in "The Strata Property Act" Part 1 – Definitions and Interpretations.

Nature of change: Paint + stencil tiles on walkway

Owners Signature

Candice Brown

Approved:

Not Approved: (reason) _____

Strata council sign:

J. Altwasser

Strata council sign:

J. Altwasser

Alteration Agreement

The Boardwalk NW2814

12049 217th Street, Maple Ridge, BC.

Approved

Date: Feb 19 2022

1. Candice Brown as the registered owner of unit # 17

wish to change, and/or alter my strata lot unit or limited common property. I understand that permits and legal documentation(where required) as well as repairs, maintenance,(including easements) cleaning and all costs surrounding this alteration are the responsibility of the owner. The owner as classified in "The Strata Property Act" Part 1 – Definitions and Interpretations.

Nature of change: Installing Artificial grass, where existing lawn is.

Removing old turf.

Adding Brick edger so lawn people can cut along easier

#ADDED in existing
felt to drawings

Owners Signature:

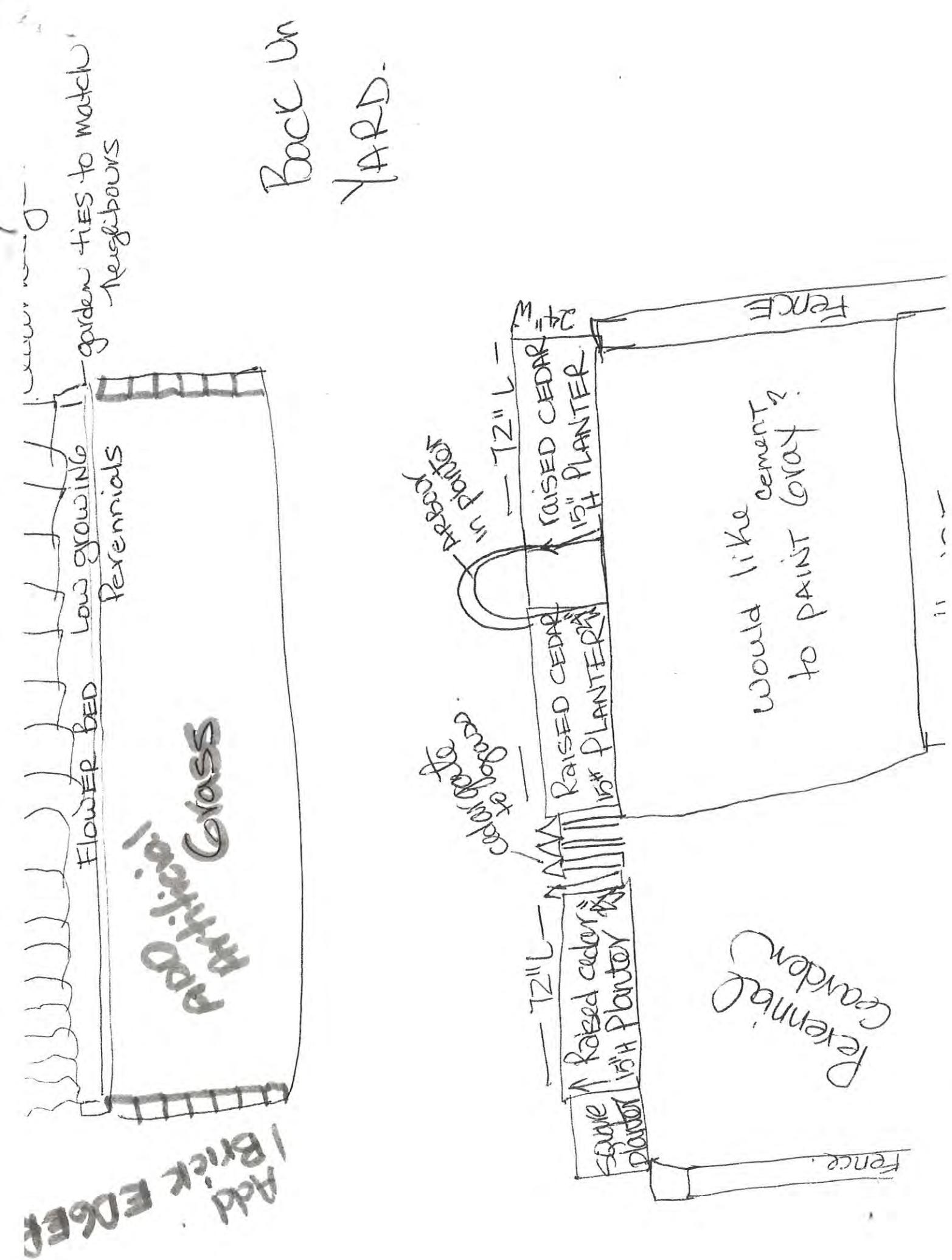
Candice Brown

Approved:

Not Approved: (reason) _____

Strata council sign: _____

Strata council sign: _____



Alteration Agreement

The Boardwalk NW2814

12049 217th Street, Maple Ridge, BC.

Date: Aug 5 2021

I, Candice Brown as the registered owner of unit # 17

wish to change, and/or alter my strata lot unit or limited common property. I understand that permits and legal documentation (where required) as well as repairs, maintenance, (including easements) cleaning and all costs surrounding this alteration are the responsibility of the owner. The owner as classified in "The Strata Property Act" Part 1 – Definitions and Interpretations.

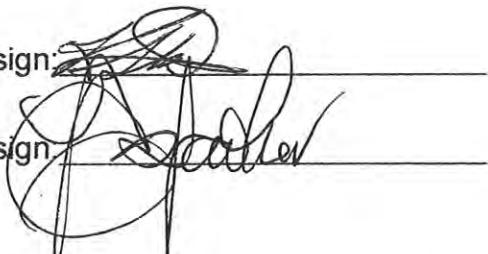
Nature of *
change: See two Drawings

Owners Signature: Candice Brown

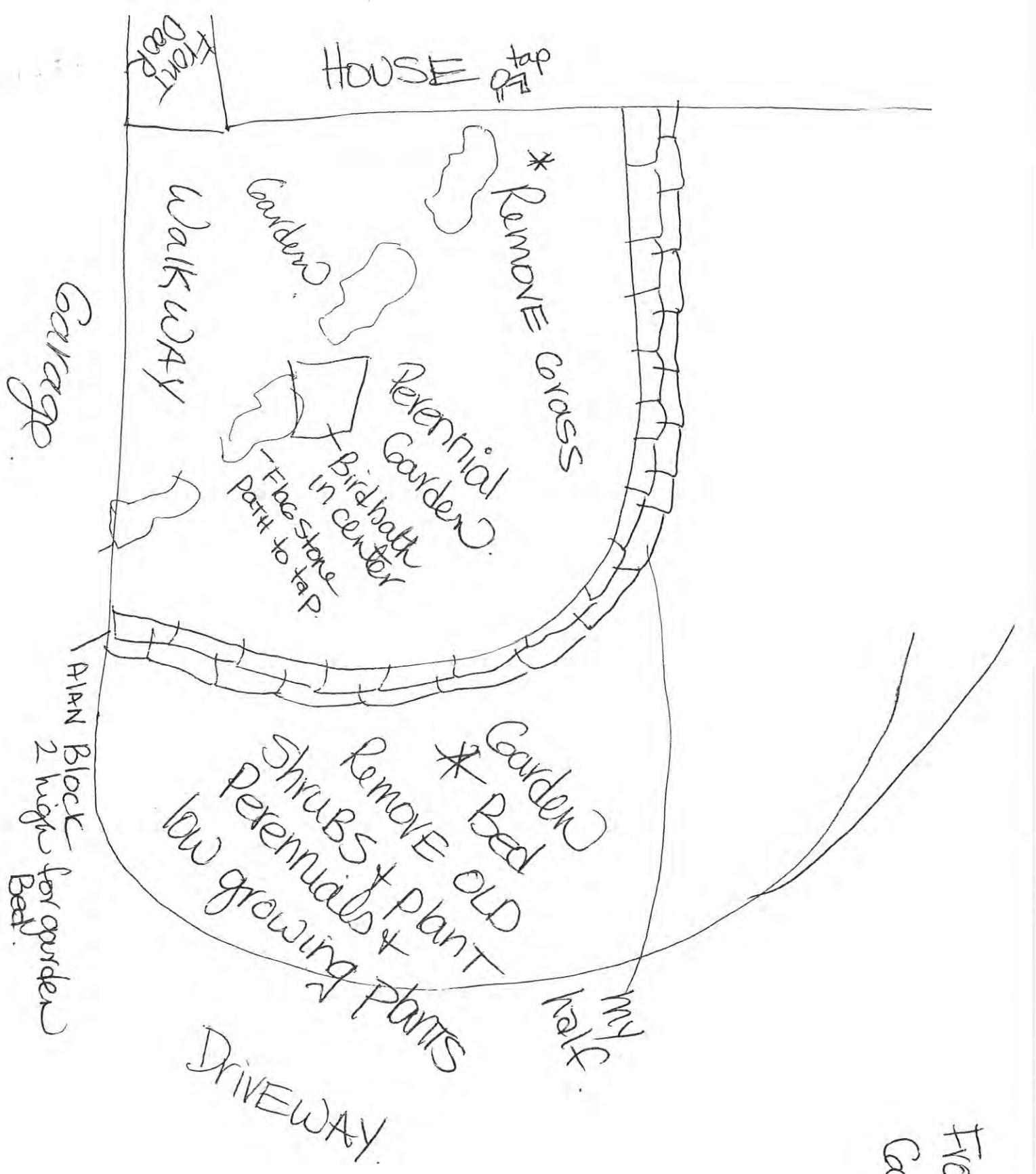
Approved: OK BY STRATA SEE BELOW.

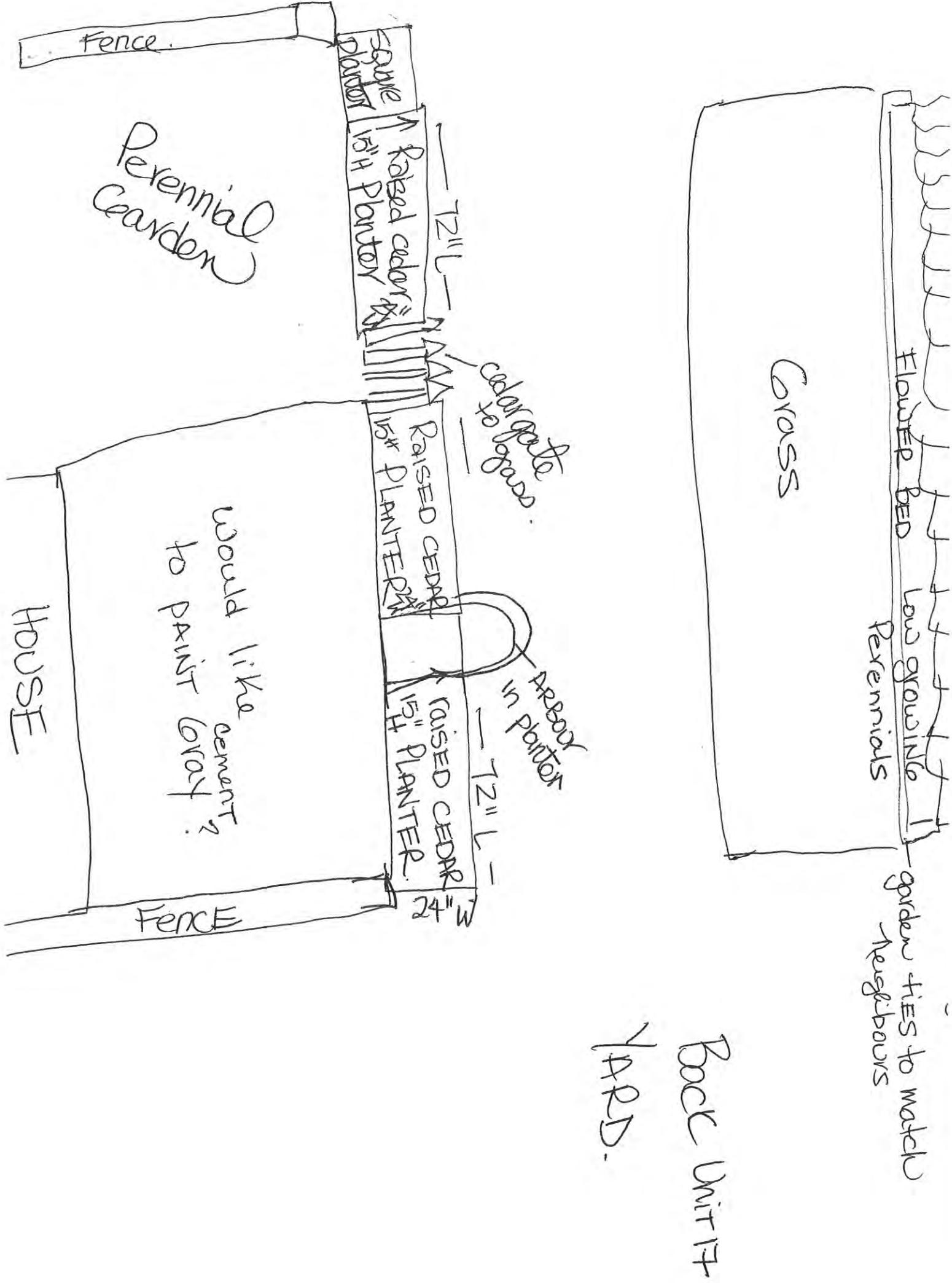
Not Approved: (reason) NO TREES w/ ROOTS TO INTERFERE WITH WATER LINE
CEDARS MUST BE IN SOLID PLANTERS w/ BOTTOM. ANY PLANTS WITH
DEEP ROOTS ARE NOT ALLOWED. UNLESS THEY ARE IN
ENCLOSED POTS.

Strata council sign: 

Strata council sign: 

FRONT UNIT 17
GARDEN





Alteration Agreement

The Boardwalk NW2814

12049 217th Street, Maple Ridge, BC.

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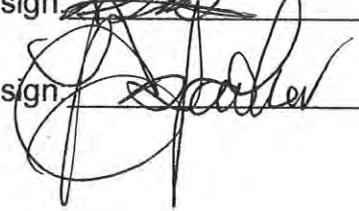
Nature of *
change: See two Drawings

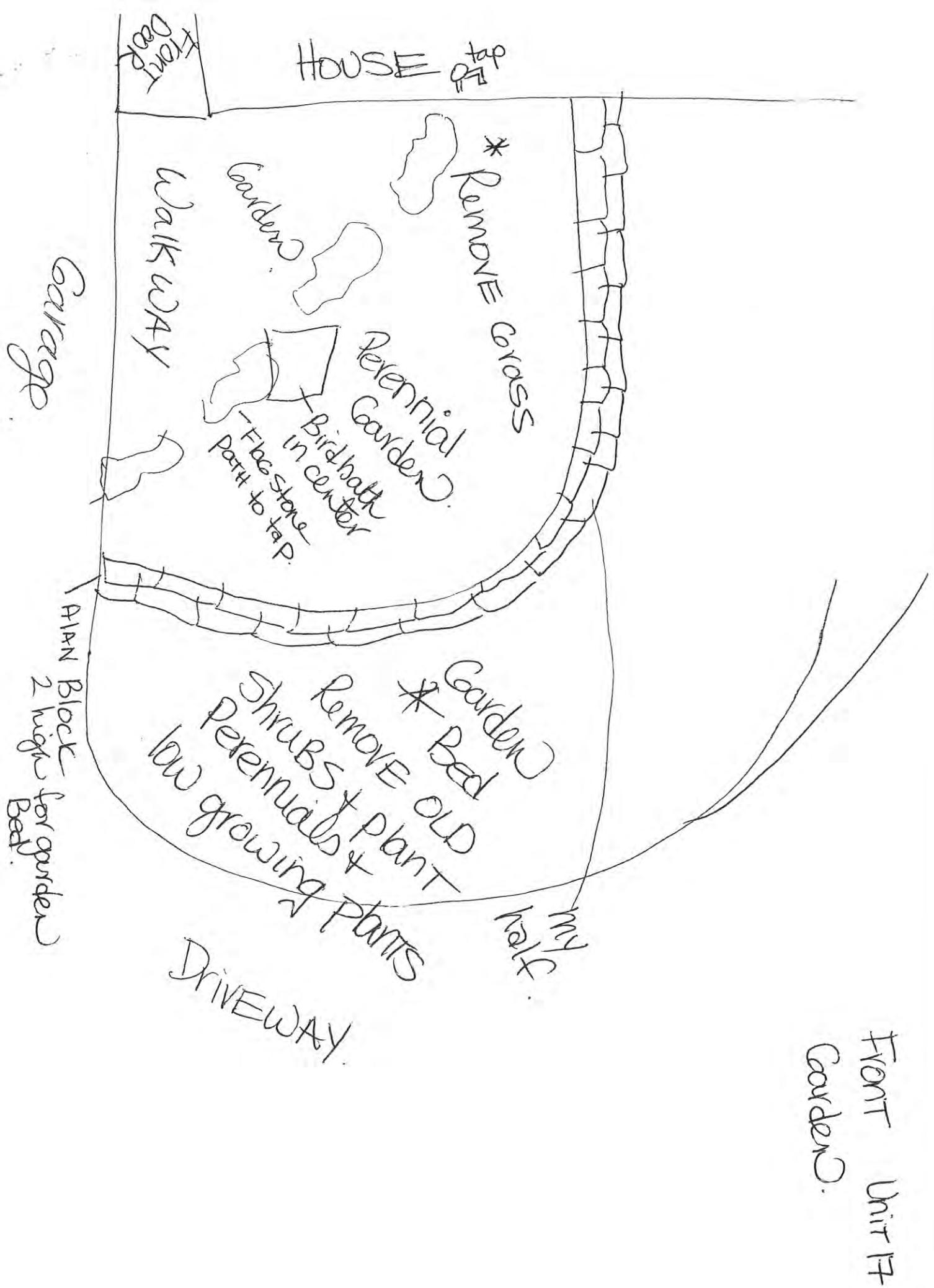
Owners Signature: Candice Brown

Approved: OK. BY STRATA SEE BELOW,

Not Approved: (reason) NO TREES w/ ROOTS TO INTERFERE WITH WATER LINE
CEDARS MUST BE IN SOLID PLANTERS w/ BOTTOM. ANY PLANTS WITH
DEEP ROOTS ARE NOT ALLOWED. UNLESS THEY ARE IN
ENCLOSED POTS.

Strata council sign: 

Strata council sign: 



ence.

Perennial Garden

HOUSE

Fence

WOULD LIKE
CEMENT
TO PAINT
GRAY?

A hand-drawn diagram of a garden planter design. The planter is a rectangular structure divided into three sections. The top section is a 'SQUARE PLANTER' with a height of '15" H'. The middle section is a 'RAISED CEDAR PLANTER' with a height of '15" H'. The bottom section is another 'RAISED CEDAR PLANTER' with a height of '15" H'. The total width of the planter is indicated as '72" L' on both the left and right sides. The planter is surrounded by a 'color grade to grass' area. A curved arrow on the right side points towards the planter, with the text 'ARBOUR IN PLANTER' written along its path.

Back Unit 17 YARD.

Flower bed low growing
garden ties to match
Perennials Neighbours

Alteration Agreement

The Boardwalk NW2814

12049 217th Street, Maple Ridge, BC.

Date: Feb 19 2022

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Nature of change: Installing Artificial grass, where existing lawn is.

Removing old turf.

Adding Brick edger so lawn people can cut along easier

*ADDED in existing
fet to Drawings

Owners Signature:

Candice Brown

Approved:

Not Approved: (reason) _____

Strata council sign: _____

Strata council sign: _____

Alteration Agreement

The Boardwalk NW2814

12049 217th Street, Maple Ridge, BC.

Date: Aug 5 2021

1. Candice Brown as the registered owner of unit # 17

wish to change, and/or alter my strata lot unit or limited common property. I understand that permits and legal documentation(where required) as well as repairs, maintenance,(including easements) cleaning and all costs surrounding this alteration are the responsibility of the owner. The owner as classified in "The Strata Property Act" Part 1 – Definitions and Interpretations.

Nature of *
change: See two Drawings

Owners Signature: Candice Brown

Approved: OK BY STRATA SEE BELOW.

Not Approved: (reason) NO TREES w/ ROOTS TO INTERFERE WITH WATER LINES

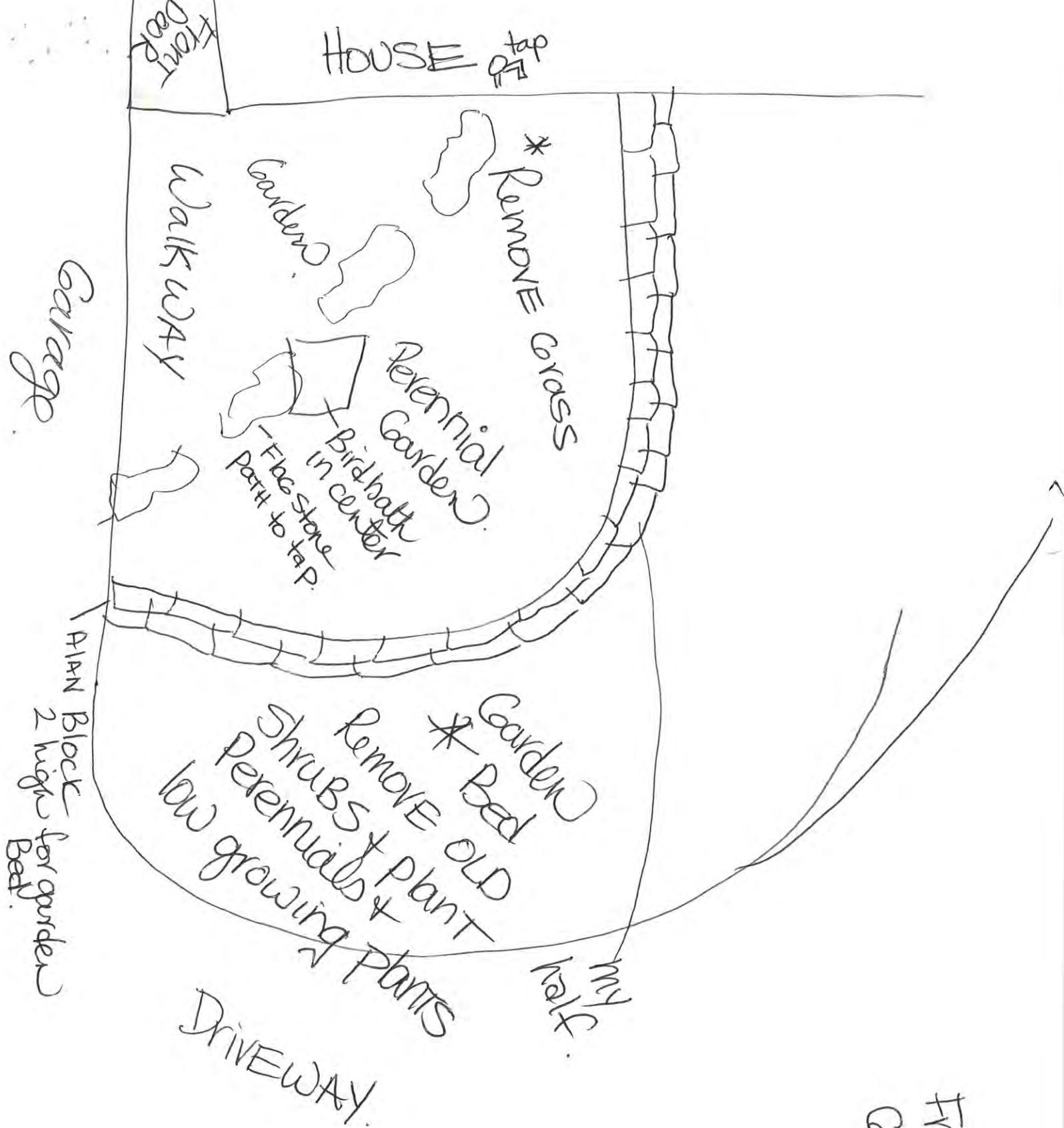
CEDARS MUST BE IN SOLID PLANTERS w/BOTTOM, ANY PLANTS WITH
DEEP ROOTS ARE NOT ALLOWED, UNLESS THEY ARE IN
ENCLOSED POTS.

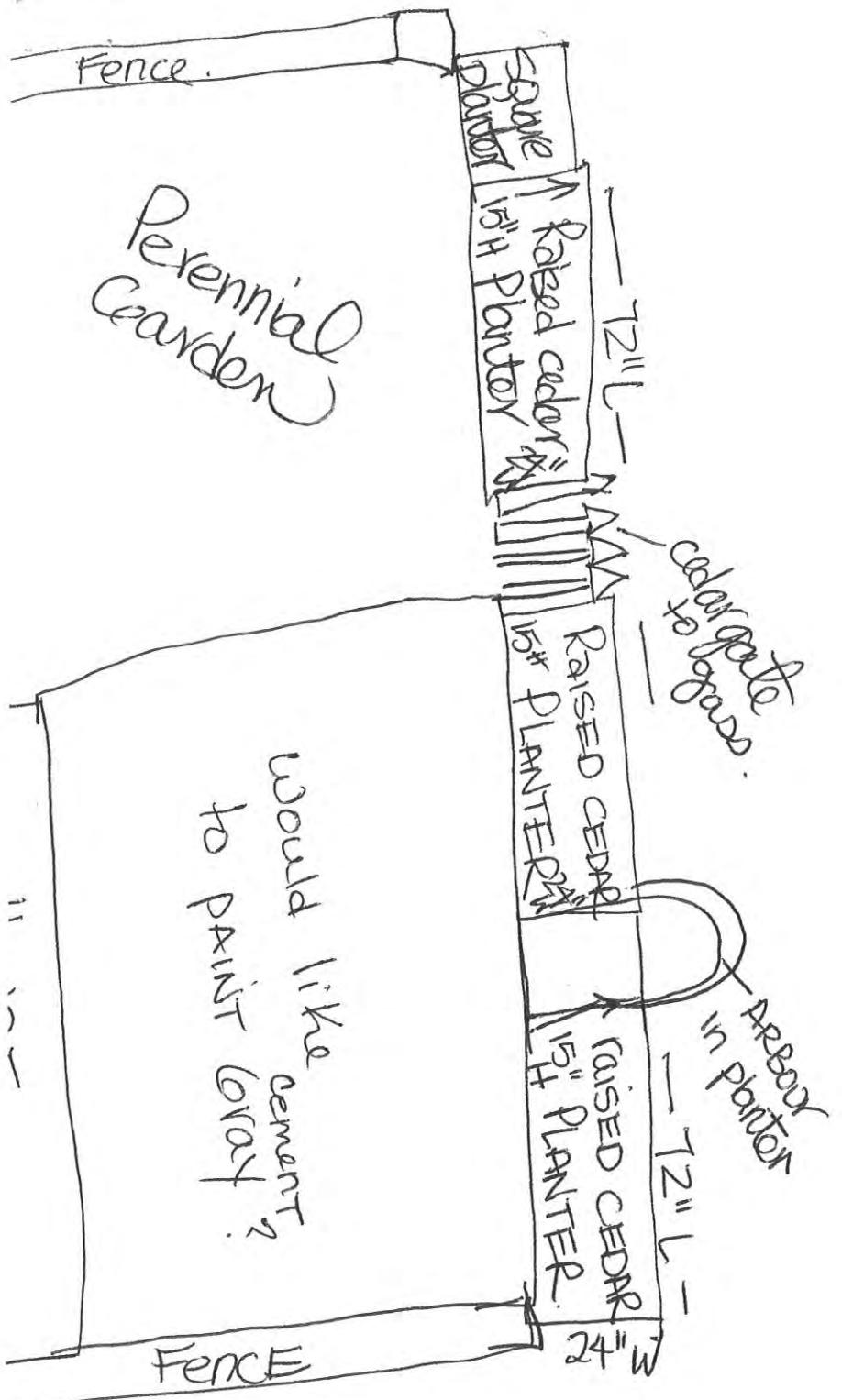
Strata council sign:

Strata council sign:



Front Unit 17
Garden.





Would like cement to paint gray?

Fence

Back Uni
YARD.

ADD Artificial Grass

ADD
1 BRICK EDGER

Flower bed low growing perennials cedar walk garden ties neighbor

new growing 11 garden ties to match
Perennials Neighbours

Alteration Agreement

The Boardwalk NW2814

12049 217th Street, Maple Ridge, BC.

Date: Apr 26/23

I, Candice Brown as the registered owner of unit # 17

wish to change, and/or alter my strata lot unit or limited common property. I understand that permits and legal documentation(where required) as well as repairs, maintenance,(including easements) cleaning and all costs surrounding this alteration are the responsibility of the owner. The owner as classified in "The Strata Property Act" Part 1 – Definitions and Interpretations.

Nature of

change: CUT BACK CEDARS TO PLACE SLATS
IN CHAIN LINK & REPAIR CHAIN LINKS
WHERE CEDAR BRANCHES HAVE COME THRU

Owners Signature:

Candice Brown

Approved:

Not Approved: (reason) _____

Strata council sign:

R. Baker

Strata council sign:

J. Altwasser

CURRENT INFORMATION ONLY - NO CANCELLED INFORMATION SHOWN

Title Issued Under STRATA PROPERTY ACT (Section 249)**Land Title District** NEW WESTMINSTER
Land Title Office NEW WESTMINSTER**Title Number** CA9223274
From Title Number CA8937540**Application Received** 2021-07-27**Application Entered** 2021-08-07**Registered Owner in Fee Simple**
Registered Owner/Mailing Address: CANDICE ANN BROWN, OPERATIONS MANAGER
17 - 12049 217 STREET
MAPLE RIDGE, BC
V2X 0M8**Taxation Authority** Maple Ridge, City of**Description of Land**
Parcel Identifier: 011-684-089
Legal Description: STRATA LOT 17 DISTRICT LOT 245 GROUP 1 NEW WESTMINSTER DISTRICT STRATA
PLAN NW2813 TOGETHER WITH AN INTEREST IN THE COMMON PROPERTY IN
PROPORTION TO THE UNIT ENTITLEMENT OF THE STRATA LOT AS SHOWN ON FORM 1**Legal Notations**THIS TITLE MAY BE AFFECTED BY A PERMIT
UNDER PART 29 OF THE MUNICIPAL ACT
SEE DF AB35699 EXPIRES N/ATHIS TITLE MAY BE AFFECTED BY A PERMIT
UNDER PART 29 OF THE MUNICIPAL ACT.
SEE D.F. AC107351 (EXPIRES N/A)

File Reference:

Requestor: Joseph Vallee

Declared Value \$497500

Charges, Liens and Interests

Nature:

STATUTORY RIGHT OF WAY

Registration Number:

K128271

Registration Date and Time:

1974-12-17 08:34

Registered Owner:

BRITISH COLUMBIA TELEPHONE COMPANY

Remarks:

INTER ALIA

PLAN 40703

ANCILLARY RIGHTS

Nature:

STATUTORY RIGHT OF WAY

Registration Number:

AB205304

Registration Date and Time:

1988-10-03 12:09

Registered Owner:

B.C. GAS INC. INCORPORATION NO 74280

Remarks:

INTER ALIA

ASSIGNMENT OF AB129441 REC'D 06/07/1988 @ 14:17

Nature:

MORTGAGE

Registration Number:

CA9223275

Registration Date and Time:

2021-07-27 10:33

Registered Owner:

ROYAL BANK OF CANADA

Duplicate Indefeasible Title

NONE OUTSTANDING

Transfers

NONE

Pending Applications

NONE

CURRENT INFORMATION ONLY - NO CANCELLED INFORMATION SHOWN

Land Title District	NEW WESTMINSTER
Land Title Office	NEW WESTMINSTER
Common Property Strata Plan	NWS2813
Transfers	NONE
Legal Notations	NONE
Charges, Liens and Interests	
Nature:	STATUTORY RIGHT OF WAY
Registration Number:	K128271
Registration Date and Time:	1974-12-17 08:34
Registered Owner:	BRITISH COLUMBIA TELEPHONE COMPANY
Remarks:	INTER ALIA ANCILLARY RIGHTS
Nature:	STATUTORY RIGHT OF WAY
Registration Number:	AB129441
Registration Date and Time:	1988-07-06 14:17
Registered Owner:	BRITISH COLUMBIA HYDRO AND POWER AUTHORITY
Remarks:	INTER ALIA WITH PRIORITY OVER AB6077 ASSIGNED TO AB205304
Nature:	STATUTORY RIGHT OF WAY
Registration Number:	AB205304
Registration Date and Time:	1988-10-03 12:09
Registered Owner:	B.C. GAS INC. INCORPORATION NO 74280
Remarks:	INTER ALIA ASSIGNMENT OF AB129441 REC'D 06/07/1988 @ 14:17
Miscellaneous Notes:	NONE

NW2813 The Boardwalk

Budget for 2025

Operating Income	\$54,600
<u>Savings Income</u>	<u>\$29,400</u>
Total:	\$84,000

<u>Disbursements:</u>	Actual 2024	
Accounting	\$843.16	\$843
BC Hydro	\$700.00	\$ 510.00
Bank Charges	\$50.00	\$43
Depreciation Report	0	0
Garbage	\$6,780.00	\$6,458.00
Fire Protection	\$150.00	\$281.00
Insurance	\$13,712.60	\$13,129.00
Landscaping	\$12,705.00	\$11,550.00
Office/social	\$1,920.60	\$1,164.00
Property Maintenance	\$30,000.00	\$24,108.00
Snow/salt	\$1,500.00	\$0.00
Water	\$2,640	\$3,052.00
WCB/Legal	\$450.00	\$479.00
Total:	\$71,451.00	\$61,617.00

PROPERTY DISCLOSURE STATEMENT
STRATA TITLE PROPERTIES
(NON-BARE LAND STRATAS)
PAGE 1 of 6 PAGESDate of disclosure: November 3rd, 2025

The following is a statement made by the Seller concerning the Property or strata Unit located at:

ADDRESS / STRATA UNIT #: 17 12049 217th Street Maple Ridge BC V2X 0M8 (the "Unit")

THE PROPERTY CONTAINS THE FOLLOWING BUILDINGS:				
<input checked="" type="checkbox"/> Principal Residence <input type="checkbox"/> Residence(s) <input type="checkbox"/> Barn(s) <input type="checkbox"/> Shed(s) <input type="checkbox"/> Other Building(s) Please describe _____				
THE SELLER IS RESPONSIBLE for the accuracy of the answers in this Property Disclosure Statement and where uncertain should reply "Do Not Know." This Property Disclosure Statement constitutes a representation under any Contract of Purchase and Sale if so agreed, in writing, by the Seller and the Buyer.		THE SELLER SHOULD INITIAL THE APPROPRIATE REPLIES.		
		YES	NO	DO NOT KNOW
"Unit" is defined as the living space, including limited Common Property, being purchased. "Common Property" includes buildings or spaces accessible to all owners. "Lands" is defined as the land upon which the Unit, all other strata lots and Common Property are constructed. "Development" is defined as the Lands, the Unit, and all other strata lots and Common Property.				

