

Strata Property Act
FORM B
INFORMATION CERTIFICATE
(Section 59)

The Owners, Strata Plan NW738 certify that the information contained in this certificate with respect to Strata Lot 36 is correct as of the date of this certificate.

- (a) Monthly strata fees payable by the owner of the strata lot described above. \$277.95
- (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*)? \$529.89
- (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?
 No 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 ? \$0.00
- (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 as at August 31, 2016. \$4,511.64
- (f) Amount in the contingency reserve fund minus any expenditures which have already been approved but not yet taken from the fund as at August 31, 2016. \$64,012.77
- (g) Are there any amendments to the bylaws that are not yet filed in the land title office?
 No Yes *[attach copy of all amendments]*
- (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 Yes *[attach copy of all resolutions]*
- (i) Has notice been given for any resolutions, requiring a 3/4 vote or unanimous vote or dealing with an amendment to the bylaws, that have not yet been voted on?
 No Yes *[attach copy of all notices]*
- (j) Is the strata corporation party to any court proceeding or arbitration, and/or are there any judgments or orders against the strata corporation?
 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?
 No Yes *[attach copies of all notices or work orders]*
- (l) Number of strata lots in the strata plan that are rented 11

- (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
 No parking stall is available
 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 parts 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) 20 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) 20 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:

[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?
 No Yes
- (i) If no, complete the following by checking the correct box
 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) Room 3 - Locker 63 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) Room 3 - Locker 63 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.**

REQUIRED ATTACHMENTS

In addition to attachments mentioned on the Information Certificate, 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 owner developer's Rental Disclosure Statement under section 139, if any;
and
- The most recent depreciation report, if any, obtained by the strata corporation under section 94.

Dated: This 11th day of October, 2016

ON BEHALF OF OWNERS' STRATA PLAN NW738



Biljana Trkulja
STRATA MANAGER
ASCENT REAL ESTATE MANAGEMENT CORPORATION

NW738 – “Middlegate Towers”

RULES

- 1. A resident or resident-to-be must pay a non-refundable move in and/or move out fee of \$100.00, 48 hours' prior to any move.***
- 2. If a resident or resident-to-be does not provide 48 hours' notice of a move in and/or a move out, an additional fee of \$100.00 will be charged.***

Approved at September 9, 2014 Strata Council Meeting

**STRATA PLAN NW 738
MIDDLEGATE TOWER
APPROVED BUDGET
EFFECTIVE MAY 1, 2016 TO APRIL 30, 2017**

Revenue		
3000 Operating Income (Strata)		200,704.00
3010 Contingency Reserve Income		20,000.00
3030 Interest Income		200.00
3050 Parking Income		2,900.00
3055 Key/Remotes Income		100.00
3075 Strata Suite Rental Revenue		8,500.00
3080 Other Income		-
		<hr/>
Total Revenue		232,404.00
Expenses:		
4000 Agent Fee		18,548.00
4010 Legal/Consulting Fees		500.00
4012 Photocopy/Postage		2,200.00
4016 Miscellaneous		1,300.00
4040 Insurance		41,000.00
4050 Electricity		18,000.00
4056 Garbage Collection		8,000.00
4058 Gas		39,000.00
4112 Doors & Locks		1,000.00
4116 Enterphone		800.00
4130 Elevator		13,500.00
4142 Fire Protection		4,000.00
4160 Repairs & Maintenance - General		21,606.00
4217 Supplies		500.00
4222 Pest Control		950.00
4300 Landscaping		7,200.00
4300-0020 Landscaping Improvements/Planting		500.00
4310 Snow Removal		300.00
4500 Caretaker Wages		33,500.00
		<hr/>
Total Operating Expenses		212,404.00
Surplus/(Deficit) from operation		20,000.00
		<hr/>
4800 Contingency Transfers		20,000.00
		<hr/>
Surplus/(Deficit) from operation		-
		<hr/> <hr/>

“MIDDLEGATE TOWERS”

STRATA PLAN NW 738

STRATA CORPORATION BY-LAWS

* * * * *

Attached hereto are the bylaws for Strata Plan NW 738. They are consolidated for convenience. For legal purposes please obtain a true copy as registered at the Land Title Office.

Amendments:

Amended May 26, 2009. (BB1464161)

Amended March 25, 2004. (BW145639)

Amended December 6, 2001 (BR353335)

16 APR 2010 09 33

BB1464161

JS

REGISTRAR
LAND TITLE OFFICE
NEW WESTMINSTER, BC

jf 4/16/2010 10:29:50 AM 8 2
Doc File 1 \$23.75

Please receive herewith the following document(s) for filing:

- Form I – Amendment to Bylaws (passed on May 26, 2009)
- (Section 128)
- Strata Plan NW 738



 Corinne Van Broeck
 Administrative Assistant
 Ascent Real Estate Management Corporation

2176 Willingdon Avenue
Burnaby, BC V5C 5Z9
Phone: (604) 431-1800

DYE & DURHAM CLIENT No.11061

Strata Property Act
FORM I
AMENDMENT TO BYLAWS
(Section 128)

The Owners, Strata Plan NW 738 certify that the following or attached amendments to the bylaws of the strata corporation were approved by a resolution passed in accordance with section 128 of the *Strata Property Act* at an annual or special general meeting held on May 26, 2009:

Whereas the strata corporation NW 738 – Middlegate Towers requires amendment to bylaws related to Payment of Strata fees & Levies, therefore,

BE IT RESOLVED, the owners of Strata Plan NW 738 hereby resolve, by $\frac{3}{4}$ vote resolution to amend the bylaws related to Payment of Strata Fees & Levies as follows:

Payment of strata fees

- 1 An owner must pay strata fees on or before the first day of the month to which the strata fees relate. Maintenance payments not received by the first day of the month will be subject to a fine of \$50.00.

TO THE FOLLOWING:

PAYMENT OF STRATA FEES AND SPECIAL LEVIES

- 1.1 An owner must pay strata fees on or before the first day of the month to which the strata fees relate.
- 1.2 Where an owner fails to pay strata fees in accordance with bylaw 1.1, outstanding strata fees will be subject to an interest charge of 10% per annum, compounded annually. In addition to interest, failure to pay strata fees on the due date will result in a fine of \$50.00 for each contravention of bylaw 2.1.
- 1.3 An owner must provide the strata corporation or its agent with twelve (12) consecutive, monthly post-dated cheques for strata fees for the fiscal year of the strata corporation, dated as of the first day of each month or, if applicable, written authorization for monthly automatic debit from the owner's bank account.
- 1.4 Failure by an owner to submit twelve (12) monthly, post-dated strata fee cheques or written authorization for automatic debit in accordance with bylaw 1.3 is a contravention of bylaw 1.3 and the strata corporation will levy a fine of \$50.00 for each contravention. Each dishonored cheque or dishonored automatic debit will be subject to an administration charge of \$50.00.
- 1.5 A special levy is due and payable on the date or dates noted in the resolution authorizing the special levy.
- 1.6 Failure to pay a special levy on the due date will result in a fine of \$50.00 for each contravention of bylaw 1.5.

- 1.7 Where an owner fails to pay a special levy in accordance with bylaw 1.5, outstanding special levies will be subject to an interest charge of 10% per annum, compounded annually.

DIVISION 1 – Duties of Owners, Tenants, Occupants and Visitors

WHEREAS the strata council, Strata Plan NW 738 – Middlegate Towers, wish to adopt the following bylaws.

BE IT RESOLVED by a $\frac{3}{4}$ vote of the Owners, Strata Plan NW 738 – Middlegate Towers, pursuant to Section 128(1) of the Strata Property Act (British Columbia) that the bylaws of the strata corporation be and hereby adopt the following bylaw:

Use of property

3 (5) Liability/Recovery of Insurance Deductible

- (1) A resident/owner shall indemnify and save harmless the Strata Corporation from the expense of any maintenance, repair or replacement rendered necessary to the common property or to any strata lot by the owner's act, omission, negligence or carelessness or by that of any member of the resident's family or the resident's guests, employees, agents or tenants, but only to the extent that such an expense is not covered by the Strata Corporation's insurance coverage. In such circumstances, an expense not covered by the Strata Corporation's insurance, including any policy deductible, shall be charged to the owner and shall be added to and become a part of the assessment of that owner for the month next following the date on which the expense was incurred, and shall become due and payable on the first day of the month following the date on which the expense was incurred.
- (2) A strata lot Owner must ensure they have in effect insurance for their personal property or liability.

BE IT FURTHER RESOLVED THAT, the Owners, Strata Plan NW 738 – Middlegate Towers, instruct the strata corporation to register the approved adoption to the Bylaws at the Land Titles Offices within sixty (60) days of the amendment being approved.

NW 738 – BYLAW AMENDMENT – RENTAL

Whereas the strata corporation NW 738 – Middlegate Towers requires amendment to bylaws related to Rental of strata lots, therefore,

BE IT RESOLVED, the owners of Strata Plan NW 738 hereby resolve, by $\frac{3}{4}$ vote resolution to amend the bylaws related to Rental as follows:


SECTION 8

31. RENTAL

- 1. Prior to possession of a strata lot by a tenant, an owner must deliver to the tenant the current bylaws and rules of the Strata Corporation and a Notice of Tenant's Responsibilities in Form K.
- 2. Within two weeks of renting a strata lot, the landlord must give the Strata Corporation a copy of the Form K - Notice of Tenant's Responsibilities signed by the tenant, in accordance with section 146 of the Act."

There being no further discussion, a vote was conducted resulting with twenty-six (26) in favour, none (0) opposed, and no (0) abstentions. **MOTION CARRIED UNANIMOUSLY**

 (PRESIDENT).....
 Signature and Name (please print) of Council Member

.....
 Signature and Name (please print) of Second Council Member
 (not required if council consists of only one member)

13 APR 2004 12 13

BW145639

REGISTRAR
LAND TITLE OFFICE
NEW WESTMINSTER, BC

April 13, 2004

11 04/04/13 12:12:52 06 LM
DOC FILE

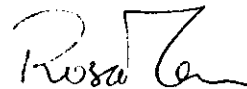
532642
\$20.00

Please receive herewith the following document(s) for filing:

Form I – Amendment to Bylaws (passed on March 25, 2004)

(Section 128)

Strata Plan NW 738



Rosa Lam
Records Clerk
Ascent Real Estate Management Corporation

2176 Willingdon Avenue
Burnaby, BC V5C 5Z9
Phone: (604) 431-1800

DYE & DURHAM CLIENT No. 11061
SURVEY DEPT.

