

Island View Lanes BCS 2791

08/21/17

Balance Sheet

Accrual Basis

As of July 31, 2017

	<u>Jul 31, 17</u>
ASSETS	
Current Assets	
Chequing/Savings	
Holywell ITF BCS 2791 OPER	
Operating 2000-1069-6278	35,671.93
Class B Shares	27.37
Class C Shares	0.70
Total Holywell ITF BCS 2791 OPER	<u>35,700.00</u>
Holywell ITF BCS 2791 CRF	
CRF 2000-1162-8056	15,298.34
3 yr esc 2000-1269-7472 ex10/19	10,262.07
3 yr esc. 2000-1264-0845 02/19	50,602.23
Total Holywell ITF BCS 2791 CRF	<u>76,162.64</u>
Total Chequing/Savings	111,862.64
Accounts Receivable	
Accounts Receivable	<u>260.58</u>
Total Accounts Receivable	260.58
Other Current Assets	
Prepaid Insurance	<u>5,250.60</u>
Total Other Current Assets	<u>5,250.60</u>
Total Current Assets	<u>117,373.82</u>
TOTAL ASSETS	<u>117,373.82</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	<u>8,918.21</u>
Total Accounts Payable	<u>8,918.21</u>
Total Current Liabilities	8,918.21
Long Term Liabilities	
CRF Liability	<u>76,162.64</u>
Total Long Term Liabilities	<u>76,162.64</u>
Total Liabilities	85,080.85
Equity	
Retained Earnings	21,427.87
Net Income	<u>10,865.10</u>
Total Equity	<u>32,292.97</u>
TOTAL LIABILITIES & EQUITY	<u>117,373.82</u>

Island View Lanes BCS 2791
Profit & Loss Budget vs. Actual
September 2016 through July 2017

	Sep '16 - Jul 17	Budget	% of Budget
Income			
Strata Fees	53,196.99	58,033.00	91.7%
Total Income	53,196.99	58,033.00	91.7%
Gross Profit	53,196.99	58,033.00	91.7%
Expense			
Transfer Prior Year Surplus/Def	-3,723.00	-3,723.00	100.0%
COMMON AREA EXPENSES			
Dryer Duct Cleaning	1,695.75	1,700.00	99.8%
Fire & Safety	939.75	2,250.00	41.8%
Gutters	702.45	2,500.00	28.1%
Landscaping	8,721.34	10,000.00	87.2%
Repairs & Maintenance	932.81	11,500.00	8.1%
Snow Removal	2,077.61	500.00	415.5%
Window Cleaning	4,751.25	2,500.00	190.1%
Total COMMON AREA EXPENSES	19,820.96	30,950.00	64.0%
GENERAL & ADMINSTRATIVE			
Bank Charges	86.63	100.00	86.6%
CHOA	30.00	250.00	12.0%
Depreciation Report	787.50	788.00	99.9%
Insurance	8,746.90	10,500.00	83.3%
Insurance Appraisal	651.00	750.00	86.8%
Management Fees	7,899.76	8,618.00	91.7%
Meeting Expense	70.00	50.00	140.0%
Professional Fees	0.00	500.00	0.0%
Office Supplies	103.55	200.00	51.8%
WCB	66.96	50.00	133.9%
Miscellaneous	0.00	500.00	0.0%
Total GENERAL & ADMINSTRATIVE	18,442.30	22,306.00	82.7%
CRF CONTRIBUTIONS	7,791.63	8,500.00	91.7%
Total Expense	42,331.89	58,033.00	72.9%
Net Income	10,865.10	0.00	100.0%

Strata Corporation BCS 2791 "ISLAND VIEW LANES"

Minutes of the Annual General Meeting

Held Wednesday, October 27th, 2015 at 7:00 PM, Gibsons & Area Community Centre

Present in Person: 8 Strata Lots
Proxy: 4 Strata Lots
Total: 12 Strata Lots

Holywell Properties: Gloria Collins Allcock
Minutes: Gloria Collins Allcock

1. Call to Order:

The meeting was called to order at 7:00 PM by council president and meeting chair, Joanne Lambert.

2. **Registration of Owner and Proxies and Proof of Quorum:** 10 strata lots are required to obtain quorum. 8 strata lots were present in person, and 4 by proxy for a total of 12 strata lots represented; therefore, quorum was met.

3. **Proof of Notice:** Notice was mailed via Canada Post on October 6th, 2015.

4. Approval of the Agenda

Management apologized that the agenda page was mistakenly not included in the notice package. The ownership will follow the meeting order as per the minutes of the prior year AGM.

The agenda was approved with all in favor.

5. Approval of the Minutes of the Prior Annual General Meeting

Minutes of the AGM held October 29, 2014, as circulated were approved with all in favor.

6. **Business Arising from the Minutes:** No business was brought forward for discussion by the ownership.

7. President's Report:

Joanne Lambert summarized the accomplishments of the past year at Island View Lanes including addressing drainage at the base of the driveway and ongoing landscape maintenance. Repairs to gutters as well as a plan for annual maintenance of brick pavers on the driveway and patios will be a priority in the coming year. Protocol for hiring contractors was discussed, including the way council reviews bids from owners who also provide professional services. Every effort is made to ensure against conflict of interest with the ownership's best interest always priority. If owners have any concerns now or in future, please contact Management.