1. LAND

A. Are you aware of any past or present underground oil storage tank(s) in or on the Development?	<input type="checkbox"/> <i>CBX</i>	<input type="checkbox"/>	<input type="checkbox"/>
B. Are you aware of any existing tenancies, written or oral?	<input type="checkbox"/> <i>CBX</i>	<input type="checkbox"/>	<input type="checkbox"/>
C. Are you aware of any current or pending local improvement levies / charges?	<input type="checkbox"/> <i>CBX</i>	<input type="checkbox"/>	<input type="checkbox"/>
D. Are you aware of any pending litigation or claim affecting the Development or the Unit from any person or public body?	<input type="checkbox"/> <i>CBX</i>	<input type="checkbox"/>	<input type="checkbox"/>

2. SERVICES

A. Please indicate the water system(s) the Development uses: <input checked="" type="checkbox"/> A water provider supplies my water (e.g., local government, private utility). <input type="checkbox"/> I have a private groundwater system (e.g., well). <input type="checkbox"/> Water is diverted from a surface water source (e.g., creek or lake). <input type="checkbox"/> Not connected. Other _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. If you indicated in 2.A. that the Development has a private groundwater or private surface water system, you may require a water licence issued by the provincial government. (i) Do you have a water licence for the Development already? (ii) Have you applied for a water licence and are awaiting a response?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/> <i>X</i>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/> <i>CAB</i>	<input type="checkbox"/>	<input type="checkbox"/>

BUYER'S INITIALS

SELLER'S INITIALS

November 3rd, 2025

PAGE 2 of 6 PAGES

DATE OF DISCLOSURE

ADDRESS / STRATA UNIT #: 17

12049 217th Street

Maple Ridge

BC V2X 0M8

2. SERVICES (continued)	YES	NO	DO NOT KNOW	DOES NOT APPLY
C. Are you aware of any problems with the water system?	CBX			
D. Are you aware of any problems with the sanitary sewer system?	CBX			

3. BUILDING Respecting the Unit and Common Property

A. Has a final building inspection been approved, or a final occupancy permit been obtained?				
B. Has the fireplace, fireplace insert, or wood stove installation been approved:				CBX
(i) <input type="checkbox"/> by local authorities?				
(ii) <input type="checkbox"/> by a WETT-certified inspector?				
C. (i) Is this Unit occupied, or has this Unit been previously occupied?	XCB			
(ii) Are you the "owner developer" as defined in the <i>Strata Property Act</i> ?	XCB	XCB		
D. Does the Unit have any equipment leases or service contracts (e.g., security systems, water purification, etc.)?	X			
E. Are you aware of any additions or alterations made without a required permit (e.g., building, electrical, gas, etc.)?		XCB		
F. Are you aware of any structural problems with any of the buildings in the Development?		XCB		
G. Are you aware of any problems with the heating and / or central air conditioning system?				XCB
H. Are you aware of any damage due to wind, fire, or water?		XCB		
I. Are you aware of any infestation or unrepairs damage by insects, rodents, or bats?		XCB		
J. Are you aware of any leakage or unrepairs damage?		XCB		
K. Are you aware of any problems with the electrical or gas system?		XCB		
L. Are you aware of any problems with the plumbing system?		XCB		
M. Are you aware of any pet restrictions?	XCB			
N. Are you aware of any rental restrictions?		XCB		
O. Are you aware of any age restrictions?	XCB			
P. Are you aware of any other restrictions? If so, provide details on page 6, Section 5. ADDITIONAL COMMENTS AND / OR EXPLANATIONS		XCB		

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BUYER'S INITIALS

BC1003 REV. JUL 2025

CAB	
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SELLER'S INITIALS

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November 3rd, 2025

PAGE 3 of 6 PAGES

DATE OF DISCLOSURE

ADDRESS / STRATA UNIT #: 17 12049 217th Street Maple Ridge BC V2X 0M8

3. BUILDING Respecting the Unit and Common Property (continued)	YES	NO	DO NOT KNOW	DOES NOT APPLY
Q. Are you aware of any special assessment(s) voted on or proposed?		XCB		
R. Have you paid any special assessment(s) in the past five years?		XCB		
S. Are you aware of any agreements that provide for future payment or possible payment of monies to you in your capacity as the current owner of the Unit?		XCB		
T. Are you aware of any pending strata corporation policy or bylaw amendment(s) which may alter or restrict the uses of the Unit?		XCB		
U. Are you aware of any problems with the swimming pool and / or hot tub?				CBX
V. Are you aware of any additions, alterations, or upgrades made to the Unit that were not installed by the original developer?		XCB		
W. Are there any agreements under which the owner of the Unit assumes responsibility for the installation and / or maintenance of alterations to the Unit or Common Property?		XCB		
X. Was this Unit constructed by an "owner builder," as defined in the Homeowner Protection Act, within the last ten years? If Yes, attach the required Owner Builder Disclosure Notice.			XCB	
Y. Is this Unit or related Common Property covered by home warranty insurance under the Homeowner Protection Act?			XCB	
Z. Is there a current "EnerGuide for Houses" rating number available for this unit? (i) If so, what is the rating number? _____ (ii) When was the energy assessment report prepared? _____		XCB		
AA. Nature of Interest / Ownership: <input checked="" type="checkbox"/> Freehold <input type="checkbox"/> Time Share <input type="checkbox"/> Leasehold <input type="checkbox"/> Undivided <input type="checkbox"/> Cooperative				
BB. Management Company <u>SELF MANAGED</u> Name of Manager _____ Telephone _____ Address _____				
CC. If self-managed: Strata Council President's Name <u>Candice Ann Brown</u> Telephone <u>604 834 9495</u> Strata Council Secretary Treasurer's Name <u>Candice Ann Brown</u> Telephone _____				

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BUYER'S INITIALS

BC1003 REV. JUL 2025

<u>CAB</u>		
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SELLER'S INITIALS

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November 3rd, 2025

PAGE 4 of 6 PAGES

DATE OF DISCLOSURE

ADDRESS / STRATA UNIT #: 17 12049 217th Street Maple Ridge BC V2X 0M8

3. BUILDING Respecting the Unit and Common Property (continued)	YES	NO	CAN BE OBTAINED FROM:
DD. Are the following documents available?			
Bylaws	X		
Rules / Regulations	X		
Year-to-date Financial Statements	X		
Current Year's Operating Budget	X		
All Minutes of Last 24 Months, Including Council, Special, and Annual General Meeting Minutes	X		
Engineer's Report and / or Building Envelope Assessment			
Strata Plan	X		
Depreciation Report	X		
Reserve Fund Study			
Summary of Insurance Coverages (including premium)	X		

EE. What is the monthly strata fee? \$ 350.00

Does this monthly fee include:	YES	NO	DO NOT KNOW	DOES NOT APPLY		YES	NO	DO NOT KNOW	DOES NOT APPLY
Management?	X				Recreation?	X			
Heat?	X				Cable?	X			
Hot Water?	X				Gardening?	X			
Gas Fireplace?	X				Caretaker?	X			
Garbage?	X				Water?	X			
Sewer?	X				Other?				

FF. (i) Number of Unit parking stalls included 1 and specific numbers Attached

(ii) Are these: (a) Limited Common Property? (b) Common Property? (c) Rented?
 (d) Long Term Lease? (e) Other?

GG. (i) Storage Locker? Yes No

Number(s) _____

(ii) Are these: (a) Limited Common Property? (b) Common Property? (c) Rented?
 (d) Long Term Lease? (e) Other?

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BUYER'S INITIALS

BC1003 REV. JUL 2025

CAB		
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SELLER'S INITIALS

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November 3rd, 2025

PAGE 5 of 6 PAGES

DATE OF DISCLOSURE

ADDRESS / STRATA UNIT #: 17 12049 217th Street

Maple Ridge

BC V2X 0M8

3. BUILDING Respecting the Unit and Common Property (continued)	YES	NO	DO NOT KNOW	DOES NOT APPLY
HH. To the best of your knowledge, has the Unit been tested for radon?				
(i) If Yes, was the most recent test:				
<input type="checkbox"/> short term or <input type="checkbox"/> long term (more than 90 days)			X	CB
Level: _____ <input type="checkbox"/> bq/m ³ <input type="checkbox"/> pCi/L				
on _____ date of test (DD/MM/YYYY)				
II. Is there a radon mitigation system in the Unit?				
(i) If Yes, are you aware of any problems or deficiencies with the radon mitigation system in the Unit?				
JJ. To the best of your knowledge, has the Common Property been tested for radon?				
(i) If Yes, was the most recent test:				
<input type="checkbox"/> short term or <input type="checkbox"/> long term (more than 90 days)			X	CB
Level: _____ <input type="checkbox"/> bq/m ³ <input type="checkbox"/> pCi/L				
on _____ date of test (DD/MM/YYYY)				
KK. Is there a radon mitigation system for the Common Property?				
(i) If Yes, are you aware of any problems or deficiencies with the radon mitigation system for the Common Property?				

4. GENERAL

A. Are you aware if the Unit, or any other unit, or the Development has been used to grow cannabis (other than as permitted by law) or to manufacture illegal substances?		X CB		
B. Are you aware of any latent defect in respect of the Development? <i>For the purposes of this question, "latent defect" means a defect that cannot be discerned through a reasonable inspection of the Development that renders the Development:</i> (a) dangerous or potentially dangerous to occupants; or (b) unfit for habitation.		X CB		
C. Are you aware of any existing or proposed heritage restrictions affecting the Development (including the Development being designated as a "heritage site" or as having "heritage value" under the <i>Heritage Conservation Act</i> or municipal legislation)?		X CB		
D. Are you aware of any existing or proposed archaeological restrictions affecting the Development (including the Development being designated as an archaeological site or as having archaeological value under applicable law)?		X CB		

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BUYER'S INITIALS

BC1003 REV. JUL 2025

CAB		
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SELLER'S INITIALS

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November 3rd, 2025

PAGE 6 of 6 PAGES

DATE OF DISCLOSURE

ADDRESS / STRATA UNIT #: 17 12049 217th Street

Maple Ridge

BC V2Z 0X8

5. ADDITIONAL COMMENTS AND / OR EXPLANATIONS (Use additional pages if necessary)

The Seller states that the information provided is true, based on the Seller's current actual knowledge as of the date on page 1. If, prior to the completion of a sale of the Property, the Seller becomes aware of any material changes to such information, the Seller will ensure that such material changes are made known to the Buyer. The Seller acknowledges and agrees that a copy of this Property Disclosure Statement may be given to a prospective Buyer.

PLEASE READ THE INFORMATION PAGE BEFORE SIGNING.

Candice Anne Brown

SELLER(S)

SELLER(S)

SELLER(S)

The Buyer acknowledges that the Buyer has received, read, and understood a signed copy of this Property Disclosure Statement from the Seller or the Seller's brokerage on the _____ day _____ yr _____.

The Buyer acknowledges and understands that the information contained in this Property Disclosure Statement is based on the Seller's actual knowledge as of the date on page 1.

The prudent Buyer will use this Property Disclosure Statement as the starting point for the Buyer's own inquiries.

The Buyer is urged to carefully inspect the Development and, if desired, to have the Development inspected by a licensed inspection service of the Buyer's choice.

The Buyer acknowledges that all measurements are approximate. The Buyer should obtain a strata plan drawing from the Land Title Office or retain a professional home measuring service if the Buyer is concerned about the size.

BUYER(S)

BUYER(S)

BUYER(S)

The Seller and the Buyer understand that neither the Listing nor Selling Brokerages nor their Managing Brokers, Associate Brokers, or Representatives warrant or guarantee the information provided about the strata Unit or the Development.

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INFORMATION ABOUT THE PROPERTY DISCLOSURE STATEMENT STRATA TITLE PROPERTIES (NON-BARE LAND STRATAS)

THIS INFORMATION IS INCLUDED FOR THE ASSISTANCE OF THE PARTIES ONLY. IT DOES NOT FORM PART OF THE PROPERTY DISCLOSURE STATEMENT.

EFFECT OF THE PROPERTY DISCLOSURE STATEMENT

The Property Disclosure Statement will not form part of the Contract of Purchase and Sale unless so agreed by the Buyer and the Seller. This can be accomplished by inserting the following wording in the Contract of Purchase and Sale:

"The attached Property Disclosure Statement dated (date)
is incorporated into and forms part of this contract."

ANSWERS MUST BE COMPLETE AND ACCURATE

The Property Disclosure Statement is designed, in part, to protect the Seller by establishing that certain information concerning the Property has been provided to the Buyer. It is important that the Seller not answer "do not know" or "does not apply" if, in fact, the Seller knows the answer. **Disclosure is the preferred approach to support transparency and reduce the risk of post-closing disputes. Sellers are advised that partial, incomplete, or non-responses on this form may still give rise to legal liability.** If you are unsure about what to disclose or whether you have to make a disclosure, have a conversation with your REALTOR®. If you intend not to make any disclosures about the Property, do not complete this form. Instead, speak with your REALTOR® about using the Property No-Disclosure Statement Form. If the additional information is provided, it must provide all relevant information known to the Seller.

BUYER MUST STILL MAKE THE BUYER'S OWN INQUIRIES

The Buyer must still make their own inquiries after receiving the Property Disclosure Statement. Each question and answer must be considered, keeping in mind that the Seller's knowledge of the Unit and the Development may be incomplete. Additional information can be requested from the Seller or from an independent source such as the municipality or regional district. The Buyer can hire an independent, licensed inspector or other professional to examine the Unit or the Development and / or improvements to determine whether defects exist and to provide an estimate of the cost of repairing problems that have been identified in the Property Disclosure Statement or an inspection report.

SIX IMPORTANT CONSIDERATIONS

1. The Seller is legally responsible for the accuracy of the information which appears in the Property Disclosure Statement. Not only must the answers be correct, but they must be complete. The Buyer will rely on this information when the Buyer contracts to purchase the Property. Even if the Property Disclosure Statement is not incorporated into the Contract of Purchase and Sale, the Seller will still be responsible for the accuracy of the information on the Property Disclosure Statement if it caused the Buyer to agree to buy the Unit.
2. The Buyer must still make their own inquiries concerning the Unit in addition to reviewing a Property Disclosure Statement, recognizing that, in some cases, it may not be possible to claim against the Seller if the Seller cannot be found or is insolvent.
3. Anyone who is assisting the Seller to complete a Property Disclosure Statement should take care to see that the Seller understands each question and that the Seller's answer is complete. It is recommended that the Seller complete the Property Disclosure Statement in their own writing to avoid any misunderstanding.
4. If any party to the transaction does not understand the English language, consider obtaining competent translation assistance to avoid any misunderstanding.
5. The Buyer should personally inspect both the parking space(s) and storage locker(s) assigned to the Unit.
6. "Unit" is defined as the living space, including limited Common Property, being purchased. "Common Property" includes buildings or spaces accessible to all owners. "Lands" is defined as the land upon which the Unit, all other strata lots, and Common Property are constructed. "Development" is defined as the Lands, the Unit, and all other strata lots, and Common Property.

STRATA PLAN OF
LOT 1, D.L.245, GP.1,
N.W.D. PLAN 76831

First Sheet: Sheet 1 of 8 Sheets

STRATA PLAN NW 2813

Ref AB147318 to AB147337

Deposited and Registered in the Land
Title Office at New Westminster, B.C.
this 28 day of July 1988

R. J. Raven / Ron Cullis
Assistant Deputy Registrar

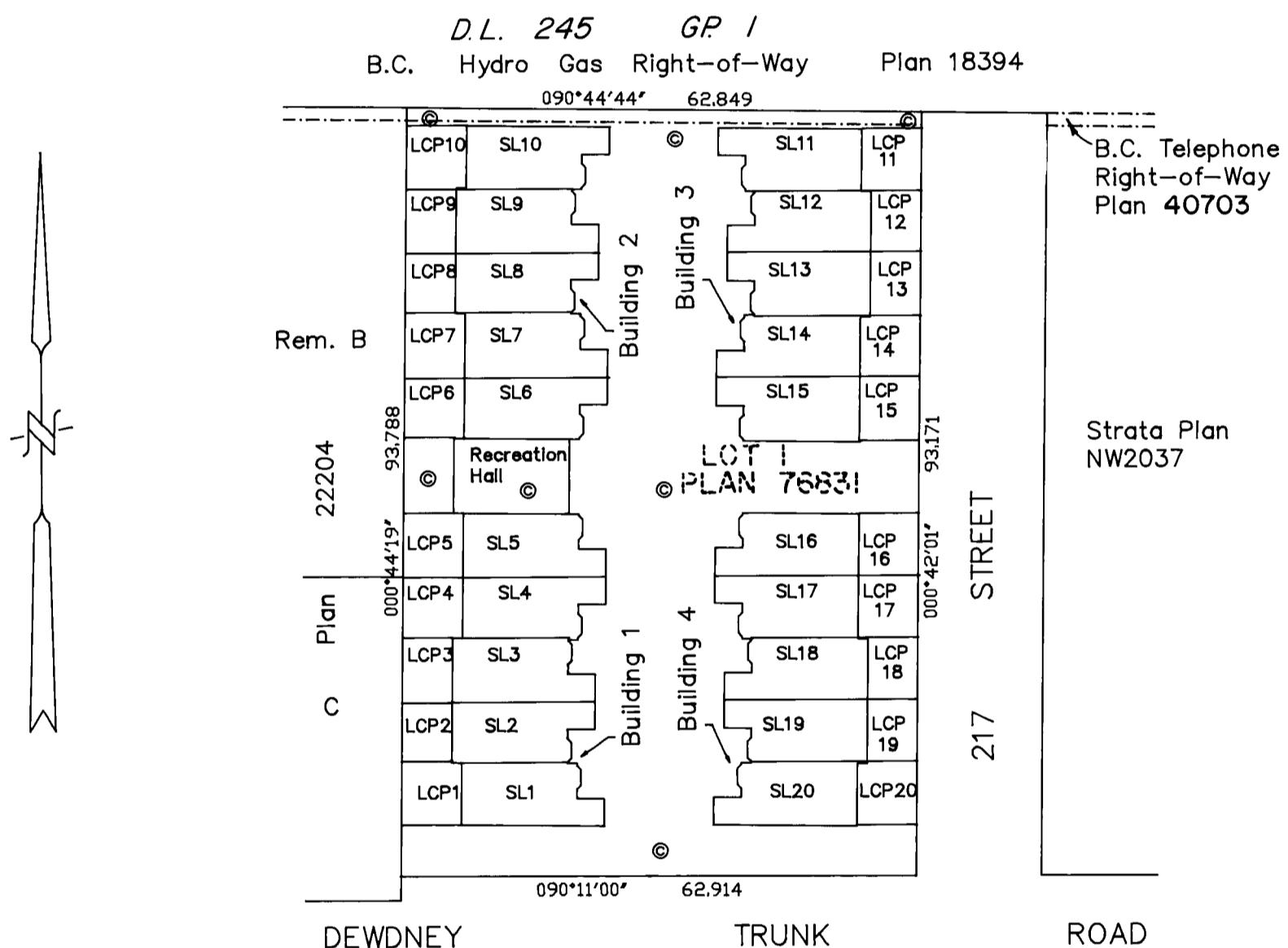
Reference:

10.0 5.0 0 10.0 25.0 50.0

Municipality of Maple Ridge

SCALE 1:750

All distances are in metres except where otherwise noted



Note: Enclosed Carports part of Strata Lots

LEGEND

S.L.-Strata Lot
LCP-Limited Common Property
CP- Enclosed Carport
m²- square metres
Pt-Part of
©-Common property
S-Storage Space
P-Patio
E-Electric Room

Note: LCP numeric designation indicates use by SL with same number

Project Name: The Boardwalk

This plan lies within the Dewdney - Alouette Regional District.

The civic address is as follows:
21675-21687 Dewdney Trunk Road
Maple Ridge, B.C.
The address for service of documents in the Strata Corporation is:

The Owners, Strata Plan 2813
~~2231 119th Avenue~~
~~Maple Ridge, B.C. V2X 2Z2~~

#21-12049-217th St.
Maple Ridge, BC
V2X 0M8
Change of Address - July 30/97
See BL265111

I, S.P. Wade, a British Columbia Land Surveyor, of Maple Ridge, in British Columbia, certify that the buildings located on the parcel described above are wholly within the external boundaries of that parcel.

Stanley Wade
S.P. Wade, B.C.L.S.

Dated at Maple Ridge this 12th day of July 1988

J.M.C. Wade and Associates
B.C. Land Surveyors
Maple Ridge and Mission
File H1939-03 463 - 4753

Plan #: NWS2813 App #: N/A Ctrl #: (Altered)

RCVD: 1998-02-12 RQST: 2025-11-04 12.53.42

Status: Filed

Status: Filed

Plan #: NWS2813 App #: N/A Ctrl #: (Altered) RCV/D: 1998-02-12 RQST: 2025-11-04 12.53.42

STRATA PLAN NW 2813

CONDOMINIUM ACT		FORM 1	FORM 2	FORM 3
STRATA LOT NO.	SHEET NO.	Schedule of Unit Entitlement	Schedule of Interest Upon Destruction	Schedule of Number of Votes
		Unit Entitlement	Interest Upon Destruction	Number of Votes
1	4	100	100	
2	4	100	100	
3	4	100	100	
4	4	100	100	
5	4	100	100	
6	4	100	100	
7	4	100	100	
8	4	100	100	
9	4	100	100	
10	4	100	100	
11	5	100	100	
12	5	100	100	
13	5	100	100	
14	5	100	100	
15	5	100	100	
16	5	100	100	
19	5	100	100	
20	5	100	100	
AGGREGATE		2000	2000	

Approved as to forms 1 and 2 this
26 day of July 1988.

Superintendent of Real Estate

I, S.P. Wade, a British Columbia Land Surveyor
hereby certify that the buildings shown on this
Strata Plan have not, as of the 12th day of
July, 1988 been previously occupied.

Stanley Wade
S.P. Wade B.C.L.S.

Mortgagee: J. K. BULL & SONS LTD.

J.K. Bull
JOHN K. BULL
Authorized Signatory President

JOHN K. BULL
JOHN K. BULL
Authorized Signatory President

I, the undersigned, do solemnly declare that:
1) I, the undersigned, am the duly authorized
agent for the owner-developer.
2) The Strata Plan is entirely for residential use.

I make this solemn declaration conscientiously
believing it to be true, and knowing that
it is of the same force and effect
as if made under oath.

JACOBUS FABER
Declared before me at Maple Ridge B.C.
this 14 day of July 1988.

Alan Thompson

A commissioner for the taking of affidavits
in and for the Province of British Columbia

ALAN C. THOMPSON

Owner-FABER CONSTRUCTION LTD.

John Bull
Authorized Signatory

John Bull
Authorized Signatory

Mortgagee: CANWEST TRUST COMPANY

John Bull
Authorized Signatory

John Bull
Authorized Signatory

Dated this 12th day of July 1988

S.P. Wade, B.C.L.S.

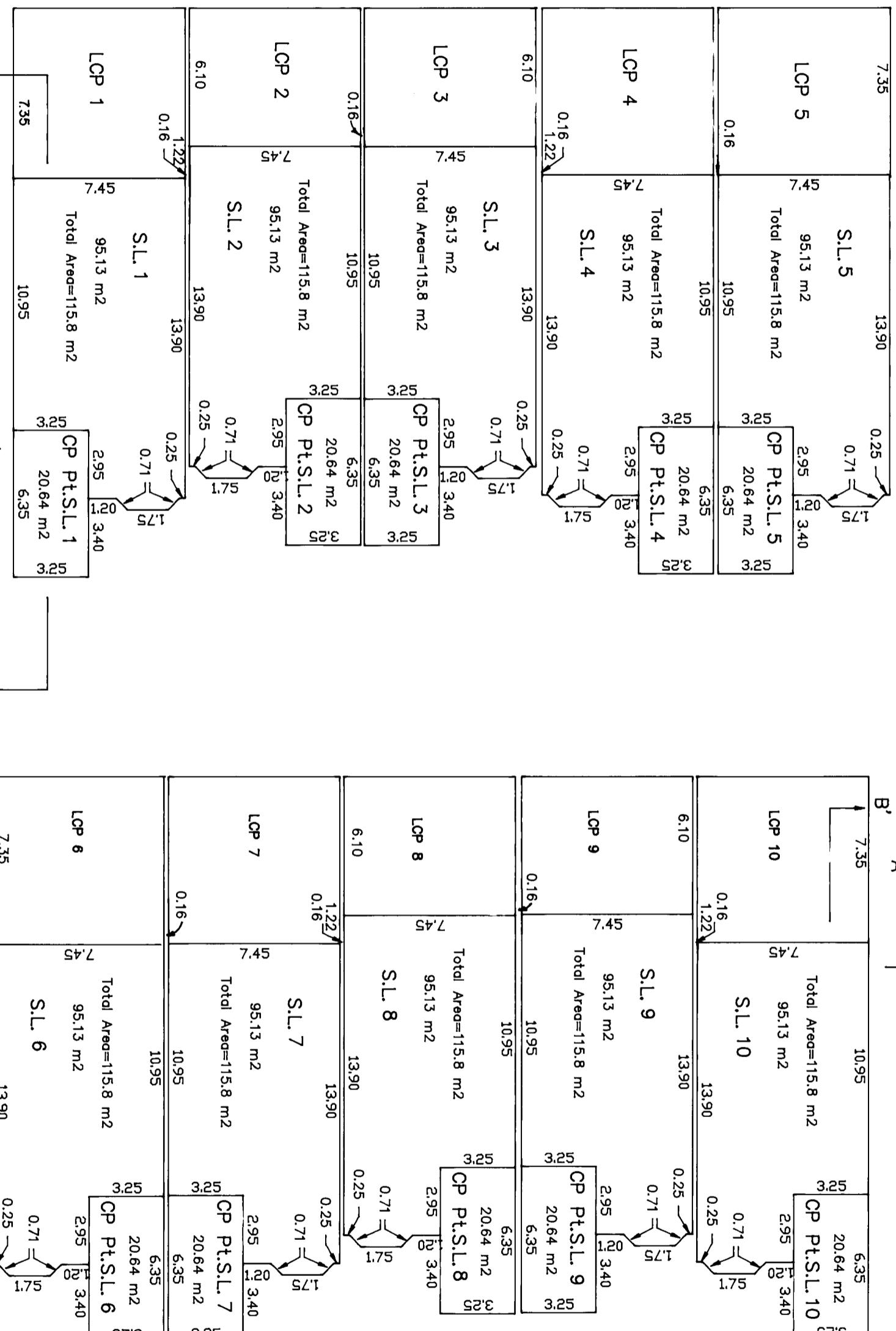
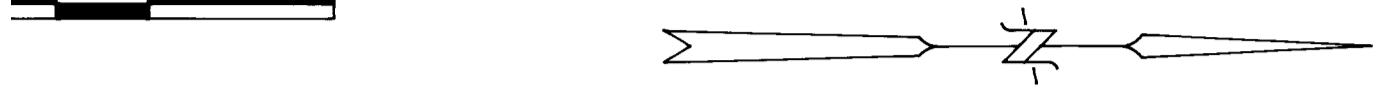
Sheet 4 of 8 Sheets

STRATA PLAN NW 2803

OR PLANS

1:200

Distances are in metres except where otherwise noted



Dated this 12 day of July 1988

S.P. Wade, B.C.L.S.

FLOOR PLANS

STRATA PLAN NW 2813

Scale 1:200

All distances are in metres except where otherwise noted

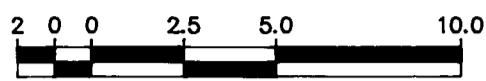


Diagram of a stepped foundation showing dimensions and soil parameters. The foundation has a total width of 3.40 and a height of 1.75. The soil parameters are G (cohesion), CP (cyclic resistance), and S.L. (sensitive limit).

Architectural floor plan diagram showing dimensions and room areas. The plan includes a main rectangular room (3.25m x 6.35m), a central corridor (3.40m x 2.95m), a bathroom (1.75m x 0.71m), a kitchen (3.25m x 3.40m), and a garage (7.45m x 7.35m). The total area is 115.8 m².

3.25
CP Pt.S.L. 13
3.40
2.95
20.64 m2
Total Area=115.8 m2
95.13 m2
7.45
LCP 13

CP	Pt.S.L. 12	Total Area=115.8 m ²
3.25	3.25	
20.64 m ²		
6.35	10.95	
6.35		0.16

Architectural floor plan of Pt.S.L. 11 and S.L. 11. The plan shows a central corridor with a staircase. Room S.L. 11 has a footprint of 13.90m by 13.90m and a total area of 95.13 m². Room S.L. 12 has a footprint of 6.10m by 4.45m and a total area of 45.13 m². The overall width of the building is 7.45m, and the overall depth is 25m. The plan is labeled 'Pt.S.L. 11' and 'S.L. 11'.