Strata Property Act
FORM I
AMENDMENT TO BYLAWS
(Section 128)

The Owners, Strata Plan NW 738 certify that the following or attached amendments to the bylaws of the strata corporation were approved by a resolution passed in accordance with section 128 of the *Strata Property Act* at an annual or special general meeting held on March 25, 2004:

¾ VOTE RESOLUTION 'A'
BYLAW AMENDMENT – COUNCIL SIZE

BE IT RESOLVED, as a resolution by a ¾ vote pursuant to subsection 128(1) of the *Strata Property Act* (British Columbia) the Owners, Strata Plan NW 738, Middlegate Towers, approve to amend the Strata Corporation's Bylaw #9(1) to read:

"The council must have at least three (3) and not more than five (5) members."

¾ VOTE RESOLUTION 'B'
BYLAW AMENDMENT – SPEED LIMIT

BE IT RESOLVED, as a resolution by a ¾ vote pursuant to subsection 128(1) of the *Strata Property Act* (British Columbia), the owners, Strata Plan NW 738, Middlegate Towers, approve to amend the Strata Corporation Bylaw #209 – Parking by adding subsection '5' to read:

"An owner/resident/visitor operating a motor vehicle in the underground parking areas must activate the vehicle's headlights and not exceed 10 km/hour.

¾ VOTE RESOLUTION 'C'
BYLAW AMENDMENT – MAXIMUM FINES

BE IT RESOLVED, as a resolution by a ¾ vote pursuant to subsection 128(1) of the *Strata Property Act* (British Columbia), the Owners, Strata Plan NW 738, Middlegate Towers, approve to amend the Strata Corporation Bylaw #23 – Maximum Fine to read:

"The Strata Corporation may fine an owner or tenant a maximum of

- (a) \$200.00 for each contravention of a bylaw, and
- (b) \$50.00 for each contravention of a rule"

Cont'd. / ¾ VOTE RESOLUTION 'D' ...

*Section 128 (3) of the Act provides that an Amendment to Bylaws must be filed in the land title office within 60 days of the amendment being approved.

Strata Corporation NW738 – Form I (Bylaws amended on March 25, 2004.)

Page 1 of 2

3/4 VOTE RESOLUTION 'D'
BYLAW AMENDMENT – POOL CLOSURE

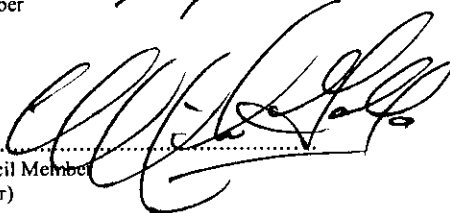
BE IT RESOLVED, as a resolution by a 3/4 Vote of the Owners, Strata Plan NW 738, Middlegate Towers, the owners approve to permanently close the use of the swimming pool.



Christopher L. Murphy.....

Signature and Name (please print) of Council Member

MIKE GALLO



Signature and Name (please print) of Second Council Member
(not required if council consists of only one member)

31 DEC 2001 10 55

BR353335

REGISTRAR
LAND TITLE OFFICE
NEW WESTMINSTER, BC

11 01/12/31 10:54:57 01 LM 336250
DOC FILE \$20.00

December 28, 2001

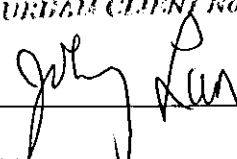
Please receive herewith the following document(s) for filing:

Form I – Amendment to Bylaws (passed on December 6, 2001)

(Section 128)

Strata Plan NW 738

DYE & DURHAM CLIENT No. 11061



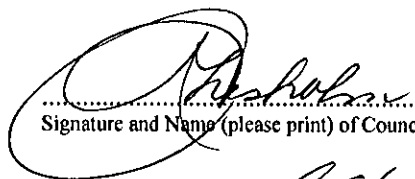
John Lan
Strata Manager
Ascent Real Estate Management Corporation

2176 Willingdon Avenue
Burnaby, BC V5C 5Z9
Phone: (604) 431-1800

Strata Property Act
FORM I
AMENDMENT TO BYLAWS
(Section 128)

The Owners, Strata Plan NW 738 certify that the following or attached amendments to the bylaws of the strata corporation were approved by a resolution passed in accordance with section 128 of the *Strata Property Act* at an annual or special general meeting held on December 6, 2001:

BE IT RESOLVED, the Owners, Strata Plan NW 738 adopt the attached bylaws in their entirety or individually in accordance with any amendments made at the Special General Meeting and repeal all previously registered bylaws.

 NICHOLAS J. CHISHOLM
.....
Signature and Name (please print) of Council Member

 MIKE GALLO
.....
Signature and Name (please print) of Second Council Member
(not required if council consists of only one member)

*Section 128 (3) of the Act provides that an Amendment to Bylaws must be filed in the land title office within 60 days of the amendment being approved.

**STRATA PLAN NW 738
MIDDLGATE TOWER
7171 BERESFORD STREET
BURNABY, BC**

SCHEDULE OF STANDARD BYLAWS

Division 1 - Duties of Owners, Tenants, Occupants and Visitors

Payment of strata fees

- 1 An owner must pay strata fees on or before the first day of the month to which the strata fees relate. Maintenance payments not received by the first day of the month will be subject to a fine of \$50.00.

Repair and maintenance of property by owner

- 2 (1) An owner must repair and maintain the owner's strata lot, except for repair and maintenance that is the responsibility of the strata corporation under these bylaws.
- (2) 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.
- (3) An owner is responsible for paying for the repair and/or replacement of the zone valve including labour of the service call.
- (4) An owner is responsible for keeping the drain clear and clean on their patio/balcony to prevent blockage

Use of property

- 3 (1) An owner, tenant, occupant or visitor must not use a strata lot, the common property or common assets in a way that
- (a) causes a nuisance or hazard to another person,
 - (b) causes unreasonable noise,
 - (c) unreasonably interferes with the rights of other persons to use and enjoy the common property, common assets or another strata lot,
 - (d) is illegal, or
 - (e) is contrary to a purpose for which the strata lot or common property is intended as shown expressly or by necessary implication on or by the strata plan.
- (2) An owner, tenant, occupant or visitor must not cause damage, other than reasonable wear and tear, to the common property, common assets or those parts of a strata lot which the strata corporation must repair and maintain under these bylaws or insure under section 149 of the Act.
- (3) An owner, tenant, occupant or visitor must ensure that all animals are leashed or otherwise secured when on the common property or on land that is a common asset.
- (4) An owner, tenant or occupant must not perform any major repairs to a vehicle parked in the underground parking.

Inform strata corporation

- 4 (1) Within 2 weeks of becoming an owner, an owner must inform the strata corporation of the owner's name, strata lot number and mailing address outside the strata plan, if any.
- (2) On request by the strata corporation, a tenant must inform the strata corporation of his or her name.

Obtain approval before altering a strata lot

- 5 (1) An owner must obtain the written approval of the strata corporation before making an alteration to a strata lot that involves any of the following:
- (a) the structure of a building;
 - (b) the exterior of a building;
 - (c) chimneys, stairs, balconies or other things attached to the exterior of a building;
 - (d) doors, windows or skylights on the exterior of a building, or that front on the common property;
 - (e) fences, railings or similar structures that enclose a patio, balcony or yard;
 - (f) common property located within the boundaries of a strata lot;
 - (g) those parts of the strata lot which the strata corporation must insure under section 149 of the Act.
 - (h) tiling, hardwood flooring must have some kind of soundproofing material installed prior to and as part of the installation of the work.
- (2) The strata corporation must not unreasonably withhold its approval under subsection (1), but may require as a condition of its approval that the owner agree, in writing, to take responsibility for any expenses relating to the alteration.
- (3) This section does not apply to a strata lot in a bare land strata plan.

Obtain approval before altering common property

- 6 (1) An owner must obtain the written approval of the strata corporation before making an alteration to common property, including limited common property, or common assets.
- (2) The strata corporation may require as a condition of its approval that the owner agree, in writing, to take responsibility for any expenses relating to the alteration.

Permit entry to strata lot

- 7 (1) An owner, tenant, occupant or visitor must allow a person authorized by the strata corporation to enter the strata lot
- (a) in an emergency, without notice, to ensure safety or prevent significant loss or damage, and
 - (b) at a reasonable time, on 48 hours' written notice, to inspect, repair or maintain common property, common assets and any portions of a strata lot that are the responsibility of the strata corporation to repair and maintain under these bylaws or insure under section 149 of the Act.
- (2) The notice referred to in subsection (1) (b) must include the date and approximate time of entry, and the reason for entry.

Division 2 – Powers and Duties of Strata Corporation

Repair and maintenance of property by strata corporation

- 8 The strata corporation must repair and maintain all of the following:
- (a) common assets of the strata corporation;
 - (b) common property that has not been designated as limited common property;
 - (c) limited common property, but the duty to repair and maintain it is restricted to
 - (i) repair and maintenance that in the ordinary course of events occurs less often than once a year, and
 - (ii) the following, no matter how often the repair or maintenance ordinarily occurs:
 - (A) the structure of a building;
 - (B) the exterior of a building;
 - (C) chimneys, stairs, balconies and other things attached to the exterior of a building;
 - (D) doors, windows and skylights on the exterior of a building or that front on the common property;
 - (E) fences, railings and similar structures that enclose patios, balconies and yards;
 - (d) a strata lot in a strata plan that is not a bare land strata plan, but the duty to repair and maintain it is restricted to
 - (i) the structure of a building,
 - (ii) the exterior of a 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, and
 - (v) fences, railings and similar structures that enclose patios, balconies and yards.

Division 3 – Council

Council size

- 9 (1) The council must have at least 3 and not more than 7 members.

Council members' terms

- 10 (1) The term of office of a council member ends at the end of the annual general meeting at which the new council is elected.
- (2) A person whose term as council member is ending is eligible for reelection.

Removing council member

- 11 (1) Unless all the owners are on the council, the strata corporation may, by a resolution passed by a majority vote at an annual or special general meeting, remove one or more council members.
- (2) 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.

Replacing council member

- 12 (1) 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 appoint a replacement council member for the remainder of the term.
- (2) A replacement council member may be appointed from any person eligible to sit on the council.
- (3) 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.
- (4) 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.

Officers

- 13 (1) 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, a president, a vice president, a secretary and a treasurer.
- (2) A person may hold more than one office at a time, other than the offices of president and vice president.
- (3) The vice president has the powers and duties of the president
- (a) while the president is absent or is unwilling or unable to act, or
 - (b) for the remainder of the president's term if the president ceases to hold office.
- (4) 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.

Calling council meetings

- 14 (1) 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.
- (2) The notice does not have to be in writing.
- (3) A council meeting may be held on less than one week's notice if
- (a) all council members consent in advance of the meeting, or
 - (b) the meeting is required to deal with an emergency situation, and all council members either
 - (i) consent in advance of the meeting, or
 - (ii) are unavailable to provide consent after reasonable attempts to contact them.
- (4) The council must inform owners about a council meeting as soon as feasible after the meeting has been called.