8. Review of Insurance Coverage:

Management reviewed the insurance policy which is through HUB International. The current policy will run to March 14, 2016. The annual premium paid was \$10,170, with \$4,513,000 in replacement value coverage for property, \$5,000,000 in general liability and \$5,000,000 in Directors and Officers coverage. Owners were reminded to ensure individual insurance coverage for contents, any betterment to their unit, liability and a deductible extension.

9. Review of the Financial Statements for the Fiscal Year Ending August 31st, 2015

The ownership reviewed the unaudited financial statements for the fiscal period ending August 31, 2015. The fiscal period ended with a surplus of \$7,480. The contingency reserve account held \$58,689 and the net cash fund was \$25,602.

10. Review and Approval, By a Majority Vote, the Proposed Budget for the 2015 Fiscal Period

The ownership discussed the proposed 2015-2016 budget of \$58,074 as issued with the annual general meeting notice. The proposed budget allows for larger monthly contribution to the contingency reserve. A portion of the 2015 net surplus has been applied to keep strata fees at net-zero (no change to fees from the prior year.)

Strata Lot 2 MOTIONED to accept the 2015-16 budget as presented. SECONDED by Strata Lot 7 CARRIED with all in favor.

11. Resolution 1: Amendments to Strata Corporation Bylaws

WHEREAS pursuant to s. 128 of the Strata Property Act, S.B.C 1998, c. 43 (the "Act"), a strata corporation must not amend the bylaws unless the amendment(s) are first approved by a resolution passed by a $\frac{3}{4}$ vote at an annual or special general meeting;

BE IT RESOLVED by a $\frac{3}{4}$ vote resolution of the owners of the residential strata lots of Strata Plan BCS 2791 pursuant to section 128(1)(c) of the Strata Property Act that, with the exception of Bylaw 1(1) [regarding Rental Restrictions] filed under LTO Registration #CA2637918 on June 4, 2012 (which is reworded and renumbered herein as Bylaw 12.1), all previously adopted bylaws of the Strata Corporation are hereby repealed and replaced with the bylaws set out in the attached Schedule A.

The vote on the new bylaws was table at the prior year AGM to allow time for the strata council to further review. The package enclosed with notice of this meeting includes minor revisions to those which were presented at last year's meeting.

Strata Lot 5 MOTIONED to approve the resolution; SECONDED by Strata Lot 13. The resolution was approved with all in favor.

David Timmins offered to update the strata owners' handbook with the new bylaws; thanks is extended to David for this very generous offer.

12. New Business: No new business was discussed.

13. Election of the Strata Council:

The current council was thanked for their efforts in the past year, and for their commitment to Island View Lanes. Owners nominated or who volunteered for the 2015-16 council were:

- Joanne Lambert
- Tammy Williams
- Ruby Fleming-Davis
- Ron Dickinson
- Morely Baker

Strata Lot 7 MOTIONED to elect the council by acclamation; SECONDED by Strata Lot 4. The new council were elected with all in favor.

14. Adjournment: The meeting was adjourned at 7:35 PM

Strata Corporation BCS 2791 "ISLAND VIEW LANES"
Minutes of the Annual General Meeting
Held Thursday, October 20th, 2016 at 6:30 PM, St. Mary's Catholic Church

Present in Person: 9 Strata Lots
Proxy: 2 Strata Lots
Total: 11 Strata Lots

Holywell Properties: Gloria Collins Allcock Kerry Jenkins
Minutes: Kerry Jenkins

1. Call to Order:

The meeting was called to order at 6:30 PM by council president and meeting chair, Joanne Lambert.

2. Registration of Owner and Proxies and Proof of Quorum:

10 strata lots are required to obtain quorum. 9 strata lots were present in person, and 2 by proxy for a total of 11 strata lots represented; therefore, quorum was met.

3. Proof of Notice: Notice was mailed via Canada Post on September 29th, 2016.

4. Approval of the Agenda: Strata Lot 13 motioned to approve the agenda as presented, seconded by strata lot 12. The agenda was approved with all in favor.

5. Approval of the Minutes of the Prior Annual General Meeting:

Strata Lot 13 motioned to approve the Minutes of the AGM held October 27th, 2015, as circulated, seconded by Strata Lot 12. The minutes were approved with all in favor.

6. Business Arising from the Minutes:

No business was brought forward for discussion by the ownership.

7. Review of Insurance Coverage:

Management reviewed the insurance policy which is through HUB International. The current policy will run to March 14, 2017. The annual premium paid was \$10,135.00 with \$4,689,000, in replacement value coverage for property, \$5,000,000 in general liability and \$5,000,000 in Directors and Officers coverage. Owners were reminded to ensure individual insurance coverage for contents, any betterment to their unit, liability and a deductible extension.

8. Review of the Financial Statements for the Fiscal Year Ending August 31st, 2016:

The ownership reviewed the unaudited financial statements for the fiscal period ending August 31, 2016. The fiscal period ended with a surplus of \$3,723. The contingency reserve account held \$67,630, and the net cash fund was \$25,185. Strata Lot 12 motioned to approve, seconded by Strata Lot 9. Approved with all in favor.