6.35	10.95	7.35
------	-------	------

H

BUILDING 3

BUILDING 7

198 8

Dated this 12th day of July

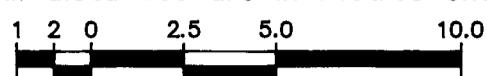
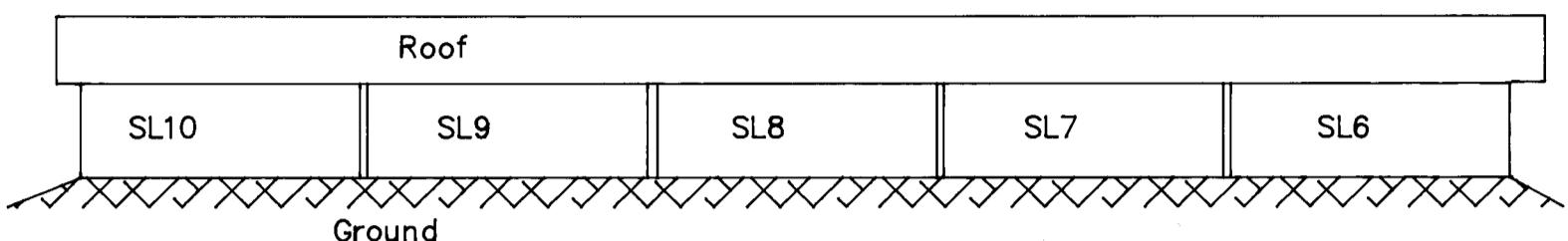
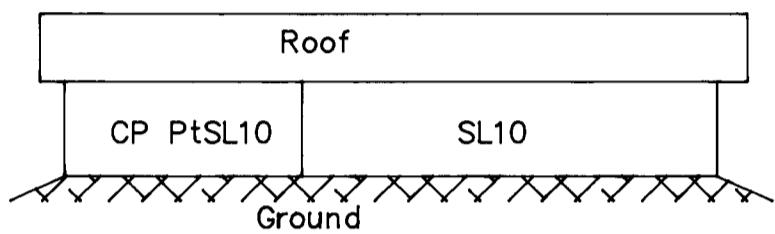
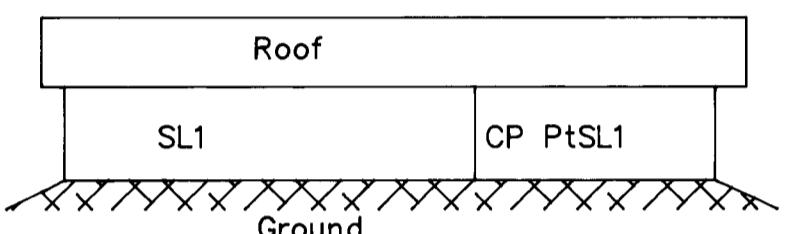
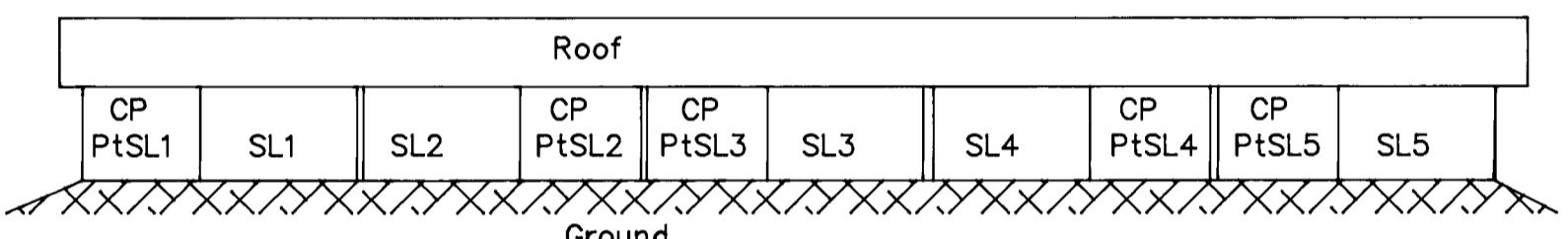
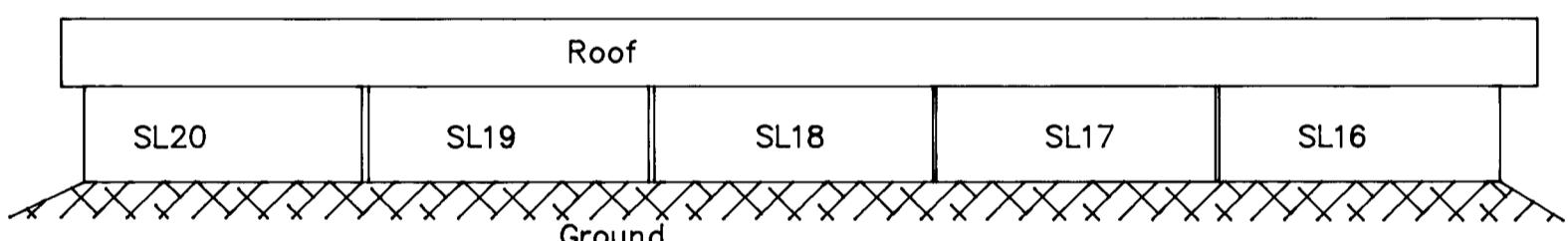
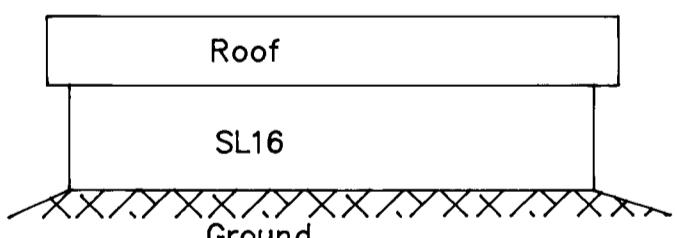
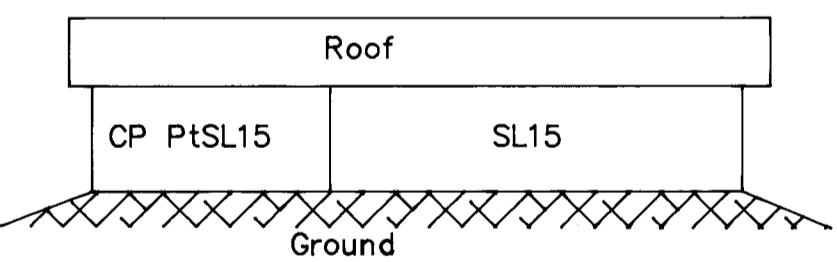
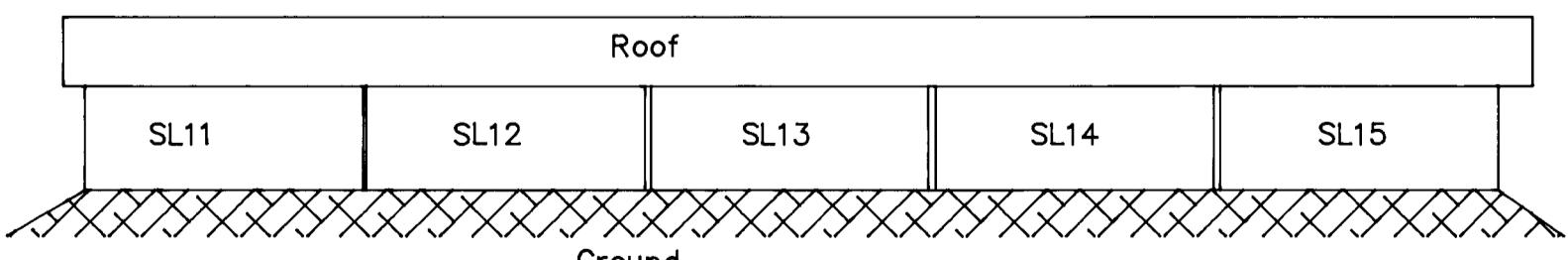
Alb
S.B.W. - B.O.L.S.

J.M.C. Wade and Associates
B.C. Land Surveyors
Maple Ridge and Mission
File H1939-03 463 - 4753

SECTIONS AND ELEVATIONS STRATA PLAN NW 28413

Scale 1:200

All distances are in metres except where otherwise noted

SECTION A - A'
West ElevationSECTION B - B'
North ElevationSECTION C - C'
South ElevationSECTION D - D'
East ElevationSECTION E - E'
East ElevationSECTION F - F'
North ElevationSECTION G - G'
South ElevationSECTION H - H'
West ElevationDated this 2nd day of July 1980

S.P. Wade, B.C.L.S.

STRATA PLAN NW 28/3

RECORD OF BY-LAWS AND ORDERS, ETC.

Dated this 12th day of July 1982

SBW 1-201-2

J.M.C. Wade and Associates
B.C. Land Surveyors
Maple Ridge and Mission
File H 1839-03 463 - 4753

STRATA PLAN NW 28/3

Common Property Sheet Closed 5/12/95
Search ALTO82 or BC OnLine for
Current Information BC Reg. 76193

DEALINGS AFFECTING THE COMMON PROPERTY

LINDA J. O'SHEA, Registrar
REGISTRATION
Vancouver/New Westminster Land Title Districts

Dated this 12th day of July 1988

SBW-15-PC-15

J.M.C. Wade and Associates
B.C. Land Surveyors
Maple Ridge and Mission
File H 1839-03 163 1753

BYLAWS

THE OWNERS, STRATA PLAN NW2813

**The Boardwalk
12049 217th Street
Maple Ridge, BC
V2X 0M8**

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The Boardwalk
THE OWNERS, STRATA PLAN NW2813
(the “Strata Corporation”)

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Division 1 - General

1.1 Bylaws not Standard Bylaws

- (a) These Bylaws of the Strata Corporation are not the Standard Bylaws as the Strata Corporation has by $\frac{3}{4}$ vote of the Owners at an Annual or Special General Meeting held *inter alia* for this purpose approved these Bylaws, which Bylaws are filed in the Land Title Office.
- (b) These Bylaws have effect from the date of registration of this document with the Land Title Office, being the _____ day of _____.
- (c) Definitions for words in terms used herein are contained in Schedule A and section 1 of the Act.

1.2 Reference

- (a) Any reference to a section or regulation that does not refer to an origin is a reference to the *Strata Property Act*, SBC 1998, c 43, and the *Strata Property Regulation*, BC Reg 43/2000.
- (b) The Schedules attached to the Bylaws form part of the Bylaws and any reference thereto must be regarded as a reference to the content of the Bylaw.

1.3 General

- (a) All facilities are for the use of Residents and their Visitors only.
- (b) Use of common facilities by any Resident and/or Visitor is subject to the Resident and/or Visitor releasing the Strata Corporation from any liability and further indemnifying it against any claim resulting from injury or damage.

1.4 Owners Stay Responsible

- (a) Owners are responsible for the actions of their Residents and Visitors and any other person related to the Owner in any manner, who enters the Unit or Common Property, whether by the Owner's invitation or not.
- (b) The responsibility for the conduct of the parties mentioned in (a) remains that of the Owner and the Strata Council is not obliged to enforce any fines for misconduct

against any other party than the Owner.

1.5 Applicability

- (a) The Bylaws provide for the control, management, maintenance, use and enjoyment of the Units, common property and common assets of the Strata Corporation and for the administration of the Strata Corporation.
- (b) The Rules govern the use, safety and condition of the common property and common assets.

1.6 Enforcement

Subject to section 5.2 of the Bylaws, the Strata Corporation is entitled to enforce the Bylaws and the Rules by:

- (a) imposing a fine; or
- (b) remedying a contravention; or
- (c) denying access to a common use facility; or
- (d) instituting legal action.

Division 2 - Duties of Residents and Visitors

2.1 Payment of Strata Fees

- (a) Strata fees payable by an Owner to the Strata Corporation will be calculated in terms of the formula prescribed in section 99(2) of the Act to exclusion of section 100.
- (b) An Owner must pay strata fees on or before the first day of the month to which the strata fees relate.
- (c) An Owner must pay a special levy on the date or dates set out in the resolution authorizing the special levy.
- (d) If an Owner fails to pay strata fees or a special levy on the appointed date -
 - (i) the Owner is liable for interest on the arrears at a rate of 10% per annum, compounded annually and calculated and payable monthly, from the date the payment was due until the last day of the month in which it is paid; and

- (ii) the Owner may be fined under these Bylaws for late payment for each month during which any arrears is owing to the Strata Corporation.
- (e) The provision of a prior invoice or statement is not a prerequisite of the Owner's payment of any amount due by it.
- (f) Unless pre-authorized payments have been arranged in writing with the Strata Council to its satisfaction, the Owner of each Unit must, within fifteen (15) days of the day on which the Strata Corporation's budget was approved, provide the Council with twelve (12) post-dated cheques for the Strata Fees for the fiscal year and the cheques must be dated the first of each month.
- (g) A charge up to \$50.00 will be applied to the Owner's account for each cheque and/or preauthorized payment not honoured by the Owner's financial institution for whatever reason.
- (h) Retroactive strata fees

Should an annual or special general meeting be held after the end of the fiscal year of the strata corporation, any increase in strata fees will be retroactive to the beginning of the current fiscal year of the strata corporation, and such retroactive strata fees are due and payable on the first day of the first month after the annual or special general meeting was held AGM is held.

2.2 Repair and Maintenance of Property by Owner

- (a) An Owner must repair and maintain the Owner's Unit, except for repair and maintenance that is the responsibility of the Strata Corporation under these Bylaws.
- (b) An Owner who has the use of limited common property must repair and maintain it, except for repair and maintenance that is the responsibility of the Strata Corporation under these Bylaws.
- (c) A presumption is hereby created in the favour of the Strata Corporation in cases where there is a dispute as to whose responsibility it is to repair and maintain property.

2.3 Use of property

- (a) A Resident or Visitor must not use a Unit, the common property or common assets in a way that
 - (i) causes a nuisance or hazard to another person;
 - (ii) causes unreasonable noise;
 - (iii) unreasonably interferes with the rights of other persons to use and enjoy the common property, common assets, or another Unit;
 - (iv) is illegal or does not comply with city zoning Bylaws;
 - (v) is contrary to a purpose for which the Unit or common property is intended as shown expressly or by necessary implication on or by the strata plan;
 - (vi) involves the manufacturing or growing of illegal or regulated substances; or
 - (vii) obstructs a sidewalk, walkway, roadway, loading area, fire route or any other common use area.
- (b) No Resident or Visitor may use a strata lot, common property, or limited common property for the purpose of growing or dispensing marijuana, notwithstanding that a Resident or Visitor is otherwise lawfully permitted to do so.
- (c) No Owner, Tenant, Resident or Visitor may use a strata lot, common property, or limited common property for the purpose of doing business or any activity that could be construed as doing business, specifically giving a licence to any person who is not an Owner to occupy the strata lot for purposes of AirBNB, other hotel-like arrangement, vacation or travel accommodation, or any other short term commercial occupation arrangements where the occupant of that strata lot is not the owner or the tenant, including subletting, without the written consent of the Strata Council, which may only be given in exceptional circumstances. Contravention of this bylaw is subject to a \$1,000 fine per day for each day for the term of the contravention.

2.4 Damage to Common Property

- (a) In this section, Common Property is deemed to include common property, common assets, exclusive use areas, limited common property and those parts of a Unit which

the Strata Corporation is obliged to repair and maintain under these Bylaws or insure under section 149 of the Act.

- (b) An Owner will be responsible for all damage, other than reasonable wear and tear, caused by the Residents or Visitors to the common property.
- (c) The fact that a Resident damaged the property referred to in (a) and (b), or not, will be *prima facie* assessed and decided by the Strata Council after which it will give notice thereof to the Owner.
- (d) On receipt of the notice referred to in (c) the amount demanded by the Strata Council for the repair of the damages becomes due and payable immediately and the Owner will pay the amount within seven (7) days.
- (e) To prevent and limit ongoing damages, Owners have a duty to report any damage to common property and any damage in a Unit that may have the effect of possibly causing damage to common property or another Unit, specifically water related issues.

2.5 Regulated Behaviour

Without limiting the generality of subsections 2.3(a) or 2.4(a) to 2.4(d), an Owner of a Unit shall not:

- (a) make, cause or produce or permit any Resident or Visitor to make, cause or produce, any undue noise, odour, littering, vibration or glare in or about any Unit or common property or to do anything which will interfere with any other Resident.
- (b) use, or permit use by any Resident or Visitor of the Unit or the common property in a way that is loud or noisy between 11 pm. and 8 am.;
- (c) use, or permit any Resident or Visitor to use, any musical instrument, amplifier, sound reproduction equipment, communications receivers or transmitters or other device within or about any Unit or common property such that causes a disturbance or interferes with the comfort of any other Resident or the systems and equipment of any other Resident;

- (d) obstruct or use, or permit any Resident or Visitor to obstruct or use, the sidewalks, walkways, passages and driveways of the common property, or limited common property designated for such Unit, for any purpose other than ingress or egress from the Units or parking areas within the common property of the strata plan, or limited common property designated for such Unit is a part;
- (e) do, or permit any Resident or Visitor to do, anything that will increase the risk of fire or the rate of insurance on the building or any part thereof;
- (f) allow the Unit to become unsanitary or a source of odour;
- (g) install, or permit any Resident or Visitor to install any window coverings, visible from the exterior of the Unit, which is not white in colour;
- (h) hang or display, or permit any Resident or Visitor to hang or display, any articles from windows, balconies or other parts of the building which are visible from the outside of the building;
- (i) use or install, or permit any Resident or Visitor to use or install, in or about the Unit, any shades, window or balcony guards or screens, ventilators, supplementary heating or air conditioning devices, except those installations approved in writing by the Council;
- (j) erect on or fasten to, or permit any Resident or Visitor to erect on or fasten to, the Unit, the common property or any similar structure or appurtenance thereto, any item, except with the written permission of the Council;
- (k) place, or permit any Resident or Visitor to place any hanging plants, decoration or artwork that may cause damages to the strata property on any deck, patio or balcony so that they are visible from the outside of the building;
- (l) give, or permit any Resident or Visitor to give, any keys, combinations, security cards or other means of access to the building, the parking garage or common areas to any person other than a Resident or Visitor or an employee or contractor permitted by these Bylaws;
- (m) make or cause to be made any structural alteration to the Unit, or paint, decorate, or add to or remove any structure from the exterior of the building or the Unit or add to

or alter the wiring, plumbing, piping or other services on the Unit, or within any bearing or party wall or the common property without first obtaining the written consent of the Strata Council;

- (n) have more than the allowable number of people reside in a strata lot at any time. The maximum allowable residents are: Two (2) for a one- bedroom unit, and four (4) for a two-bedroom unit (“Allowable Residents”);
- (o) have more than four (4) persons residing in a Unit without written consent of the Strata Council, except if the persons are a father, mother and children;
- (p) permit a condition to exist within the Unit which will result in the waste or excessive consumption of the building’s domestic water supply or heated water;
- (q) bring into the Unit or use a waterbed or similar device.
- (r) no owner or tenant will smoke tabaco or tobacco products, marijuana or marijuana products, or vape these products on their own or in combination with any other product, or allow anyone else to do so, anywhere in the Stata Complex, balconies, limited common property and common property, but excluding the inside of the owners’ own Unit.
- (s) willfully eject, throw, drop or spill any item or substance from the Unit, its deck or balcony; advertise, or allow any third party, specifically its realtor, to advertise the resale or rental of a strata lot within the boundaries of the Strata Corporation other than on the central resale directory board which will be provided by the Strata Council and located adjacent to the entry. The Strata Council shall ensure individual resale signage is restricted to notification in such directory;
- (t) no Resident may disrespect a contractor working in the complex, and shall respect the ownership and integrity of the contractor’s personal or business property in the course of their duties;
- (u) place any signs, billboards, notices or other advertising matter of any kind on, or visible from, the exterior of a strata lot, except for “FOR SALE” signs, and except as provided for by the Elections Canada Act; or
- (v) contravene any Strata Rules.

2.6 Pets

- (a) A Resident or Visitor who wishes to keep a pet(s) in the Unit or use the common area for the pet, must
 - (i) adhere to the Bylaws and Rules in relation to the pets, or *ipso facto* lose the right to keep that pet(s); and
 - (ii) obtain the prior written permission of the Strata Council.
- (b) No owner shall keep snakes, reptiles, arachnoids, insects or wild, or undomesticated animals as pets.
- (c) A Resident must not keep any pets in a Unit other than the following: a reasonable number of fish or other small aquarium animals; a reasonable number of small, caged mammals; and up to 2 caged birds;
- (d) A Resident or Visitor may keep 2 small pets that are under full growth height of 16 inches, measured from ground to shoulders.
- (e) All animals must be leashed or otherwise secured when on the common property or on land that is a common asset.
- (f) A pet owner must not store or leave any pet or other food outside the Unit.
- (g) A Resident or Visitor, who brings a pet onto the common property
 - (i) must keep the pet leashed or caged at all times and promptly remove and dispose of the pet's feces in accordance with acceptable health standards; and
 - (ii) is responsible for the cost of repair or clean-up of any damage or mess caused by the pet on common property, and anywhere else.
- (h) A Resident will be in control of the pet at all times. A pet shall not cause a nuisance to any Resident. If the Council receives a complaint about a pet, a bylaw enforcement hearing will be held in accordance with the provisions of the Act. At the conclusion of the hearing, the Council may take no action, fine the Owner, require the Owner to pay the costs of remedying the contravention, or order the immediate removal of the pet from the Unit.

2.7 Inform Strata Corporation

- (a) Within 2 weeks of becoming an Owner, an Owner must inform the Strata Corporation of the Owner's name, names of all other Occupants, Unit number, emergency contact information, telephone numbers and email address, make, model and license plates of all vehicles, and mailing address outside the strata plan, if any, all pets, and other pertinent information by using the form attached hereto as Schedule I.
- (b) Within 2 weeks of becoming a Resident, the Owner must inform the Strata Corporation of the Tenant's name, names of all other Occupants, Unit number, emergency contact information, telephone numbers and email address, make, model and license plates of all vehicles, all pets, and on request by the Strata Corporation other pertinent information by using the form attached hereto as Schedule I, in lieu of which the Owner may be fined \$100.00, each 7 (seven) days until Schedule I is received..
- (c) Inform the Strata Corporation in writing within 1 week of the change of any of the information required in terms of sections 2.7(a) and 2.7(b), in lieu of which the Owner will be fined \$100.00, each 7 (seven) days until notification is received

2.8 Obtain approval before altering a Unit

- (a) An Owner must obtain the written approval of the Strata Corporation before making an alteration to a Unit that involves any of the following:
 - (i) the structure of the building;
 - (ii) the exterior of the building;
 - (iii) chimneys, stairs, balconies or other things attached to the exterior of the building;
 - (iv) doors, windows, or skylights on the exterior of a building (including the casings, frames and sills of such doors, windows and skylights), or that front on the common property (including, for example, security devices on the entrance door to a Unit which are visible from the exterior of a Unit);

- (v) fences, railings or similar structures that enclose a patio, balcony or yard;
- (vi) common property located within the boundaries of a Unit;
- (vii) those parts of the Unit which the Strata Corporation must insure under section 149 of the Act; or
- (viii) pipes, wiring or ducts; satellite dish; exterior light fixtures, supplementary heating system, shades, screens, cables and front door hardware.

(b) For purposes hereof, a removal of any part of the Strata Lot, is deemed to be an alteration that required approval.

(c) The Strata Corporation must not unreasonably withhold its approval under subsection (a). However, it will be reasonable for the Strata Corporation to withhold its approval if the Owner proposing the alteration has not provided the Strata Corporation with scaled plans and specifications, list of materials, estimated dates of commencement and completion of construction and other information reasonably requested by the Strata Corporation relating to the proposed alteration.

(d) An Owner must obtain appropriate approvals and permits from the city and/or any other required authority, and provide evidence of these approvals and permits to the Strata Council at its request.

(e) The Strata Corporation may require as a condition of its approval that the Owner agree in writing:

- (i) to take responsibility for any expenses relating to the alteration, including the disposal of materials;
- (ii) to provide evidence of appropriate insurance coverage relating to the alteration;
- (iii) to provide specified professional supervision and/or inspection of approved alterations; and
- (iv) to such other conditions as the Strata Corporation may reasonably require.

(f) If an Owner proceeds with an alteration approved by the Strata Corporation under subsection (a), that alteration must be carried out:

- (i) in a good and workmanlike manner;
- (ii) by duly qualified and properly licensed tradespersons, contractors or workers;
- (iii) only between 8 am and 8 pm on any day of the week (excluding statutory holidays and Sundays) or at such other times prescribed by the Strata Council from time to time in its sole discretion;
- (iv) with minimal noise and disturbance to other Owners; and
- (v) indemnify and hold harmless the Strata Corporation for all costs, maintenance or damage caused to the common property, common assets or to any Unit directly or indirectly resulting from any alteration or proposed alteration of that Owner to a Unit.

- (g) The current Owner of the Unit is exclusively responsible for the maintenance, as well as any other costs related to alterations made to the Unit, whether these alterations were made with, or without, the Strata Corporations' authorization.
- (h) The Strata Corporation, at its sole discretion, may insist that the Owner maintain and make repairs and/or changes to the alterations, or instruct a contractor to do so, in which case the Owner will pay the costs thereof to the Strata Corporation within seven (7) days of being presented with a quote or invoice to that effect.
- (i) The current Owner indemnifies the Strata Corporation, holds it harmless, and waives any legal and/or other rights that it may have related to the Strata Corporation with regard to the alteration(s).
- (j) The Owner shall not exceed the floor loading capacity of the ground and upper floor areas.

2.9 Obtain approval before altering common property

- (a) An Owner has no rights to alter common property without the prior obtained written consent of the Strata Corporation.
- (b) For purposes of alteration, changes that affect the appearance of the common property, such as enclosure of any exterior living space such as a deck or veranda or security bars must be considered an alteration of common property.

- (c) Section 2.8(e) is directly applicable to approval for alterations to limited common areas or exclusive use areas.
- (d) If an alteration agreement is not supplied and executed by the strata corporation and the Owner before an alterations commences, the Council is authorized to instruct an Owner to restore the Unit to its previous condition until such time as the Owner is in compliance with these Bylaws, specifically the alteration agreement requirement.

2.10 Permit entry to Unit

- (a) A Resident or Visitor must allow a person authorized by the Strata Corporation to enter the Unit
 - (i) in an emergency, without notice, to ensure safety or prevent significant loss or damage, and
 - (ii) at a reasonable time, on 48 hours' written notice to inspect, repair or maintain common property, common assets and any portions of a Unit that are the responsibility of the Strata Corporation to repair and maintain under these Bylaws or insure under section 149 of the Act, and
 - (iii) at a reasonable time, on 48 hours' written notice to inspect, when the Strata Corporation has reason to suspect, or receives a complaint or notice in this regard from an Owner, or interested third party, that an activity within the Unit is in contravention of the Bylaws, is illegal, or is in contravention of any municipal, provincial or federal decree.
- (b) The notice referred to in subsection (a)(ii) and (a)(iii) must include the date and approximate time of entry, and the reason for entry.
- (c) The person authorized by the Strata Corporation to enter the Unit may, if that person considers it necessary in his or her sole discretion, do so by using reasonable force on the locking devices and the replacement of the locking devices and any resulting damage to the door and door frame will be at the expense of the Unit Owner.
- (d) Where the Strata Corporation is required to enter a Unit for the purpose of maintaining, repairing or renewing common property or common assets of the corporation as set out in the Bylaws, the Strata Corporation or its agent shall in

carrying out any work or repairs do so in a workmanlike manner and restore the Unit to its former condition, leaving the Unit clean from debris.

2.11 Move-in / Move-out

- (a) The Strata Council may regulate the times and manner in which anyone moves into or out of a Residential Unit.
- (b) Move in and move out must happen between 8 am and 8 pm.
- (c) The Strata Corporation requires that such moves be coordinated with the Strata Council at least seven (7) days in advance of such moves, for which a fee mentioned in Schedule G will be charged.
- (d) If an Owner carries out any unscheduled move into or out of the Unit, the Owner may be subject to a fine.
- (e) The Owner of a Residential Unit must notify the Strata Council in advance of the date and time that the Resident or Tenant will be moving into or out of the Unit.
- (f) The Strata Corporation may institute and enforce an additional move in fee if it is required to act in any manner to assist with the process.

Division 3 - Powers and Duties of Strata Corporation

3.1 Allocation of Payments

- (a) The Strata Corporation shall apply any payments received from any person in relation to a Strata Lot as follows:
 - (i) to expenses incurred by the Strata Corporation on behalf of the Strata Lot; and then
 - (ii) to fines; and then
 - (iii) to move in fees; and then
 - (iv) to interest; and then
 - (v) to legal costs; and then
 - (vi) to strata fees, including levies and special levies.

3.2 Repair and maintenance of property by Strata Corporation

(a) The Strata Corporation must repair and maintain all of the following:

- (i) common assets of the Strata Corporation;
- (ii) common property that has not been designated as limited common property;
- (iii) limited common property, but the duty to repair and maintain it is restricted to:
 - (A) repair and maintenance that in the ordinary course of events occurs less often than once a year; and
 - (B) the following, no matter how often the repair or maintenance ordinarily occurs:
 - (i) the structure of the building;
 - (ii) the exterior of the building;
 - (iii) chimneys, stairs, balconies and other things attached to the exterior of a building;
 - (iv) doors, windows and skylights on the exterior of a building or that front on the common property;
 - (v) fences, railings and similar structures that enclose patios, balconies and yards;

(b) The Strata Corporation has no obligation to repair the interior of any Unit.

3.3 Acquisition and disposition of personal property

The Strata Corporation may purchase, lease or otherwise acquire personal property for the use or benefit of the Owners and may sell or otherwise dispose of such personal property as authorised by the Annual General Meeting.

3.4 Expenditures

(a) Subject to section (c), if a proposed expenditure has not been approved in the budget or at an Annual or Special General Meeting, the Strata Corporation may only make such an expenditure out of the operating fund if the expenditure, together with all other unapproved expenditures, whether of the same type or not, that were made

pursuant to this section in the same fiscal year, is less than \$2,000.00.

- (b) If the Strata Corporation makes expenditure under section 3.4(a), the Strata Corporation must inform Owners as soon as feasible about any expenditure of more than \$3,000 on any single item.
- (c) Despite section (b), the Strata Corporation can make expenditure out of either the operating fund or the contingency reserve fund if there are reasonable grounds to believe that an immediate expenditure is necessary to ensure safety or to prevent significant loss or damage, whether physical, financial or otherwise.

3.5 **Insurance**

- (a) The Strata Corporation **must** insure against
 - (i) major perils as required by section 149 and described in Regulation 9.1(2), including, without limitation, earthquakes.
 - (ii) liability of the Strata Corporation as required by section 150 to the minimum amount required by regulation 9.2.
 - (iii) errors and omissions of the Strata Council and its members as required by section 151.
- (b) The Strata Corporation **may** insure against
 - (i) a peril or liability of the Strata Corporation that is not referred to in sections 149 or 150;
 - (ii) fixtures built or installed on a Unit that were not built or installed by the Owner developer as part of the original construction on the Unit.
- (c) Damage to personal property of an Owner or Occupant of the Unit, together with any upgrading, substituting, improvements or betterments to the Unit have been made or acquired by any Owner or Occupant of the Unit from those originally installed shall be the responsibility of the current Owner or Occupant.
- (d) If a Unit Owner is responsible for repair costs or an insurance claim after the Owner has vacated and/or sold the Unit, the Strata Corporation may seek damages from the Owner.

- (e) It is the responsibility of the Owner to review the terms of the Strata Corporation's insurance policy and to insure its Unit for all instances not covered thereby and the Owner indemnifies and holds harmless the Strata Corporation for all costs, maintenance or damage caused to the common property, common assets or to any Unit directly or indirectly resulting from insufficient personal insurance..

3.6 Chargebacks

- (a) Any payment made by the Strata Corporation on behalf of an Owner will be charged back to the Owner ("Chargeback")
- (b) In the event that an Owner is responsible for loss or damage to common property, the Owner's own strata lot, or another strata lot, or the cause of this loss or damage originated within the Owner's strata lot, the Strata Corporation may insist that the deductible of the Strata Corporation's insurance policy be paid by the strata lot Owner ("Insurance Deductible").
- (c) An amount equal to the Chargeback and Insurance Deductible will be added to the Owner's strata lot statement (charged back to the Owner), and the Owner consents to it being classified as a s. 116(1)(a) strata fee; and a fine of \$100.00 per month be levied until the deductible and costs are paid in full.
- (d) All expenses incurred by the Strata Corporation, including management fees and legal fees, in relation to a Chargeback and Insurance Deductible paid on the Owner's behalf are recoverable by the Strata Corporation from the strata lot Owner at all times.
- (e) Should an Owner dispute a Chargeback or Insurance Deductible added to its strata lot statement, the onus is on the Owner to give notice to this effect to the Strata Corporation within 14 days of receipt of the strata lot statement reflecting the amount, and institute legal proceedings within 30 days of the notice, in lieu of which the validity of the Chargeback or Insurance Deductible is accepted.
- (f) When the Strata Corporation is required to make a payment on behalf of an Owner related to Chargebacks and Insurance Deductibles, the requirement for prior authorisation to proceed with legal action is hereby dispensed with.