Requisition of council hearing

- 15 (1) By application in writing, stating the reason for the request, an owner or tenant may request a hearing at a council meeting.
- (2) If a hearing is requested under subsection (1), the council must hold a meeting to hear the applicant within one month of the request.
- (3) 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.

Quorum of council

- 16 (1) A quorum of the council is
- (a) 1, if the council consists of one member,
 - (b) 2, if the council consists of 2, 3 or 4 members,
 - (c) 3, if the council consists of 5 or 6 members, and
 - (d) 4, if the council consists of 7 members.
- (2) Council members must be present in person at the council meeting to be counted in establishing quorum.

Council meetings

- 17 (1) At the option of the council, council meetings may be held by electronic means, so long as all council members and other participants can communicate with each other.
- (2) If a council meeting is held by electronic means, council members are deemed to be present in person.
- (3) Owners may attend council meetings as observers.
- (4) Despite subsection (3), no observers may attend those portions of council meetings that deal with any of the following:
- (a) bylaw contravention hearings under section 135 of the Act;
 - (b) rental restriction bylaw exemption hearings under section 144 of the Act;
 - (c) any other matters if the presence of observers would, in the council's opinion, unreasonably interfere with an individual's privacy.

Voting at council meetings

- 18 (1) At council meetings, decisions must be made by a majority of council members present in person at the meeting.
- (2) Unless there are only 2 strata lots 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.
- (3) The results of all votes at a council meeting must be recorded in the council meeting minutes.

Council to inform owners of minutes

- 19 The council must inform owners of the minutes of all council meetings within 2 weeks of the meeting, whether or not the minutes have been approved.

Delegation of council's powers and duties

- 20 (1) Subject to subsections (2) to (4), 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.

- (2) The council may delegate its spending powers or duties, but only by a resolution that
 - (a) delegates the authority to make an expenditure of a specific amount for a specific purpose, or
 - (b) delegates the general authority to make expenditures in accordance with subsection (3).
- (3) A delegation of a general authority to make expenditures must
 - (a) set a maximum amount that may be spent, and
 - (b) indicate the purposes for which, or the conditions under which, the money may be spent.
- (4) The council may not delegate its powers to determine, based on the facts of a particular case,
 - (a) whether a person has contravened a bylaw or rule,
 - (b) whether a person should be fined, and the amount of the fine, or
 - (c) whether a person should be denied access to a recreational facility.

Spending restrictions

- 21
- (1) A person may not spend the strata corporation's money unless the person has been delegated the power to do so in accordance with these bylaws.
 - (2) Despite subsection (1), 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.

Limitation on liability of council member

- 22
- (1) 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.
 - (2) Subsection (1) does not affect a council member's liability, as an owner, for a judgment against the strata corporation.

Division 4 - Enforcement of Bylaws and Rules**Maximum fine**

- 23
- The strata corporation may fine an owner or tenant a maximum of
- (a) \$50 for each contravention of a bylaw, and
 - (b) \$10 for each contravention of a rule.

Continuing contravention

- 24
- 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 of \$50.00 may be imposed every 7 days.

Division 5 - Annual and Special General Meetings

Person to chair meeting

- 25 (1) Annual and special general meetings must be chaired by the president of the council.
- (2) If the president of the council is unwilling or unable to act, the meeting must be chaired by the vice president of the council.
- (3) 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.

Participation by other than eligible voters

- 26 (1) Tenants and occupants may attend annual and special general meetings, whether or not they are eligible to vote.
- (2) Persons who are not eligible to vote, including tenants and occupants, may participate in the discussion at the meeting, but only if permitted to do so by the chair of the meeting.
- (3) Persons who are not eligible to vote, including tenants and occupants, must leave the meeting if requested to do so by a resolution passed by a majority vote at the meeting.

Voting

- 27 (1) At an annual or special general meeting, voting cards must be issued to eligible voters.
- (2) At an annual or special general meeting a vote is decided on a show of voting cards, unless an eligible voter requests a precise count.
- (3) If a precise count is requested, the chair must decide whether it will be by show of voting cards or by roll call, secret ballot or some other method.
- (4) The outcome of each vote, including the number of votes for and against the resolution if a precise count is requested, must be announced by the chair and recorded in the minutes of the meeting.
- (5) If 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.
- (6) If there are only 2 strata lots in the strata plan, subsection (5) does not apply.
- (7) Despite anything in this section, an election of council or any other vote must be held by secret ballot, if the secret ballot is requested by an eligible voter.

Order of business

- 28 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;
 - (f) approve minutes from the last annual or special general meeting;
 - (g) deal with unfinished business;

- (h) receive reports of council activities and decisions since the previous annual general meeting, including reports of committees, if the meeting is an annual general meeting;
- (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, including any matters about which notice has been given under section 45 of the Act;
- (m) elect a council, if the meeting is an annual general meeting;
- (n) terminate the meeting.

Division 6 - Voluntary Dispute Resolution

Voluntary dispute resolution

- 29
- (1) A dispute among owners, tenants, the strata corporation or any combination of them may be referred to a dispute resolution committee by a party to the dispute if
 - (a) all the parties to the dispute consent, and
 - (b) the dispute involves the Act, the regulations, the bylaws or the rules.
 - (2) A dispute resolution committee consists of
 - (a) one owner or tenant of the strata corporation nominated by each of the disputing parties and one owner or tenant chosen to chair the committee by the persons nominated by the disputing parties, or
 - (b) any number of persons consented to, or chosen by a method that is consented to, by all the disputing parties.
 - (3) The dispute resolution committee must attempt to help the disputing parties to voluntarily end the dispute.

Division 7 - Marketing Activities by Owner Developer

Display lot

- 30
- (1) An owner developer who has an unsold strata lot may carry on sales functions that relate to its sale, including the posting of signs.
 - (2) An owner developer may use a strata lot, that the owner developer owns or rents, as a display lot for the sale of other strata lots in the strata plan.
 - (3) No lock boxes are allowed on site. The caretaker must be contacted for access.

STRATA PLAN NW 738
"MIDDLEGATE TOWERS"
7171 Bereford Street, Burnaby, B.C.

BY-LAWS

By-Law #201 – Common Expense

1. The fiscal year of the strata corporation shall be May 1st to April 30th.
2. Prior to the 10th day of April of each fiscal year, the strata corporation, at its Annual General Meeting shall approve by a majority vote an operating budget for the next fiscal year, which shall include all anticipated operating expenses and the allocation to the contingency reserve fund.
3. Any anticipated deficit from the preceding operating budget shall be carried forward to the next fiscal period for recovery.
4. Prior to the 15th day of April, each owner shall be notified in writing, by mail or hand delivery, of his/her assessment based upon unit entitlement of the budget which has been approved, subject to paragraph (5).
5. If the owners cannot agree upon a budget at the Annual General Meeting, the meeting shall be adjourned for one week to permit revisions to be constructed, and the revised budget shall be voted upon at the re-convened Annual General Meeting. This procedure shall be followed until a budget has been approved; thereupon the owners shall be notified of their monthly assessment.
6. In the case of an owner whose maintenance fees are not paid in full for three (3) successive months, a lien, Certificate of Default in Payment, shall be caused to be filed at the discretion of the strata council upon the title to his/her strata lot.

Maintenance payments not received by the first day of the month will be subject to a fine of \$25.00. Maintenance payments are due and payable on the first day of each month. (Amended April 5th, 1993)
7. The costs of filing liens referred to in (6), including administration, land title office and solicitor/client fees, shall be added to the account of the delinquent owner.
8. The strata corporation may take whatever further actions are necessary to protect the strata corporation and ensure collection of arrears, including the use of collection agencies, court actions and/or other remedies provided by the Condominium Act. The costs incurred by the strata corporation of any of these procedures shall be added to the delinquent owner's account.
9. If at any time it appears to the strata council of the strata corporation that the approved operating budget of common expenses will be inadequate to meet the common expenses or other special expenses of the strata corporation, the strata council shall convene an Extraordinary General Meeting to approve a special assessment or method by which the deficit could be addressed by the owners.
10. The strata corporation shall ensure that a monthly financial statement is prepared and delivered to the council by the 15th day of each month, for the month preceding.
11. At each fiscal year end, the strata corporation shall have its books, records and monies audited by an independent auditor. Copies of the audit shall be given to any owner within seven days of a request.
12. Maintenance fees and/or assessments that are in arrears are subject to a \$25.00 fine.

13. Contingency Reserve Fund monies may only be deposited in an accredited financial institution approved by the strata council.
14. Owners whose accounts are in arrears may not run for election to council, may not nominate another owner for election to council, nor vote at a General Meeting of the Corporation.
15. The strata council shall not, except in emergencies, authorize an expenditure exceeding \$2500.00 which was not set out in the Annual General Budget of the Strata Corporation without authorization by a Special Resolution.

By-Law #202 – Interior Alterations

1. No owner shall alter the interior structure of his/her strata lot without first obtaining permission of the strata council and then the necessary municipal building permit from the Municipality of Burnaby. The strata council shall be given a copy of such building permit.
2. Alterations shall not commence prior to 8:00 a.m. on weekdays and 9:00 a.m. on weekends, and shall not continue beyond 5:00 p.m. on any day. The strata council shall be at liberty to levy fines at its discretion for any violation of this schedule.

By-Law #203 – Exterior Alterations

1. No signs, billboards, notices, advertising matter, of any kind shall be placed on any part of the common property without the written consent of the strata corporation first being obtained.
2. No television antenna or similar structure or appurtenances thereto shall be erected on or fastened to the common property except as authorized by the council.
3. No laundry, washing, swimming apparel, or towels shall be hung in such a way as to be visible from the outside of a strata lot.
4. No structural alterations to any common property or exterior of any strata lot, including balconies or patios shall be made. No wiring, plumbing, piping or other services of common property shall be altered or supplemented without the prior written consent of the strata council.
5. Balconies shall not be used for the storage of articles and the council shall have the power and duty to regulate the use of the balconies.
6. Owners listing their strata lots for sale shall use the sale standard at the front of the property as provided by the strata corporation and no real estate "For Sale" sign shall be placed anywhere on the common property other than the designated standard.
7. No strata unit owner is to remove or alter any of the landscaping on the common property.

By-Law #204 – Use of Strata Lot

1. The strata lot shall be used exclusively as a private dwelling home for one family consisting of four (4) people, which may include a live-in housekeeper or nurse.
2. The strata lot shall not be used for commercial or professional purposes, or for any purpose which may be illegal or contrary to any government or municipal rules or ordinances, or is injurious to the reputation of the building or its owners.
3. Communication between owners and council shall be in writing signed and dated by the owner and shall be directed to council chairperson, vice-chairperson or management agent.