9. Review and Approval, By a Majority Vote, the Proposed Budget for the 2016/2017 Fiscal Period:

The ownership discussed the proposed 2016/2017 budget of \$58,033.00 as issued with the annual general meeting notice. The proposed budget allows for larger monthly contribution to the contingency reserve. A portion of the 2016 net surplus has been applied to allow strata fees to increase by only 4%.

Strata Lot 13 MOTIONED to accept the 2016/2017 budget as presented. SECONDED by Strata Lot 15, CARRIED with all in favor.

- Discussion took place around the substantial increase in the cost of gutter & building cleaning. As a result that line item has been increased in this year's budget. The ownership noted their disappointment in the contractor who provided the service this year.
- Design issues in the gutters will necessitate repairs in the upcoming fiscal year.
- The brick work that has been completed was well done and everyone is pleased with the results. Ongoing maintenance of the brick work will be required and council will look to find a contractor to maintain it on an ongoing basis. The sand between the bricks will need to be looked at each spring and additional sand added as required.
- The windows with broken seals were replaced at no charge, as Milgard offers a lifetime warranty.

10. New Business:

- Sandbags - Council suggested the strata purchase a dozen sand bags to store on site in case of water problems, due to heavy rain and flooding.
- It was suggested that owners in the first phase of the development (Units 8 through 19), should look into the cleaning of furnace and fire place vents.
- Hot water tanks were also discussed and council suggested that owners check the date stamp on their tanks and then check with their insurance providers for policy specifics.
- Pigeons were noted to have started to roost at Island View and council will look into it further.

11. Election of the Strata Council:

The current council was thanked for their efforts in the past year, and for their commitment to Island View Lanes. Owners nominated or who volunteered for the 2016/2017 council were:

Tammy Williams
Ruby Fleming-Davis
Ron Dickinson
Morley Baker
David Timmins

Joanne Lambert resigned from strata council and was thanked for her hard work and dedication over the past several years.

Strata Lot 13 MOTIONED to elect the council by acclamation; SECONDED by Strata Lot 6. The new council were elected with all in favor.

12. Adjournment: The meeting was adjourned at 7:12 PM.

12Strata Corporation BCS 2791 "ISLAND VIEW LANES"
MINUTES OF THE STRATA COUNCIL MEETING

Tuesday, May 5, 2015 -- 7:00 PM -- 503 South Fletcher, Gibsons, BC

Present: JoAnne Lambert Greg Marshall Tammy Williams
Ruby Fleming-Davis Ron Dickinson

Holywell Properties: Gloria Collins Allcock
Minutes: Gloria Collins Allcock

1. **Call to Order:** The meeting was called to order at 7:02 PM by council president, JoAnne Lambert.
2. **Approval of Agenda:** The agenda was approved with all in favor.
3. **Approval of the Minutes of the Previous Strata Council Meeting:** The minutes of the council meeting held March 31, 2015, were approved with all in favor.
4. **Previous Business:**
 - a. **Water Drainage, Driveway:** Denis Turenne Concrete has begun work on the bottom of the driveway. The work will be done in stages to allow for vehicle access at all times. The catch basin has been re-sloped to divert water runoff into the drainage system. Council is very pleased at the work done to date and looks forward to the completed project.
 - b. **Bylaw Review:** Council will meet on June 18th to review the bylaws and formulate final amendments. If needed, a list of questions will be clarified by management and/or legal counsel.
 - c. **CHOA Spring Seminar:** Joanne Lambert and Tammy Williams will attend the second session of the seminar. CHOA will confirm closer to the date if additional space is available for interested owners. If you are interested in attending, please email management.
5. **Review of the Financial Statements**

As of April 30th, 2015, the strata was operating with a surplus of \$9,179.07. There was a balance of \$20,735.98 in the operating account and \$56,564.60 in contingency reserve funds.
6. **Correspondence:**
 - a. The owners of Unit 19 requested permission to install privacy glass in the entrance door of the strata lot. Council approved the request provided the glass is frosted/pale (not colored) in keeping with the overall esthetics of the complex, and upon completion of an Alteration Agreement.
7. **Reports:**
 - a. **Maintenance:**
 - Gutter and window cleaning will be arranged in the coming weeks.
 - Since there has been no further water dripping from the bathroom fan, Management will arrange for a contractor to look at the ceiling drywall and repair as needed.
 - Management apologized for the delay in issuing smoke and CO detectors to those strata lots requiring replacement. The detectors are on order and expected soon.

b. **Gardening & Landscape:**

- Council extended appreciation to Casa Verde Garden Work & Design has begun landscape maintenance and the grounds are looking very well maintained. Plants and shrubs are being transplanted around the complex to locations better suited for each type of vegetation (sun v. shade), saving the strata the cost of purchasing new. Council is also very pleased with the lawn service provided by Marsh Landscape.
- Joanne Lambert (Casa Verde) will arrange for bark mulch to be delivered once the driveway project is complete. Extra mulch will be ordered and made available to any owners who wish to add to their own beds. Please contact Joanne in Unit 1, or by email hounds3@mac.com.
- Ron Dickinson will arrange an on-site meeting with a contractor who works with brick pavers and drainage issues. The meeting will be attended by all available council members in order to formulate a plan to repair shifting patios in several strata lot yards.