3.7 Decisions of the Strata Corporation

Decisions of the Strata Corporation are made by the Strata Council.

Division 4 - Strata Council

4.1 Council size

- (a) Subject to subsection (b), the Council must have at least 3 and not more than 7 members.
- (b) The Owners will, before the commencement of the election of Council Members to fill the vacant positions, decide how many members the Council for that year will consist of.
- (c) If there are fewer than 4 Owners, then the Council must consist of all Owners.
- (d) Subject to a Unit being restricted to one (1) vote, additional to the classes of eligible persons created by the Act the following persons may be Council Members:
 - (i) the spouse of an Owner, including an individual who has lived and cohabited with the Owner in a marriage-like relationship for at least 2 years at the relevant time.
- (e) No person may be elected as a member of Council or continue to serve as a member of Council if the Strata Corporation is entitled to register a lien against the Owner's Unit.

4.2 Council Members' terms

- (a) The term of office of a Council Member ends at the end of the Annual General Meeting at which the new Council is elected.
- (b) A person whose term as Council Member is ending is eligible for re-election.

4.3 Removing a Council Member

- (a) Unless all the Owners are on the Council, the Strata Corporation may, by a resolution passed by a simple majority vote at an Annual or Special General Meeting, remove one or more Council Members.
- (b) After removing a Council Member, the Strata Corporation must hold an election at

the same Annual or Special General Meeting to replace the Council Member for the remainder of the term.

4.4 Replacing a Council Member

- (a) If a Council Member resigns or is unwilling or unable to act for a period of 2 or more months, the remaining members of the Council may:
 - (i) By notice to the unwilling or unable Council Member, give notice to the Council Member of the termination of his or her appointment; and
 - (ii) appoint a replacement Council Member for the remainder of the term.
- (b) A replacement Council Member may be appointed from any person eligible to sit on the Council.
- (c) The Council may appoint a Council Member under this section even if the absence of the member being replaced leaves the Council without a quorum.
- (d) If all the members of the Council resign or are unwilling or unable to act for a period of 2 or more months, persons holding at least 25% of the Strata Corporation's votes may hold a special general meeting to elect a new Council by complying with the provisions of the Act, the regulations and the Bylaws respecting the calling and holding of meetings.

4.5 Officers

- (a) At the first meeting of the Council held after each Annual General Meeting of the Strata Corporation, the Council must elect, from among its members, the following officers:
 - (i) a President;
 - (ii) a Vice President;
 - (iii) a Secretary; and
 - (iv) a Treasurer.
- (b) A person may hold more than one office at a time, other than the offices of President and Vice President.

- (c) The Vice President has the powers and duties of the President:
 - (i) while the President is absent or is unwilling or unable to act, or
 - (ii) for the remainder of the President's term if the President ceases to hold office.
- (d) If an officer other than the President is unwilling or unable to act for a period of 2 or more months, the Council Members may appoint a replacement officer from among themselves for the remainder of the term.
- (e) If in the opinion of all the members of the Council (excluding the officer in question), an officer is not performing his/her duties in a proficient manner, that officer may be relieved of that function and replaced by another member of the Council.

4.6 Calling Council meetings

- (a) Any Council Member may call a Council meeting by giving the other Council Members at least one week's notice of the meeting, specifying the reason for calling the meeting.
- (b) The notice does not have to be in writing.
- (c) A Council meeting may be held on less than one week's notice if
 - (i) all Council Members consent in advance of the meeting, or
 - (ii) the meeting is required to deal with an emergency situation, and all Council Members either
 - (A) consent in advance of the meeting, or
 - (B) are unavailable to provide consent after reasonable attempts to contact them.
- (d) The Council must inform Owners about a Council meeting as soon as feasible after the meeting has been called.

4.7 Quorum of Council

- (a) A quorum of Council is
 - (i) 1, if the Council consists of one member,

- (ii) 2, if the Council consists of 2, 3, or 4 members,
- (iii) 3, if the Council consists of 5 or 6 members, and
- (iv) 4, if the Council consists of 7 members.

(b) Council Members must be present in person at the Council meeting to be counted in establishing a quorum.

(c) If at the time appointed for a Council Meeting a quorum is not present, the meeting stands adjourned, for purposes of securing a meeting in terms hereof. If within a further 15 minutes from the time of the adjournment, a quorum is not present, the Council Members present in person constitute a quorum.

4.8 Council meetings

- (a) At the option of Council, Council meetings may be held by electronic means, so long as all Council Members and other participants can communicate with each other.
- (b) If a Council meeting is held by electronic means, Council Members are deemed to be present in person.
- (c) Owners and/or their spouses may attend Council meetings as observers.
- (d) Despite subsection (c), no observers may attend those portions of Council meetings that deal with any of the following:
 - (i) bylaw contravention hearings under section 135 of the Act;
 - (ii) any other matters if the presence of observers would, in the Council's opinion, unreasonably interfere with an individual's privacy.
- (e) The Council may meet as agreed at any time and place to conduct the business of the Strata Corporation, adjourn, and otherwise regulate its meetings as it deems appropriate.
- (f) The President may put forward a decision that cannot reasonably wait to the next Council meeting by secure electronic, i.e. email, any other form of electronic interaction i.e. an administrative online portal, etc., and the Council Members may

make decisions through this media, subject thereto that the decision is ratified at the next Council meeting, and recorded in the minutes.

4.9 Voting at Council meetings

- (a) At Council meetings, decisions must be made by a simple majority of Council Members present in person at the meeting.
- (b) Unless there are only 2 Units in the strata plan, if there is a tie vote at a Council meeting, the President may break the tie by casting a second, deciding vote.
- (c) The results of all votes at a Council meeting must be recorded in the Council meeting minutes.

4.10 Council to inform Owners of minutes

The Council must inform Owners of the decisions taken by the Council and recorded in the minutes of all Council meetings within 2 weeks of the meeting, whether or not the minutes have been approved.

4.11 Delegation of Council's powers and duties

- (a) Subject to subsections (b) and (d), the Council may delegate some or all of its powers and duties to one or more Council Members or persons who are not members of the Council, and may revoke the delegation.
- (b) The Council may delegate its spending powers or duties, but only by a resolution that
 - (i) delegates the authority to make an expenditure of a specific amount for a specific purpose, or
 - (ii) delegates the general authority to make expenditures in accordance with subsection (c).
- (c) A delegation of a general authority to make expenditures must
 - (i) set a maximum amount that may be spent, and
 - (ii) indicate the purposes for which, or the conditions under which, the money may be spent.
- (d) The Council may not delegate its powers to determine, based on the facts of a

particular case,

- (i) whether a person has contravened a bylaw or rule,
- (ii) whether a person should be fined, and the amount of the fine, or
- (iii) whether a person should be denied access to a recreational facility.

4.12 Spending restrictions

- (a) A person may not spend the Strata Corporation's money unless the person has been delegated to do so in accordance with these Bylaws.
- (b) Despite subsection (a), a Council Member may spend the Strata Corporation's money to repair or replace common property or common assets if the repair or replacement is immediately required to ensure safety or prevent significant loss or damage.

4.13 Limitation on liability of Council Member

- (a) A Council Member who acts honestly and in good faith is not personally liable because of anything done or omitted in the exercise or intended exercise of any power or the performance or intended performance of any duty of the Council.
- (b) Subsection (a) does not affect a Council Member's liability, as an Owner, for a judgment against the Strata Corporation.

4.14 Decisions of the Council

- (a) All decisions made by the Council and the acts as a result thereof, done in good faith in a *bona fide* manner by the Council and in the interest of the Strata Corporation, are valid even if
 - (i) it is afterwards discovered that there was some defect in process by which the decision is derived, or
 - (ii) the appointment or continuance in office of a member of Council is found to be defective; or
 - (iii) the meeting has not been duly constituted.
- (b) In cases where the President of the Council deems it practically necessary, a decision may be documented and distributed to all the Strata Council members for

consideration and approval by affixing their signature thereto. This document may be signed in parts and, if a quorum of Council Members sign the document, a meeting of the Council will have deemed to have taken place and a binding decision of the Council is made.

- (c) Any document of the Strata Corporation may be executed in as many counterparts as may be necessary or by facsimile and each such document or facsimile so executed shall be deemed to be an original and such counterparts together shall constitute one and the same instrument.

4.15 Request for a Council hearing

- (a) By application in writing, stating the reason for the request, an Owner or Tenant may request a hearing at a Council meeting.
- (b) If a hearing is requested under subsection (a), the Council must hold a meeting to hear the applicant within 4 weeks of the request.
- (c) If the purpose of the hearing is to seek a decision of the Council, the Council must give the applicant a written decision within one week of the hearing.

Division 5 - Enforcement of Bylaws and Rules

5.1 Compliance with Bylaws and Rules

- (a) All Residents and Visitors must comply strictly with the Bylaws and Rules of the Strata Corporation adopted from time to time.
- (b) Amendment to Bylaws must be done in accordance with the Act and these Bylaws.
- (c) The Strata Council may make and change rules governing the use, safety and condition of the common property at a Strata Council Meeting by unanimous vote.

5.2 Complaints

- (a) Any Resident or Tenant may lodge a complaint relating to the contravention of a Bylaw or Rule which must be in writing using Schedule E attached hereto for that purpose.
- (b) On receipt of a complaint, the following will apply:

- (i) The Strata Corporation will give notice to the alleged contravener that there is a complaint against him or her and give particulars thereof in writing;
- (ii) If the complaint is against anyone but the Owner, the Owner must receive simultaneous notice of the complaint;
- (iii) The Owner or alleged contravener must within fourteen (14) days answer the complaint or request a hearing;
- (iv) The Strata Council will consider the complaint at their next meeting and give notice of their decision in writing.

- (c) Once the Strata Corporation has complied with this section in respect of a contravention of a bylaw or rule, it may impose a fine or other penalty for the contravention and continuing contravention of that bylaw or rule without further compliance with this section.

5.3 **Fines**

- (a) Fines may only be imposed if the process in section 5.2 of the Bylaws has been followed.
- (b) The Strata Corporation may fine an Owner or Tenant a maximum of
 - (i) \$200.00 for each contravention of a bylaw, and
 - (ii) \$50.00 for each contravention of a rule.
- (c) The table of fines which act as a guideline for the Council when assessing the severity of the contravention and what amount is applicable in each case is reflected in Schedule G of the Bylaws.
- (d) Payment of fines
 - (i) Fines levied shall form a part of the monthly strata fees and become due and payable on the first day of the month following the month in which the Owner was fined.
 - (ii) If the Owner fails to pay a fine within fifteen (15) days after it becomes due, the Owner will, after being given written notice of the default and provided

with reasonable opportunity to answer the complaint (including a Contravention Hearing if requested), shall be assessed an additional fine of \$50.00 each month the default continues.

5.4 Continuing contravention

- (a) If an activity or lack of activity that constitutes a contravention of a bylaw or rule continues, without interruption, for longer than 7 days, a fine may be imposed every 7 days.

5.5 Legal Action for Unpaid Strata Fees & Costs

- (a) When the Strata Fees of a Strata Lot is not paid when it is due and payable,
 - (i) the Strata Council, or its agent, will address a reminder to the Owner, giving notice of the default; and
 - (ii) the Owner will be liable for the cost of the reminder in the amount set out in Schedule H.
- (b) When the Strata Fees have been outstanding for thirty (30) days,
 - (i) the Strata Council, or its agent, will address a letter of demand for the payment of the outstanding fees to the Owner; and
 - (ii) the Owner will be liable for the cost of the reminder in the amount set out in Schedule H.
- (c) When the Strata Fees either
 - (i) remain unpaid and outstanding for sixty (60) days or more; or
 - (ii) is equal to or greater than \$500.00the Strata Council has the right to commence legal action, without obtaining the prior consent of the Owners.
- (d) The Strata Council, or its agent, will give notice to the Mortgage Holder of the Owner's default.
- (e) For the purposes hereof, and at the absolute discretion of the Strata Council, legal action includes Mediation, Arbitration, registering a Lien, bringing Court Action and

obtaining an Order for the Sale of the Strata Lot, as well as any other and auxiliary action that the Strata Council may deem appropriate.

- (f) For purposes hereof Strata Fees are deemed to include maintenance fees and Expenses as set out in 5.6.
- (g) At its absolute discretion, the Strata Council may negotiate and come to an agreement to settle these claims on behalf of the Strata Corporation.

5.6 Recovery of Expenses

- (a) All expenses incurred by the Strata Corporation, including management fees and legal fees, in relation to:
 - (i) imposing a fine against a Resident of a Unit;
 - (ii) enforcing a lien against a Unit;
 - (iii) remedying a contravention of the Bylaws or Rules by a Resident or Visitor of a Unit; and
 - (iv) recovering any money owing to the Strata Corporation with respect to a Unit, including without limitation:
 - (A) s 166 fees, levies and expenses;
 - (B) expenses to remedy a contravention of the Bylaws or Rules;
 - (C) any fine levied against an Owner or Tenant under section 5.2; and
 - (D) moneys paid on behalf of the Owner for repairs to his Unit or an insurance deductible paid on the Owner's behalf.

are recoverable by the Strata Corporation from the Owner of that Unit at all times.

- (b) The legal costs awarded to the Strata Corporation in any court action referred to in subsection (a) will be determined on a solicitor-and-own-client basis.
- (c) The Owner at all times fully indemnifies the Strata Corporation in relation to such expenses and is obligated to pay it promptly on demand.
- (d) The Owner hereby irrevocably:

- (i) consents to the jurisdiction of the Supreme Court for the collection of all outstanding strata fees, fines and interest, regardless of whether the outstanding amount is lienable in terms of section 116 of the Act; and
- (ii) agrees to and accepts the liability for the payment of legal costs on solicitor-and-own-client scale for all legal costs and disbursements incurred by the Strata Corporation in this regard; and
- (iii) authorizes the Strata Corporation to combine any and all claims in this regard into one action, irrespective thereof that the Strata Corporation may be required to recover certain sections of the outstanding strata fees, fines, interest or legal costs in the Provincial Court and/or Civil Resolutions Tribunal.

5.7 Provincial Court and/or Civil Resolutions Tribunal

Subject to the Council adhering to the content of sections 5.5(a) and 5.5(b), the requirement for prior authorisation required by the Council to proceed with legal action in the Small Claims Court and/or Civil Resolutions Tribunal is hereby dispensed with.

5.8 Proceeding to collect payments made on behalf of the Owner

When the Strata Corporation is required to make a payment on behalf of an Owner for damages to his Unit or requires the Owner to pay the insurance deductible pursuant to s. 158 of the Act, and the collection of the said monies falls under the jurisdiction of the Supreme Court, the requirement for prior authorisation is hereby dispensed with.

Division 6 - Annual and Special General Meetings

6.1 Quorum

- (a) Business must not be conducted at an Annual or Special General Meeting unless a quorum is present.
- (b) An Owner may attend a meeting by electronic means if the Strata Corporation complies with section 49(2) of the Act, does not require a voting card, and is deemed present at the meeting in person.
- (c) A quorum for an Annual or Special General Meeting is Eligible Voters holding 1/3 of the Strata Corporation's votes, or if there are fewer than 4 Units or fewer than 4

Owners, Eligible Voters holding 2/3 of the Strata Corporation's votes, present in person or by proxy.

- (d) If at the time appointed for an Annual or Special General Meeting, a quorum is not present, the meeting stands adjourned, for purposes of securing a meeting in terms hereof. If within a further fifteen (15) minutes, from the time of the adjournment, a quorum is not present, the Eligible Voters, present in person or by proxy, constitute a quorum.
- (e) Subsection (d) is an alternative to section 48(3) of the Act. This bylaw does not apply to a meeting demanded pursuant to section 43 of the Act and failure to obtain a quorum for a meeting demanded pursuant to section 43 terminates, and does not adjourn, that meeting.

6.2 Person to chair meeting

- (a) Annual and Special General Meetings must be chaired by the President of the Council.
- (b) If the President of the Council is unwilling or unable to act, the meeting must be chaired by the Vice President of the Council.
- (c) If neither the President nor the Vice President of the Council chairs the meeting, a Chair must be elected by the Eligible Voters present in person or by proxy from among those persons who are present at the meeting.

6.3 Participation by other than Eligible Voters

- (a) Residents may attend Annual and Special General Meetings, whether or not they are eligible to vote.
- (b) Residents who are not eligible to vote may participate in the discussion at the meeting, but only if permitted to do so by the Chair of the meeting, whose decision in this regard is final.
- (c) Residents who are not eligible to vote must leave the meeting if requested to do so by a resolution passed by a majority vote at the meeting.

6.4 Voting

- (a) Only Eligible Voters have the right to vote at Annual and Special General Meetings. For purposes hereof, no Owner may vote if the Strata Corporation is entitled to register a lien against the Owner's Unit.
- (b) At an Annual or Special General Meeting, voting cards must be issued to Eligible Voters.
- (c) At an Annual or Special General Meeting a vote is decided on a show of voting cards, which cards must be precisely counted.
- (d) Any Eligible Voter may request a secret ballot, and if this request is supported by 20% of the Eligible Voters present at the meeting, the Chair is obliged to hold a secret ballot during which the following will apply:
 - (i) each Eligible Voter will be supplied with identical ballots containing their Unit number;
 - (ii) the vote will be cast in the manner and format decided by the chair;
 - (iii) the ballots will be collected and the Chair and 2 other people present at the meeting, appointed therefor by the chair, will count the votes and concur on the outcome.
- (e) The outcome of each vote, including the number of votes for and against the resolution, must be announced by the Chair and recorded in the minutes of the meeting.
- (f) Except if there are only 2 Units in the strata plan, when there is a tie vote at an Annual or Special General Meeting, the President, or, if the President is absent or unable or unwilling to vote, the Vice President, may break the tie by casting a second, deciding vote.
- (g) Except on matters requiring a unanimous vote, an Owner who would otherwise be an Eligible Voter, may not exercise his or her vote for a Unit if the Strata Corporation is entitled to register a lien against that Unit.

6.5 Election of Council Members

- (a) At each Annual General Meeting of the Strata Corporation, Council Members will be elected as set out herein.
- (b) All the Council Members will be replaced at the AGM and the term of the Strata's Council Members will be one year;
- (c) The Strata Council will, together with the notice of the AGM, give written notice to the Owners of the number of Council positions that will become vacant on the date of the Annual General Meeting and call for written nominations of suitable Council Members on the accompanying nomination form (attached hereto as Schedule B), to which the following will apply:
 - (i) the nominating Owner must be clearly identifiable and be an Eligible Voter; and
 - (ii) the nominee must accept the nomination in writing;
 - (iii) the nomination form must reach the person designated for this purpose in the nomination form no later than seven (7) days before the appointed date of the Annual General Meeting.
 - (iv) If the nominations received are equal to the number of vacant positions, the Chair will make this known to the meeting and the positions will be filled by the nominated candidates.
 - (v) Only if there are insufficient candidates nominated in this manner, the Chair will call for nominations from the floor.
- (d) Voting for eligible nominated candidates will take place in terms of the bylaw, taking the following into account:
 - (i) each Owner will have a number of votes equal to the number of positions that are vacant;
 - (ii) each Owner may vote for a candidate only once;
 - (iii) the vote will only be final if the sum of all the votes cast during the election process is equal to, or less than the number of candidates multiplied by the

number of Eligible Voters in attendance or voting by proxy, in lieu of which the Chair must declare the election *null and void* and repeat the election process.

6.6 Order of business

The order of business at Annual and Special General Meetings is as follows:

- (a) certify proxies and corporate representatives and issue voting cards;
- (b) determine that there is a quorum;
- (c) elect a person to chair the meeting, if necessary;
- (d) present to the meeting proof of notice of meeting or waiver of notice;
- (e) approve the agenda and call for additional business to add thereto;
- (f) approve minutes from the last Annual or Special General Meeting;
- (g) deal with unfinished business;
- (h) if the meeting is an Annual General Meeting, receive reports of Council activities and decisions since the previous Annual General Meeting, including reports of committees;
- (i) ratify any new rules made by the Strata Corporation under section 125 of the Act;
- (j) report on insurance coverage in accordance with section 154 of the Act, if the meeting is an Annual General Meeting;
- (k) approve the budget for the coming year in accordance with section 103 of the Act, if the meeting is an Annual General Meeting;
- (l) deal with new business pursuant to section 45 of the Act;
- (m) if the meeting is an Annual General Meeting, elect a Council as prescribed in 6.6;
- (n) terminate the meeting.

Division 7 - Voluntary Dispute Resolution

- (a) A dispute among Residents, the Strata Corporation or any combination of them may be referred to a dispute resolution committee by a party to the dispute if

- (i) all the parties to the dispute consent, and
- (ii) the dispute involves the Act, the regulations, the Bylaws or the Rules.

(b) A dispute resolution committee consists of

- (i) one Resident of the Strata Corporation nominated by each of the disputing parties and one Resident chosen to chair the committee by the persons nominated by the disputing parties, or
- (ii) any number of persons consented to, or chosen by a method that is consented to, by all the disputing parties.

(c) The dispute resolution committee must attempt to help the disputing parties to voluntarily end the dispute.

Division 8 - Short Term Rental Restrictions

8.1 Short Term Rentals are prohibited.

8.2 Specifically, no Owner, Tenant, Resident or Visitor may use a strata lot, common property, or limited common property for the purpose of doing business or any activity that could be construed as doing business, specifically giving a licence to any person who is not an Owner to occupy the strata lot for purposes of AirBNB, other hotel-like arrangement, vacation or travel accommodation, or any other short term commercial occupation arrangements where the occupant of that strata lot is not the owner or the tenant, including subletting, without the written consent of the Strata Council, which may only be given in exceptional circumstances. Contravention of this bylaw is subject to a \$1,000 fine per day for each day for the term of the contravention.”

Division 9 - Age Restriction Bylaw

9.1 Subject to the exceptions contained in section 123.2 (a), (b), and (c), all persons residing in a Unit or strata lot must have reached the age of 55 years.

9.2 A Resident who requires medical care may have a live-in caregiver who is under 55 years of age. The Owner is obliged to give notice hereof to the Strata Council, which notice must include all the personal and contact details of the caregiver.”

- 9.3 Individuals under the age of 55 (fifty-five) years shall not reside in a Unit unless they have a spouse residing in the Unit who is 55 (fifty-five) years of age or older.
- 9.4 This bylaw shall not be construed to be operating or prohibiting or restricting the devolution of a Unit.
- 9.5 A compliant Resident of a Unit may have Visitors stay with them who are under the age of 55 (fifty-five) years, for up to one month per Visitor in any twelve (12) month period. Visits longer than one month by an individual under the age of 55 (fifty-five) years may be approved by the Council. Such approval may not unreasonably be withheld.
- 9.6 Any Owner who has an individual residing in the Unit who is under the age of 55 (fifty five) years who is not a Visitor as defined in subsection (d) shall be liable to a fine in the amount of \$200.00 for every seven (7) days the bylaw is violated.

Division 10 - Parking & Parking Bylaw Enforcement

- 10.1 No Resident or Visitor may park on common property, exclusive use areas, stalls or garages allocated for the purpose of parking.
- 10.2 Each Unit will be issued 1 (one) Visitors disk which, if there is available parking, allows the Visitor to legally park on Common Property for a maximum of 48 hours. Residents who have Visitors who are going to park on the common property for longer than 48 hours, must obtain an extended stay Visitor disk.
- 10.3 As there is no reason why a Resident or Visitor should park on the common property illegally, each contravention of this Bylaw is subject to the maximum fine, per contravention.

Division 11 - PIPA Bylaw

- 11.1 The Strata Corporation is an organization as defined by the Personal Information Protection Act [SBC 2003] c 63 (“PIPA”) and is therefore subject to the terms thereof.
- 11.2 The Strata Corporation has a Personal Information Protection Policy which is available to all Residents and will be supplied on request.
- 11.3 The Strata Corporation is obliged to ensure the safety of the Residents and to take steps to prevent loss of life and injury to Residents and damage to or theft of their property.

11.4 In fulfilling its obligation to the Residents, the Strata Corporation has or will institute measures relating to the security of the Residents which includes access cards, fobs, pin codes, security cameras, and other measures that will collect and store personal information.

11.5 To adhere to PIPA the Resident covenants that it:

- (a) has knowledge of these measures;
- (b) considers these measures as an integral part of the obligation of the Strata Corporation;
- (c) agrees to the collection and storing of this information; and
- (d) expressly and irrevocably consents to the collection, storage, and, if required, disclosure of the information to the relevant authorities.

11.6 At the first meeting after the election of the new Strata Council, it will appoint 2 (two) members of the Strata Council as “privacy officers”. These privacy officers may delegate their responsibility to a property manager in writing.

11.7 The details of the privacy officers, including their names, addresses, telephone numbers and email addresses, must be made available to a Resident on request.

11.8 The responsibilities of the privacy officers include but are not limited to:

- (a) ensuring that a strata corporation’s Personal Information Protection Policy are being followed;
- (b) responding to requests by strata owners and tenants for access to their personal information;
- (c) reviewing personal information security safeguards, storage and retention policies and procedures on a periodic basis;
- (d) responding to requests for access to personal information under PIPA; and
- (e) handling all complaints in relation to the collection, use and disclosure of personal information under PIPA

11.9 The Personal Information Protection Policy of the Strata Corporation is attached to the Bylaws as **Schedule “J”**.

Division 12 - Miscellaneous

12.1 Severability

Should any portion of these Bylaws be deemed unenforceable by any court of competent jurisdiction, then for the purposes of interpretation and enforcement of the Bylaws, each paragraph, subparagraph or clause hereof shall be deemed a separate provision and severable, and the balance of the provisions contained herein shall remain in full force and effect.

12.2 Communication

- (a) Notwithstanding anything to the contrary contained in the Bylaws and Rules, email communications are deemed to be mailed on the date sent, as if send by regular mail. Further and on the same basis, an email constitutes notice in relation to communications with owners, Council meeting, Annual and Special General Meetings, and minutes of any meeting or proceeding.
- (b) Communications with Strata Council is subject to the following:
 - (i) That it be in writing;
 - (ii) That it be placed in a Council Members mailbox; and
 - (iii) That the document contain the Owner’s full details, including address, contact number and email address.

Correspondence not complying with the above, will not be processed.

- (c) Resident must respect Council Members privacy and, except in an emergency, Council Members should not be approached with any concerns or opinions at their homes.

12.3 Honoraria

- (a) No work shall be performed unless the Strata Council or by designation Property Manager is satisfied that appropriate insurance is in place. The Strata Council or the Property Manager shall determine the applicability of Worksafe BC regulations in every instance.

Schedule A

Definitions

The definition contained in the Act stays applicable and if there is any conflict between words contained herein and the Act, the meaning of the Act will prevail and the meaning herein is to be considered only to establish the intent of the Strata Council.

Definitions contained hereafter are for clarification of the terms used in the Bylaws and Rules:

1. **Bona fide** – actions, from the standpoint of the doer, which are done with good intent and in the best interest.
2. **Eligible Voter** – an Owner who, on the day and time that the Owner wants to exercise his/her/its vote, has no outstanding strata fees, special levies or interest thereon against which a lien can be registered at that moment.
3. **Ipsso facto** – immediately and without anything having to happen to make the fact stand.
4. **Nuisance** (in relation to humans) - any repeated act or omission of the Owner that is not specifically covered by the Bylaws or Rules, but which causes irritation, discomfort, bother or annoyance to other Owners, and specifically includes electronic written or oral harassment.
5. **Nuisance** (in relation to pets) – any repeated act or omission of the Owner in relation to a pet, or allowed by the Owner in relation to a pet, that is not specifically covered by the Bylaws or Rules, but which causes irritation, discomfort, bother or annoyance to other Owners.
6. **Obstruct** – so as to deny free and easy passing.
7. **Parked** – (in relation to No Parking) – any vehicle that is stationary for 5 minutes or more is considered parked.
8. **Prima Facie** – based on the first impression and accepted as correct until proved otherwise.
9. **Resident(s)** – refers to any person who legally occupies a Unit and includes an Owner, Spouse or Child of an Owner, Occupant and Tenant, but not a Visitor.
10. **Stopped** – (in relation to No Stopping) – any vehicle that's wheels have stopped turning for any purpose other than yielding for a vehicle, person or animal is considered to have stopped.
11. **Unit** – refers to the Strata Lot owned by the Owner which is leased to a Tenant or occupied by Residents or Visitors, whatever the case may be.
12. **Visitor** – refers to a person who is not a Resident.

Schedule B

NOMINATION FOR STRATA COUNCIL

DATE: _____

I, the undersigned

(Owner full names and surname)

Owner of unit _____, hereby nominate

(full name and surname of person being nominated)

as a candidate for election as Council Member of **The Boardwalk, Strata Plan NW2813**

Signature:

ACCEPTANCE

I, the undersigned

(full name and surname of person being nominated)

accept the nomination as candidate for election as Council Member and agree that my name can be put forward for this purpose to the Strata Corporation.

Signature:

RECEIPT

I, the undersigned

(full name and surname of the person receiving the nomination on behalf of the Strata Corporation)

Confirm receipt of this document on _____ (date) at _____ (time).

Signature:

Schedule C

PROXY APPOINTMENT

DATE: _____

[Check only one box]

1 General proxy

I/We, the undersigned _____ [name(s)], the Owner(s)/Tenant(s)/mortgagee of the Unit described above, appoint _____ [name of appointee] to act as my/our proxy beginning _____ [month day, year] until _____ [month day, year].

2 Proxy for a specific meeting

I/We, the undersigned _____ [name(s)], the Owner(s)/Tenant(s)/mortgagee of the Unit described above, appoint _____ [name of appointee] to act as my/our proxy at the Annual or Special General Meeting to be held on _____ [month day, year].

3 Proxy for a specific resolution

I/We, the undersigned _____ [name(s)], the Owner(s) / Tenant(s) / mortgagee of the Unit described above, appoint _____ [name of appointee] to act as my/our proxy with respect to the following resolution at the Annual or Special General Meeting to be held on _____ [month day, year].