By-Law #205 – Disturbance to Others

1. An owner shall not permit any occupant of his/her strata lot, or any guest, to make any undue noise in or about any strata lot or common property, or to do anything which will interfere unreasonably with any other resident.
2. Any damage to the common property caused by owners, guests, or occupants of a strata lot, will be the financial responsibility of the owner of the strata lot.
3. Mops or dusters of any kind shall not be shaken from, and nothing shall be thrown out of any window, door, stairway, vestibules, or other parts of the common property.
4. No restrictions or hindrances shall be caused to sidewalks, entrances, exits, halls, passages, stairways, vestibules, or other parts of the common property.
5. No owner, guest or visitor shall be permitted to trespass on the part of the property to which another owner is entitled to exclusive occupation.

By-Law #206 – Hazards

1. Everything shall be done to reduce fire hazards and nothing should be brought or stored on a strata lot or the common property which will in any way increase or tend to increase the risk of fire or the rate of fire insurance or any other insurance policy held by the strata corporation, or which will invalidate any insurance policy.
2. No material substances, especially burning material such as cigarettes or matches shall be thrown out, or be permitted to fall out, of any window, door, balcony, stairway, passage or other part of the strata lot or common property.
3. No coal or combustible, flammable or offensive material, except a small amount of fuel normally used in outdoor barbecues, shall be stored in any strata lot.
4. No inflammable materials or dyes shall be used in the washing machines or dryers.
5. The use of charcoal barbecues is not permitted; only covered gas barbecues are allowed on balconies or patios. Residents are reminded to take proper precautions for fire safety.
6. An owner shall endeavor to conserve the plumbing system and electrical system of the building, and any damage to any of these systems, caused by the wrongful act or neglect of any owner, occupant, or guest, shall be repaired at the expense of such owner.
7. All common areas, with the exception of the pool, recreation and parking garage, shall be designated as non-smoking areas. Common areas are defined as lobby hallways, elevators, stairways and locker rooms. *(Added April 11, 1994)*
8. Only artificial Christmas trees shall be allowed. Residents in contravention of this by-law shall be assessed a fine of \$25.00 per day. *(Added April 11, 1994)*

By-Law #207 – Cleanliness

1. All household refuse and garbage shall be suitably wrapped in sealed plastic containers and deposited in the container provided by the strata corporation for that purpose at a controlled point.
2. Any items stored in locker room must be kept within the confines of the owner's designated locker. Articles not contained within the designated lockers shall be removed by the strata corporation. The strata corporation shall not be responsible for any loss, theft or damage to goods stored in or around the locker.

By-Law #208 – Damage to Property

1. Where the strata corporation is required to enter a strata lot for the purpose of maintenance or repairs, the strata corporation and its agents in carrying out any work or repairs must do so in a proper and workmanlike manner and shall make good any damage to the strata lot occasioned by such works and restore the strata lot to its original condition.
2. An owner shall indemnify and save harmless the strata corporation from the expense of any maintenance, repairs or replacement rendered necessary to the common property or to any strata lot by his/her act, neglect or carelessness or by that of any member of his/her family or his/her or their guests, servants, agents or tenants, but only to the extent that such expense is not met by the proceeds of insurance carried by the strata corporation.
3. No owner, occupant of a lot or guest shall do anything on common property likely to damage the plants, bushes, flowers or lawn.
4. (a) In the event damage is caused to a strata unit by the leakage of water, fire or any other cause whatsoever emanating from within another strata unit and such damage is covered by the strata corporation's insurance policy, the deductible portion in the case of negligence only, shall be the responsibility of the suite owner of the strata unit from which the leakage, fire or other cause of the damage emanated.

(b) In the event damage is caused to a strata unit by the leakage of water, fire or any other cause whatsoever emanating from within another strata unit, and such damage would be covered by the strata corporation's insurance policy, but the cost of the repair of such damage does not exceed the deductible portion, in the case of negligence only, the suite may be charged the insurance deductible portion.

By-Law #209 – Parking

1. **Access to Parking Stalls:** Reasonable access **MUST** be maintained to every parking stall at all times.

An owner, renter or guest shall not place his/her vehicle in such position to cause difficulties for adjacent occupants.

No one shall park his/her vehicle in the allocated parking space of another.

Violation of the above could result in the offending vehicle being towed at the vehicle owner's sole risk and expense.
2. No parking shall be permitted other than in the designated parking stall.
3. No parking stall shall be rented to any non-resident person.
4. Cars, trucks, recreation vehicles, boats or trailers of any kind, parking in any stall in the underground parking must have a valid plate and decal or provide the Strata Council with Proof of Liability Insurance. Those in contravention of the By-Law will be towed after seven (7) days written notice. All costs involved are the responsibility of the vehicle owner.

By-Law #210 – Lockers

1. No items are to be stored outside the lockers assigned to suites. Any items left in locker room corridors or in the car parking area longer than 72 hours will be considered to be abandoned, and hence will be subject to disposal.

By-Law #211 – Entrance Doors

1. In the interests of maintaining maximum security at Middlegate Towers, the entrance doors to the building shall be kept closed and locked at all times except for brief occasions upon entry and exit.

PETS

NW 738

- 1) Pets will be allowed upon approval by council and the pet must be registered with the strata corporation. Any pets within the building prior to December 6, 2001 will be grandfathered. *(Amended December 6, 2001.)*
- 2) When registering pets, pet owners are to provide the name and accurate description of the animal.
- 3) The strata council may for just cause revoke permission, such revocation shall be in writing to the owner allowing 30 days for removal of the pet.
- 4) Pets shall not traverse the common property of Strata Plan NW 738 unless on a regulation leash (not over six feet in length) held by the owner or his/her designate.
- 5) An owner, or his/her designate, shall ensure that any fecal droppings by his/her pet(s) on common property of the strata corporation are picked up and deposited in a garbage container.
- 6) An owner shall discourage his/her dog(s) from excessive barking at all times.
- 7) For the purpose of paragraph (3) of this By-Law "just cause" shall include, but not limit to, excessive barking, traversing of the common property by dogs without leashes and defecation on common property without pick-up.
- 8) Owners who wish to express a complaint to the council about any pet or its owner must do so in writing. Complaints should be specific as to violation, dates and times, and wherever possible, contain witness verification.
- 9) The strata council shall have the authority to levy a fine of \$100.00 per diem, week or month for violation of this By-Law.

RENTAL REGULATION BY-LAW NW 738

1. An owner who leases his/her strata lot shall provide to the strata corporation a Form D Tenant's Undertaking in accordance with Sections 46 and 47 of the Condominium Act. Failure to provide Form D within ten days of commencement of a tenancy shall be cause for a \$50.00/month fine against the strata lot owner.
2. Effective March 25, 1999, whenever there is a change in a tenancy the owner will be assessed a \$50.00 move-out fee and a \$50.00 move-in fee. All owners will be allowed one fee move. *(Amended March 24, 1999)*

Moving hours are effective from 8:00 a.m. to 4:00 p.m. and 6:00 p.m. to 9:00 p.m. The council must receive 24 hours verbal or written notice before a move takes place. Being in contravention of the moving hours will result in a fine of \$100.00. *(Added April 11th 1994)*

BY-LAW 1000 – EARTHQUAKE INSURANCE DEDUCTIBLE

Where Strata Corporation NW 738 is required to repair, replace and/or maintain any portion of the common property, common facilities, assets, including strata lots comprised in the building(s) (the "Property") that are usually the subject of insurance pursuant to Section 54 of the Condominium Act of B.C. and whereas the strata corporation is subject to an insurance deductible greater than five (5) percent of the insured value of the Property, in the event of damage to the Property caused by an earthquake the strata corporation shall levy a special assessment upon all owners of the strata corporation in proportion to the respective unit entitlement of each owner's strata lot in an amount equivalent to the deductible or such lesser amount as may be required to complete all repairs to and replacement of the Property as necessary.

In the event of an earthquake, the special assessment shall immediately become due and payable in full and any owner who sells, conveys or transfers his/her title, including a remortgage, shall pay the full amount outstanding. As a matter of financial convenience only, the owners may pay the special assessment over a period of six (6) months, such payments to be equally divided and commencing on the first day of the month following declaration of this by-law by the strata council or any duly appointed administrator in lieu of the strata council. Any installment not made on the first of each month shall be assessed a fine of \$100. The strata corporation may further add interest charges.

This special assessment shall be considered as part of the common expenses of the strata corporation and Section 37 of the Condominium Act of B.C. (Remedies for Owner's Default) shall be applicable where an owner fails to make the required payment as authorized by this by-law. *(Adopted April 11/96)*

BY-LAW 5000 – SPECIAL ASSESSMENT OR LEVIES

Where the strata corporation requires money to meet its obligations pursuant to Sections* 14, 34 and 54 of the Condominium Act of British Columbia, and where such monies are not included in the annual operating budget of the strata corporation pursuant to Section 35 of the Condominium Act of British Columbia, the strata corporation shall have the authority to raise by special resolution of the owners a special assessment or levy upon the owners in proportion to unit entitlement for the individual strata lots. *(* 14 Duties of Corporation, 34 Duties and Powers of Strata Corporation, 54 Insurance). (Adopted Oct. 24/95)*

NW738 Middlegate Towers (nw738)