8. New Business: Owners are reminded to please keep the garbage bins locked to secure against wildlife and abuse by non-residents. Please ensure to use the bins for HOUSEHOLD GARBAGE ONLY.

9. Next Meeting Date: Council will next meet to discuss the bylaws on June 18th at 7:30 at 503 South Fletcher. The next regular council meeting date will be determined thereafter.

10. Adjournment: The meeting was adjourned at 7:45 PM.

Strata Corporation BCS 2791 "ISLAND VIEW LANES"
MINUTES OF THE STRATA COUNCIL MEETING

Tuesday, February 2, 2016 -- 7:00 PM -- Holywell Offices, Sechelt, BC

Present: JoAnne Lambert Morley Baker Tammy Williams
 Ruby Fleming-Davis Ron Dickinson

Holywell Properties: Gloria Collins Allcock
Minutes: Gloria Collins Allcock

1. **Call to Order:** The meeting was called to order at 7:00 PM by council president, JoAnne Lambert.
2. **Election of Officers:** The following council positions were chosen:
 President: Joanne Lambert
 Vice-President: Ruby Fleming-Davis
 Treasurer: Tammy Williams
Bank signing authorities will remain the same as last year (Joanne Lambert, Tammy Williams, and Management.)
3. **Approval of Agenda:** The agenda, with additions, was approved with all in favor.
4. **Approval of the Minutes of the Previous Strata Council Meeting:** The minutes of the council meeting held May 5, 2015, were approved with all in favor.
5. **Previous Business:**
 - a. **Strata Bylaws:** Upon receiving $\frac{3}{4}$ approval of the ownership at the annual general meeting, the new strata bylaws were registered at the Land Titles Offices (registration number CA2637918).
6. **Review of the Financial Statements**

As of December 31st, 2015, the strata was operating with a surplus of \$7,368.96. There was a balance of \$28,257.80 in the operating account and \$61,913.54 in contingency reserve funds.

Council was all in favor of investing \$50,000.00 of contingency funds into a term deposit which will earn higher interest. Management will arrange for the transfer.
7. **Correspondence:** No correspondence was received.
8. **Reports:**
 - a. **Maintenance:**
 - With drainage having been addressed at the base of the driveway, the pavers yet require sand for stability. Joanne Lambert will coordinate having the driveway pressure washed with delivery of a load of sand to repack the bricks. Owners will be notified in advance of delivery and asked to volunteer time for a work bee to sweep the sand into place.
 - Joanne Lambert has met with several contractors to discuss repairs to the patio pavers which have also shifted. Council agreed that the Units 11 and 14 are the patios most in need of repair, and that resetting those unit pavers will be done during the dry months this season. Units 6 to 10 will also be 'touched up' while the contractor is onsite.
 - Council discussed the growing possibility that the lot to the west of the strata is about to be developed, likely as a multi-family development. Management will contact the Town of

Gibsons to request that any project on that lot be carefully monitored concerning drainage, so as to protect the strata from experiencing any additional water run-off.

- Gutter and window cleaning will be arranged in early spring.
- A roof repair was made above Unit 17. Management will arrange for touch up to the ceiling of the interior.
- The bathroom vent fan of Unit 13 began leaking again. The vent damper was found to be broken, and replacement parts may not be available. Management is coordinating the repair, or possible replacement. It was recommended that the attic space be inspected as moisture spots have appeared in the ceiling of the upstairs bedrooms, indicating the possible need for additional ventilation. Ron Dickinson will oversee the inspection.
- Carbon monoxide detectors have been circulated to those units whose combination CO2/smoke detectors were replaced with smoke-only detectors. Owners are reminded of the responsibility to change the batteries on (at minimum) an annual basis, however faulty smoke detectors will be replaced by the strata. Please report any problematic units to Management.
- Several units were not accessible during the fire safety inspection. Management will coordinate to have the missed units rescheduled.
- The strata council completed walkabouts in both spring and fall and is pleased that owners are taking such pride in the exterior appearance of the complex. A few inconsistencies were noted; Management will contact several unit owners for follow up.
- Questions regarding exterior doors have again been raised. The inventory of doors completed several years ago is not likely to be current. Owners are asked to please report any requests for strata maintenance to the attention of Management. Thank you.

b. Gardening & Landscape:

- Plants and shrubs are being transplanted around the complex to locations better suited for each type of vegetation (sun v. shade), saving the strata the cost of purchasing new. Council expressed warm appreciation to the gardeners for their efforts to keep the grounds so well-manicured.

9. New Business:

- a. Owners are reminded to please keep the garbage bins locked to secure against wildlife and abuse by non-residents. Please ensure to use the bins for HOUSEHOLD GARBAGE ONLY. Ron Dickinson will contact Direct Disposal to request a larger lock which may be easier to use.
- b. Joanne Lambert attended a seminar on strata insurance, held in Sechelt on January 27th, and shared some of the information learned with fellow council members. Joanne will also attend the Condominium Home Owners' Association spring education seminar on April 8th. Other council members may register as well.