[wording of resolution]

[voting instructions]

Limitations on Proxy, if any

[set out limitations]

Signature of Owner/Tenant/Mortgagee

Schedule D

COMPLAINT FORM	
DATE: _____	
I, the undersigned _____ (Owner full names and surname, owner of unit _____, hereby bring to the attention of the Strata Council a contravention of the Bylaws and Rules.	
Details of the complaint	
Date of the contravention:	Time of the contravention:
Who was involved?	
Further details of the contravening person:	
Describe the contravention:	
Contravention of which Bylaw or Rule?	
Was this first time that this has happened?	
What would you like the Strata Council to do:	
Do you wish to remain anonymous? Yes <input type="checkbox"/> No <input type="checkbox"/> (please note that although the Council will attempt to keep the identity of the complainant confidential, this cannot be guaranteed)	
Signature:	

Schedule E**Fees & Fines**

Fees	
Fees charged for coordinating a move in terms of 2.11(b)	\$150.00
Fines	
Late payment of strata fees or special levies and for each month that there is any amount in arrears [2.1(d)(ii)]	\$100.00
Late payment of fines (per month) [5.3(d)(ii)]	\$50.00
Failure to obtain any permission from the Strata Council as required by these Bylaws	\$200.00
Any damage to common property in terms of section 2.4 of the Bylaws (in addition to the cost of the repair of the damage or insurance deductible)	\$50.00
Unscheduled move [2.11(d)]	\$100.00
Pet contraventions: Unauthorized keeping of a pet	\$200.00
Failure to appropriately leash/cage or clean-up after pet in common area or any other nuisance caused by a pet in the common area	\$100.00
Unauthorized access to restricted common property, i.e. roofs, water storage rooms, roof access, electricity rooms, elevator rooms, etc.	\$200.00
Unauthorized signs, awnings, satellite dishes, alarms, or other objects	\$100.00
Loud noise, disturbances or obnoxious or offensive behavior and continued nuisance in the common areas [2.3(a) & 2.6(n)]	\$200.00
Any contravention of a Bylaw	Max \$200.00
Short term rental contraventions	\$1,000.00
Any contravention of a Rule	\$50.00

Schedule F**Schedule of cost and expenses**

Notice of arrears	\$80.00*
Letter of Demand	\$295.00*
Lien drafting and permissions	\$425.00*
Lien registration	\$201.60*
Process leading up to and lien removal	\$476.00*
Application to sell Unit to cover outstanding fees and expenses	Actual legal costs per cost account*+
Attendance to obtain order from Court	Actual legal costs per cost account*+

* *All fees are approximate and subject to a yearly increase of 5% from the date of signature of these Bylaws (registration date).*

+ *Alternatively, to be taxed at lawyer and client scale.*

Schedule G

OWNER'S/TENANT'S INFORMATION			
Date:	Unit Number:		
Owners mailing address:	Owners physical address:		
Number of Occupants:	Primary Contact:		
Primary Contact:	Male / Female	Age:	
Contact Number:	Email Address:		
Occupant 2:	Male / Female	Age:	
Contact Number:	Email Address:		
Relationship to Primary Contact:			
Occupant 3:	Male / Female	Age:	
Contact Number:	Email Address:		
Relationship to Primary Contact:			
Occupant 4:	Male / Female	Age:	
Contact Number:	Email Address:		
Relationship to Primary Contact:			
Emergency contact - (not an occupant):			
Contact Number:	Email Address:		
Relationship to Primary Contact:			
Number of Vehicles:	Confirm that all vehicles are registered and insured by writing YES		
Vehicle 1			
Make:	Model:	Colour:	Reg No:
Vehicle 2			
Make:	Model:	Colour:	Reg No:
Vehicle 3			
Make:	Model:	Colour:	Reg No:
Owner / Tenant Signature:			
<i>Please remember to inform Council or the Property Manager if any information changes</i>			

Schedule H

Personal Information Protection

Private Sector Privacy Legislation
Personal Information Protection Policy

Strata Plan NW2813

Personal Information Protection Policy

1. General

- (a) At NW2813 the Strata Corporation is committed to the well-being of all Owners and Residents and will act in a manner consistent thereto. As managing the affairs of the Strata Corporation involves the collection, use and disclosure of personal information about our Owners, and collecting personal information by way of security cameras, fob, access cards and codes, etc., protecting the Owners personal information is one of our highest priorities.
- (b) While the Strata Corporation has always respected our Owners and Residents privacy and safeguarded their personal information, the Strata Council has strengthened its commitment to protecting personal information as a result of British Columbia's *Personal Information Protection Act* (PIPA). PIPA, which came into effect on January 1, 2004, sets out the ground rules for how B.C. businesses and not-for-profit organizations may collect, use and disclose personal information.
- (c) The Strata Corporation will inform its Owners and Residents of why and how it collects, uses and discloses their personal information, obtain their consent where required, and only handle their personal information in a manner that a reasonable person would consider appropriate in the circumstances.
- (d) This Personal Information Protection Policy, in compliance with PIPA, outlines the principles and practices the Strata Corporation will follow in protecting Owners' and Residents' personal information. This privacy commitment includes ensuring the accuracy, confidentiality, and security of the Owners' personal information and allowing Owners to request access to, and correction of, their personal information.

2. Scope of this Policy

- (a) This Personal Information Protection Policy applies to NW2813 and its Strata Council.
- (b) This policy also applies to any service providers collecting, using or disclosing personal information on behalf of NW2813, including its Property Manager and lawyers.

3. Definitions

- (a) **Personal Information** –means information about an Owner, Resident and/or Tenant. Personal information does not include contact information (described below).
- (b) **Contact information** – means information that would enable an individual to be contacted at a place of business and includes name, position name or title, business telephone number, business address, business email or business fax number. Contact information is not covered by this policy or PIPA.
- (c) **Privacy Officer** – means the designated individuals to whom the Strata Corporation delegated the responsibility for ensuring that NW2813 complies with this policy and PIPA.

4. Policy 1 – Collecting Personal Information

- (a) Unless the purposes for collecting personal information are obvious and the Owner voluntarily provides his or her personal information for those purposes, the Strata Corporation will communicate the purposes for which personal information is being collected, either orally or in writing, before or at the time of collection.
- (b) The Strata Corporation will only collect Owner information that is necessary to fulfill the following purposes:
 - (i) To fulfil the function of the Strata Corporation and Strata Council in terms of the Strata Property Act;
 - (ii) To verify identity;
 - (iii) To identify Owners preferences;
 - (iv) To manage accounts;
 - (v) To deliver requested products and services
 - (vi) To send out Strata Corporation information;
 - (vii) To contact our Owners;

- (viii) To ensure a high standard of service to Owner;
- (ix) To meet regulatory requirements;
- (x) To collect and process Strata Fee Payments;
- (xi) To secure the safety of the Owners and Tenants and their property.

5. **Policy 2 – Consent**

- (a) The Strata Corporation will obtain Owner consent to collect, use or disclose personal information (except where, as noted below, The Strata Corporation are authorized to do so without consent).
- (b) Explicit and irrevocable consent forms part of the Bylaws of the Strata Corporation.
- (c) Consent can be further provided on request or it can be implied where the purpose for collecting, using or disclosing the personal information would be considered obvious and the Owner voluntarily provides personal information for that purpose.
- (d) The Strata Corporation may collect, use or disclose personal information without the Owner's knowledge or consent in the following limited circumstances:
 - (i) When the collection, use or disclosure of personal information is permitted or required by law;
 - (ii) In an emergency that threatens an individual's life, health, or personal security;
 - (iii) When the personal information is available from a public source (e.g., a telephone directory);
 - (iv) When the Strata Corporation requires legal advice from a lawyer;
 - (v) For the purposes of collecting a debt;
 - (vi) To protect the Strata Corporation from fraud;
 - (vii) To investigate an anticipated breach of an agreement or a contravention of law.

6. **Policy 3 – Using and Disclosing Personal Information**

- (a) The Strata Corporation will only use or disclose an Owner's personal information where necessary to fulfill the purposes identified at the time of collection *or for a purpose reasonably related to those purposes*.
- (b) The Strata Corporation will not use or disclose an Owner's personal information for any additional purpose unless the Strata Corporation obtains consent to do so.
- (c) The Strata Corporation will not sell Owners' lists or personal information to other parties.

7. Policy 4 – Retaining Personal Information

- (a) If the Strata Corporation uses an Owner's personal information to make a decision that directly affects the Owner, the Strata Corporation will retain that personal information for at least one year so that the Owner has a reasonable opportunity to request access to it.
- (b) Subject to policy 4.1, the Strata Corporation will retain an Owner's personal information only as long as necessary to fulfill the identified purposes or a legal or business purpose.

8. Policy 5 – Ensuring Accuracy of Personal Information

- (a) The Strata Corporation will make reasonable efforts to ensure that an Owner's personal information is accurate and complete where it may be used to make a decision about the Owner or disclose to another organization.
- (b) Owners' may request correction to their personal information in order to ensure its accuracy and completeness. A request to correct personal information must be made in writing and provide sufficient detail to identify the personal information and the correction being sought.
- (c) If the personal information is demonstrated to be inaccurate or incomplete, The Strata Corporation will correct the information as required and send the corrected information to any organization to which The Strata Corporation disclosed the personal information in the previous year. If the correction is not made, The Strata Corporation will note the Owners' correction request in the file.

9. Policy 6 – Securing Personal Information

- (a) The Strata Corporation is committed to ensuring the security of Owners personal information in order to protect it from unauthorized access, collection, use, disclosure, copying, modification or disposal or similar risks.
- (b) The following security measures will be followed by the Strata Corporation to ensure that Owners' personal information is appropriately protected:
 - (i) Except when in use, all physical information, i.e. documents, will be kept in locked filing cabinets which will be in offices that will be physically secured during non-business hours;

- (ii) All electronic information will be kept on a secure server with access granted to authorized staff by password only;
- (iii) Except if required for enquiries by the Strata Corporation, its agents or a statutory institution, into the contravention of a statute or criminal action, or as proof thereof, images and/or video material will be kept for one week only, where after it will be destroyed, i.e. wiped, formatted or recorded over;
- (iv) All other information will be kept for only as long as it is required or legally allowed.

- (c) The Strata Corporation will use appropriate security measures when destroying an Owner's personal information such as shredding documents, deleting electronically stored information.
- (d) The Strata Corporation will continually review and update our security policies and controls as technology changes to ensure ongoing personal information security.

10. Policy 7 – Providing Owners Access to Personal Information

- (a) Owners have a right to access their personal information, subject to limited exceptions that can be found in section 23 of PIPA, i.e. solicitor-client privilege, disclosure would reveal personal information about another individual, health and safety concerns, etc.
- (b) A request to access personal information must be made in writing and provide sufficient detail to identify the personal information being sought.
A request to access personal information should be forwarded to the Privacy Officer at the address designated in subsection 11(c).
- (c) Upon request, The Strata Corporation will also tell Owners how the Strata Corporation intends to use their personal information and to whom it has been disclosed if applicable.
- (d) The Strata Corporation will make the requested information available within 30 business days or provide written notice of an extension where additional time is required to fulfill the request.
- (e) A minimal fee may be charged for providing access to personal information. Where a fee may apply, The Strata Corporation will inform the Owner of the cost and

request further direction from the Owner on whether or not The Strata Corporation should proceed with the request.

- (f) If a request is refused in full or in part, The Strata Corporation will notify the Owner in writing, providing the reasons for refusal and the recourse available to the Owner.

11. Policy 8 – Questions and Complaints: The Role of the Privacy Officer or designated individual

- (a) The Privacy Officer or designated individual is responsible for ensuring NW2813's compliance with this policy and the *Personal Information Protection Act*.
- (b) Owners should direct any complaints, concerns or questions regarding NW2813's compliance in writing to the Privacy Officer. If the Privacy Officer is unable to resolve the concern, the Owner may also write to the Information and Privacy Commissioner of British Columbia.
- (c) A Privacy Officer is appointed each year by the Strata Council. The contact information for NW2813 Privacy Officer or designated third party can be obtained from the Strata Council or the Property Manager.

Rules of NW2813 – The Boardwalk

(unregistered)

- 1.) Clotheslines or laundry hung on common property at rear only on portable folding racks and put away after each use.
- 2.) Garbage and recycling permitted on common property in appropriate disposal containers on pick up days only.
- 3.) No fluid leaks or mechanical repairs from/on vehicles on common property except in an emergency.
- 4.) No operation of trail bikes or ATV's on common property except for strata use.
- 5.) No horn blowing except in an emergency.
- 6.) No leaving garage doors open for an extended period of time.
- 7.) Parking of only 1 vehicle on common driveway in front of respective lot.
- 8.) Landscaping the rear of yard permitted taking care not to interfere with lawn maintenance or adding trees or shrubs with expanding roots systems.
- 9.) Speed limit at 8km.
- 10.) No seed feeders are permitted on common property or limited common property.
- 11.) Deals between units to contravene a rule or bylaw is not permitted, mitigating circumstances need to be brought forward to council.

*Rules – amended February 19, 2024 by a majority vote of owners at the Annual General Meeting.

*All rule infractions are subject to a \$50.00 fine as defined by Strata Bylaws Schedule E – page 43

[Type here]

[Type here]

[Type here]

The Boardwalk
Pet Registration Form:

Unit No.: _____ Unit Owner Name(s):_____

Name(s) of Pet Owner (if different than above):_____

Telephone No.: _____

PET DESCRIPTION – one form per pet

Breed: _____ Spayed/Neutered _____

Height: _____ Colour: _____

Pet's Name: _____

Unique Features: _____

Please attach a Photo of Pet:

I have read the Bylaws governing pets and will abide by them.

Owner Signature

Print Name

Dated: _____

NWS2813 THE BOARD WALK

ELECTRICAL PLANNING REPORT



PREPARED FOR:

Candice Brown
Candice Brown <Flowerslady@shaw.ca>
12049 217 Street, Maple Ridge, BC V2X 0M8

Permit to Practice No: 1001261

PROJECT NO. DATE

AUTHORED BY

REVIEWED BY

25-565 October 1, 2025 Kai Liu, Designer

Mo Khan, P.Eng.

PROFESSIONAL SEAL & SIGNATURE

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1.0 INTRODUCTION

The following Electrical Planning Report has been prepared by O'M Engineering, aligning with the regulatory mandates stipulated in the Strata Property Act and the Strata Property Regulation. This comprehensive report is a pivotal resource for strata corporation, providing insights into the electrical infrastructure of this Part 3 building as described below:

BUILDING DETAILS	CLIENT INFORMATION
Building Address	12049 217 Street, Maple Ridge, BC
Building Type	Townhomes
Year of Construction	Circa 1989
Number of Floors	Single
Number of Suites	20
Number of Parking Stalls	Attached Garages and 8 Visitor stalls

Table 1.0.1 Property Details

In response to the legislative directives set forth by the Strata Property Act, this report endeavors to facilitate compliance while equipping strata councils and property owners with essential information for strategic decision-making regarding their electrical systems.



Figure 1.0.1 Location and Visual Representation of the Strata Building via Google Maps

2.0 BACKGROUND

The introduction of Electrical Planning Reports (EPRs) under the Strata Property Act signifies a significant regulatory development aimed at enhancing the efficiency and sustainability of strata corporations' electrical infrastructure in British Columbia. Enacted in response to the CleanBC Roadmap's objectives to reduce greenhouse gas emissions and promote energy efficiency, EPRs serve as a proactive measure to align strata communities with broader environmental goals. By requiring strata corporations to assess their current electrical systems and plan for future needs, EPRs facilitate the transition towards cleaner energy sources and the adoption of energy-efficient technologies.

Moreover, the legislative framework surrounding EPRs underscores the importance of informed decision-making and long-term planning within strata communities. Strata corporations are mandated to obtain EPRs to evaluate their electrical systems comprehensively, considering factors such as current capacity, anticipated future demands, and potential measures to enhance efficiency. This regulatory mandate reflects a proactive approach toward addressing evolving energy needs and ensuring the resilience of strata infrastructure in the face of future challenges.

The deadlines for obtaining EPRs, set by the Strata Property Act, provide clear timelines for compliance. Existing stratas located within specific districts, such as the Capital Regional District, Fraser Valley District, and Metro Vancouver Regional District, must obtain EPRs by December 31, 2026, with extensions available until December 31, 2028, for stratas located on islands accessible only by air or boat. Similarly, existing stratas in all other areas of British Columbia have until December 31, 2028, to comply with the EPR requirements. New stratas, filed after December 31, 2023, have a deadline of five years from the date of filing their strata plan at the Land Title Office to obtain EPRs. This regulatory framework ensures that strata communities across British Columbia have adequate time to assess their electrical infrastructure and plan accordingly, promoting a coordinated and proactive approach towards energy management and sustainability.

Furthermore, the introduction of EPRs necessitates collaboration between strata councils, property managers, and qualified engineering professionals to navigate the complexities of electrical planning effectively. Strata stakeholders must familiarize themselves with the regulatory requirements outlined in the Strata Property Act and associated regulations to ensure compliance and optimize the benefits of EPRs for their communities.

In essence, the background surrounding EPRs reflects a concerted effort to promote sustainability, enhance energy efficiency, and empower strata communities to adapt to evolving energy landscapes. By providing a structured framework for electrical planning, EPRs lay the foundation for a more resilient, efficient, and environmentally conscious built environment in British Columbia's strata properties.

3.0 REGULATORY COMPLIANCE

The Electrical Planning Report is prepared to comply with the Strata Property Act (SPA) and the Strata Property Regulation, which govern electrical planning for strata corporations. This section outlines the relevant legislative framework applicable to both standard and complex structures within the strata community.

REGULATION	SECTION
Strata Property Act (SPA)	Section 35(2); Section 90.1(2)(b); Section 92(a)(iii); Section 94.1; Section 96(b)(i)(A)(IV)
Strata Property Regulation	Part 5.2-Electrical Planning Report (Regulations 5.7-5.12); Form B

Table 3.0.1 Applicable Codes and Standards

Other codes applicable in the preparation of this report include:

- 2024 Canadian Electrical Code (CEC)
- 2024 British Columbia Building Code (BCBC)
- Canadian Standards Association (CSA)

4.0 ASSESSMENT METHODOLOGY

4.1. Site Visit and Data Collection

The assessment methodology commenced with a detailed site visit conducted on September 17, 2025. Our team, comprising experienced engineers from O'M Engineering, conducted a comprehensive on-site review to gather vital information regarding the electrical infrastructure of 12049 217 Street, Maple Ridge, BC. Through detailed examinations of electrical rooms, electrical distribution equipment, metering systems, and associated components, we aimed to capture a comprehensive snapshot of the existing electrical setup. Additionally, our data collection efforts extended beyond physical inspections to encompass document reviews and interviews with key stakeholders. By leveraging a multi-faceted approach to data collection, we ensured that our assessment was thorough, laying the groundwork for informed decision-making.

4.2. Site Overview

Following the site visit and data collection phase, our assessment methodology transitioned to a detailed site overview. This stage involved synthesizing the information gathered during the site visit into a coherent understanding of the overall electrical landscape. By analysing spatial configurations, equipment placements, and infrastructure interconnections, we developed a comprehensive understanding of the site's electrical topology. Moreover, the site overview enabled us to identify potential bottlenecks, vulnerabilities, and areas for improvement within the electrical system. Through meticulous scrutiny and spatial analysis, we strove to uncover insights that informed our subsequent recommendations and strategic planning efforts.

Our site visit consisted of the following:

- Identification of the two (2) existing BC Hydro low-profile transformers (LPT).
- Identification of the existing two (2) meter centers (MC) equipment size and condition.
- Identification of the existing load such as heating, lighting, and mechanical.
 - Electric baseboard heaters were observed in each unit except Unit 9.
 - Electrical hot water tanks were observed in each unit except Unit 9.
 - Single zone mini split air conditioners were observed in Unit 2, 7 and 8.
 - Duct heat pump unit observed in Unit 9.
- Identification of the existing non-electrical equipment.
 - Each unit contains a gas fireplace.
 - Unit 9 has no electric baseboard heaters or electric hot water tank but relies on a gas furnace and a tankless gas hot water heater.

4.3. Available Documents

The following documents were made available and used during our investigation and analysis:

- Photographs of the architectural layouts provided by the council dated October 1, 1987.
- BC Hydro load data from September 4, 2024 to September 3, 2025.
- Photographs obtained during the site review on September 17, 2025.

These documents provided invaluable insights into spatial arrangements, historical energy consumption patterns, and the interplay between mechanical systems and the electrical grid. Additionally, our assessment benefited from a detailed understanding of mechanical equipment installations, enabling us to assess their energy requirements and interactions with the electrical system. By synthesizing information from diverse sources, our methodology ensures a nuanced understanding of the property's electrical infrastructure, empowering informed decision-making and strategic planning for future enhancements.

Based on the available drawings and the observations onsite, the dwelling units have been categorized into the following types for simplification of the analysis.

DESCRIPTION	UNITS
Type A	Unit 1, 10, 11, 15, 16, 20 [Row-end units]
Type B	Unit 2, 3, 4, 5, 6, 7, 8, 12, 13, 14, 17, 18, 19
Type C	Unit 9

5.0 COMPREHENSIVE ANALYSIS

5.1. Capacity of Current Electrical System

The electrical system for the complex comprises two (2) services provided by BC Hydro, with each service connected to one meter center. These meter centers distribute power to both the dwelling units and the common areas. The connection details are provided in the following table, and the single line diagram is included in Appendix D.

TRANSFORMER #	CAPACITY	UNIT	SERVICES	NOTES
LPT 12045	100	kVA	The Elec Room (Unit 1 ~ 10 and the club house)	No comments
LPT 12046	100	kVA	The Elec Closet (Unit 11 ~ 20)	No comments

Table 5.1.1 Connection Details of the Existing Electrical System

5.1.1. Capacity of Current Services

The capacity of meter centers in the property is calculated and listed in the following tables.

DESCRIPTION	VALUE	UNITS
The Electrical Room		
Main Service Ampacity (Main Switch Fuse Size)	500	A
Capacity in Ampacity (At 80%)	400	A
Main Service Voltage	120/240	V
Current Capacity	96	kW

Table 5.1.1.1 Capacity of Current Meter Center #1

DESCRIPTION	VALUE	UNITS
The Electrical Room Closet		
Main Service Ampacity (Main Switch Fuse Size)	500	A
Capacity in Ampacity (At 80%)	400	A
Main Service Voltage	120/240	V
Current Capacity	96	kW

Table 5.1.1.2 Capacity of Current Meter Center #2

5.1.2. Capacity of Current House Panels

Three house panels (common area panels) were observed on the property. Two primarily serve site lighting, while the third serves the club house. Based on BC Hydro's data (Appendix E) and the loads of the two lighting panels are negligible, and no additional electrification load is expected to be applied to them. The capacity of the clubhouse panel is presented in the table below.

DESCRIPTION	VALUE	UNITS
The Clubhouse Panel		
Panel Ampacity (Upstream Breaker Size)	60	A
Main Service Voltage	120/240	V
Current Capacity (Non-Continuous Load per CEC 8-202)	14.4	kW

Table 5.1.2.1 Capacity of Current the Club House Panel

5.2. Spare Capacity of the Current Electrical System

5.2.1. Spare Capacity of Services

The spare capacity of services was studied in accordance with Canadian Electrical Code 8-106(9) and based on the historical peak demand of the service/feeder. To determine this peak demand, historical maximum hourly kWh data from September 4, 2024 to September 3, 2025, provided by BC Hydro, was analyzed. A demand factor of 1.25 was applied in this calculation.

The peak demand data, sourced from BC Hydro, represents the highest electricity consumption within the strata corporation. It includes usage from residential suites (appliances, lighting, electronics), mechanical systems (heating, cooling, ventilation), house loads (common areas and amenities). This snapshot provides a comprehensive view of the building's overall electrical demand.

Based on all available data, such as the existing service size, main fused disconnects, and BC Hydro Utility data, etc., we have compiled the following tables to summarize the existing and available power capacity for the facility's electrical system:

DESCRIPTION	VALUE	UNITS
The Electrical Room		
Main Service Capacity	96	kW
BCH Max Hourly kWh Recorded on February 11, 2025	25.7	kWh
Historical Peak Demand (1.25 x max Hourly kWh)	32.1	kW
Spare Capacity	63.9	kW
Spare Capacity in Percentage	67	%

Table 5.2.1.1 Current Peak Demand and Spare Capacity of the Meter Center #1

DESCRIPTION	VALUE	UNITS
The Electrical Closet		
Main Service Capacity	96	kW
BCH Max Hourly kWh Recorded on January 25, 2025	30.5	kWh
Historical Peak Demand (1.25 x max Hourly kWh)	38.1	kW
Spare Capacity	57.9	kW
Spare Capacity in Percentage	60	%

Table 5.2.1.2 Current Peak Demand and Spare Capacity of the Meter Center #2

5.2.2. Spare Capacity of Suite Panels

Following the site visit, a detailed load calculation was performed in accordance with Section 8-202 of the Canadian Electrical Code (CEC). This analysis evaluated the electrical demand of the existing infrastructure to ensure compliance with regulatory standards and assess system performance. Various types of units were studied, with the results summarized in the following tables, the detailed calculations are provided in Appendix B.

DESCRIPTION	VALUE	UNITS
Suite Panel of Type A Unit		
Panel Ampacity (Upstream Breaker Size) (See the note below)	100	A
Voltage	120/240	V
Capacity (Non-Continuous Load per CEC 8-202)	24	kW
Current Load on the Panel (kW) (CEC 8-202)	21.6	kW
Spare Capacity	2.4	kW
Spare Capacity in Percentage	10	%
Circuits usage observed at Unit 20	25/40	N/A

Table 5.2.2.1 Current Load and Spare Capacity of Type A Suite Panel

DESCRIPTION	VALUE	UNITS
Suite Panel of Type B Unit		
Panel Ampacity (Upstream Breaker Size)	100	A
Voltage	120/240	V
Capacity (Non-Continuous Load per CEC 8-202)	24	kW
Current Load on the Panel (kW) (CEC 8-202)	21.1	kW
Spare Capacity	2.9	kW
Spare Capacity in Percentage	12	%
Circuits Usage observed at Unit 2	26/40	N/A
Circuits Usage observed at Unit 8	27/40	N/A
Circuits usage observed at Unit 7	24/40	N/A

Table 5.2.2.2 Current Load and Spare Capacity of Type B Suite Panel

DESCRIPTION	VALUE	UNITS
Suite Panel of Type C Unit		
Panel Ampacity (Upstream Breaker Size)	100	A
Voltage	120/240	V
Capacity (Non-Continuous Load per CEC 8-202)	24	kW
Current Load on the Panel (kW) (CEC 8-202)	17.4	kW
Spare Capacity	6.6	kW
Spare Capacity in Percentage	28	%
Circuits usage observed at Unit 20	27/40	N/A

Table 5.2.2.3 Current Load and Spare Capacity of Type C Suite Panel

Note: It was observed that the breaker at the electrical room meter center serving Unit 6 is rated at 60A, which is believed to be an error. However, a thorough inspection of the cable supplying the unit panel should be carried out before any upgrades, to prevent potential hazards.

5.3. Existing Non-electrical Equipment

During the site walkthrough, O'M Engineering observed the below existing non-electric systems installed and running.

DESCRIPTION	NUM.	SOURCE
Gas Fireplaces	1 in each unit	Natural Gas
Gas Furnace	1 in Unit 9	Natural Gas
Tankless Hot Water Heater	1 in Unit 9	Natural Gas

Table 5.3.1 Current Non-Electrical Equipment

5.4. Anticipated Future Electrical Capacity Needs

5.4.1. Heating, Cooling, Ventilation, and Other Gas Appliances

According to the directives outlined in the CleanBC Roadmap, there's a clear mandate to transition from traditional energy sources like natural gas to more sustainable alternatives, particularly electricity. In the strata property that has been studied, there are several non-electric pieces of equipment as listed in the table 5.3.1

In addition, it is considered to replace the existing electric baseboard heaters with high-efficiency heat pumps. The transition is expected to optimize energy usage, reduce overall electricity demand, and further align the Strata with CleanBC's sustainability objectives. The Integration of heat pumps was assessed by offsetting existing electric resistance heater loads, with an interlock to prevent simultaneous operation.

The table below highlights the anticipated electrical demand for these upgrades and the resulting spare capacity following installation.

DESCRIPTION	TO BE DEPLOYED ON	LOAD	NOTES
Electric Fireplace (FP) to replace the wooden ones	Suite Panels	1.5 kW / each suite	N/A
Heat pumps in dwelling units (HP)	Suite Panels	7.3 kW for Type A units 6.8 kW for Type B or C units	When applying historic peak demand, the additional load is 0 kW as the higher efficiency to the existing electric baseboard heaters.

Table 5.4.1 Electrification Load for Heating, Cooling, Ventilation, and other Gas Appliances

5.4.2. EV Charging

The installation of EV Charging Infrastructure is increasingly essential due to the rising adoption of electric vehicles (EVs). Integrating EV Charging Infrastructure into the property not only supports this growing demand but also enhances property value and marketability by providing modern, eco-friendly amenities. Additionally, this initiative aligns with sustainability goals and regulatory requirements aimed at reducing greenhouse gas emissions.

The property includes the following parking facility, which serves 20 dwelling units.

- Townhouse garages: One per unit.
- Visitor stalls: 8

A key consideration for successful EV charging infrastructure installation is a thorough assessment of the existing electrical system. In most existing facilities, Level 2 chargers are the typical choice because they provide a practical balance between charging speed and installation cost. The load of a Level 2 charger can range from 3.3 kW to 19.2 kW.

It is considered to provide EV charging facility in the manner of:

- One Electric Vehicle Charger (3.8 kW) per dwelling Unit
- EV chargers will be powered by suite panels.

5.4.3. Capacity Needs on Services

The tables below outline potential electrical upgrade scenarios, reflecting scenarios where different items may be installed in the future. Each scenario's calculated load is summed the individual items' estimated demands in kW. The combined load addition of all proposed upgrades is also provided. The spare capacity after electrification column quantifies the difference between the estimated demand of the

upgrade scenario and the current facility's capacity, indicating whether electrical infrastructure upgrades may be necessary to support the increased demand.

OPTIONS OF ELECTRIFICATION	DEMAND ADDITION	SPARE CAPAC. OF CURRENT SERVICE	SPARE CAPAC. AFT. ELECTRIFICATION	CURRENT CAPACITY OF SERVICE	SPARE CAPACITY IN %	COMMENTS
Fireplace (FP)	15	63.9	48.9	96	51%	Sufficient capacity
Heat pump (HP)	6.8	63.9	57.1	96	59%	Sufficient capacity
EV Charger	38	63.9	25.9	96	27%	Sufficient capacity
FP + HP + EV	59.8	63.9	4.1	96	4%	Sufficient capacity

Table 5.4.3.1 Capacity Needs of Proposed Electrification on Meter Centre #1

OPTIONS OF ELECTRIFICATION	DEMAND ADDITION	SPARE CAPAC. OF CURRENT SERVICE	SPARE CAPAC. AFT. ELECTRIFICATION	CURRENT CAPACITY OF SERVICE	SPARE CAPACITY IN %	COMMENTS
Fireplace (FP)	15	57.9	42.9	96	45%	Sufficient capacity
Heat pump (HP)	0	57.9	57.9	96	60%	Sufficient capacity
EV Charger	38	57.9	19.9	96	21%	Sufficient capacity
FP + HP + EV	53	57.9	4.9	96	5%	Sufficient capacity

Table 5.4.3.2 Capacity Needs of Proposed Electrification on Meter Centre #2

5.4.4. Capacity Needs on Suite Panels

The following table outlines the required capacity (in KW) for suite panels and includes various potential electrical upgrades and their combinations. Refer to Appendix C for the detailed calculation results.

OPTIONS OF ELECTRIFICATION	DEMAND ADDITION	SPARE CAPAC. OF CURRENT SUITE PANEL	SPARE CAPAC. AFT. ELECTRIFICATION	CURRENT CAPACITY OF PANEL	SPARE CAPACITY IN %	COMMENTS
Fireplace (FP)	1.5	2.4	0.9	24	4%	Sufficient capacity
Heat pump (HP)	0	2.4	2.4	24	10%	Sufficient capacity
EV Charger	3.8	2.4	-1.4	24	-6%	Upgrade to at least 26kW or cap with EV charging dynamic management
FP + HP + EV	5.3	2.4	-2.9	24	-12%	Upgrade to at least 27kW or cap with EV charging dynamic management

Table 5.4.4.1 Capacity Needs of Proposed Electrification on Type A Suite Panel

OPTIONS OF ELECTRIFICATION	DEMAND ADDITION	SPARE CAPAC. OF CURRENT SUITE PANEL	SPARE CAPAC. AFT. ELECTRIFICATION	CURRENT CAPACITY OF PANEL	SPARE CAPACITY IN %	COMMENTS
Fireplace (FP)	1.5	2.9	1.4	24	6%	Sufficient capacity
Heat pump (HP)	0	2.9	2.9	24	12%	Sufficient capacity
EV Charger	3.8	2.9	-0.9	24	-4%	Upgrade to at least 25kW or cap with EV charging dynamic management
FP + HP + EV	5.3	2.9	-2.4	24	-10%	Upgrade to at least 27kW or cap with EV charging dynamic management

Table 5.4.4.2 Capacity Needs of Proposed Electrification on Type B or C Suite Panel

5.4.5. Capacity Needs on the Club House Panel

Since there is no non-electrical equipment in the clubhouse, the only potential future upgrade would be the addition of heat pumps. Considering their higher efficiency compared to the existing electric baseboard heaters, and with the implementation of an interlock to prevent simultaneous operation, no additional electrical demand is expected on the clubhouse panel.

5.5. Recommendations for Reducing Electrical Demand

ITEM	DESCRIPTION
1	Enhance the building envelope through insulation, weather sealing, and other measures to improve thermal efficiency, reducing the need for heating and cooling and consequently lowering electrical demand.
2	Improving heating and lighting controls in service areas such as outdoor spaces, parking areas, stairways, and service rooms will help reduce energy waste. Enhanced control methods may include occupancy-based dimming, time switches, and lower temperature settings.
3	Dynamic EV charging energy management systems (DEVMS) are now available in the market. The system can cap electrical demand at the electrical panel by dynamically controlling the charging power of individual chargers. Adopting a DEVMS of this kind can effectively reduce the overall electrical demand required for EV charging.

Table 5.5.1 Recommendations to Reduce Demands on Capacity of Electrical System

5.6. Electrical Capacity After All Upgrades Applied

5.6.1. Electrical Capacity of Services After All Upgrades Applied

As shown in Table 5.4.3.1 ~ 5.4.3.2, the projected full upgrade demands is lower than the existing system available capacities of meter centers #1 and #2. It is therefore recommended continue using the current meter centers. The details of the upgraded services are listed in the following tables.