Income Statement

Unaudited for 12 periods

For the period ending April 30, 2016

Account		MTD Actual	MTD Budget	YTD Actual	YTD Budget	\$ Variance	Annual Budget
Income							
Operating Income (Strata)	3000-0000	15,929.16	15,928.87	191,149.92	191,146.00	3.92	191,146.00
Contingency Reserve Income	3010-0000	1,666.67	1,666.63	20,000.04	20,000.00	0.04	20,000.00
Interest Income	3030-0000	9.28	12.50	205.51	150.00	55.51	150.00
Move In/Out Fee	3040-0000	0.00	0.00	250.00	0.00	250.00	0.00
Parking Income	3050-0000	240.00	208.37	2,980.00	2,500.00	480.00	2,500.00
Keys/Remotes Income	3055-0000	(60.00)	0.00	390.00	0.00	390.00	0.00
Strata Suite Rental Revenue	3075-0000	700.00	708.37	8,400.00	8,500.00	(100.00)	8,500.00
Total Income		18,485.11	18,524.74	223,375.47	222,296.00	1,079.47	222,296.00
Expense							
Agent Fee	4000-0000	1,516.02	1,516.04	18,192.24	18,192.26	0.02	18,192.26
Legal/Consulting Fees	4010-0000	239.09	41.63	239.09	500.00	260.91	500.00
Photocopying/Postage	4012-0000	355.22	154.13	2,404.96	1,850.00	(554.96)	1,850.00
Miscellaneous	4016-0000	117.12	125.00	1,210.96	1,500.00	289.04	1,500.00
Insurance	4040-0000	3,368.60	3,250.00	40,906.40	39,000.00	(1,906.40)	39,000.00
Electricity	4050-0000	2,126.00	1,333.37	18,207.99	16,000.00	(2,207.99)	16,000.00
Garbage Collection	4056-0000	813.56	1,000.00	8,107.77	12,000.00	3,892.23	12,000.00
Gas	4058-0000	5,397.90	3,500.00	39,578.09	42,000.00	2,421.91	42,000.00
Doors & Locks	4112-0000	484.37	83.37	484.37	1,000.00	515.63	1,000.00
Enterphone	4116-0000	495.91	66.63	854.52	800.00	(54.52)	800.00
Elevator	4130-0000	1,058.64	1,025.00	15,816.25	12,300.00	(3,516.25)	12,300.00
Fire Protection	4142-0000	71.14	233.37	6,045.18	2,800.00	(3,245.18)	2,800.00
Repairs & Maintenance - General	4160-0000	115.99	1,145.46	27,602.89	13,745.74	(13,857.15)	13,745.74
Supplies	4217-0000	0.00	41.63	462.19	500.00	37.81	500.00
Pest Control	4222-0000	387.45	75.00	938.70	900.00	(38.70)	900.00
Landscaping	4300-0000	1,462.40	416.63	6,580.00	5,000.00	(1,580.00)	5,000.00
Landscaping Improvements/Planting	4300-0020	(590.00)	41.63	0.00	500.00	500.00	500.00
Snow Removal	4310-0000	0.00	25.00	0.00	300.00	300.00	300.00
Caretakers Wages	4500-0000	2,523.66	2,784.00	31,303.56	33,408.00	2,104.44	33,408.00
Total Expense		19,943.07	16,857.89	218,935.16	202,296.00	(16,639.16)	202,296.00
Surplus(deficit) from operations							
Contingency Reserve Transfer	4800-0000	(1,457.96)	1,666.85	4,440.31	20,000.00	(15,559.69)	20,000.00
		1,666.67	1,666.63	20,000.04	20,000.00	(0.04)	20,000.00
Total operating surplus(deficit)		(3,124.63)	0.22	(15,559.73)	0.00	(15,559.65)	0.00

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**NW738 Middlegate Towers (nw738)
Balance Sheet
As at April 30, 2016**

ASSETS

Current Assets

Bank - Operating	4,774.95
Bank - Contingency Reserve	79,844.80
Bank - Elevator Modernization Levy	29,277.71
Petty Cash	600.00
Accounts Receivable - Operating	456.77
Prepaid Expenses - Insurance	10,105.60
Due from Operating to Contingency Reserve Fund	22,000.00

TOTAL ASSETS **147,059.83**

LIABILITIES AND OWNER'S EQUITY

LIABILITIES

Accounts Payable	1,412.78
Accrued Expenses	8,084.27
Due to Contingency Reserve Fund from Operating	22,000.00

Total Liabilities **31,497.05**

OWNERS' EQUITY

Operating Fund - Current Year	(15,559.73)
Contingency Reserve Funds (Reserve)	101,844.80
Special Levy - Elevator Modernization	29,277.71

Total Owners' Equity **115,562.78**

TOTAL LIABILITIES AND OWNER'S EQUITY **147,059.83**

**Midlegate Towers (nw738)
 Balance Sheet Account Reconciliation
 As at April 30, 2016**

CONTINGENCY RESERVE FUND

Bank - Contingency Reserve Fund	1152-0000	79,844.80
Due from Operating to Contingency Reserve Fund	1600-0000	<u>22,000.00</u>
		<u>101,844.80</u>
Contingency Reserve Funds	2130-0000	<u>101,844.80</u>

ELEVATOR MODERNIZATION LEVY

Bank - Elevator Modernization Levy	1160-0010	<u>29,277.71</u>
		<u>29,277.71</u>
Special Levy - Elevator Modernization	2300-0010	<u>29,277.71</u>

FIRE PANEL LEVY

Bank - Fire Panel Levy	1160-0020	<u>-</u>
Reserve - Fire Panel	2135-0020	-
Special Levy - Fire Panel closed to CRF	2300-0020	-
		<u>-</u>

NW738 Middlegate Towers (nw738)

Income Statement

Unaudited for 4 periods

For the period ending August 31, 2016

Account		MTD Actual	MTD Budget	YTD Actual	YTD Budget	\$ Variance	Annual Budget
Income							
Operating Income (Strata)	3000-0000	16,725.40	16,725.33	66,901.61	66,901.32	0.29	200,704.00
Contingency Reserve Income	3010-0000	1,666.67	1,666.67	6,666.68	6,666.68	0.00	20,000.00
Interest Income	3030-0000	17.01	16.67	50.34	66.68	(16.34)	200.00
Move In/Out Fee	3040-0000	200.00	0.00	800.00	0.00	800.00	0.00
Parking Income	3050-0000	220.00	241.67	(480.00)	966.68	(1,446.68)	2,900.00
Keys/Remotes Income	3055-0000	60.00	8.33	170.00	33.32	136.68	100.00
Strata Suite Rental Revenue	3075-0000	700.00	708.33	2,800.00	2,833.32	(33.32)	8,500.00
Total Income		19,589.08	19,367.00	76,908.63	77,468.00	(559.37)	232,404.00
Expense							
Agent Fee	4000-0000	1,545.60	1,545.67	6,182.40	6,182.68	0.28	18,548.00
Legal/Consulting Fees	4010-0000	0.00	41.67	6.23	166.68	160.45	500.00
Photocopying/Postage	4012-0000	173.44	183.33	980.44	733.32	(247.12)	2,200.00
Miscellaneous	4016-0000	114.28	108.33	817.82	433.32	(384.50)	1,300.00
Insurance	4040-0000	2,433.75	3,416.67	12,539.35	13,666.68	1,127.33	41,000.00
Electricity	4050-0000	3,151.01	1,500.00	4,081.71	6,000.00	1,918.29	18,000.00
Garbage Collection	4056-0000	701.74	666.67	2,826.61	2,666.68	(159.93)	8,000.00
Gas	4058-0000	4,003.72	3,250.00	6,897.87	13,000.00	6,102.13	39,000.00
Doors & Locks	4112-0000	0.00	83.33	1,457.56	333.32	(1,124.24)	1,000.00
Enterphone	4116-0000	51.23	66.67	204.92	266.68	61.76	800.00
Elevator	4130-0000	1,058.64	1,125.00	4,234.56	4,500.00	265.44	13,500.00
Fire Protection	4142-0000	1,447.35	333.33	1,660.77	1,333.32	(327.45)	4,000.00
Repairs & Maintenance - General	4160-0000	5,291.96	1,800.50	19,853.76	7,202.00	(12,651.76)	21,606.00
Supplies	4217-0000	0.00	41.67	565.09	166.68	(398.41)	500.00
Pest Control	4222-0000	85.05	79.17	248.85	316.68	67.83	950.00
Landscaping	4300-0000	600.00	600.00	1,800.00	2,400.00	600.00	7,200.00
Landscaping Improvements/Planting	4300-0020	0.00	41.67	210.00	166.68	(43.32)	500.00
Snow Removal	4310-0000	0.00	25.00	0.00	100.00	100.00	300.00
Caretakers Wages	4500-0000	2,564.35	2,791.67	10,185.65	11,166.68	981.03	33,500.00
Total Expense		23,222.12	17,700.35	74,753.59	70,801.40	(3,952.19)	212,404.00
Surplus(deficit) from operations							
Contingency Reserve Transfer	4800-0000	(3,633.04)	1,666.65	2,155.04	6,666.60	(4,511.56)	20,000.00
		1,666.67	1,666.67	6,666.68	6,666.68	0.00	20,000.00
Total operating surplus(deficit)		(5,299.71)	(0.02)	(4,511.64)	(0.08)	(4,511.56)	0.00

**NW738 Middlegate Towers (nw738)
Balance Sheet
As at August 31, 2016**

ASSETS

Current Assets

Bank - Operating	1,554.78
Bank - Contingency Reserve	64,012.77
Bank - Elevator Modernization Levy	29,371.24
Petty Cash	600.00
Accounts Receivable - Operating	(3,634.17)
Prepaid Expenses - Insurance	26,771.25
Due from Operating to Contingency Reserve Fund	29,205.00

TOTAL ASSETS

147,880.87

LIABILITIES AND OWNER'S EQUITY

LIABILITIES

Accounts Payable	598.50
Due to Contingency Reserve Fund from Operating	29,205.00

Total Liabilities

29,803.50

OWNERS' EQUITY

Operating Fund - Current Year	(4,511.64)
Contingency Reserve Funds (Reserve)	93,217.77
Special Levy - Elevator Modernization	29,371.24

Total Owners' Equity

118,077.37

TOTAL LIABILITIES AND OWNER'S EQUITY

147,880.87

Middlegate Towers (nw738)
Balance Sheet Account Reconciliation
As at August 31, 2016

CONTINGENCY RESERVE FUND

Bank - Contingency Reserve Fund	1152-0000	64,012.77
Due from Operating to Contingency Reserve Fund	1600-0000	<u>29,205.00</u>
		<u>93,217.77</u>
Contingency Reserve Funds	2130-0000	<u>93,217.77</u>

ELEVATOR MODERNIZATION LEVY

Bank - Elevator Modernization Levy	1160-0010	<u>29,371.24</u>
		<u>29,371.24</u>
Special Levy - Elevator Modernization	2300-0010	<u>29,371.24</u>

**STRATA COUNCIL MEETING MINUTES
STRATA PLAN NW738 - "MIDDLEGATE TOWERS"
7171 BERESFORD STREET, BURNABY, BC**

Held on Monday, August 15, 2016
Common Room, 12th Floor

PRESENT: Chirs Murphy *President*
Jo Ann Chisholm *Treasurer/Secretary*
Mohammad Rahman *Member*
Ed Bloem *Resident Manager*

REGRETS: Ivica Kolomejac *Vice President*

MANAGING AGENT: Duncan Deng, *Strata Manager, Ascent Real Estate Management Corporation*

CALL TO ORDER

The meeting was called to order at 6:30 p.m.

MINUTES OF THE PREVIOUS MEETING

It was **MOVED, SECONDED**, and **CARRIED** to approve the minutes of the Council meeting held on March 3, 2016 as previously distributed.

FINANCIAL REPORT

1. **Financial Statements:** It was **MOVED, SECONDED** and **CARRIED** to approve the financial statements for the months of May, June and July 2016 as presented. Council requested a copy of the February, March and April statements for review and approval.

Council has reviewed financial statements for February/March/April & has asked for clarification from Ascent on March statement regarding estimate of \$28,792 + taxes for additional work to be done on fire panel, how this relates to release of \$6,500 holdback, Balance Sheet amount of \$29277.71 for "elevator modernization levy" and duplicate recycling expenses of \$24.48/month from Progressive.