10. Next Meeting Date: To be determined.

11. Adjournment: The meeting was adjourned at 8:15 PM.

Strata Corporation BCS 2791 "ISLAND VIEW LANES"
MINUTES OF THE STRATA COUNCIL MEETING
Tuesday, April 26, 2016 -- 7:00 PM -- Unit 14

Present: JoAnne Lambert, Tammy Williams , Ruby Fleming-Davis, Ron Dickinson
Regrets: Morley Baker
Holywell Properties: Gloria Collins Allcock
Minutes: Gloria Collins Allcock

1. **Call to Order:** The meeting was called to order at 7:00 PM by council president, JoAnne Lambert.
2. **Approval of Agenda:** The agenda, with additions, was approved with all in favor.
3. **Approval of the Minutes of the Previous Strata Council Meeting:** The minutes of the council meeting held February 2, 2016, were approved with all in favor.
4. **Previous Business:** Previous business was discussed under maintenance.
5. **Review of the Financial Statements**
As of March 31st, 2016, the strata was operating with a surplus of \$12,418.95. There was a balance of \$26,259.79 in the operating account and \$64,077.73 in contingency reserve funds.
6. **Correspondence:**
 - a. Correspondence was received from the owner of Unit 19, requesting to install a satellite dish. Council approved the request pending the terms and completion of an Alteration Agreement.
 - b. Correspondence was received from the owner of Unit 10, requesting to install a lattice fence and plant perennials. Council will request more details before the request can be approved.
7. **Reports:**
 - a. **Maintenance:**
 - After further consideration, council is hesitant to have the entire driveway power washed prior to adding sand. Joanne Lambert will use weed control solution on a test area which have vegetation appearing between the pavers, then will add sand. If this proves sufficient to repack the crevice (as opposed to removing/replacing all sand), sand for the full driveway will be ordered. Owners will be notified in advance of delivery and asked to volunteer time for a work bee to sweep the sand into place.
 - Council has not yet found a suitable contractor to repairs to the patio pavers. Work will begin with Units 11 and 14 as soon as possible. Units 6 to 10 will also be 'touched up'.
 - Gutter and window cleaning will be arranged in the coming weeks. Residents will be notified in advance. The contractors will be asked to quote on exterior building washing and roof moss removal as well.
 - Ron Dickinson investigated and found an area in the ceiling of Unit 13 which appears to have condensation build up beneath the vapor barrier. A repair will be arranged by Management. Management will also arrange for a replacement bathroom vent since replacement parts could not be sourced.
 - A replacement exterior door for the master bedroom of Unit 15 has been ordered. Owners are asked to please report any requests for strata maintenance to the attention of Management. Thank you.

- Several units have reported foggy window glass due. Management will arrange glass seal replacements.

b. Gardening & Landscape:

- The gardeners continue to monitor the grounds knotweed and bamboo. Joanne Lambert will investigate the possibility of a complex-wide rain water storage system.

8. New Business:

- a. Owners are reminded to please keep the garbage bins locked to secure against wildlife and abuse by non-residents. Please ensure to use the bins for HOUSEHOLD GARBAGE ONLY. Ron Dickinson will contact Direct Disposal to request a larger lock which may be easier to use. Management will order additional signage for the garbage bin.

9. Next Meeting Date: To be determined.

10. Adjournment: The meeting was adjourned at 8:10PM.

Strata Corporation BCS 2791 "ISLAND VIEW LANES"
MINUTES OF THE STRATA COUNCIL MEETING
Wednesday, August 17th, 2016 -- 7:00 PM -- Unit 14

Present: JoAnne Lambert, Tammy Williams , Ruby Fleming-Davis, Ron Dickinson
Morley Baker
Holywell Properties: Gloria Collins Allcock, Kerry Jenkins
Minutes: Gloria Collins Allcock

1. **Call to Order:** The meeting was called to order at 7:00 PM by council president, JoAnne Lambert.
2. **Approval of Agenda:** The agenda, with additions, was approved with all in favor.
3. **Approval of the Minutes of the Previous Strata Council Meeting:** The minutes of the council meeting held April 26, 2016, were approved with all in favor.
4. **Previous Business:** Previous business was discussed under maintenance.
5. **Review of the Financial Statements**
As of July 31st, 2016, the strata was operating with a surplus of \$4,826.99. There was a balance of \$20,529.25 in the operating account and \$66,918.53 in contingency reserve funds.

Council and Management discussed the procedures for approving payables. Recently, a contractor payment was released without proper authorization from the strata council. Management apologized for the error and will develop stronger procedures to ensure the errors are not repeated. Management will also ensure that the strata is reimbursed for GST paid in error on the invoice.