DESCRIPTION	VALUE	UNITS
The Electrical Room		
Main Service Ampacity (Main Fuse Size)	500	A
Capacity in Ampacity (At 80%)	400	A
Main Service Voltage	120/240	V
Capacity	96	kW
Total Demand After Electrification	91.9	kW
Spare Capacity	4.1	kW
Spare Capacity in %	4	%

Table 5.6.1.1 Electrical Capacity of Services After All Upgrades Applied in Meter Center #1

DESCRIPTION	VALUE	UNITS
The Electrical Closet		
Main Service Ampacity (Main Fuse Size)	500	A
Capacity in Ampacity (At 80%)	400	A
Main Service Voltage	120/240	V
Capacity	96	kW
Total Demand After Electrification	91.1	kW
Spare Capacity	4.9	kW
Spare Capacity in %	5	%

Table 5.6.1.2 Electrical Capacity of Services After All Upgrades Applied in Meter Center #2

5.6.2. Electrical Capacity of Suite Panels After All Upgrades Applied

As shown in Table 5.4.4.1 ~ 5.4.4.2, the projected full upgrade demands exceed the existing system available capacities of Suite panels. However, it is possible to limit the demand with Dynamic EV charging management system (DEVMS). The details of the upgraded services are listed in the following tables.

DESCRIPTION	VALUE	UNITS
Suite Panel of Type A, B or C		
Proposed Panel Ampacity (Main Breaker Size)	125	A
Voltage	120/240	V
Proposed Capacity (Non-Continuous Load per CEC 8-202)	30	kW
Total Demand After Electrification (CEC 8-202)	26.9 ~ 26.4	kW
Spare Capacity	3.1 ~ 3.6	kW
Spare Capacity in %	10 ~ 12	%

Table 5.6.2.1 Proposed Electrical Capacity without DEVMS of Unit Panels After All Upgrades Applied

DESCRIPTION	VALUE	UNITS
Suite Panel of Type A, B or C		
Panel Ampacity (Main Breaker Size)	100	A
Voltage	120/240	V
Capacity (Non-Continuous Load per CEC 8-202)	24	kW
Total Demand After Electrification (CEC 8-202)	23.1 ~ 22.6	kW
Spare Capacity	0.9 ~ 1.4	kW
Spare Capacity in %	4 ~ 6	%

Table 5.6.2.2 Proposed Electrical Capacity with DEVMS of Unit Panels After All Upgrades Applied

5.7. Suggestions for Enhancing Electrical System Capacity

ITEM	DESCRIPTION
1	<p>Continue using the existing distribution equipment (meter centers), with electrification of following loads application:</p> <ul style="list-style-type: none"> • Connect EV chargers, Heat-pumps and electric fireplaces to Suite Panels of dwelling units. • Cap the EV charging load in each unit not more than 3.8kW.
2	<p>Continue using all existing dwelling units' panels, with electrification of following load application:</p> <ul style="list-style-type: none"> • Heat pump application with interlock with existing electrical baseboard heaters. • 1.5kW Electrical upgrade for existing gas fireplaces. • Application of the dynamic EV charging management system.
3	<p>Unit #6 electrical service:</p> <ul style="list-style-type: none"> • Inspect the cable supplying the Unit #6 panel (between the meter and the suite panel). • If the cable is found to be underrated, upgrade it to match the rating of the other unit panels. • Correct the circuit breaker in the meter center serving Unit #6.

Table 5.7.1 Upgrades and Modifications to Increase Capacity of Electrical System

6.0 CONCLUSION

In conclusion, this Electrical Planning Report provides an analysis of the current electrical infrastructure at NWS2813 THE BOARD WALK. By evaluating the system's capacity and forecasting future demands, the report offers actionable recommendations to enhance efficiency and accommodate upcoming requirements.

A key focus of this report is the examination of various scenarios and potential upgrades. It has been determined that all upgrades can be implemented, either individually or in combination, without requiring a system upgrade, provided that a dynamic EV charging management system is applied.

In response to these findings, the report offers insightful suggestions to navigate these complexities. These recommendations advocate for a strategic approach to upgrades, emphasizing the importance of prioritizing enhancements based on their individual and collective impact on the electrical system. Additionally, it underscores the necessity of conducting detailed assessments to determine the viability and implications of each proposed modification. By adopting a methodical approach and prioritizing upgrades based on their compatibility with the existing infrastructure, strata councils can effectively enhance the property's electrical system while mitigating risks and ensuring long-term sustainability. For the current single-line diagram, please refer to Appendix D.

Furthermore, in compliance with the Strata Property Act's Information Certificate (Form B) requirements, it's imperative to include a revised section (p), referencing any obtained Electrical Planning Reports. This ensures transparency and accessibility of crucial information for informed decision-making by all stakeholders.

Overall, by considering the feasibility of various upgrade combinations and providing strategic guidance, this report equips stakeholders with the necessary information to enhance the strata's electrical infrastructure. Through careful planning and collaboration, the strata community can effectively manage electrical upgrades and ensure a more resilient and sustainable future.

7.0 REPORT QUALIFICATIONS

This Electrical Planning Report has been prepared by O'M Engineering. While every effort has been made to ensure its accuracy, O'M Engineering accepts no liability for any errors or omissions. Any reliance on this report by third parties is at their own risk. It is intended for the exclusive use of our client and may not be suitable for other purposes without our approval.

END OF REPORT

APPENDIX A: EPR REQUIREMENTS

Electrical Planning Report Requirement in accordance with the 'Strata Property Regulation,' (Part 5.2 - Electrical Planning Report):

- a) The date of the electrical planning report.
- b) The name of the person from O'M Engineering's team from whom the electrical planning report was obtained and a description of:
 - a. The person's qualifications,
 - b. The error and omission insurance, if any, carried by the person, and
 - c. The relationship between the person and the strata company.
- c) The current capacity of the strata corporation's electrical system.
- d) A list of existing demands on the electrical system, including, without limitation, demands from:
 - a. EV charging infrastructure, if any, and
 - b. Heating, cooling, ventilation, and lighting systems.
- e) The current peak demand on and spare capacity of the electrical system.
- f) If applicable, an estimate of the electrical capacity that would be needed to power systems, including heating, cooling, and ventilation systems, that are currently powered by an energy source other than electricity.
- g) An estimate of the electrical capacity needed for any other anticipated future demands on the electrical system, including electrical capacity needed to power:
 - a. Heating, cooling, ventilation, and other systems that the strata corporation anticipates may be modified or installed in the future, and
 - b. EV charging infrastructure that the strata corporation anticipates may be installed in the future.
- h) Steps, if any, that the strata corporation could practicably take to reduce the demands on the capacity of the electrical system.
- i) Upgrades or modifications, if any, to the electrical system that the strata corporation could practicably undertake to increase the capacity of the electrical system.
- j) An estimate of the electrical capacity that would be made available if the strata corporation were to take steps referred to in section (h) or undertake upgrades or modifications referred to in section (i).

If each strata lot in the strata plan is supplied with electricity by a utility independently from each other strata lot, the electrical planning report is only required to include the following information:

- a) The information referred to in subsection (2) (a) and (b) of the above.
- b) A statement that each strata lot is supplied with electricity by a utility independently from each other strata lot.

1 - RESIDENTIAL LOADS				
1.1 - SUITE DATA				
SUITE TYPES	A	B	C	Total
Area per CEC 8-110				
100% of Ground Floor	1,050	1,050	1,050	
100% of area above ground floor	-	-	-	
75% of area below Ground Floor	-	-	-	
Total Area (sqft)	1,050	1,050	1,050	
Total Area (sqm)	98	98	98	
1.2 - SUITE LOADS				
BASIC LOADS				
First 45m ² (W)	3,500	3,500	3,500	W
Next 45m ² (W)	1,500	1,500	1,500	W
Remaining 90m ² (W)	1,000	1,000	1,000	W
Basic Load Sum (W)	6,000	6,000	6,000	
ADDITIONAL LOADS				
Elec Heating & Cooling	-	-	-	W
Elec Heating Only	7,250	6,750	-	W
Elec Cooling Only	-	-	3,000	W
Heating Load Per Suite	7,250	6,750	-	W
Cooling Load Per Suite	-	-	3,000	W
Largest between Heating and Cooling	7,250	6,750	3,000	
Range (First)	6,000	6,000	6,000	W
Range (Second & Third Total)	-	-	-	
6 kw added if no elec. Range is in use	-	-	-	W
Total Range Load	6,000	6,000	6,000	W
Electric Water Heater @100%	-	-	-	W
Additional Load Sum (W)	13,250	12,750	9,000	
OTHER LOADS				
Dryer	5,000	5,000	5,000	W
Hot Water Tank	4,500	4,500	4,500	W
Sum of Other Loads @25% (W)	2,375	2,375	2,375	W
Total Load per Suite (watts)	21,625	21,125	17,375	W
Total Load per Suite (A @240V/1PH)	90	88	72	A

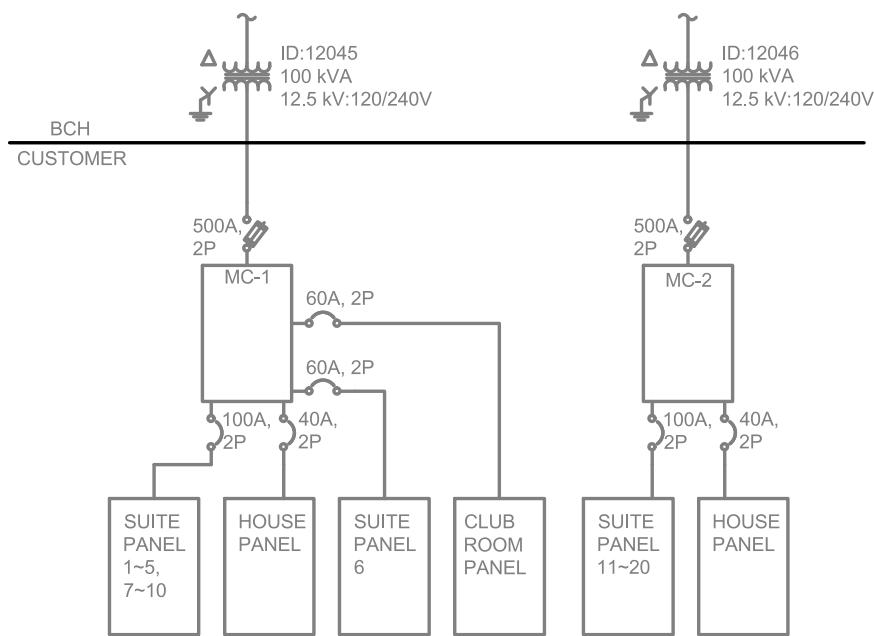
APPENDIX C: LOAD CALCULATIONS OF SUITE PANELS AFTER ELECTRIFICATION PER CEC 8-202

Application with DEVMS

1 - RESIDENTIAL LOADS				
1.1 - SUITE DATA				
SUITE TYPES	A	B	C	Total
Area per CEC 8-110				
100% of Ground Floor	1,050	1,050	1,050	
100% of area above ground floor	-	-	-	
75% of area below Ground Floor	-	-	-	
Total Area (sqft)	1,050	1,050	1,050	
Total Area (sqm)	98	98	98	
1.2 - SUITE LOADS				
BASIC LOADS				
First 45m ² (W)	3,500	3,500	3,500	W
Next 45m ² (W)	1,500	1,500	1,500	W
Remaining 90m ² (W)	1,000	1,000	1,000	W
Basic Load Sum (W)	6,000	6,000	6,000	
ADDITIONAL LOADS				
Elec Heating & Cooling	7,300	6,800	6,800	W
Elec Heating Only	-	-	-	W
Elec Cooling Only	-	-	-	W
Heating Load Per Suite	7,300	6,800	6,800	
Cooling Load Per Suite	7,300	6,800	6,800	
Largest between Heating and Cooling	7,300	6,800	6,800	
Range (First)	6,000	6,000	6,000	W
Range (Second & Third Total)	-	-	-	
6 kw added if no elec. Range is in use	-	-	-	W
Total Range Load	6,000	6,000	6,000	W
EV Charging @100% [Dynamic EV Char. Management]	-	-	-	W
Additional Load Sum (W)	13,300	12,800	12,800	
OTHER LOADS				
Dryer	5,000	5,000	5,000	W
Hot Water Tank	4,500	4,500	4,500	W
Sum of Other Loads @25% (W)	2,375	2,375	2,375	
Total Load per Suite (watts)	21,675	21,175	21,175	W
Total Load per Suite (A @240V/1PH)	90	88	88	A

1 - RESIDENTIAL LOADS				
1.1 - SUITE DATA				
SUITE TYPES	A	B	C	Total
Area per CEC 8-110				
100% of Ground Floor	1,050	1,050	1,050	
100% of area above ground floor	-	-	-	
75% of area below Ground Floor	-	-	-	
Total Area (sqft)	1,050	1,050	1,050	
Total Area (sqm)	98	98	98	
1.2 - SUITE LOADS				
BASIC LOADS				
First 45m ² (W)	3,500	3,500	3,500	W
Next 45m ² (W)	1,500	1,500	1,500	W
Remaining 90m ² (W)	1,000	1,000	1,000	W
Basic Load Sum (W)	6,000	6,000	6,000	
ADDITIONAL LOADS				
Elec Heating & Cooling	7,300	6,800	6,800	W
Elec Heating Only	-	-	-	W
Elec Cooling Only	-	-	-	W
Heating Load Per Suite	7,300	6,800	6,800	W
Cooling Load Per Suite	7,300	6,800	6,800	W
Largest between Heating and Cooling	7,300	6,800	6,800	
Range (First)	6,000	6,000	6,000	W
Range (Second & Third Total)	-	-	-	
6 kw added if no elec. Range is in use	-	-	-	W
Total Range Load	6,000	6,000	6,000	W
EV Charging @100%	3,800	3,800	3,800	W
Additional Load Sum (W)	17,100	16,600	16,600	W
OTHER LOADS				
Dryer	5,000	5,000	5,000	W
Hot Water Tank	4,500	4,500	4,500	W
Sum of Other Loads @25% (W)	2,375	2,375	2,375	W
Total Load per Suite (watts)	25,475	24,975	24,975	W
Total Load per Suite (A @240V/1PH)	106	104	104	A

APPENDIX D: SINGLE LINE DIAGRAM OF THE EXISTING ELECTRICAL SYSTEM



APPENDIX E: BC HYDRO HISTORICAL DATA

Structure ID	Name	Meter Number	Account Number	Address	Meters Connected	Meter Max kWh Datetime PST	Meter Max KWh	Aggregation Max KWh Datetime PST	Aggregation Max kWh
12045	STRATA PLAN NW 2813 THE OWNERS	4561486	12314719512	HSE 12049 217 ST MAPLE RIDGE	12	27Aug24:20:00	.116	11Feb25:09:00	25.663
12046	STRATA PLAN NW 2813 THE OWNERS	4563312	12314719502	HSE3 12049 217 ST MAPLE RIDGE	11	02Jul25:16:00	.002	25Jan25:11:00	30.465

Feb. 21,2023

7:00 pm

The Boardwalk

AGM 2023

Roll Call: Absent unit #5, #9, #11, #12 and #18

Financials: 2022 Financial statement was disbursed

Income: \$76,120.00

Expenses : \$63,411.00

Discussed the relationship between budget and actual costs; 2022 required the expense of depreciation report, lawyer expenses for bylaws and increase in the amount of windows required to be replaced increasing the costs of maintenance, property inside and out.

Budget: 2023's budget reflects the inclusion of more window replacements. Generally an average of approximately 10% increase for variable expenses and fixed expenses that have already been implemented.

Old Business:

- 1.) Gutters on unit #5 – were replaced but have since been damaged several times. Council will consider options to prevent/determine how to approach further future damages incurring.
- 2.) Fence between unit 2 and 3. Signed off.
- 3.) Windows reported needed replacing. Signed off.
- 4.) Doors – many issues fixed on doors. Signed off.
Council will determine additional issues during inspection – historically in the month of April.

New Business:

- 1.) Reviewed 2022 changes
- 2.) Discussed increase in strata fees. For the last 3 years, strata increases have been directly due to insurance costs. No account has been addressed in reference to higher maintenance costs or assessment values. There has been little to no growth of contingency fund as a result. Council will address this come August when insurance renewal is required.

- 3.) Depreciation Report – discussed the report in reference to upcoming projects, ways to minimize those costs, subjective costs, such as those outlined for 2028 – recreation hall, pavement and fencing. Incremental strata fee increases will minimize or eliminate the need for special levies – especially for 2033 when siding is to be replaced.
- 4.) Pest Control Program – Monthly cost of \$139.00/month – recommendations from Orkin are no food or water left outdoors. It is highly recommended not to feed birds, raccoons or squirrels or pest problem will never be under control. This is in the new bylaws and will be subject to a \$200.00 fine. Government regulations have required pest control companies to use a milder level of bait. 75-100% of all traps have eaten bait.
- 5.) Discussed Alteration Agreement – demonstrated an example. Concerns regarding approval of agreement are;
 - a.) Holes in exterior of building
 - b.) Curb appeal
 - c.) Drainage
 - d.) Access
 - e.) Egress
 - f.) Etc.
- 6.) Insurance – Currently researching new carriers as the current carrier is shutting its doors Oct. 2023. Hub insurance appears promising as they offer insurance for volunteers. Each is required to carry independent insurance. It is not uncommon for your own insurance carrier to require the declarations page of the strata's insurance. If this is required, no problem, they can contact us.
- 7.) Heat Pumps? No one is considering this at this time.
- 8.) Snow Removal – problematic every year. – Discussed other options
 - a.) Set up a contractor and pay an annual fee.
 - b.) Pay a special levy for years that exceed the budget
 - c.) Increase annual budget – hence increase in strata fees
 - d.) Status quo
 - e.) Purchase of a snow blower – however, produces other logistical challenges.

Voted - keep the status quo.

- 9.) Windows – having windows replaced over the course of a few years has eased the financial burden of not having to implement a special levy.

Units #1 – triple pane, #16 – front window, #17 -front and bedroom, #20 – 3 windows, 2 bedroom and 1 bathroom, triple pane. Units #13,17 and 20 – glass doors.

10) Speeding – 8km/h – will post sign. Cannot incorporate into bylaw. Will be in set of rules
Will erect a sign post.

11.) Complaints or concerns – Be careful when filing a complaint; be sure of the facts. Council will design a protocol for communication with council at the next meeting. All complaints, concerns and questions will be addressed at council and will seek a resolution.

12.) Next years projects:

- a.) Facia and gutter repairs.
- b.) Continuous Ivy control on north fence.
- c.) Fix and reposition broken curbing
- d.) Pavement patching
- e.) Clean up and replant on north end of driveway entrance – Candice laid out several options – California lilacs, rhododendrons, rock garden or nothing. Voted – California Lilacs by unanimous vote. (Revisit cedars, on south west corner)

13) Keyboard in Clubhouse – Voted – keyboard stays.

14.) Everyone was provided with a Touch of Tuscany contract – language should be a little more clear, if not please submit your concerns in writing.

15.) By-laws – at the time of the meeting the bylaws have not yet been completed by lawyers, with the new Bill 44, there could be a back log of bylaw renewals at the land title office. Everyone will receive a copy once they are completed. Discussed the cliff note version.

- a.) An unauthorized minor in a complex can be fined \$200 up to 4 times before being ejected.
- b.) Short term rental is any term not covered by the Residential Property Act. The lawyer says 30 days.
- c.) Visitor parking more than 48 hours is illegal.
- d.) Speeding and Christmas lights are now rules not bylaws. Discussed Christmas lights. – unanimous vote is Christmas lights can be put up and taken down through owners discretion.
- e.) \$3000. Maximum can now be spent on a single issue without having to call a Special meeting.
- f.) A person 55 years and older can marry a younger person, if that older person dies the younger person under 55 has to move. (reclarification is requested)

16.) Air conditioners – Summer forecast is anticipated to be hot. If you require assistance with an air conditioning unit please ask for help from council, they only ask that please do not wait until the last moment.

17.) Nominations for council – Tammy has stepped down – no other nominations were put forth. The other 4 council members will remain.

Next Council Meeting – Monday, March 6 @ 10:00 am

Agenda:

- 1.) Design a reporting procedure
- 2.) Discuss camera and Privacy Act in relationship to Gutters at #5
- 3.) Tentative timelines for up coming projects.
- 4.) What to look for in inspections this year.
- 5.) Confirm rules not in bylaws – housekeeping in paperwork only
- 6.) Pest Control reminder – keep garage doors closed
- 7.) Garbage – increased rates
Next council meeting TBD

Meeting adjourned @ 9:00 PM

Boardwalk NW2813

AGM 2024 Meeting Minutes

7:00 PM

Meeting commenced at 7:00 PM

Roll Call: In attendance – Unit #1, 2 by proxy, 3, 4, 5, 6, 7, 8, 10, 14, 15 by proxy, 16,17,20

Not in attendance Unit # 9, 11, 12, 13, 18 and 19. No proxies for these units.

Signed off last years meeting minutes: Ken Steele #6, seconded by Ruth Riley#1.

Financials:

Current assets in operating account:	\$12,844.79
Current assets in savings account:	\$30,161.93
Term Deposits:	\$127,487.36

Discussed the financial statement from fiscal year end from PSVC Accountants. Budgeting from the previous year was pretty much balanced. Lower insurance rates and higher maintenance costs will be reflected in budget for 2024.

Budgets:

Budget for 2024 reflect an average increase cost by 10% on variable expenses. Incorporated were expenses that have been realized thus far for 2024. Averages were determined for fixed expenses that have been contracted for.

Term Deposits:

As interest rates continue to rise, so do the assets of this portion of the contingency fund. Interest rates are hovering around 6% = \$6,000+ of additional revenue for operating or for the contingency fund.

Completed projects in 2023

- Fencing between units #2 and #3.
- Door Panel on man door on #2.
- Lilac bushes alongside of #15 driveway.
- Fire Hydrant painted.
- No parking sign at south end of lot.
- Speed limit sign
- Replaced destroyed cedars at #1 and #20
- Arborists trimmed behind units #9,10,11 and 15.
- Shampooed the clubhouse carpeting
- Gutter cleaning
- Vent cleaning
- Shelf in clubhouse installed for green waste bags.
- Film on Clubhouse door windows
- New keys issued for clubhouse doors.
- 11 window replacements.

Garbage removal:

Discussed contract and costs. \$495.00/month

Discussed applicable services within the contract.

- a.) Pick up and removal of up to 2 20lb. bags of garbage
- b.) Pick up of non curb-side recyclables
- c.) Organic food waste – placed in biodegradable bags only. (no plastic)
- d.) Pick up will continue to be Tuesday by 8:30 am.

Not included in contract price

- a.) Yard waste
- b.) Construction waste
- c.) Bags over 30lbs.
- d.) Furniture
- e.) Curb side recyclable materials

Windows and Glass Doors:

Council will continue with the replacement of windows and glass doors that were reported last year.

- #16 – new bedroom window
- #19 – new bedroom window and 3 front windows
- #4 – new bedroom window and 3 front windows

- #20 – 3 front windows.

Glass doors will be assessed to determine whether a new door is required, the track needs fixing or a new door completely.

- #13 – glass door to be assessed
- #14- new sliding glass door
- #17 – glass door to be assessed
- #20 – glass door to be assessed.

If you require attention to windows and glass doors please tell council in writing so you can be first on the queue for 2025. The amount of work slated for 2024 for glass will absorb the bulk of the 2024 maintenance budget.

Clubhouse Blinds:

Majority vote to maintain the status quo on the film that was installed last year.

Moles/Grubs/Critters:

Discussed with Touch of Tuscany.

- Moles are everywhere. Every yard, every strata.
- No sure way to eliminate them through conventional means.
- Touch of Tuscany are going to clean up as best they can around the back yard areas of units #11-15, - Will spread seed on areas that are bare.

There are some pests such as nematodes that require a permit from the city to eliminate.

- Owners can try other deterrents if they choose to do so.
- Best course of action, dig down 18" to 2 feet, lay wire and reseed.

Orkin drew up a report on different methods one could try, but once again nothing will eliminate them completely.

Extra loads of soil – voted down.

Pest Control:

- Orkin reports that the extra traps are working.
- Cost associated with pest control are from the maintenance part of the financial statements and 2024 budgeting.
- Government still hasn't recognized the restriction of a lower grade poison isn't working. Until such time we will continue with the excess traps.
- Not littering and no seed feeders to inspire reckless behaviour of rodents.

Electrical Planning Report:

- As at Dec.6, 2023 the government has legislated that all stratas over 5 units are required to have an electrical planning report by Dec.31, 2026.
- This is mandatory not elective.
- This is now on Form B (the information form for the unit of a sale) – and has to be disclosed to new purchasers.
- Reason is to ensure there is enough of an electrical supply to provide future uses of EV chargers, heat pumps and other usage required.
- Hydro will be installing new transformers, they are noncommitting to time frames. There will be a time frame where units will be without power. When council has a firmer understanding of time frames owners will be informed immediately.
- Boileau electric has been contacted and they are researching with the city the type of plan we are and will get back to us with an update and time frame. Once again you will be notified.
- Despite the fact this report isn't actually due until 2026. Council decided that the sooner we understand the implication for implementation psychically and financially strata will have to budget accordingly so no surprises arise in the form of a special levy or heavy fee increases.

Insurance:

Cost decreased by 34%. What happened?

- Instead of looking for a new policy, council researched for a new broker, who could put a package together that included "Accidental Volunteer Insurance".
- Cansure is our new insurer with several underwriters.
- No one over the age of 80 is covered for volunteer insurance.
- "Some insurers have better comfort levels with certain risks. Cansure is very receptive to residential stratas".

Differences:

- Due to rising cost of materials and labour. Increased the building coverage by 10%. New construction increases cost an average of 14.4%, but is expected to stabilize between 2-4% for 2024.
- The deductible for Commercial Broad Form Building coverage went down to \$2,500 from \$5,000 from the previous year.
- Flood – Deductible increased to \$25,000 from \$10,000. Be sure you have enough of your own insurance for flooding so strata's insurance is not required to cover. The implication is a pay back of the \$25,000.

Personal Insurance:

It is not uncommon for your insurance agents to request the strata insurance policy to ensure they have a correct package for you. Have them contact me if you need it.

Ensure your own policy states, "Bare Land Strata" or "Condominium Comprehensive" on your declaration pages of your documents.

- 1.) Be sure to check your hot water tanks. Some policies may not cover damage resulting in tanks being past a certain age. (often 10 years)
- 2.) Double check your smoke detectors and carbon monoxide detectors. Do we want annual inspections on everyone's units. Some stratas do this every two years.
- 3.) It is wise to have your fireplace serviced every other year or so.
- 4.) Inspect your crawl spaces periodically.
- 5.) Check your attic for gas leaks.

Remember claims against the strata corporation increases the amount of insurance required the following years, invoking an increase in strata fees.

Be proactive in maintaining the inside of your unit.

Over Flowing Mailboxes:

If you are going to be out of town or unable to get to your mailbox please have someone empty it for you. If your mail box is full your mail ends up in whoever holds box #21, usually the president.

Renting your unit:

If your intent is to rent your unit out now or in the future there are somethings you need to know:

- 1.) That person(s) has to be 55+ years old.
- 2.) One bedrooms cannot exceed 2 people, 2 bedroom cannot exceed 4 people.
- 3.) You and your renter need to fill out a Form K.
- 4.) Your renter also has to fill out a Schedule B.
- 5.) You cannot rent out for less than 3 months, anything less is classified as short term which is against the Bylaws, subject to a \$1,000/day fine.
- 6.) Owners are responsible for renters Bylaw and rule infractions and payments of those infractions.
- 7.) If there are serious Bylaw infractions Strata can act as the landlord.
- 8.) It is in an owner's best interest to read a copy of "The Residential Tenancy Act" and the tenancy section of the Bylaws to ensure you both know your rights.

* If you have a visitor or guest staying for extended periods of time for holidays, please inform a strata council member of the vehicle they are driving to avoid an accidental tow to their vehicle.

*Chimney caps will be added to the maintenance of units come this summer.

55+ Enforcement:

- CHOA's take on adding 55+ to the Bylaws could result in a Human Rights Legislation infringement.
- When Bill 44 was presented in late 2022, they also changed the Human Rights Legislation.
- Council notified the lawyer for clarification to ensure we did not break any laws.
- Lawyers response;
"We advise enforcing the age bylaw. It is enforceable in law and is traditionally not a human rights infringement. It is common cause that you can discriminate on age i.e., minimum drinking and driving restrictions. Until there is compelling caselaw which prompts the Government to change the Act, speculation is redundant. We advise to comply with your Bylaws."

RESOLVED - RCMP Recommendations for combating activities surrounding unit#18:

There has been suspicious activities on the south east corner of the complex, which includes trespassers walking around the ends of the units late at night trying to gain access to Unit #18 among other reports that have been submitted to council. There has been recent damage to fencing on the south side along Dewdney Trunk road. Candy (#17) has made numerous attempts at trying to find a peaceful resolution to no avail. This has now become a Bylaw infringement in relation to Section 2.3 (a) (iii)

This has been reported to the RCMP and we now have a file number in case anything escalates in back yards.

- High fencing – if the fence is broken or destroyed charges can be pressed.

RCMP recommendations: many cameras".

Council will assess all of these options.

If you see suspicious activities report to the RCMP anonymously and indicate the file number. RCMP file #RM23-21789.

-Keep a log of all suspicious activities as evidence.

-Council currently has video and audio evidence along with previous reports from the past.

Restitutions:

-If behaviour continues council can revoke privileges such as no use of the clubhouse and no voting rights.

- Council has the right to sue.

As the bylaws have been implemented for less than a year, council has been lenient with infractions. However, any bylaw infractions or rules broken, council will proceed with the enforcement process.

New Rules:

Everyone will receive a copy of the new rules as voted by all owners at the AGM.

- 1.) Clotheslines or laundry hung on common property at rear only on portable folding racks and put away after each use.
- 2.) Garbage and recycling permitted on common property in appropriate disposal containers on pick up days only.
- 3.) No fluid leaks or mechanical repairs from/on vehicles on common property except in an emergency.
- 4.) No operation of trail bikes or ATV's on common property except for strata use.
- 5.) No horn blowing except in an emergency.
- 6.) No leaving garage doors open for an extended period of time.
- 7.) Parking of only 1 vehicle on common driveway in front of respective lot.
- 8.) Landscaping the rear of yard permitted taking care not to interfere with lawn maintenance or adding trees or shrubs with expanding roots systems.
- 9.) Speed limit at 8km.
- 10.) No seed feeders are permitted on common property or limited common property.
- 11.) Deals between units to contravene a rule is not permitted, mitigating circumstances need to be brought forward to council.

Reminders:

- Strata fees are due on the first of every month Please have your cheques in before the 1st so they can be deposited on that day. If you are not going to be here please have someone, POA or neighbour hand them in for you to avoid late charges of \$100.00
- If you need insulator caps for winter freezing for your exterior taps please ask. Be sure to have your taps shut off from the inside of your unit. Burst pipes are an owner's responsibility.

Council Nominations:

Owners voted to have existing council remain on for another year.

Meeting adjourned 8:55 PM

AGM 2025

February, 13, 2025 @ 7:00pm

Meeting commences @ 7:00 pm

Roll Call: Present – units #1,2,3,4,5,6,7,8,10,14,16,17,19,20 proxies’ unit #9,15,18, Absent units# 11,12,13.

Old Business: Signed off AGM meeting minutes for 2024. Motioned by Ken Steele #6 and 2nd by Candice Brown #17

New Business:

<u>Financials:</u>	<u>Year-end totals:</u>
	Operating account: \$11,007
	Savings account \$19,416
	Term Deposits \$149,022

Discussed variances between budget and realized figures.

Budget:

Everyone received copies of budget pre-AGM. Discussed variations of expenditures and reasons for differentiation and upcoming costs for 2025.

Insurance:

Insurance costs went up marginally, but coverage has increased by 7%. Volunteers are covered in the policy with the exemption of those 80 years or older. Personal insurance carriers may require copies of declarations sheets to determine coverage. Please ask a council member if you require these.

Depreciation Reports:

New legislation only requires Depreciation Reports to be done once every 5 years now instead of 3. Discussed future requirements for upcoming projects. No major requirements until 2028.

Depreciation reports are based on an accrued 3.7% increase each year. This may or may not suffice during difficult economic times. Upcoming projects may be subjective based on budget restraints and maintenance.