2. **Accounts Receivable:** Council reviewed the AR listing as of August 15, 2016, noting that many owners are in arrears. If you are uncertain of the status of your strata account, please contact the Ascent Accounts Receivable department at (604) 293-2443 or AR@ascentpm.com for inquiries.
3. **CRF Loan:** Council approved to borrow \$29,205 from the Contingency Reserve Fund (CRF) account in order to pay the strata's insurance premium renewal in the amount of \$29,205. The strata will pay back CRF account when funds become available.

POLICY FOR COLLECTION OF OUTSTANDING STRATA ACCOUNTS

- Step 1: All outstanding accounts will receive a Statement of Account. This will show your account balance and a reminder to please remit your payment in full.
- Step 2: A lien warning letter will be sent advising the owner that if the account is not paid in full within 21 days that a lien will be placed against the strata lot. A title search charge of \$105.00 is added to the account of the owner receiving the lien warning. A copy of the lien warning letter is also sent

to the mortgage company, as it is a default on the mortgage.

- Step 3: If there is no response to the lien warning letter within 21 days, a lien will be placed on the affected strata lot. Owners are advised that if a lien is placed against your unit, a \$550.00+tax charge will be applied to your unit to cover the cost associated with the lien. The mortgage holder is also advised of the lien warning letter and pending lien as it is a default of the mortgage terms.
- Step 4: If the account continues to accumulate after the lien has been applied to the strata lot, the next step in collection is a demand letter from a lawyer advising the owner that if payment in full is not received within 30 days that the Strata Corporation will proceed to the Supreme Court of British Columbia seeking a forced sale to satisfy the debt.

LITIGATION REPORT

To the best of Council's knowledge, there is no current Litigation to report on involving the Strata Corporation.

BUSINESS ARISING

1. **Fire Panel/Elevator Update:** Black Tusk advised that they presented a proposal to the City of Burnaby for installing a dedicated homing system for the elevators, and is still waiting for approval at the municipal level.
2. **Annual Fire Safety Inspection:** Black Tusk attended August 10 & 11 to conduct the annual fire safety inspection, and their final report is pending.
3. **Strata Insurance Renewal:** The strata's insurance has been renewed with CMW Insurance at a total premium of \$29,205, effective August 1, 2016 to August 1, 2017.
4. **Unit 103 Sewer Backup Damage:** Sewer backup occurred in unit 103 which caused damage to the unit. An insurance claim was filed against the strata insurance policy subject to the \$10,000 water damage deductible. The owner had agreed to a cash settlement with insurance adjuster regarding water damage repairs within the strata lot.

NEW BUSINESS

1. **Report on Completed Projects:**
 - a) **Junk Removal from Parkade:** Council has used JW Recycle to remove junk from the parkade.
 - b) **Pool Fence:** Council had a railing contractor install fences in the pool area for safety purposes, to prevent people from inadvertently entering the area.
 - c) **River rock for Front Entrance Area:** Council agreed to remove the lumber from the front entrance and replace them with river rocks.
 - d) **Plumbing Repairs/Pool and Hot tub:** Council has asked the plumber to cap all the toilet and sewer lines in the pool and hot tub area.
2. **New Projects / Exterior:**
 - a) **Garage Ceiling and Concrete Repair:** Council has agreed to spend \$5,000 immediately from Contingency Reserve Fund (CRF) on an emergency basis to repair one area. A comprehensive concrete maintenance program is will commence in 2017.

- b) **Garage Power Washing:** Council agreed to power wash the garage and residents will be notified.
- c) **Frontage Improvements:** Council discussed and agreed to table for next year.
- d) **Concrete Steps / Front Re-face:** Council discussed the issue and agreed to table for next year.
- e) **Re-paint White Lines in Garage:** Council discussed and agreed to budget for this item in the next year.
- f) **Cleaning and Painting Staircase to Garage:** Council is considering to power wash the staircase to the garage and apply non-slip paint after power washing.
- g) **Powerwashing and Painting Building:** Council is exploring options (i.e. Power washing versus painting) to address the stain on balconies at back of building.
- h) **Window Washing:** Council agreed to proceed with Sea to Sky Window Cleaning to clean all inaccessible exterior windows. A notice will be posted for residents' information.

3. **New Projects / Interior:**

- a) **Annual Cleaning of Sewer Lines:** Council agreed to have the sewer lines cleaned annually.
- b) **Hallway Re-painting:** Council discussed and agreed to defer this item until next year.
- c) **Replace Hallway Carpeting:** Council discussed and agreed to defer until next year.
- d) **Surveillance Cameras:** Council discussed and decided not to proceed.

4. **Ascent Avenue:** The strata manager advised that Ascent can provide the strata with a web portal. By using Ascent Avenue, owners can access the following information online:

- o General strata information such as announcements, calendars, and FAQs;
- o Personal account information including contact information (email, telephone, address, emergency contacts etc.);
- o Strata account information showing outstanding fees and ledgers, and allowing the setup of PAP payments;
- o Strata Corporation documents including minutes, bylaws and insurance summary of coverages;
- o Personal documents such as bylaw fines and chargeback letters.

Following discussion, council agreed to table for next council meeting.

5. **New Strata Manager:** Please be advised that effective September 9, 2016 Biljana (Billie) Trkulja will be your assigned strata manager.

CORRESPONDENCE

1. An owner wrote to council asking for permission to build a community garden at the complex. Council rejected the owner's proposal.
2. An owner wrote to council advising of a mess in the garbage chute room. Council thanks the owner for their correspondence. Owners are reminded to keep the chute clean and free of blockages, otherwise the strata will need to spend money to unblock the chute.

TERMINATION

The meeting terminated at 8:10 p.m.

NEXT MEETING

The next meeting will be held October 11, 2016.

Ascent Real Estate Management Corporation
Managing Agents
On Behalf of the Owners' Strata Plan NW 738



Duncan Deng
Strata Manager
DD/jw

Email: ddeng@ascentpm.com
Direct: 604-293-2420

Ascent After Hours Emergency Line: 604-293-2459

Ascent Real Estate Management Corporation – 2176 Willingdon Avenue, Burnaby, BC V5C 5Z9
Phone: 604-431-1800 Fax: 604-431-1818 email: ascent@ascentpm.com website: www.ascentpm.com



June 20, 2016

ALL OWNERS
STRATA PLAN NW 738 "MIDDLEGATE TOWERS"
7171 Beresford Street
Burnaby, BC

Dear Owners:

RE: ANNUAL GENERAL MEETING
APPROVED BUDGET & STRATA FEES

Further to the attached minutes of the Annual General Meeting held June 9, 2016, please be advised that there has been an increase to strata fees for the fiscal year, effective May 1, 2016.

If you are currently enrolled in the pre-authorized payment plan (PAP), there will be no need to contact our office as the amount of your strata fees will be adjusted accordingly. Please note that the two (2) months' difference in strata fees for May and June 2016 will be withdrawn from owners' accounts along with your July strata fees on **July 1, 2016**.

If you are not enrolled in the PAP program, kindly forward post-dated cheques for your monthly strata fees to Ascent Real Estate Management Corporation for the fiscal year. If you have already paid your May and June strata fees, please also submit a cheque for the retroactive adjustment (the difference in fees for May and June 2016).

Please make all cheques payable to "OWNERS STRATA PLAN NW 738" noting your unit number and reason for payment, and submit them to the Ascent office. Should you require any assistance or wish to enroll in the pre-authorized payment plan (PAP), please contact our Accounts Receivable desk at AR@ascentpm.com or (604) 293-2443.

Yours truly,

Ascent Real Estate Management Corporation
Managing Agents
On Behalf of Owners Strata Plan NW 738


Duncan Deng
Strata Manager
DD/jw

**STRATA PLAN NW 738
MIDDLEGATE TOWER
APPROVED BUDGET
EFFECTIVE MAY 1, 2016 TO APRIL 30, 2017**

Revenue		
3000 Operating Income (Strata)		200,704.00
3010 Contingency Reserve Income		20,000.00
3030 Interest Income		200.00
3050 Parking Income		2,900.00
3055 Key/Remotes Income		100.00
3075 Strata Suite Rental Revenue		8,500.00
3080 Other Income		-
		<hr/>
Total Revenue		232,404.00
Expenses:		
4000 Agent Fee		18,548.00
4010 Legal/Consulting Fees		500.00
4012 Photocopy/Postage		2,200.00
4016 Miscellaneous		1,300.00
4040 Insurance		41,000.00
4050 Electricity		18,000.00
4056 Garbage Collection		8,000.00
4058 Gas		39,000.00
4112 Doors & Locks		1,000.00
4116 Enterphone		800.00
4130 Elevator		13,500.00
4142 Fire Protection		4,000.00
4160 Repairs & Maintenance - General		21,606.00
4217 Supplies		500.00
4222 Pest Control		950.00
4300 Landscaping		7,200.00
4300-0020 Landscaping Improvements/Planting		500.00
4310 Snow Removal		300.00
4500 Caretaker Wages		33,500.00
		<hr/>
Total Operating Expenses		212,404.00
Surplus/(Deficit) from operation		<hr/> 20,000.00
4800 Contingency Transfers		<hr/> 20,000.00
Surplus/(Deficit) from operation		<hr/> <hr/> -

**STRATA PLAN NW 738
MIDLEGATE TOWER
APPROVED STRATA FEES SCHEDULE
EFFECTIVE MAY 1, 2016 TO APRIL 30, 2017**

Total Operating Fee	\$ 200,704.00
Total CRF Fee	\$ 20,000.00
Total Strata Fees	<u>\$ 220,704.00</u>