6. **Correspondence:**
 - a. Correspondence was received from the owner of Unit 2, requesting to change the unit entrance door knob to a lever. Council approved the request pending the terms and completion of an Alteration Agreement.
 - b. Council has now approved the addition of a lattice fence requested by the owner of Unit 10. An Alteration Agreement will be completed.
7. **Reports:**
 - a. **Maintenance:**
 - Council discussed an overall dissatisfaction with the exterior cleaning. Many owners reported windows that had been missed or not cleaned properly, and the work habits and professionalism of the crew assigned to do the work was below acceptable. Although the contractor did return and rectified some of the problems, many items remain unsatisfactory. Management will contact the contractor and request they return to properly address the problems. **Please report any windows which should be cleaned or redone to Management as soon as possible.**
 - A contractor has now relevelled the patio pavers in Units 11 and 14 as well as those at the entrance to the driveway. Units 6 to 10 will be addressed as soon as possible.
 - An exterior hosebib was repaired at Unit 7.
 - An area in the ceiling of Unit 13 which appears to have condensation build up beneath the vapor barrier will be repaired when cooler weather allows the contractor to work in the

attic. The bathroom fan vent of the unit will be replaced at that time as well as repair to a vent in the attic of Unit 15.

- Several units have reported foggy window glass due. The windows may be covered under the manufacturer's warranty. A representative will be on the Coast this month to assess.

b. Gardening & Landscape:

- The gardeners continue to monitor the grounds for knotweed and bamboo which encroach from the neighboring vacant properties. Management will again report the overgrowth to the Town of Gibsons bylaw officer. Mulching and additional planting will be done in fall. Sincere appreciation is extended to the gardeners, Casa Verde Gardeners, and to Marsh Landscape (lawn care contractors) for the excellent services provided this season.

8. New Business:

- a. The fall educational seminar presented by the Condominium Home Owners' Association will be held in Sechelt on November 24th. Joanne Lambert and Tammy Williams will attend on behalf of Island View Lanes. Management noted that the topics will include overview of the new Civil Resolution Tribunal, which is an online dispute resolution system designed to alleviate the Small Claims Court system.
- b. Council approved a quote for a new property appraisal submitted by ValuationsWest.
- c. Please be advised that there have been multiple sightings of a cougar in the neighborhood. Residents are reminded to stay on alert and keep any household pets in close range.
- d. Kerry Jenkins was introduced at a new strata manager licensee with Holywell Properties. Kerry and Gloria will continue working together on the Island View Lanes complex until the annual general meeting, at which time Kerry will assume the role of strata manager (unless otherwise arranged between the next strata council and Holywell Properties.) Kerry has been involved in real estate trade and rental property management for several years and is looking forward to her new role in strata property management.

9. Next Meeting Date: To be determined.

10. Adjournment: The meeting was adjourned at 9:00PM.

Strata Corporation BCS 2791 "ISLAND VIEW LANES"
MINUTES OF THE STRATA COUNCIL MEETING
Tuesday, January 10th, 2017 -- 7:00 PM, Unit 14

Present: JoAnne Lambert, Ruby Fleming-Davis, Ron Dickinson, Morley Baker
Regrets: Tammy Williams
Holywell Properties: Kerry Jenkins
Minutes: Kerry Jenkins

1. **Call to Order:** The meeting was called to order at 7:00 PM.
2. **Approval of Agenda:** The agenda, with additions, was approved with all in favor.
3. **Approval of the Minutes of the Previous Strata Council Meeting:** The minutes of the council meeting held August 17th, 2016, were approved with all in favor.
4. **Election Of Officers:**
 - President: Davis Timmins
 - Vice President: Ruby Fleming-Davis
 - Secretary: Tammy Williams
 - Treasurer: Tammy Williams
5. **Previous Business:**
 - a. **Sandbags** - Council will work on the purchase of sandbags as discussed at the AGM.
 - b. **Furnace and Fire Place Vent Cleaning** - As previously suggested units are due for furnace and fire place vent cleaning. Council is investigating a group discounted price and will then solicit interest from the ownership.
 - c. **Hot Water Tanks** - See attached correspondence.
 - d. **Pigeons** - Owners are asked to please advise their strata management company if they notice pigeons roosting on the roof of the building.

Review of the Financial Statements:

As of November 30th, 2016, the strata was operating with a surplus of \$9,918.68. There was a balance of \$28,912.58 in the operating account and \$69,847.04 in contingency reserve funds.

6. **Correspondence:**
 - a. **Unit 14 Window Seals** - Unit 14 reported that they have 3 windows with broken seals. The Milgard windows have a lifetime warranty and it is expected that Milgard will replace the windows at no charge. Management will arrange for the replacements but ask that other owners check their windows so any additional replacements can be reported and done at the same time.
 - b. **Alteration Request Unit 18** - Council approved a request by the owners to place a satellite dish on their unit.
7. **Reports:**
 - a. **Maintenance:**
 - **Snow Removal Services** - Council reviewed the work done by Bonniebrook and invoices to date. Some concern was expressed about the potential damage and additional maintenance that the use of salt may cause. Sand was discussed as an option to salt depending on the

conditions that are being treated. Management will discuss different service options with Bonniebrook.

- **Gutter Repair** - Correspondence was received regarding a gutter repair needed at Unit 19. Management will arrange to have the repair made.
- **Driveway Paving Bricks** - Council is looking at options for the maintenance of paving bricks around the complex. The sand between the bricks gets dislodged and will need to be replaced throughout the year. A contractor will be contacted to quote on the ongoing maintenance.
- **Condensation/Fan Unit 13** - Work has been completed and a new bathroom fan has been installed at the unit. This particular issue has been ongoing and despite numerous attempts, it has been difficult to assess the original cause of the moisture. Therefore council unanimously agreed to cover the cost of the repair to drywall within the unit.