Windows and Glass doors:

Units # 11, 7 ,2 ,17,18, 8 and 20 have been measured for windows for the 2025 fiscal year. Those who require window or glass door replacement should notify council for the 2026 budget.

Telus Fibre Optics:

A question-and-answer sheet was submitted to each resident pre-AGM for perusal. Discussed the pros and cons of a federal mandated process of eliminating the copper-based services. Immediate implementation suggests no cost to residents. There will be no copper-based services within three years. Residents may continue to use their own internet provider despite the change. More research may need to be done surrounding the use of a land line.

Vote for immediate implementation: Yes

City of Maple Ridge – new:

City of Maple Ridge will be mandating a Biannual electrical service program. Strata has not received any details or potential costs. This will not impact a resident's personal unit.

Electrical Planning Report:

Council has contacted CHOA (Condominium Home Owners Association) in regards to contractors that perform this function and costs. They relayed they would get back to us on this information but have yet to do that. One quote received from Boileau electric was \$6,000. Council needs to do more research. Deadline is December of 2026, as this is a requirement on all Form B's in the future.

Projects contributing to heavy operating costs:

- A burned-up ballast caused the street lamps to malfunction. Replacement of new ballasts, Led bulbs and sensor were required. However, new LED bulbs have assisted in a drop of strata Hydro costs and ROI will be approximately 1 year. This project should not require any maintenance for at least 5 years.

- City of Maple Ridge required a new water meter to be installed. City supplied the meter, strata had to incur the cost of installation. Water usage is now regulated through satellite. If replacement was not implemented the water usage would have been made by a guess by the city. However, this strata has not been paying for a hook up fee that was allegedly supposed to be paid, therefore now a hook up fee has been incorporated into the billing which has increased the water utilities bill significantly.

Cameras:

Some residents have voiced the discomfort of cameras placed on the premises. Cameras are not used to monitor residents but are for security purposes only as recommended by the RCMP and the MLA. Division 11 PIPA Bylaw – page 36 describes the use of security features within the complex.

Mailbox Locks:

If your mailbox lock is not working, loose, stiff or broken please contact a council member for a replacement.

Summer Clean up:

Discussed pros and cons and costs.

For an annual cleanup day.

Voted: No and residents will determine when another one needs to be done.

Bears, Skunks and Raccoons:

Placing garbage out too early or the night before is a clear invitation to critters that dinner is served. If your garbage gets attacked because of an early placement, you are responsible for cleaning the mess.

For bears: Conservation Reporting – 1-877-952-7277

Conservation Officer – 604-660-2421

Damages to units:

As these units age, maintenance and care is required of everyone. Negligence that occurs means that everyone has to pay for damages through increased strata fees. Candy has donated clips that fit nicely into the siding slots so no one needs to put holes in the siding. Thank you, Candy.

Lawn Proposals:

Each year council members hear about uneven lawns, moles, moss etc. This year council has approached Touch of Tuscany, our garden contractors to come up with a quote to redo front and back lawns with different suggestions. Candy is working with the contractors on a strategy to ensure quality of new lawns, materials required, labour etc. that will go into this project. Costs will hover within the \$15,000 mark. This project will not affect the operating budget and will come out of the contingency fund. This project will also not be a fail proof reassurance that critters will not try to attack the final outcome. Owners will be responsible for keeping the lawns watered.

Vote: Yes

Alteration Agreements when planting shrubs and bushes:

When planting shrubs, please write down the list of shrubs or bushes you intend to plant so council may review it before planting. Please avoid any gardening plants that may have a taproot system. You may have to do your own research on this.

White Oak tree behind #15

Removal of tree has been requested.

Discussed city's requirements. Discussed costs. To come out of the operating budget.

Vote: Yes.

Clubhouse couches:

Clubhouse couches that have been there for many years, are once again a topic brought to the table. Discussed pros and cons. Cons exceeded the pros for this topic.

Vote: Removal of couches.

Myth – Conceptions:

The lines between what council is required of them and expected of them have been blurred.

Discussed these expectations and how future projects will be subcontracted out.

New Rule/Bylaw Proposal:

See attachment and residents can decide to implement or not.

Upcoming Projects:

- Fencing for security purposes around the east, west, north and south corners, as was suggested by the RCMP.
- Driveway patch repair.
- Window and doors – started
- Vent cleaning – the last time they were done was in 2023
- Other

Nominations for Council:

Rhonda has stepped down from council. Candy nominated Tammy #14 for council. Tammy accepted. Voted and accepted. Welcome Tammy. Fay #8, Dino #16 and Candy #17 have agreed to stay on council.

Meeting adjourned at 8:45pm.

New Rule Proposal

- a.) **Compassion clause** - In the event of a family emergency – If a family member requires living assistance for a term of an indeterminable length of time, that resident must meet with council to discuss the nature of the emergency, the length of the term a temporary residency would be required to stay, parking allowances, monetary value of strata fees, etc. It will be up to the resident to keep the family member abreast of all bylaws and rules. If the terms of the compassion clause are violated in anyway, council has the right to evict the family member from the complex or any other course of action it deems necessary. Council has the right to reject a compassion clause for any reason.

This rule is for the purposes of strata insurance coverage, bylaw and rule infringement, a residents own personal insurance and any other grievances that another resident may have towards the situation.

Special General Meeting July 3,2025 @ 7:00pm

In attendance: In person Units, 1-6, 8 -10, 12 – 20; by proxy units 7, 9, 12, 18, 19, Unit 11 no representation

President (Candy) opened with discussion on the clarity of the proposal of the exemption to the rule regarding age restriction.

Discussion regarding the Age restriction bylaws.

After discussion regarding the Age restriction bylaws (handed out at the meeting) we voted unanimously to allow the age restriction.

Candy had a meeting with the lawyer to implement the age restriction by law and was advised that we did not need to have the discussion or vote as the age restriction bylaws are NOT optional, it is law. We have no choice.

Also, please note that the gardeners will be preparing the fronts for the rocks this Saturday, July 12, 2025.

Next Executive meeting scheduled for: July 15, 2025 at 5:30 pm (time could be changed without notice)

Must have a Bylaw

Age restriction bylaws

123.1 (1) Except as permitted by subsection (2), a bylaw must not restrict the age of persons who may reside in a strata lot.

(2) The strata corporation may pass a bylaw that requires one or more persons residing in a strata lot to have reached a specified age that is not less than 55 years.

Limits to age restriction bylaws

123.2 A requirement in a bylaw for one or more persons residing in a strata lot to have reached a specified age does not apply to any of the following persons:

(a) a person who meets all of the following criteria:

(i) immediately before the bylaw was passed,

(A) the person resided in the strata lot, and

(B) by residing in the strata lot, the person was not contravening any bylaw restricting the age of persons who may reside in the strata lot;

(ii) the person continues to reside in the strata lot after the bylaw is passed;

(b) a caregiver who resides in the strata lot for the purpose of providing care to another person who

(i) resides in the strata lot, and

(ii) is dependent on caregivers for continuing assistance or direction because of disability, illness or frailty;

(c) a person in a prescribed class of persons.

Age restriction bylaw exemptions

7.01 (1) In this section:

"child" means a person under the age of 19 years;

"specified resident", in relation to a bylaw referred to in section 123.1 (2) of the Act, means a resident of a strata lot who

(a) has reached the age specified in the bylaw, or

(b) is a person referred to in section 123.2 (a) of the Act to whom a requirement in the bylaw to have reached a specified age does not apply;

"spouse" means a person who

(a) is married to another person, or

(b) is living with another person in a marriage-like relationship.

(2) For the purposes of section 123.2 (c) of the Act, the following classes of persons are prescribed:

(a) a child, if one of the child's caregivers is a specified resident;

(b) a person who is 19 years of age or older, if the person resides in a strata lot with a specified resident who is one of the person's caregivers before the person reached the age of 19 years;

(c) the spouse of a specified resident.

NW 2813 Boardwalk

Executive Council Meeting Minutes

Roll Call: Fay Altwasser, Candice Brown, Dino Doz and Tammy Nicol

New council and their positions:

Candice Brown - President and Treasurer
Fay Altwasser: - Vice-President
Tammy Nicol: Secretary
Dino Doz: Director

Financial Report:

Chequing:	\$14,341.28
Savings:	\$24,343.57
Terms:	\$150,296.39

NEW BUSINESS:

Removal of tree behind unit #15

Council will contact arborists and get quotes/procedures and timelines to remove tree.

Landscaping:

Discussed what type of rock to place in fronts of units (replacing excising lawns) and granite rocks were agreed to by all. Also, will add granite rocks to the side walkways of units 10 and 11.

Telus

Tammy will send the required form to Telus and get further information on installation procedures and timelines

Repair requests:

Unit #20 - dated Oct. 22, 2024 - requested replacing her sliding door. - this was placed on the list of replacements already

Unit #14 - dated Oct. 20, 2024 - requested repairs and weather stripping to front door - council approved owner to add weather stripping

Unit #2 - undated - requested to have bedroom window and front door jam repaired. - council added window to list of windows and patio doors to replace. Council will enquire companies to come out and provide a quote to repair/replace door front jam.

Alteration Agreements: (forms available from any council member)

Unit # 14 - requested permission to affix a mailbox to the side of unit - approved by Candice Brown, Fay Altwasser and Dino Doz.

Next meeting scheduled for: Thursday, March 13, 2025 at 7:00 pm

*** Reminder to put requests/complaints in writing (please date them) and provide to any council member for discussion at next council meeting***

You may also email them to Tammy Nicol at mrstnicol@gmail.com

NW 2813 Boardwalk
Executive Council Meeting Minutes

March 20, 2025

Roll Call: Fay Altwasser, Candice Brown, Dino Doz and Tammy Nicol, start time 5:30 pm

Financial Report: As of April 1, 2025

Chequeing: \$12,826
Savings: \$19,243
Terms: \$150296.39

Old Business

- **Tree behind Unit #15** - We are still gathering quotes. The timeline for this to be completed is September 2025
- **Fiber Optics** - Fast Track Contracting are booking in May at this point to install the fiber optic cables to our main boxes and then to each unit. Strata is discussing with them to find out which 3 day span they will be here. Once we have the dates confirmed we will advise all the owners. If you will not be home you will have to make arrangements to allow access. The fiber optics box will be put where your current line is. You will not have to switch your equipment or current provider(s).
- **Landscaping** - the installation of the rocks and reseeding the grass project will be done in the summer of this year if we are still within budget, if not it will be scheduled for next year. This project is pending as we are waiting to find out the costs for the repair of the blacktop and additional water costs.
- **Patio and window replacements: the following will be replace this Saturday:**
 - Unit 2, back window
 - Unit 7, front windows and sliding door
 - Unit 8, front window
 - Unit 11, sliding door and window
 - Unit 17, front window and sliding door
 - Unit 18, front window
 - Unit 20, sliding door
- **Unit 2's door jam** - this is pending as council is still waiting for and obtaining quotes.

NEW BUSINESS

- **Windows and Patio doors (outstanding replacements)**

The following will be replaced next year:

- Unit #5, patio door, front and back windows
- Unit # 16 and #2 - patio doors

- **Water Pipe Repair**

As you may be aware the pipe in front of unit #13 had to be repaired. The pipe is now repaired and strata is obtaining quotes for the black top to be repaired. We hope to have updates by next strata meeting.

Maple Ridge has been contacted regarding the adjustment in our water bill. They will adjust our bill for water usage for the time it was leaking by 50%.

- **North end neighbour fence**

They have approached us regarding the staining of their newly installed fence . They currently requested to do this by spraying. Council discussed and agreed that we do not want them spraying the fence as it will cause too much damage to the chain-link fence and surrounding areas and will request that they roll or brush the stain on instead.

Repairs requested

- Unit #3 submitted an undated requested that strata replace her front door screen. Strata is denying this request as the screen door has been replaced by a previous owner and is no longer strata property, therefore strata is not responsible to replace.
- Unit #10 submitted a request dated Feb. 25, 2025 to have strata assist her in clearing out and repairing the "s" joint on her patio cover drain. Strata is not responsible for personal property, including patio cover drains and therefore her request for assistance is denied.

*reminder that anything that has been altered by an owner (previous or current) becomes the current owners responsibility. This includes gardening and repair/maintenance of patio covers and drains.

Alteration Agreements: (forms available from any council member)

- Strata has not received any alteration agreement requests/forms to be reviewed at this meeting

Complaints:

- Council received 2 complaints regarding Unit #11's window coverings not being white. Council will prepare and deliver a letter unit 11

Next meeting scheduled for: April 24, 2025 at 5:30 pm (time could be changed without notice)

Reminder to put requests/complaints in writing (please date them) and provide to any council member for discussion at next meeting

You may also email them to Tammy Nicol at mrstnicol@gmail.com

NW 2813 Boardwalk

Executive Council Meeting Minutes

April 24, 2025

Roll Call: Fay Altwasser, Candice Brown, Dino Doz and Tammy Nicol, start time 7:00 pm

Financial Report: As of April 1, 2025

Chequeing:	\$6,500
Savings:	\$9,900
Terms:	\$150,296

Old Business

- **Tree behind Unit #15** - We are still gathering quotes. The timeline for this to be completed is September 2025
- **Fiber Optics** - to be completed on May 7, 8 and 9, 2025
- **Landscaping (Grass and rocks)**
front is going ahead but date is still pending, we are going to wait to finalize the dates for seeding the back grasses until we have a final cost on the repairs to the black top and cost of water bill
- **Unit #2 door jam** - we are getting a quote to repair and will repair as soon as handyman is available, should be done by end of May
- **Black Top repair** - we are waiting to see if the water leak is fully repaired before going ahead just in case they need to dig it up more. Once we have all the water bills in and it appears that it is fixed then we will go ahead and obtain quotes and get the repairs done. We hope to have this repaired by end of summer.
- **North End neighbours fence staining** - they are going to spray the fence with a clear stain. Council will monitor.

NEW BUSINESS

- **Windows and Patio doors (outstanding replacements)**

The following will be replaced in 2026:

- Unit #1, Windows and patio door (added March 2025)
- Unit #5, patio door, front and back windows (added March 2025)
- Unit # 16 and #2 - patio door (added March 2025)
- Unit #18 - patio door (added April 2025)

- Unit # 13 front screen door/frame is warped and twisted. Council will contact handyman to review and repair
- Unit #3 put forward a proposal to have a flag pole placed on the property. Strata moved this to discuss during the next AGM as it will need to be voted upon by all owners.
- 2 trees on the northwest end will need to be cut down. Dino will head this project.
- Couch, love seat, coffee tables and end tables will be placed on Tammy's facebook market place for free. If no one wants after the post has been up for a while then the items will be taken to a donation centre.
Once the items are gone, tables and chair will be set up against that wall.
- Council discussed mobility access to the common room and it was decided that a small ramp will be built for mobility access at the front entrance of the common room. Candy will head this project.

Alteration Agreements: (forms available from any council member)

- none received

Complaints:

- none received

Next meeting scheduled for: May 22, 2025 at 5:30 pm (time could be changed without notice)

Agenda will be posted approximately 1 week prior to the next meeting to save on printing.

****Reminder to put requests/complaints in writing (please date them) and provide to any council member for discussion at next meeting****

You may also email them to Tammy Nicol at mrstnicol@gmail.com

NW 2813 Boardwalk
Executive Council Meeting Minutes

May 22, 2025

Roll Call: Fay Altwasser, Candice Brown, Dino Doz and Tammy Nicol, start time 5:30 pm

Financial Report: As of April 1, 2025

Chequeing: \$7,011.05
Savings: \$9,848.73
Terms: \$151,126.70

Old Business

- **Tree behind Unit #15** - pending until approx. Sept 2025
- **Fiber Optics** - this is completed however the lines have not been installed from the main power on Strata to the main power. This is going to still be quiet some time
- **Landscaping** (Grass and rocks) - should be done in a month or so, we will notify everyone once we get a date from the landscapers
- **Unit #2 & #13 door jam** - completed
- **Black Top repair** - pending until Aug. / Sept. 2025
- **North End neighbours fence staining** - spray will commence on Sunday, May 25, 2025 at 9 am. The Stain will be clear. Units #6 - #15 may want to move their vehicles
- **2 trees on the northwest to be cut down** - Dino has cut one tree down and the other tree should be done soon
- **Mobility access ramp** will be completed by Candy during the summer approximately
- Common Room furniture: Couch, love seat, coffee tables and end tables. - Tammy was able to find someone in need and they took the couch, love seat and coffee table. The rest were place on the curb for free. The space will be cleaned up and tables and chairs will be placed.
- **2025 projects pending** - there are no other project pending other than what has been noted

NEW BUSINESS

- **Unit #19 has been rented and the couple will be moving in on June 1, 2025**
- **Unit #8 requested her screen door frame be repaired - this is completed**
- **Dryer vents will be cleaned on June 2, 2025 starting at 9 am**

Alteration Agreements: (forms available from any council member)

- none received

continue on the flip side

Complaints:

- Unit #10 - complaint of a blue tarp has been sitting in the front of her unit for an extended period of time and is a nuisance - a letter to the home owner will be issued regarding the infraction to Bylaw 2.3(a)(i).

Next meeting scheduled for: June 18, 2025 at 5:30 pm (time could be changed without notice)

Agenda will be posted on the common room doors approx. 1 week prior to the next meeting to save on printing.

*****Reminder to put requests/complaints in writing (please date them) and provide to any council member for discussion at next meeting*****

You may also email them to Tammy Nicol at mrstnicol@gmail.com

NW 2813 Boardwalk
Executive Council Meeting Minutes

June 17, 2025

Roll Call: Fay Altwasser, Candice Brown, Dino Doz and Tammy Nicol, start time 5:30 pm

Financial Report: As of April 1, 2025

Chequeing: \$8,110.13
Savings: \$12,311.28
Terms: \$151,126.70

Old Business

- **2025 projects pending**
 - Ramp for common room
 - Stumps to remove
 - Rocks to fronts of units
 - Repair of pavement

NEW BUSINESS

- Notice of SGM – meeting date Friday, July 4, 2025 at 7 pm
 - Proxy's are available in the common room or from any council member
- Memo delivered to all owners regarding recycling and garbage:
 - please ensure you are complying with the regulations as posted on the recycling website (provided in memo)
 - please do not put your garbage or recycling out before 5 am the day of pick up.

Alteration Agreements: (forms available from any council member)

- none received

Complaints:

- Nil

Requests

- Letter to unit #1 – regarding alteration of strata property (gardens), Council denied request to maintain altered property and provided alternative solutions in a written reply
- Letter to unit #20 – denying request for solar panel installation

Next meeting scheduled for: July15, 2025 at 5:30 pm (time could be changed without notice)

Agenda will be posted on the common room doors approx. 1 week prior to the next meeting to save on printing.

*****Reminder to put requests/complaints in writing (please date them) and provide to any council member for discussion at next meeting*****

You may also email them to Tammy Nicol at mrstnicol@gmail.com

NW 2813 Boardwalk
Executive Council Meeting Minutes

July 15, 2025

Roll Call: Fay Altwasser, Candice Brown, Dino Doz and Tammy Nicol, start time 5:45 pm

Chequing: \$10,489.50

Savings: \$14,776.36

Terms: \$151,899.26

Old Business

• **2025 projects pending**

- **Ramp for common room,**
 - We discussed the logistic of the structure of the ramp. In order to accommodate the ramp the parking spot directly in front of the common room doors will have to be removed. Council voted unanimously to move forward with the building of the ramp.
- **Rocks to fronts of units**
 - This is ongoing. All unit that has grass in the front will have the grass removed and rocks replaced.
- **Repair of pavement – still pending**

NEW BUSINESS

1. **Sunday, July 20th, 2025, starting at 10:00 am** – Council will be going around to all units to document all alterations that have been made to common and limited properties.
2. Candy will be conducting various maintenance around the properties.
 - The edge of the driveway will be painted yellow, mulch will be added to the sides and general trimming and clearing of various plantes will be done. This will make the front entrance more attractive.
 - The two benches that sit under the common room windows will be refurbished.
 - Cleaning of the carpets in the Common Room
3. Tammy will be updating the phone list and cleaning the common room

PLEASE NOTE:

Some owners have informed council that they will no longer be maintaining their gardens. Council has advised these owners that all personal ornaments and plants must be removed promptly, as the gardener will be clearing the areas to prepare for reseeding and restoring the space to grass.

Strata would like to remind everyone that that Strata will not be responsible for the upkeep of personal gardens

We will be having a **Garage Sale**, we have some tables in the common room that we can distribute. Candy will make signs. We will hold it for ONLY 1 DAY.

GO VOTE:

We will have the garage sale on either August 16 **or** 17 **or** 23 **or** 24. We will have a piece of paper in the common room on the kitchen counter so you can put your unit number beside any or all of the dates that you are available. The date that has the most unit wins, for example: if Aug. 16 has 10 unit and Aug 23 has 9, then Aug. 16 wins. So please go put your unit number on the dates.

Alteration Agreements: (forms available from any council member)

- Unit #18 requested permission to place some plastic paving stone to a small, grassed area in the back of her unit. Strata reviewed the description and drawings and approved the request.

Complaints:

- Unit # 1 advised council that they are no longer able to tend to the gardens they have created and requests that Strata take on the burden of maintaining them. Council has advised that Strata is not responsible in any way for the maintenance or costs for the maintenance of any alterations that have been done (granted or otherwise).

Requests

- Unit #6 requested that we have a Strata wide garage sale. Council discussed this and agreed, see announcement above.

Next meeting scheduled for: August 14, 2025 at 6:00 pm (time could be changed without notice)

Agenda will be posted on the common room doors approx. 1 week prior to the next meeting to save on printing.

****Reminder to put requests/complaints in writing (please date them) and provide to any council member for discussion at next meeting****

You may also email them to Tammy Nicol at mrstnicol@gmail.com

NW 2813 Boardwalk
Executive Council Meeting Minutes

August 15, 2025

Roll Call: Fay Altwasser, Candice Brown, Dino Doz and Tammy Nicol, Debbie Davies - Unit #12, Emily Thomas - Unit #20 and Anne MacDonald of Unit #3 start time 5:50 pm

Chequing: \$15,643.44

Savings: \$7,494.26

Terms: \$151,126.70

Unscheduled Meeting with Anne MacDonald of Unit #3. Owner was following up with her request for a flagpole – this will be referred to the next AGM in 2026 to discuss with all owners and she wanted to know more about garage sale tables (see meeting notes below).

Scheduled Meeting with Debbie Unit #12 to clarify some items in her letter from July 2025 from Strata and what action is required by her regarding repairs required to her outside unit (electrical and damage to man door from installation of dead bolt lock) and her plans to rent her unit going forward. Tammy is to forward a copy of the AGM meeting minutes from 2024 to Debbie and the forms required regarding rentals.

Unscheduled Meeting with Emily Thomas, Unit # 20 regarding her Alteration Agreement – see notation below.

Old Business

- **Tree behand unit #15**
 - This is on hold until after September 2025 as strata is required to pay for landscaping repairs around unit #1 which is dependent on weather conditions. The removal of the tree is not weather dependent.
- **Ramp for common room,**
 - pending
- **Repair of pavement –**
 - **This is ongoing – See notice attached.**
- **Water Bill**
 - **Good news, we have been reimburse \$1500 by the City of Maple Ridge**
- **General Maintenance**
 - The edge of the driveway will be painted yellow - ongoing,
 - mulch will be added to the sides and general trimming and clearing of various plantes will be done. - completed.
 - The two benches that sit under the common room windows will be refurbished. - pending
 - Cleaning of the carpets in the Common Room – completed – please do not wear soiled footwear in the common room.
 - Reminder – Candy is doing most of this on her own and during her vacation time, say thank you as you pass her by (but do not disturb the workers)
 - Updated contact list – pending

NEW BUSINESS

- **Garage Sale – August 23, 2025 9 am to 3 pm**
 - It was overwhelming voted by 14 units, great response.
 - Candy will be making signs to distribute around the neighbourhood
 - Tammy will post announcements in various facebook groups
 - If you require a table (one a few available) please ask one of the council members prior and we will distribute them the day before. We can also help set up the tables in the morning if needed.
- **Christmas Party – December 7, 2025**
 - Hold this date in your calendar – the details are still pending – If you have any suggestions, please PUT THEM IN WRITING and pass them on to a council member to discuss in upcoming meetings
- **Electrical Upgrade**
 - This was previously discussed as we were advised that our electrical will need to be inspected to ensure that we comply with the new city requirements of the strata. However, we have recently been advised that this inspection needs to be done ASAP as Maple Ridge has made it mandatory now. In order for this inspection and ultimate upgrade cost we will have to take out \$10,000 (minimal amount we are allowed to pull) from a term deposit to cover the costs of the inspection and upgrade. The inspection and upgrade will cost approximately \$5,000. What ever amount is left over from the cost we will be putting back into a term deposit. This was voted on by council members and passed unanimously.
- **Alteration agreements:**
 - Unscheduled Meeting with Emily Thomas, Unit # 20 regarding an Alteration Agreement request for the installation of an electric heat pump and replacement of window and door sensors. Council reminded owner that strata is not responsible for anything inside of the units, including sensors and therefore will not be replacing her sensors. Sensors should have been removed prior to the replacement of the windows. Council gave plenty of notice prior to the removal of the old windows and doors. She also enquired about locks for the doors and windows for when are open. The new windows are not styled to have this feature. The request for the installation of an electrical heat pump was approved but this needs to be on hold pending the electrical upgrade that strata is required to do.
- **Garbage Contractor change**
 - Our contractor Grose Garbage is selling their business due to unforeseen circumstances. Please see his notice that will be posted on the notice board in the Common Room. The good news is that he will have Noble Disposal cover from now until the end of the current contract (March 2026). Noble has covered for Grose while on vacation, so we are all familiar with them.
- Please note the following **IMPORTANT** changes:

 - All Styrofoam, small electronic devices, batteries etc. will not be recycled by the garbage company, you will have to take those items yourself to a recyclers.
 - Refundable bottles and cans can pick up once a month when Noble picks up the cheque on a monthly basis. Please place them in a bag and put them by your front doors on the 1st pick up day of each month.
- **BC Hydro boxes**
 - Fay has contacted BC Hydro again to see if they have made any plans regarding our request for them to upgrade/wrap the two boxes in the front as they are old and an eye sore. It is still pending, we will keep following up.

PLEASE NOTE:

If you wish to have something discussed at an upcoming meeting please provide us with warning so we can adjust our schedules accordingly.

Alteration Agreements: (forms available from any council member)

- Unit #18 requested permission to place some plastic paving stone to a small, grassed area in the back of her unit. Strata reviewed the description and drawings and approved the request.

Complaints:

- Nil

Requests

- Nil.

Next meeting scheduled for: September 18th, 2025 at 6:00 pm (time could be changed without notice)

Agenda will be posted on the common room doors approx. 1 week prior to the next meeting to save on printing. (sorry for not posting this agenda ahead of time, life got in the way)

*****Reminder to put requests/complaints in writing (please date them) and provide to any council member for discussion at next meeting*****

You may also email them to Tammy Nicol at mrstnicol@gmail.com

Pavement Repairs and Sealing Notice

August 16, 2025

Candy and Lance will continue with pavement repairs and sealing throughout the complex. Please be advised that sealing is tentatively scheduled for the last week of August through the first week of September, weather permitting. This work is highly dependent on dry conditions and must be completed when Candy and Lance are available. Due to these constraints, advance notice may be limited. We will do our best to provide updates closer to the date, but scheduling is largely beyond our control.

Important Reminders:

-  **Vehicle Access:** All vehicles must be moved off the premises and parked on the street or elsewhere for at least 24 hours following the sealant application.
-  **Pedestrian Access:** During this time, please use your back patio and the common room to exit the building, as the front driveway will be sealed in sections.
-  **Need Help?** If you require assistance, please contact Candy or Fay. We'll do our best to accommodate your needs.
-  **Planning Ahead:** We strongly encourage you to avoid scheduling non-essential appointments during this period.

Candy and Lance have been diligently working on pavement repairs across the complex—Candy during her vacation time, and Lance between work commitments. Their dedication is greatly appreciated.

The cost for the project is as follows so far:

- Driveway Sealer & Application materials: \$2,300
- Asphalt Crack Repair materials: \$1,873
- Gas to Power Wash Complex and Club house: \$104
- Waterline Asphalt materials: \$910
- Cement Curb repair materials: \$200
- Driveway and Garden replenishment materials: \$350

Total for materials: \$5,737 (a savings of approximately \$74,000)

NW2813 – The Boardwalk

Executive Council Meeting – Saturday October 19, 2024 @ 9:00 am

Roll Call: Fay Altwasser, Candice Brown, Dino Doz, Rhonda Woolner

Financial : Chequing Acct. = \$11,770.75

Savings Acct. = \$14,871.75

Terms = \$149,021.60

Old Business: Signed off

New Business:

- 1.) Alteration Agreement for unit #8 – installation of a heat pump. Approved.
- 2.) Telus Fiber Optics – The government is in its infancy in replacing all copper cables within the next three years and Telus Fiber optics will be replacing these cables. This should not affect your current provider however, Council will do more research in ensuring current providers will not be disrupted. Council will bring this issue to the AGM.
- 3.) Strata fees – Due to increasing building costs and an increase in the amount of doors and windows that need replacing Strata fees will be increasing to \$350.00/month effective Jan. 1, 2025. Please have your cheques ready and handed in to Candy before Dec.1, 2024. **Council will not chase cheques**, any delinquent payments will result in late fees as set out in the bylaws.
- 4.) Unit #19 has a leaky roof, council will contact roofers.
- 5.) Anyone who has issues with glass doors or windows please inform council before the AGM in February in writing so that council may incorporate your windows into the budget.
- 6.) If you have an issue with your doors or screen doors please advise council in writing so that an assessment can be made and an action plan devised. Do not try to attempt to fix these issues on your own. If you attempt to fix these issues and damage is done council will hire someone to fix it and the bill will go to the home owner.
- 7.) Reminder – This is the time of year to winterize your units before cold temperatures produce frost and ice. Take your hoses off of your taps, turn off your valves from the inside of your unit,

drain the lines and put on an insulator cap. If you require help to do this please ask. Failure to do so could result in burst pipes come Spring and the damage lies within the homeowner to repair.

Meeting adjourned at 10:05 am.

NW 2813 Boardwalk

Executive Council Meeting Minutes

September 19, 2025

Roll Call: Fay Altwasser, Candice Brown, Dino Doz and Tammy Nicol, start time 5:30 pm

Chequing: \$8,847.21

Savings: \$7,250.37

Terms: \$144,418.26

Old Business

- **Tree behand unit #15**
 - We are going to get 3 quotes and the plan is to try to get this done in October 2025.
- **Ramp for common room,**
 - Pending until next summer
- **Repair of pavement –**
 - completed
- **Electrical upgrading**
 - pending
- **BC Hydro Boxes**
 - pending

NEW BUSINESS

- **Christmas Party – December 7, 2025**
 - We will have a place in the common room for you to place your ideas. Some suggestions are, potentially a potluck, order Chinese, another suggestions would be appreciated.
- **Gutter cleaning**
 - We will be getting 3 quotes.

NEW FORMS: - MANDATORY PARTICIPATION

- Updated contact list, please fill out the attached 2 forms and return to Tammy, unit #14.
 - Owner Information Form; and
 - Pet Registration form (one form for each pet)

We will be updating the contact list will then be kept with Tammy and Fay. We will not be distributing this information to everyone.

Next meeting scheduled for: October 15, 2025 at 6:00 pm (time could be changed without notice)

Reminder to put requests/complaints in writing (please date them) and provide to any council member for discussion at next meeting

You may also email to Tammy Nicol at mrstnicol@gmail.com

NW 2813 Boardwalk
Executive Council Meeting Minutes

October 15, 2025

Roll Call: Fay Altwasser, Candice Brown, Dino Doz and Tammy Nicol, start time 6:30 pm

Chequing: \$5,800.00

Savings: \$9,700.37

Terms: \$141,126.70

Old Business

- **Tree behand unit #15**
 - We applying for the permit and then will proceed with the tree removal.
- **Electrical upgrading**
 - Report is in, no upgrade is required. Need to confirm unit #6 amp, Candy will find an inspector
- **BC Hydro Boxes**
 - pending
- **Christmas Party – December 7, 2025**
 - Last call for suggestions and volunteers, if no suggestions we will cancel the Christmas Party

REMINDERS:

- ❖ **MANDATORY PARTICIPATION** -Please provide us with an updated Owner Information Form and Pet Registration form(s). If you need another form, they can be found in the common room or you can ask Tammy from unit #14 to send you one. mrstnicol@gmail.com
- ❖ Visitors must park in an empty spot that is marked “Visitors” only. No parking allowed elsewhere including the side of driveway.
- ❖ No smoking of any kind by any form in common areas, including under your awning. Smoking in your unit only or off the property.