UNIT #	S.L. #	U/E	OPERATING FEE	CRF FEE	Monthly PAYMENT	Retro Fees May16-Jun16
101	3	0	\$0.00	\$0.00	\$0.00	\$0.00
102	4	818	\$239.58	\$23.87	\$263.46	\$22.81
103	5	863	\$252.76	\$25.19	\$277.95	\$24.06
104	1	863	\$252.76	\$25.19	\$277.95	\$24.06
105	2	861	\$252.18	\$25.13	\$277.31	\$24.01
201	9	860	\$251.88	\$25.10	\$276.98	\$23.99
202	10	863	\$252.76	\$25.19	\$277.95	\$24.06
203	11	876	\$256.57	\$25.57	\$282.14	\$24.43
204	6	863	\$252.76	\$25.19	\$277.95	\$24.06
205	7	863	\$252.76	\$25.19	\$277.95	\$24.06
206	8	876	\$256.57	\$25.57	\$282.14	\$24.43
301	15	860	\$251.88	\$25.10	\$276.98	\$23.99
302	16	863	\$252.76	\$25.19	\$277.95	\$24.06
303	17	876	\$256.57	\$25.57	\$282.14	\$24.43
304	12	863	\$252.76	\$25.19	\$277.95	\$24.06
305	13	863	\$252.76	\$25.19	\$277.95	\$24.06
306	14	876	\$256.57	\$25.57	\$282.14	\$24.43
401	21	860	\$251.88	\$25.10	\$276.98	\$23.99
402	22	863	\$252.76	\$25.19	\$277.95	\$24.06
403	23	876	\$256.57	\$25.57	\$282.14	\$24.43
404	18	863	\$252.76	\$25.19	\$277.95	\$24.06
405	19	863	\$252.76	\$25.19	\$277.95	\$24.06
406	20	876	\$256.57	\$25.57	\$282.14	\$24.43
501	27	860	\$251.88	\$25.10	\$276.98	\$23.99
502	28	863	\$252.76	\$25.19	\$277.95	\$24.06
503	29	876	\$256.57	\$25.57	\$282.14	\$24.43
504	24	863	\$252.76	\$25.19	\$277.95	\$24.06
505	25	863	\$252.76	\$25.19	\$277.95	\$24.06
506	26	876	\$256.57	\$25.57	\$282.14	\$24.43
601	33	860	\$251.88	\$25.10	\$276.98	\$23.99
602	34	863	\$252.76	\$25.19	\$277.95	\$24.06
603	35	876	\$256.57	\$25.57	\$282.14	\$24.43
604	30	863	\$252.76	\$25.19	\$277.95	\$24.06
605	31	863	\$252.76	\$25.19	\$277.95	\$24.06
606	32	876	\$256.57	\$25.57	\$282.14	\$24.43
701	39	860	\$251.88	\$25.10	\$276.98	\$23.99
702	40	863	\$252.76	\$25.19	\$277.95	\$24.06
703	41	876	\$256.57	\$25.57	\$282.14	\$24.43
704	36	863	\$252.76	\$25.19	\$277.95	\$24.06
705	37	863	\$252.76	\$25.19	\$277.95	\$24.06
706	38	876	\$256.57	\$25.57	\$282.14	\$24.43

**STRATA PLAN NW 738
MIDLEGATE TOWER
APPROVED STRATA FEES SCHEDULE
EFFECTIVE MAY 1, 2016 TO APRIL 30, 2017**

Total Operating Fee	\$200,704.00
Total CRF Fee	\$ 20,000.00
Total Strata Fees	<u>\$220,704.00</u>

UNIT #	S.L. #	U/E	OPERATING FEE	CRF FEE	Monthly PAYMENT	Retro Fees May16-Jun16
801	45	860	\$251.88	\$25.10	\$276.98	\$23.99
802	46	863	\$252.76	\$25.19	\$277.95	\$24.06
803	47	876	\$256.57	\$25.57	\$282.14	\$24.43
804	42	863	\$252.76	\$25.19	\$277.95	\$24.06
805	43	863	\$252.76	\$25.19	\$277.95	\$24.06
806	44	876	\$256.57	\$25.57	\$282.14	\$24.43
901	51	860	\$251.88	\$25.10	\$276.98	\$23.99
902	52	863	\$252.76	\$25.19	\$277.95	\$24.06
903	53	876	\$256.57	\$25.57	\$282.14	\$24.43
904	48	863	\$252.76	\$25.19	\$277.95	\$24.06
905	49	863	\$252.76	\$25.19	\$277.95	\$24.06
906	50	876	\$256.57	\$25.57	\$282.14	\$24.43
1001	57	860	\$251.88	\$25.10	\$276.98	\$23.99
1002	58	863	\$252.76	\$25.19	\$277.95	\$24.06
1003	59	876	\$256.57	\$25.57	\$282.14	\$24.43
1004	54	863	\$252.76	\$25.19	\$277.95	\$24.06
1005	55	863	\$252.76	\$25.19	\$277.95	\$24.06
1006	56	876	\$256.57	\$25.57	\$282.14	\$24.43
1101	63	860	\$251.88	\$25.10	\$276.98	\$23.99
1102	64	863	\$252.76	\$25.19	\$277.95	\$24.06
1103	65	876	\$256.57	\$25.57	\$282.14	\$24.43
1104	60	863	\$252.76	\$25.19	\$277.95	\$24.06
1105	61	863	\$252.76	\$25.19	\$277.95	\$24.06
1106	62	876	\$256.57	\$25.57	\$282.14	\$24.43
1201	66	1690	\$494.98	\$49.32	\$544.30	\$47.13
		57105	\$16,725.33	\$1,666.67	\$18,392.00	\$1,592.34
			X 12	X 12	X 12	
			<u>\$200,704.00</u>	<u>\$20,000.00</u>	<u>\$220,704.00</u>	

**ANNUAL GENERAL MEETING MINUTES
STRATA PLAN NW738 – “MIDDLEGATE TOWERS”
7171 BERESFORD STREET, BURNABY, BC**

HELD: Thursday, June 9, 2016

PLACE: Lobby - 7171 Beresford Street, Burnaby,

MANAGING AGENT: Duncan Deng, *Strata Manager, Ascent Real Estate Management Corporation*

CALL TO ORDER

The meeting was called to order at 7:20 p.m. by the strata manager.

QUORUM REPORT

The strata manager advised that at 7:00 p.m., there were nineteen (19) owners represented. This did not meet the quorum requirement of twenty-two (22), which is 1/3 of all owners represented in person or by proxy, as required by the *Strata Property Act of British Columbia*. Therefore, as per the *Strata Property Act of British Columbia*, if within 30 minutes from the time appointed for an Annual or Special General Meeting a quorum is not present, the meeting stands adjourned until the same day of the next week at the same place at the same time.

However, at 7:18 p.m. there were twenty-three (23) owners represented, including one (1) by proxy. Quorum was achieved. Introductions were made and the meeting commenced.

ELECTION OF MEETING CHAIR

The Council President appointed the strata manager to chair the meeting. It was **MOVED** and **SECONDED** to accept the strata manager as the chair of the meeting.

MOTION CARRIED

PROOF OF NOTICE

The Notice of Call for the meeting dated May 19, 2016 was delivered in accordance with the provisions of the *Strata Property Act of British Columbia*.

APPROVAL OF AGENDA

It was **MOVED** and **SECONDED** to approve the order of business as set out in the meeting agenda, in accordance with the strata corporation bylaws.

MOTION CARRIED

APPROVAL OF PREVIOUS GENERAL MEETING MINUTES

It was **MOVED** and **SECONDED** to approve the minutes of the June 25, 2015 Annual General Meeting as distributed.

MOTION CARRIED

REPORT ON INSURANCE

The strata manager advised that the insurance certificate must be submitted with each Notice of Call,

pursuant to the *Strata Property Act of British Columbia*. The strata manager encouraged all owners to retain this document for their personal files and reminded owners that the Strata Corporation's insurance does not provide coverage for improvements/betterments to their unit or re-location costs. All owners were reminded to ensure that they obtain their own personal insurance and to ensure that it reflects the Strata Corporation's deductible limits. Please refer to the information sheet that was attached to the Notice of Call.

APPROVAL OF PROPOSED 2016/2017 OPERATING BUDGET

Following discussion, it was **MOVED** and **SECONDED** to approve the 2016/2017 budget as presented, in the total amount of \$232,404.

MOTION CARRIED UNANIMOUSLY

MAJORITY VOTE RESOLUTION #1 – DEPRECIATION REPORT FUNDING

WHEREAS The Owners, Strata Plan NW738, wish to obtain a depreciation report as required under Section 94 of the Strata Property Act;

BE IT RESOLVED by a majority vote resolution of The Owners, Strata Plan NW738, that a sum of money not exceeding \$12,000 be spent for the purpose of obtaining a depreciation report, such expenditure to be charged against the Contingency Reserve Fund.

Following discussion, it was **MOVED** and **SECONDED** to defeat Majority Vote Resolution #1 - Depreciation Report Funding.

MOTION DEFEATED UNANIMOUSLY

¾ VOTE RESOLUTION #1 (IF REQUIRED) - DEPRECIATION REPORT WAIVER

WHEREAS The Owners, Strata Plan NW738, wish eventually to obtain a depreciation report as required under Section 94 of the Strata Property Act and feel it would be most beneficial to defer commencement of the depreciation report for the time being;

BE IT RESOLVED by a ¾ vote resolution of The Owners, Strata Plan NW738, that in accordance with Section 94(3) (a) of the Strata Property Act the requirement to obtain a depreciation report is hereby waived until the next Annual General Meeting.

Following discussion, it was **MOVED** and **SECONDED** to approve ¾ Vote Resolution #1 - Depreciation Report Waiver.

MOTION CARRIED UNANIMOUSLY

¾ VOTE RESOLUTION #2 - OPERATING DEFICIT RECOVERY

WHEREAS the Strata Corporation will have a deficit in the amount of \$15,560 in the Operating Fund for the fiscal year ending April 30, 2016;

AND WHEREAS the Strata Property Act Section 105(2) requires that the deficit be eliminated during the next fiscal year;

BE IT RESOLVED by a ¾ vote resolution of The Owners, Strata Plan NW738, that in the amount of \$15,560 be raised for the purpose of recovering the Operating Fund deficit, such funds to be withdrawn from the Contingency Reserve Fund Account.

Following discussion, it was **MOVED** and **SECONDED** to approve ¾ Vote Resolution #2 - Operating Deficit Recovery.

MOTION CARRIED UNANIMOUSLY

NEW BUSINESS

Owners discussed the following items at the meeting:

1. Re-painting the exterior walls of the building;
2. Hallway re-painting;
3. Carpet replacement for all floors;
4. Surveillance Cameras: the possibility of installing video surveillance cameras at the parkade entrance and the front entrance to the building;
5. Owners discussed the Caretaker's position and it was generally agreed that the present arrangement will not be changed.
6. Annual cleaning of sewer lines in the parkade to prevent sewage backup.

The new Strata Council will look into issues as applicable at future Council meetings.

ELECTION OF 2016/2017 STRATA COUNCIL

The strata manager advised that as per the provisions of the *Strata Property Act of British Columbia*, all existing Council members must resign at the AGM, but are eligible for re-election. The owners thanked Council for their service over the past year. The following owners were then nominated to hold office for the upcoming year:

Ivica Kolomejac	UNIT 504	Jo Ann Chisholm	UNIT 404
Chris Murphy	UNIT 903	Mohammad Rahman	UNIT 102

All the nominees were accepted by a majority vote.

TERMINATION

There being no further business, the meeting was terminated at 8:30 p.m.

Immediately following termination of the AGM, the newly elected Council members met briefly. The following members were elected to their respective Council officer positions:

Chris Murphy	Council President
Ivica Kolomejac	Vice President
Jo Ann Chisholm	Treasurer/Secretary

The next Council meeting will be held on August 15, 2016 at 6:00 p.m.