Council would like to take this opportunity to remind owners that damage caused by moisture from within a unit will be the owner's responsibility to repair. Many factors can contribute to moisture build up particularly in the winter months. Running de-humidifiers, bathroom fans and maintaining air flow within a unit are important to preventative maintenance.

- **Patio Pavers Units 6&10** - Council will address the releveling of pavers on the back patios of these units as previously discussed.

b. Gardening & Landscape:

- The landscaping contractor is continuing to work on relocating and reducing shrubs around the buildings.

8. New Business:

- CHOA Seminar** - The fall educational seminar presented by the Condominium Home Owners' Association was held in Sechelt on November 24th. Management attended the meeting and will request packages for council to review.
- Insurance Renewal March 2017** - The policy will be renewed with HUB International and updated information will be sent to owners once the renewal is confirmed.
- Appraisal Update Valuations West** - The strata corporations' updated appraisal has been ordered.
- Entrance Sign Re-staining** - The entrance sign is in need of sanding and staining. Council discussed various options and will investigate further.
- Concrete Driveway Degradation** - Concern has been raised about the quality of the concrete work done last year. Management will inquire with the contractor.
- Exterior Doors** - Exterior doors around the complex are showing wear and some have been previously replaced. Council discussed replacing the wooden doors in phases with a fibre glass alternative. The matter will be further discussed at the next council meeting.
- Exterior Painting** - Painting to siding and trim is required around the complex. Management will investigate options for next meeting.

9. Next Meeting Date: March 14th, 7:00PM.

10. Adjournment: The meeting was adjourned at 8:27PM.

Strata Corporation BCS 2791 "ISLAND VIEW LANES"
MINUTES OF THE STRATA COUNCIL MEETING
Tuesday, March 14th, 2017 -- 7:00 PM

Present: David Timmins, Ron Dickinson, Morley Baker, Tammy Williams
Holywell Properties: Kerry Jenkins
Minutes: Kerry Jenkins

1. **Call to Order:** The meeting was called to order at 7:00 PM.
2. **Approval of Agenda:** The agenda was approved with all in favor.
3. **Approval of the Minutes of the Previous Strata Council Meeting:** The minutes of the council meeting held January 10th, 2017, were approved with all in favor.
4. **Previous Business:**
 - a. **Sandbags** - Flex MSE sandbags were recommended by the landscape contractor. The sandbags are available through a local supplier and management will double check the quantity required.
 - b. **Furnace and Fire Place Vent Cleaning** - In an effort to help maintain the building and the safety of residents, council has obtained a group rate for the cleaning of fire place and furnace vents. If enough owners would like to participate the rate offered would be \$95.00 per unit. The regular price for this service is \$145.00.

**If you are interested in participating and having your furnace and fireplace vents cleaned,
please send an e-mail to kerry@holywell.ca.**

We will send out further information once we have a list of those interested.

- c. **Insurance Policy Renewal** - The policy has been renewed with HUB International and copies have been sent to owners. The policy provided for a savings of \$992.00 from last year's premium.
 - d. **Appraisal Update** - Council has received the strata's updated appraisal from Valuations West. The cost of reproduction has been calculated at \$4,762,000.
 - e. **Concrete Driveway Degradation** - Management and council met with Denis Turenne to discuss current and previous issues with the complexes concrete work. It was suggested that alterations are made to a second cache basin, to better capture water run-off from the top of the complex. It was also suggested that an envelope be added to the top of the driveway between the two different surfaces, to better distribute weight in that area and prevent deterioration. Quotes will be submitted to council for both projects. Further repairs to the concrete will be looked at as required.
5. **Review of the Financial Statements:**

As of February 28th, 2017 the strata was operating with a surplus of \$13,366.91. There was a balance of \$34,530.94 in the operating account and \$72,589.09 in the CRF.
 6. **Correspondence:**
 - a. **Alteration Request Unit 18** - Council approved a request by the owners to install a gas stove in the unit.

7. Reports:

a. Maintenance:

- **Snow Removal Services** - An inquiry has been made with Bonniebrook about alternatives to salt to prevent spalding of concrete surfaces.
- **Gutter Repair** - Unit 19 - A quote has been received and if possible council would like to tie in any other gutter work required in the complex. The contractor will be asked for an assessment and repairs will proceed as the weather permits.
- **Driveway Paving Bricks** - A contractor has been contacted in regards to the regular maintenance of the bricks. Different product options are being discussed, as well as the scope of the work. Council will meet with the contractor to further assess the requirements.
- **Windows Seals Unit 14** - A request for the replacement of three windows with broken seals has been sent to Milgard. As previously mentioned, owners who notice windows with broken seals (fogging of the window or moisture between the panes of glass), are asked to contact management so replacement can be arranged.
- **Exterior Doors** - Council is considering the replacement of the exterior wooden doors with a fibreglass alternative. The doors will be replaced as required at this time.