NEW BUSINESS

- **Snow removal** – Candy will obtain some quotes for various options
- **SAVE THE WOOD** – please let us know if we an email you with the minutes going forward and provide your email address. This is the preferred method going forward, rather than paper copies. Please let Tammy, unit #14 at mrstnicol@gmail.com with your email address.

Alteration Agreements: received and approved for units 6, 7, 8, and 15 - to paint front entrance sidewalk a grey with some stencilling, unit # 7 did not request stencilling.

Next meeting scheduled for: November 11, 2025 at 10:00 am (time could be changed without notice)

Reminder to put requests/complaints in writing (please date them) and provide to any council member for discussion at next meeting

You may also email to Tammy Nicol at mrstnicol@gmail.com

NW2813 – The Boardwalk

Executive Council Meeting – Saturday October 19, 2024 @ 9:00 am

Roll Call: Fay Altwasser, Candice Brown, Dino Doz, Rhonda Woolner

Financial : Chequing Acct. = \$11,770.75

Savings Acct. = \$14,871.75

Terms = \$149,021.60

Old Business: Signed off

New Business:

- 1.) Alteration Agreement for unit #8 – installation of a heat pump. Approved.
- 2.) Telus Fiber Optics – The government is in its infancy in replacing all copper cables within the next three years and Telus Fiber optics will be replacing these cables. This should not affect your current provider however, Council will do more research in ensuring current providers will not be disrupted. Council will bring this issue to the AGM.
- 3.) Strata fees – Due to increasing building costs and an increase in the amount of doors and windows that need replacing Strata fees will be increasing to \$350.00/month effective Jan. 1, 2025. Please have your cheques ready and handed in to Candy before Dec.1, 2024. **Council will not chase cheques**, any delinquent payments will result in late fees as set out in the bylaws.
- 4.) Unit #19 has a leaky roof, council will contact roofers.
- 5.) Anyone who has issues with glass doors or windows please inform council before the AGM in February in writing so that council may incorporate your windows into the budget.
- 6.) If you have an issue with your doors or screen doors please advise council in writing so that an assessment can be made and an action plan devised. Do not try to attempt to fix these issues on your own. If you attempt to fix these issues and damage is done council will hire someone to fix it and the bill will go to the home owner.
- 7.) Reminder – This is the time of year to winterize your units before cold temperatures produce frost and ice. Take your hoses off of your taps, turn off your valves from the inside of your unit,

drain the lines and put on an insulator cap. If you require help to do this please ask. Failure to do so could result in burst pipes come Spring and the damage lies within the homeowner to repair.

Meeting adjourned at 10:05 am.

NW2813 The Boardwalk

Council Meeting Minutes 9:00 am

Roll Call: Fay Altwasser, Candice Brown, Dino Doz and Rhonda Woolner

Financial: Chequing- \$4,199.31

Savings - \$91,278.91

Terms - \$51,226.15

Old Business:

- 1.) Continued action plan with RCMP and MLA recommendations. Council has put up additional cameras. These cameras are for the purpose of catching activities for the RCMP files in relationship with the issues surrounding unit #18.

New Business:

- 1.) Electrical Planning report update – Many contractors are not aware of the new legislation. The cost of the report is still being researched. Council reached out to CHOA, (Condominium Home Owners Association) as of to date they have no information on contractors performing this work or the related costs. They would inform us when they had more information. Council also contacted the city where they too have no information on contractors who perform this work or related costs. Council will continue to research this item.
- 2.) Cleaning of gutters, rooves and siding have been completed.
- 3.) Water meter – The project to replace the water meter has been completed. The cost was \$2940.00 A memo went out to assist on how to prevent unnecessary usage. Please be sure to check for leaky showers, running toilets, outdoor dripping taps and any other wasteful usages. Water usage is for our residents only, not for outside sources.
- 4.) Clubhouse Cleanliness – memo was sent out to all residents regarding the cleanliness of the clubhouse and cleaning up after your event. However, any volunteers willing to commit to the general upkeep of the clubhouse would be welcome and appreciated. Please contact a council member if you are available to help.
- 5.) Street lights – The ballast on the street light located at unit #16 disintegrated and as a result the other two lights were impacted because of a circuit system. You may have noticed we had no street lights for a few days. Council was faced with a decision to replace the one ballast or all three. Boileau electric had mentioned the year before that all the lamps were going to have to be replaced soon and the cost would be sufficient. So, to avoid additional service charges, strata opted to replace all 3 with new ballasts and LED lighting, to avoid having to replace the entire

unit in the future. Cost for this project was \$1176.00. This should create a significant savings of power usage in the future and forego the costs of replacing the entire lamps. You will also notice that there is no glaring from the lights.

- 6.) City of Maple Ridge has informed council that the city is in the midst of researching a biannual electrical inspections program. Information has yet to be available and implementation has yet to be determined.
- 7.) Depreciation Reports – Strata Act has reassessed the Depreciation Report time frames. Depreciation Reports are now once every 5 years instead of every 3 years. Therefore, the next report will be due in 2027, a cost benefit for 2025.
- 8.) Alteration Agreement for #17 – walk way décor discussed. Council Approved.
- 9.) Unfinished Projects – a.) Fences discussed for the easements of the common property for each of SE, SW, NE and NW corners. Due to unforeseen circumstances the council has determined the budget cannot support this project for 2024 and will revisit it in 2025. b.) speed bump lines – will commence soon.
- 10.) Strata damages – During the course of doing maintenance this spring/summer council members have noticed an increase of damages to the units. Some of the things that have been noticed were; warped siding from BBQ's, cigarette burns on siding, cat scratches on privacy divider fences and numerous amounts of holes in the siding. Candice has graciously donated siding clips that fit snuggly between slats of the siding that hold up to 15 lbs. They are in the first cupboard drawer in the clubhouse. Help yourselves. PLEASE **DO NOT** PUT ANY HOLES IN THE SIDING!!! Council intends to address these issues at the AGM in February, 2025.
- 11.) Summer Get together – July 28, 2024 @ 4:00PM. This year's summer get together will be supported by your council. This is a great opportunity to meet and greet your neighbours. Food will be supplied, salads, veggie plates, fruits, meats, cheeses, finger foods, desserts, etc. You can bring a guest(s) within reason. BYOB.

Meeting adjourned 10:05am.

NW2813 – Boardwalk

Executive Council Meeting @3:30 PM

Roll Call: Dino Doz, Fay Altwasser, Candice Brown, Rhonda Woolner

Financials:

Chequing: \$2,290.00

Savings: \$32,117.00

Terms: \$126,226.15

Old Business:

- 1.) Meeting with MLA. Meeting minutes have been distributed and council is following through with the suggestions made.
- 2.) Pressure washing will again this year will be done by strata. Much more cost efficient.
- 3.) Windows for 2024 have been installed for all those requested at the AGM.

New Business:

- 1.) Electrical Planning report – Council has made many attempts to contact electrical contractors to perform this project. However, because of the recent implementation some contractors are not aware of this legislation. Only 1 quote has come in at \$6000.00. Council has reached out to CHOA for a list of contractors able to do this work as well as a respectable quote. They themselves have not received any information but will pass it forward when they do. Council will continue to pursue for answers. Attached for your information is a copy of the requirements for this project.
- 2.) Alteration agreement for unit #15 – painting of front door and possible removal of screen door for mobility purposes.
- 3.) Alteration agreement for unit #7 – heat pump installation, city permits were obtained and all guidelines were met. Interestingly the contractor requested a copy of the alteration agreement as contractors are liable for work performed

without it. Council is considering adopting this protocol to ensure no work proceeds without the written consent of council.

- 4.) Neighbouring complex has asked if they could continue with the removal of the ivy weighing on the north fence in an effort to clean up the adjoining properties. Their proposal is that they will either put in slats or build a fence of their own that abuts the chain link fence, thus the area maintaining a cleaner look and protecting the structural integrity of the chain link fence.
- 5.) City has stated that our water meter needs to be replaced. They will supply the meter, but strata is required to have a plumber install it. No further communication has come from them at this time. Cost to this project at this time is unknown.
- 6.) Reminder: Please lock up clubhouse and turn out the lights when you leave. There have been a few instances where the door is found open or the lights left on or both. Please be mindful of this when finishing your event.

7.) Council continues to be inundated with concerns presented in a verbal manner. If you have a concern, please put it in writing, so that council can discuss it at a meeting!!!! Council will not entertain or address issues that are unwritten, as it has become overwhelming. If an issue is really upsetting to you, please write it down and give it to a council member. However, be mindful that an investigation is required and council is obligated to adhere to timelines based on the bylaws which can result in lengthy waits for actions and replies.

Meeting adjourned: 4:10pm

Apr. 7, 2024

Boardwalk – NW2813

Emergency Council Meeting

April 4, 2024 @4:00 pm

Roll Call: Fay Altwasser, Rhonda Woolner, Dino Doz, Candice Brown

Guests: MLA - Marc Dalton and his assistant

Council met with Marc Dalton and his assistant to discuss issues surrounding Unit #18. **RESOLVED**

- 1.) Discussed current events including:
 - a.) Special Response Unit incident.
 - b.) Complaints about parking.
 - c.) Complaints from neighbouring communities.
 - d.) Other.
- 2.) Discussed recommendations by MLA Marc Dalton. Those recommendations being:
 - a.) Check City Bylaws:
 - i.) Implement any recommendations.
 - b.) Follow RCMP recommendations:
 - i.) Install fences at all access points and report breaches.
 - ii.) Install more lighting.
 - iii.) Install more cameras.
 - iv.) Report suspicious activities.
 - c.) Contact City Council members for other recommendations:
 - i.) Contact Yousef – report and discuss options
 - ii.) Contact Dueck – report and discuss options
 - d.) Enforce Strata Bylaws including fines and fees:

Strata's Action Plan:

- 1.) Check the City Bylaws and enforcement protocols.
- 2.) Follow RCMP recommendations as discussed except where to do so would violate Bylaws.
- 3.) Contact City Council members and determine legalities and protocols.
- 4.) Comply with Bylaws, Rules and timelines pertaining to fines and fees.

Meeting adjourned @4:45PM

February, 5, 2024

Executive Council Meeting

11:00 am

Roll Call: Dino Doz, Fay Altwasser, Candice Brown, Rhonda Woolner

Old Business: Signed off

New Business:

- 1.) Reviewed budget for 2024, financials are in and everyone will receive a copy of the budget and the financials before the AGM.
- 2.) Electrical Planning Report – new legislation passed Dec.6, 2023. All stratas with more than 5 units are required to obtain an Electrical Planning Report to prepare for future uses of Electronic charging stations, heat pumps and any other sources where power may be required for consumption. Will go into full details on this at the AGM.
- 3.) Reviewed financial statements and discussed areas of concern and future considerations.
- 4.) Triple parking at unit #12 and #13. Rules state only 1 vehicle in front of garage doors to allow easier access for surrounding units to enter and exit their own garages, emergency vehicle egress and contractors egress for equipment and tools. Council to talk to owners.
- 5.) Discussed AGM topics:
 - a.) Windows and glass doors
 - b.) Insurance
 - c.) Completed projects
 - d.) Upcoming projects
 - e.) Clubhouse blinds - voting
 - f.) Cameras – RCMP
 - g.) Overflowing mailboxes
 - h.) Electrical Planning Report
 - i.) Budgets
 - j.) Financials
 - k.) Re-signed contract with Touch of Tuscany
 - l.) Personal Insurance
 - m.) Renting a unit
 - n.) 55+ enforceability
 - o.) Moles/critters
 - p.) Topsoil – voting
 - q.) Revisit rules – voting

Anyone needing a proxy please contact Fay #8.

Meeting adjourned: 12:05 pm.

Feb. 23/24

9:00 am

NW2813 Boardwalk

Executive Council Meeting Minutes

Roll Call: Fay Altwasser, Candice Brown, Dino Doz, Rhonda Woolner

Council called an emergency meeting to address a few Alteration Agreements submitted by unit #15.

Alteration Agreements:

- 1.) Request for an air conditioning unit on the exterior of unit on the south side against the chain link fence: Council did the research to determine the noise decibel levels with city ordinances. If the unit is a non-continuous running unit as specified by the owner, the decibels do fall within the allowable legal range, therefore, council has approved this alteration.
- 2.) Request for a private security fence: The proposed plan submitted was vetoed by 100% vote. Request from the homeowner to find an alternate solution. Details were given to the owner.
- 3.) Gas vent on the exterior side of the unit. No alteration agreement was submitted until after the installation was completed. Council wants to research this consideration as this vent sits very far away from the siding wall and council does not want to see damage to the new lilac bushes. A cage was also installed without an alteration agreement.

Please be advised no project is to proceed without first signing an alteration agreement and council has approved it.

- Nordic Windows was contacted for new windows and glass doors, currently their team is on an business trip and will notify us when they get back to measure the windows reported at the AGM.
- Council has fixed the damage to the chain link fence near unit #20 and will be monitoring for further damage.
- Discussed the RCMP recommendations. When nicer weather permits council will be implementing some of those recommendations.

Meeting adjourned 9:45am

Monday October 23, 2023

Executive Council Meeting – 8:30 am

Roll Call: Dino Doz, Fay Altwasser, Candice Brown, Rhonda Woolner

Financials: Chequing – \$ 5,342.93

Savings - \$ 21,057.85

Terms - \$126,226.15

Old Business:

- 1.) Contractor will be rekeying existing door in the common room, expense surrounding special locks is too costly. Project should be completed before end of the month. After completion everyone will be issued new keys.
- 2.) Signed off

New Business:

- 1.) Issue with man garage door at unit #2; $\frac{1}{2}$ - $\frac{3}{4}$ inch gap between the door and the threshold. Council will install a door sweep on the bottom of the door, we'll assess to determine success of this action, if this fails we'll weigh other options.
- 2.) South end of parking lot has a new sign to inform people of Boardwalk visitor parking only. Will have to monitor.
- 3.) Hydro boxes – we are on Hydro's list for the painting of the electrical boxes in front of unit #16.
- 4.) Blinds on the Clubhouse door are broken, discussed options, Candy will look into options and costs.
- 5.) Moles - No written complaint has been issued. No course of action is 100% effective, but there are many different types of solutions that people can try. – Discussed mole issue with the gardeners, it is a going concern everywhere. Will bring this issue to the AGM to determine the course of action residents would like to take including the costs.

- 6.) Reminder to winterize your units – As the cold weather approaches, be sure your taps are shut off and your insulators are in place. If you need help with this please ask. The deductible cost for water damage insurance for strata is heavy, so be sure to be vigilant.
- 7.) Cedar trees – 4 cedars need replacing at unit #1 and unit #20. Touch of Tuscany has been informed and will start replacing within the next couple of weeks.
- 8.) Speeding – Please inform your visitors and guests of the speed limit in this complex.
- 9.) Reminder of strata fees – the end of the strata fiscal year is quickly approaching, please have your 2024 strata fee cheques ready and into Candy in a timely manner. At this time the strata fees will remain at \$320.00/ month.
- 10.) Cameras – Because of suspicious activities surrounding the south end of the complex. Strata has added a second camera in an effort to retrieve more information on these activities. The RCMP have been contacted and we will wait for their response as to the next course of action. Will bring up at the AGM on other possible solutions residents may have.
- 11.) Christmas Dinner – Christmas Dinner will be Sunday, Dec.10 at 5:00pm. Council will do some research on whether to cater, cook, potluck etc. and will keep you updated.

Meeting adjourned at 10:00 am.

July 17, 2023

Executive Council Meeting – 10:00am

Roll Call: Fay Altwasser, Rhonda Woolner, Dino Doz and Candice Brown

Financial: - chequing - \$8262.78

-savings - \$12,004.56

-terms - \$126,226.15

Old Business:

- 1.) Pest Control Program – Arborists have completed the work recommended by Orkin to ensure trees are 6 feet away from the roof line. Extra traps have been placed, we now have more traps per capita of units than any other strata in Maple Ridge. A list of recommendations and preventive measures were issued as recommended by CHOA and Orkin in June's meeting minutes. Strata's commitments for this project have been satisfied. Owners are now responsible for adhering to those recommendations and preventive measures to ensure compliance.

New Business:

- 1.) Completed projects:
 - a.) Speed limit sign is now erected. 8 km/h. Please do not speed in the complex.
 - b.) There is a new shelf in the clubhouse closet to access garden waste bags without having to go to the shed.
 - c.) Vents were all cleaned by Masduct Commercial Services; dryer and bathroom. Thanks to Candy for having a contact with a contractor willing and able to perform this work thoroughly at a reasonable cost.
 - d.) The lilac bushes that were voted on at the last AGM have been planted along the south end area of unit #15. Please do not place your unwanted garden foliage in this area as these bushes need room to grow.
 - e.) Gutters are all cleaned.
 - f.) Finished odds and ends with door issues that were reported.
 - g.) Fence between units #2 and #3 has been fixed.
 - h.) Fire hydrant painted.
 - i.) Arborist in for north end clean up and trimming of trees in accordance with Orkin specifications of being a minimum of 6 feet away from the roof lines.
 - j.) Shampooed clubhouse carpets – completed
- 2.) Incomplete projects:
 - a.) Facia board repairs – moved to complete in 2024
 - b.) Curbing at entrance – moved to complete in 2024
 - c.) Blacktop repair – moved to complete in 2024
 - d.) Sliding glass doors – moved to complete in 2024

- e.) Any more windows reported – moved to complete in 2024
- 3.) Alteration Agreement for unit #8 – place crusher dust in rear where only moss grows. Passed and Approved.
- 4.) Alteration Agreement for Unit #7 and #8 – placing of artificial turf. Passed and approved.
- 5.) Inventory list for Clubhouse. An inventory list is placed on the side of the fridge to track inconsistent stock levels.
- 6.) Insurance quotes. Instead of searching for a new policy, council researched for a new broker, however, B & W, the brokers we have dealt with for many years came up with a policy that suits our needs and wants. The company is Cansure with 7 underwriters. We were able to secure “volunteer accidental insurance”, however, this section of the policy is not valid for anyone over the age of 80. We also took into the higher cost of building materials and construction in general and increased the limit of insurance by 10%. The differences are the deductible for the building has decreased as from \$5000 to \$2500, this is due to some insurers having better comfort levels with certain risks and Cansure is very receptive to residential stratas and the water flooding deductible is now \$25,000. It is in everyone’s best interest to ensure that their own policies cover \$25,000 in flood insurance otherwise that comes directly out of the pocket. Therefore, our insurance costs are significantly less this year, from \$18,000 - \$12,000. This leeway implies that council will not be imposing a strata fee increase for 2024 unless something unforeseen happens.
- 7.) If you intend to rent your unit out form K needs to be filled out prior to doing so.
- 8.) Reviewed revised Assignment to an alteration agreement for more clarity.
- 9.) #3’s requests; the planting of a magnolia bush and bird bath. Candy will find a non obtrusive spot and plant the bush that will not damage underground utility lines. Bird baths can be destroyed by raccoons and skunks and can invite other unwanted elements into the compound. Being as they are portable and mobile, an owner puts out these ornaments at their own risk. The fence between units 2 and 3 are now fixed, any additional covering on the back deck will need to be approved through an alteration agreement.
- 10.) Keys for Clubhouse – Clubhouse lock will be refitted and new keys issued. There will be 1 new key for each owner. Each key will have a “Do Not Copy” written on them, extra keys will have to be issued through the council. Please do not lend your key to anyone outside the Boardwalk family.

Meeting adjourned at 11:00am

June 5, 2023 at 9:00 am

Executive Council Meeting

Roll Call: All present – Fay Altwasser, Candice Brown, Dino Doz and Rhonda Woolner

Financial: Chequing Account - \$11,096.93

Savings Account - \$34,720.33

Term Deposits - \$101,226.15

Candy will roll \$25,000.00 from savings into a term deposit.

Old Business:

1. Reminder of reporting procedure – All reporting of any concerns need to be in writing and put in a council members mailbox.
2. Clubhouse Crawl space. – Candy and Rhonda checked – All dry and rodent free.
3. Garage door openers – CHOA confirmed that garage door openers are the responsibility of the home owners. Doors themselves are strata's responsibility.

New Business:

1. Pest Control – CHOA made some recommendations for owners regarding pest issues.

Signs to watch for:

- a.) Droppings, odours
- b.) Tracks – footprints
- c.) Chewed services or nested debris
- d.) Runs or burrows
- e.) Sounds

Prevention:

- ❖ Block the rodents from getting in.
- ❖ Check for points of entry, broken windows and screen doors and broken dryer vents
- ❖ Check weather stripping and soffits for chew marks.
- ❖ Seal any opening. Block any opening bigger than 1 cm.

- ❖ Check garage door touches the ground.
- ❖ Check for cracks and holes around foundation
- ❖ Prohibit food stored outside
- ❖ Keep all garbage bins clean and closed
- ❖ Ensure BBQ's clean and put away.

2. Spacing for new lilac bushes- will put all signage on one pole to prevent interfering with the spacing of proposed lilac bushes.
3. Importance of reporting issues. – Please report issues as soon as you are aware of them. Issues will cost less if they can be taken care of in the early stages before they become full costly projects.
4. Review scheduling for projects – As most council members have conflicting schedules, it will be more difficult to achieve goals – council members are asked to check in with each other as a safety precaution when working alone. Council members will work hard to see to projects as time and weather permits. Council members will provide as much notice as possible with projects that will be noisy or disruptive
5. Arborist – The growth of trees behind units #9, 10, 11 and 1 tree in #15 are becoming increasingly dangerous to the rooflines. This project is beyond the scope of safety and knowledge for council members, therefore an arborist will be contracted to perform this project.
6. Issue regarding a wasp's nest in the rear or #18 – taken care of.
7. Issue of fencing between unit #2 and #3 were reviewed and discussed course of action. Need to install a new 4x4 post closest to the wall.
8. Issue of skirting around #9 were reviewed and discussed, proposed metal screening placed underground approximately 6 inches around perimeter.
9. Alteration Agreements for #16 and #17 for trimming cedars and putting in slats has been approved.
10. Vent cleaning will be contracted out as compressed air will be required and strata does not have the equipment to perform this task without creating a hardship for residents.
11. Work beyond the scope of strata council's requirements:

Strata council members obligations lie with seeing to the strata's assets. Any other obligations within a unit lies with the owner to tend to. Fridges, dryers, mailboxes, garage door openers, blinds, etc. are the homeowner's responsibility. However, council members could assist if asked and they have the resources and time to do so. It is important to respect that some current council member have jobs and careers and scheduling may require last minute changes to their schedules, making them noncommittal to time constraints. They also have their own commitments and responsibilities to tend to. As a result, council members please ask that you:

- A. Please be patient. (we do not mind helping you out)
- B. Remember that they are using their own resources, supplies and materials free of charge.

- C. It may be quicker to hire a trades person to see to your own issue at your own expense if time is a factor.
- D. Elicit the help of a family member. (but not for strata's assets)
- E. Come re-election time at the 2024 AGM, vote in members with more time and resources who can see to your personal needs.

Demanding help or placing time restrictions on council members will only lead to frustration. If something needs to be done immediately it may be in your best interest to seek help through other avenues.

- 12. Summer Pot Luck.- Sunday, July 16th at 4:00 pm. Everyone brings one dish. Guests are welcome, admission is one dish. Please keep the number of guests within reason. Please advise Fay which dish you intend to bring so we don't have duplicates.

Meeting adjourned at 9:50 am

Addendum to June 5, 2023 executive Council meeting.

Heat Pumps:

Anyone considering the installation of heat pumps please see a council member for the paperwork on the recommendations supplied by CHOA and the legalities with the city of Maple Ridge before embarking on this project.

Executive Council Meeting

Monday, April 17, 2023

10:00 am.

Roll Call: Fay Altwasser, Dino Doz, Candice Brown, Rhonda Woolner

Financial Report:

1. Chequing: \$17,127.10
2. Savings: \$32,440.34
3. Terms: \$101,226.15

Old Business:

1. Reviewed rules – very few changes, some added to the bylaws and some unchanged. Will refresh rules and ratify at the next AGM.
2. Cameras – in place and monitored, all council members have app link. As there is a lot of activity and the SIM card can fill up in one day. Candy will do the research to add footage to the cloud, so the monitoring can be done off the cloud.

New Business:

1. Boileau Electric has fixed the street lights at #16 and #20. It was reported that they are old and will need replacing within the next 3-5 years. Cost is yet to be determined. LED is suggested and council discussed pros and cons to this project. Council has tabled this discussion and can address when this concern becomes a necessity.
2. Safety Signs. – Council has been given reports in writing of speeding in the complex. A speed limit sign of 8km/h has arrived and will be erected when weather permits. Council asks that all residents and their visitors and guests please be courteous and mindful of the speed limit.
PLEASE SLOW DOWN!!!!
3. Orkin Pest Control – There have been reports of rodents in walls. It has been noticed that bird feeders with seeds are being placed on some units as well as seeds, nuts and peanuts strewn about common areas. The rodent problem will never be solved as long as residents and guests continue to leave these treats available. With these types of offerings there is no point in having a pest control program. Please be mindful that this is now a bylaw and can warrant a \$200 fine. Orkin has suggested options. Extra traps or baited holes in the walls. Council has decided to begin with the extra traps and will proceed further should this be required. Will receive guidance from CHOA on cost format.
4. There have been squatters reported on east side of fencing in the cedars on the south side of the driveway. Council has been monitoring and discarding any garbage found in this area. If you happen to see this activity please report it.
5. Clubhouse crawl space – need to check.
6. Updated flash drives – council members have an updated flashdrive with records of important documents should it be required in case of an emergency.

7. Importance of winterizing – Burst pipes inside a unit is an owner's responsibility. Insulators have been provided for you. If you are unsure how to use them, please ask. Under insured residents can face significant costs. If strata has to cover the cost of an underinsured resident in water damages, the strata deductible is \$5000.00. Strata covers the cost and the resident is required through a chargeback to pay strata for those damages.
8. Written concern from #10 of leaves being blown up against the fence by gardeners. The problem has temporarily been fixed. Council will talk to the gardeners about this before the next leaf storm.
9. Garage doors will be part of the inspection this year. Council will check the seals, the motor operation of openers and manual opening operation.
10. With varying issues that have been continuously brought forward and no history to fall back on, council has decided to become a member of CHOA to handle issues more clearly.
11. Written concern from #14. Concerns regarding possible structural damage around bedroom window, glass doors and roofing vents. As there are 11 windows to be repaired this year, the funding for all glass doors will be incorporated into the 2024 budget. The other structural concerns as laid out; council agrees with the homeowner's intent to disassemble the areas of which to assess the damage, at which time council will require pictures and evidence that supports costs relating to structural issues and then proceed with a strategy for repairs. All repairs and costs must go through council before proceeding.

Meeting adjourned 11:10 am.

NW2813

EXECUTIVE COUNCIL MEETING

Mon. March 6, 2023 @ 10:00 am

Roll Call: In attendance – Fay Altwasser, Candice Brown, Dino Doz, Rhonda Woolner

10:00 am meeting called to order.

Financial Report:

Chequing - \$17,756.17

Savings - \$32,333.11

Terms - \$101,071.07

Old Business:

- 1.) Council has agreed to remain in the current positions.
- 2.) Emily has requested triple pane windows on three of the windows that require replacing.
- 3.) There are many windows that need replacing this year. After this project is completed council will assess the budget flexibility for continuing with glass doors. However glass doors may need to be addressed in next years budget.

New Business:

- 1.) Reporting procedure has been put in place in the bylaws. Under "Communication" and will read as follows:

" 12.2 Communication

a.) Notwithstanding anything to the contrary contained in the Bylaws and Rules, email communications are deemed to be mailed on the date sent, as if sent by regular mail. Further and on the same basis, an email constitutes notice in relation to communications with owners, council meeting, annual and special general meetings and minutes of any meeting or proceeding.

b.) Communications with Strata Council is subject to the following:

- (i) That it be in writing;
- (ii) That it be placed in a Council Members mailbox; and
- (iii) That the document contain the owner's full details, including address, contact number and email address.

Correspondence not complying with the above will not be processed.

c.) Residents must respect Council Members privacy and, except in an emergency, Council Members should not be approached with any concerns or opinions at their homes. "

The bylaws also incorporates a list of definitions that includes "Nuisance" - (in human relations) any repeated act or omission of the owner that is not specifically covered by the Bylaws or Rules, but which causes irritation, discomfort, bother or annoyance to other Owners, and specifically includes electronic written or oral harassment.

- 2.) Discussion of camera(s) to monitor damage occurring on unit #5 gutters and clubhouse doors.
The clubhouse door has been repeatedly left unlocked. Random checks have been made by council members only to discover that this is ongoing. Please be sure to lock clubhouse doors on your way out. There is nothing in the bylaws privacy acts that prevents the use of cameras.
- 3.) Tentative timelines for upcoming projects will be hinged upon weather, scheduling, availability and product costs.
- 4.) Inspections will also be determined by weather conditions. Owners will be given 48 hours notice. Concentration will be on basic door alignments, weatherproofing and alike. It would be helpful if owners were available for questions and clarity at the time, but not required.
- 5.) Pest Control reminder. Please keep garage doors closed when not in use. Council will contact Orkin for an action plan of rodents residing in the confines of exteriors walls on north end units.
- 6.) Bylaw referencing age. Lawyer suggested a ban on anyone under the age of 55. This ban has been incorporated in the bylaws.
- 7.) Cost of monthly garbage has gone up by almost double. Historically costs rise by \$20.00/month, this year the cost has risen to an additional \$35/month.
- 8.) No pressure washing is required in this years budget.
- 9.) Housekeeping on rules. Being as some of the previous rules have now been incorporated in the bylaws and voted on bylaws will now be rules. Council will send out a referendum to revisit rules for updating and refreshing of rules that have been long standing, but may appear out of date. Please participate as your opinions will determine the outcome of these rules. Council will inform everyone on the outcome of the referendum and provide a list of the new voted on rules.
- 10.) Other:

Strata is responsible for damages to fencing, and any dead cedars aligning the city's easements on the east side of the complex. Additional privacy beyond the scope of this commitment is the responsibility of the owners themselves. Alteration agreements are available from any council member.

Meeting adjourned 10:50am

Next council meeting TBD.

Boardwalk NW2813

Executive Council Meeting Feb.6, 2023 @7:00 PM

Roll Call: Rhonda Woolner, Fay Altwasser, Dino Doz, Candice Brown, Tammy Nicol

New Business:

1. Internal communication within council; Discussed the volume of emails and texts for the year, boundaries, limitations and the right of privacy and personal space for members.
2. Discussed some of the changes the lawyers were and were not able to make to bylaws and some clarifications. Hopeful the lawyers will have the registered bylaws by the AGM on Feb.21/23
3. Discussed Tammy stepping down from council for personal reasons.

Meeting adjourned at 7:30PM

Jan.30/23

Executive Council Meeting

7:00 meeting called to order

Roll Call: In attendance – Candice Brown, Dino Doz, Rhonda Woolner, Fay Altwasser

Financial Report: - chequing - \$18,271.92

Savings - \$30,093.11

Terms - \$100,846.82

Financial statements from the accountant are in.

Old Business:

1. Tarps – Candy has tarps available if needed.
2. Touch of Tuscany contract reviewed and signed off.
3. Budget – Candy has budget complete, all reviewed and signed off.

New Business:

1. Update unit #10 – Rhonda had a discussion with resident about feeding raccoons. The owner has complied and Orkin pest control verified the tidiness of the area. Problems persist within the walls of the unit. Will contact Orkin to find a proactive approach to continued extermination. Government came out with new regulations regarding the potency of products allowable for use.
2. Update unit #3. Received a quote from Freebairn contractors for brick work. Cost is quite heavy. Anne chooses to do her own research of a less expensive contractor as that is a cost incurred by the owner.
3. Update unit #5. Gutters have been hit a few times, discussed possible solutions. Line painting, cameras etc. Candy will do some strategizing to come up with a viable solution.
4. AGM topics to be discussed.
5. Lawyers have a preliminary set of Bylaws as per our instructions. Some items are not done via a bylaw, but a rule. Bylaws will be available soon.
6. AGM date set for Feb.21,2023 at 7:00 PM

Meeting adjourned 8:15PM.