**Owners are asked to check for any signs of rot in their exterior doors.
This can be done by feeling underneath the bottom of the door for soft spots
or by peeling back the carpet by your door to check for signs of moisture.
Please report any concerns to management.**

- **Exterior Painting** - Council will do an inspection of the complex to document which areas are in need of painting or touch ups.
- **Entrance Sign Re-staining:** This project will be completed this spring.

b. Gardening & Landscape:

- It was suggested that some type of vine be planted to help beautify the bottom driveway area. Council will discuss with the landscaper.

8. New Business:

- CHOA Seminar** - Next Seminar March 30th, 2017. David Timmins will attend on behalf of council.
- New Owner Handout** - A summary sheet will be added to the current owner information book. The book will be distributed to new owners in the complex and updates will be distributed to current owners.

9. Next Meeting Date: May 16th, 7:00PM - Holywell Offices

10. Adjournment: The meeting was adjourned at 8:30 PM.

Strata Corporation BCS 2791 "ISLAND VIEW LANES"
MINUTES OF THE STRATA COUNCIL MEETING

Tuesday, May 16th, 2017 -- 7:00 PM

Present: David Timmins, Morley Baker, Tammy Williams, Udo Rosenberg
Regrets: Ron Dickinson
Holywell Properties: Kerry Jenkins
Minutes: Kerry Jenkins

1. **Call to Order:** The meeting was called to order at 7:00 PM.
2. **Approval of Agenda:** The agenda was approved with all in favor.
3. **Approval of the Minutes of the Previous Strata Council Meeting:** The minutes of the council meeting held March 14th, 2017, were approved with all in favor.
4. **Previous Business:**
 - a. **Sandbags** - Arrangements have been made with the landscaper to pick up the MSE Flex sandbags from the supplier and place them where they are required around the complex.
 - b. **Furnace and Fire Place Maintenance Cleaning** - Each of the thirteen units participating will be contacted directly by the contractor to arrange appointments. Please be reminded that the contractor should be paid directly at the time of service.
 - c. **Concrete Driveway Degradation** - Council continued to discuss various options for the repair of the deteriorating areas of the driveway. Further quotes and details will be confirmed and council will then present the best option to owners.
 - d. **New Owner Handout** - Management will provide a welcome letter to new residents of the complex while council continues to work on updating the strata's original information booklet.
 - e. **CHOA Seminar** - The seminar focused on proper meeting procedures and the importance of alteration contracts. David Timmins attended on behalf of the strata corporation.
5. **Review of the Financial Statements:**

As of April 30th, 2017 the strata was operating with a surplus of \$15,087.01. There was a balance of \$32,155.03 in the operating account and \$74,017.48 in the Contingency Reserve Fund.
6. **Correspondence: No Report**
7. **Reports:**
 - a. **Maintenance:**
 - **Window/Gutter Cleaning & Repair** - Management is working on quotes for window, gutter, soffit and moss cleaning. A contractor has been selected for the repairs to Unit 19 and the down spout at Unit 7 will be extended to divert water away from the building.
 - **Driveway Paving Bricks** - Work on paving stones will be done once the concrete work has been completed.
 - **Exterior Painting** - Has been tabled for future discussion.
 - **Entrance Sign Re-Staining** - No Report

b. Gardening & Landscape: Council reviewed the report from the landscaper and approved the replacement of the shrubs damaged by cold weather as well as the purchase of any bark mulch required around the complex.

8. New Business:

a. Depreciation Report - Council reviewed the updated Depreciation Report for the strata corporation. Morley Baker **MOTIONED** to accept the Depreciation Report, **SECONDED** by Tammy Williams and **APPROVED** with all in favor.

b. Summer BBQ - Council discussed the idea of a summer BBQ and work party for residents. It was thought it would be a good opportunity for everyone to socialize as well as a chance to tackle some small jobs around the complex. Details to come.

9. Next Meeting Date: To be confirmed.

10. Adjournment: The meeting was adjourned at 8:29 PM.

Strata Corporation BCS 2791 "ISLAND VIEW LANES"
MINUTES OF THE STRATA COUNCIL MEETING
Monday, June 26th, 2017 -- 7:00 PM

Present: David Timmins, Morley Baker, Tammy Williams
Regrets: Ron Dickinson, Udo Rosenberg
Holywell Properties: Kerry Jenkins
Minutes: Kerry Jenkins

1. **Call to Order:** The meeting was called to order at 7:00 PM.
2. **Approval of Agenda:** The agenda was approved with all in favor.
3. **Approval of the Minutes of the Previous Strata Council Meeting:** The minutes of the council meeting held May 16th, 2017, were approved with all in favor.
4. **Business Arising from the Minutes:**
 - a. **Driveway Repairs** – The various options & quotes for repairs to the top of the driveway were discussed in further detail. Council considered costs as well as the longevity of each option. It was also felt that the essential maintenance of other brick work in the complex remain on hold until the resurfacing of the top of the driveway is completed to allow for a proper job to be done. Davis Timmins **MOTIONED** that \$5500.00 from the repairs and maintenance budget be applied to the project; **SECONDED** by Morley Baker; **CARRIED** with all in favor. Council voted unanimously that a special levy be proposed to the ownership for funding the remainder of the project.
5. **Next Meeting Date:** To be confirmed.
6. **Adjournment:** The meeting was adjourned at 7:45PM.