Ascent Real Estate Management Corporation
Managing Agents
On Behalf of the Owners' Strata Plan NW 738


Duncan Deng
Strata Manager
DD/jw

Email Address: ddeng@ascentpm.com

Direct Number: 604-293-2420

After Hours Emergency Line: 604-293-2459

Ascent Real Estate Management Corporation – 2176 Willingdon Avenue, Burnaby, BC V5C 5Z9
Phone: 604-431-1800 Fax: 604-431-1818 email: ascent@ascentpm.com website: www.ascentpm.com

**STRATA COUNCIL MEETING MINUTES
STRATA PLAN NW738 - "MIDDLGATE TOWERS"
7171 BERESFORD STREET, BURNABY, BC**

Held on Thursday, February 4, 2016
Common Room, 12th Floor

PRESENT:

Anna Maria Marando	<i>President</i>
Ivica Kolomejac	<i>Treasurer</i>
Victor Inman	<i>Secretary</i>
Ed Bloem	<i>Resident Manager</i>

MANAGING AGENT: Duncan Deng, *Strata Agent, Ascent Real Estate Management Corporation*

CALL TO ORDER

The meeting was called to order at 6:35 p.m.

COUNCIL RESIGNATION

Richard Gibbs resigned from Council due to the sale of his unit. Council thanks Mr. Gibbs for his great contributions to the strata corporation for many years.

Anna Maria Marando agreed to act as the Council President for the remainder of the term.

MINUTES OF THE PREVIOUS MEETING

It was **MOVED, SECONDED**, and **CARRIED** to approve the minutes of the Council meeting held on October 28, 2015 as previously distributed. There is no council meeting for November 18, 2015 as previously scheduled.

FINANCIAL REPORT

1. **Financial Statements:** It was **MOVED, SECONDED** and **CARRIED** to approve the financial statements for the months of October through December 2015 as presented.
2. **Accounts Receivable:** Council reviewed the AR listing as of February 4, 2016, noting that 12 owners have outstanding balances. AR letters will be issued to the owners in question. If you are uncertain of the status of your strata account, please contact the Ascent Accounts Receivable department at (604) 293-2443 for inquiries.

BUSINESS ARISING

1. **Fire Panel/Elevator Update:** Black Tusk advised that as per the new elevator modernization code, a dedicated homing system should be attached to the pre-existing fire system. Black Tusk provided a quote for a new elevator homing system with a schematic diagram, excluding the cost for electrical work, reprogramming of the existing fire alarms, or any elevator costs that Fujitec may incur. After approaching several electrical contractors, Black Tusk advised that none of them are willing to take the job unless it is on a time and material basis. Following extensive discussion,

council agreed to have Black Tusk complete the remaining work by hiring an electrical contractor on a time and materials basis. Black Tusk should provide a detailed scope of work for council's records and take full responsibility to ensure the quality of the work and satisfy all authorities in terms of final inspections and issuance of all applicable permits.

2. **Fire Inspection/Deficiencies:** Council received three estimates for correcting deficiencies as noted in the annual fire inspection report and agreed to proceed with Black Tusk for the deficiency corrections. A notice will be issued regarding in-suite access for inspections and repairs.

Please note owners are responsible for the cost of smoke alarm repairs/replacement. The strata will pay the invoice and will charge the costs back to the owners' accounts. If you miss the second in-suite inspection, you must contact Black Tusk at 604 935 1140 directly for arrangements to have your in-suite inspection completed at your expense, as per BC Fire Code regulations.

NEW BUSINESS

1. **12th Floor Common Room:** Council discussed the status of the common room on the 12th floor and determined that the room will only be used for strata council meetings, and no one will be permitted to use this room for social activities, including the deck outside the room (divided by the fence between unit 1201 and the common room).
2. **206 Water Damage:** Water stains were discovered in the closets, bathrooms and other areas which resulted from a water leak back in November/December 2014 as the owner reported. R&E Gas Company was dispatched several times for investigation and noted dampness on the carpet and in the closet. However, no cause of the leak was identified after investigating the second and third floor units directly above. After extensive discussion, considering the owner has been suffering for such a long period of time and that there may have been some misunderstandings between the owner and the building manager, council agreed to re-paint two closets and the ceiling of one bathroom as a gesture to the owner. Council made it very clear that the strata corporation is not responsible for water damage within a strata lot when the total damage amount is less than the strata's insurance deductible. Each strata lot owner who has suffered damage should undertake their own repairs and make insurance claims with their own companies, and may seek redress from the owner who caused the damage. A letter will be issued to the owner addressing council's decision.
3. **Creation of Log Book:** Tabled for next meeting.
4. **Collection of Money for Strata Use:** Tabled for next meeting.

CORRESPONDENCE

1. The owner of 1201 requested council's permission to conduct renovations within the strata lot. An approval letter has been issued.
2. The owner of 1201 wrote to council expressing concerns regarding the common room on the 12th floor. A letter will be issued to the owner.

TERMINATION

The meeting terminated at 8:10 p.m.

NEXT MEETING

The next meeting is scheduled for March 3, 2016 at 6:30 p.m.

Ascent Real Estate Management Corporation
Managing Agents
On Behalf of the Owners' Strata Plan NW 738



Duncan Deng
Strata Agent

DD/js

Email: ddeng@ascentpm.com

Direct: 604-293-2420

Ascent After Hours Emergency Line: 604-293-2459

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**STRATA COUNCIL MEETING MINUTES
STRATA PLAN NW738 - "MIDDLGATE TOWERS"
7171 BERESFORD STREET, BURNABY, BC**

Held on Thursday, March 3, 2016
Common Room, 12th Floor

PRESENT: Anna Maria Marando *President*
Ivica Kolomejac *Treasurer*
Victor Inman *Secretary*
Ed Bloem *Resident Manager*

OBSERVER: Elise Chappell, Unit 1004, Observer

MANAGING AGENT: Duncan Deng, *Strata Agent, Ascent Real Estate Management Corporation*

CALL TO ORDER

The meeting was called to order at 6:30 p.m.

MINUTES OF THE PREVIOUS MEETING

It was **MOVED, SECONDED, and CARRIED** to approve the minutes of the Council meeting held on February 4, 2016 as previously distributed.

FINANCIAL REPORT

1. **Financial Statements:** It was **MOVED, SECONDED** and **CARRIED** to approve the financial statement for the month of January 2016 as presented.
2. **Accounts Receivable:** Council reviewed the AR listing as of March 3, 2016, noting that one owner is two months behind in strata fee payments. If you are uncertain of the status of your strata account, please contact the Ascent Accounts Receivable department at (604) 293-2443 for inquiries.

POLICY FOR COLLECTION OF OUTSTANDING STRATA ACCOUNTS

- Step 1: All outstanding accounts will receive a Statement of Account. This will show your account balance and a reminder to please remit your payment in full.
- Step 2: A lien warning letter will be sent advising the owner that if the account is not paid in full within 21 days that a lien will be placed against the strata lot. A title search charge of \$105.00 is added to the account of the owner receiving the lien warning. A copy of the lien warning letter is also sent to the mortgage company, as it is a default on the mortgage.
- Step 3: If there is no response to the lien warning letter within 21 days, a lien will be placed on the affected strata lot. Owners are advised that if a lien is placed against your unit, a \$550.00 + tax charge will be applied to your unit to cover the cost associated with the lien. The mortgage holder is also advised of the lien warning letter and pending lien as it is a default of the mortgage terms.

Step 4: If the account continues to accumulate after the lien has been applied to the strata lot, the next step in collection is a demand letter from a lawyer advising the owner that if payment in full is not received within 30 days that the Strata Corporation will proceed to the Supreme Court of British Columbia seeking a forced sale to satisfy the debt.

LITIGATION REPORT

To the best of Council's knowledge, there is no current Litigation to report on involving the Strata Corporation.

BUSINESS ARISING

1. **Fire Panel/Elevator Update:** Council reviewed a proposal from Black Tusk to install a dedicated homing system for the elevators, including the cost to verify with the Safety Authority and Engineer to confirm code changes, and also the cost of electrical work, the cost to re-program the existing fire system, the cost of the elevator service from Fujitec, and the project management fee from Black Tusk, for a total amount of \$28,792.00 + tax. Following discussion, council agreed to have Black Tusk proceed with their proposal and Black Tusk should take full responsibility to ensure the quality of the work and satisfy all authorities in terms of final inspections and issuance of all applicable permits. Black Tusk also requested the \$6,500.00 holdback be released prior to any of this work commencing and council approved to release the \$6,500.00 holdback.
2. **Fire Inspection/Deficiencies:** Black Tusk was onsite March 2, 2016 to complete deficiencies including in-suite testing and repairs. Owners will be charged back for the cost of smoke alarm replacement.
3. **206 Water Damage/Repair:** As indicated in the February 4, 2016 council meeting minutes, the strata council agreed to repaint two closets and the ceiling of one bathroom as a gesture to the owner. The owner's insurance company agreed to have the in-suite water damage repaired, excluding the areas the strata offered to cover (two closets and one bathroom ceiling) and will invoice the strata for the cost of repainting two closets and one bath room ceiling.
4. **Cost Savings for Strata Operations:** Council discussed the possibility of generating revenue and saving money by means such as parking stall rentals for income, reducing contractors' pricing, and other revenues to generate more income for the strata.
5. **Log Book/Building Manager:** Council has asked the building manager to create a log book for all the repairs and incidents that occur at the building so that council, the strata agent, and the building manager can easily track them down for reference.
6. **Annual General Meeting:** Council has tentatively scheduled the next AGM for June 9, 2016 at 6:30 p.m. in the Common Room on the 12th floor.

NEW BUSINESS

1. **Management Fee Increase:** Council received an Agent Fee Increase Addendum notifying of a 2% increase in the monthly management fee, from \$1,443.83 to \$1,472.00 per month. Council approved the fee increase and signed the addendum at the meeting.
2. **Earthquake Deductible Buy-Down Insurance:** Council received an earthquake deductible buy down insurance proposal from CMW Insurance Services notifying that if the strata pays \$9,383.00 plus a \$150.00 fee, then the additional payment will bring the current earthquake deductible from

10% to 5% based on the building value of \$27,800,000.00 as of February 2016. Following discussion, council agreed not to proceed with the earthquake deductible buy down option.

CORRESPONDENCE

1. Correspondence was received from an owner who is currently two months behind in strata fees. The owner advised council that he will pay \$200 towards the arrears on March 15, 2016. Following discussion, council instructed the agent to issue a letter to the owner requested the outstanding fees to be paid within 60 days of the letter; otherwise the owner will be subject to bylaw fines and interest charges.

TERMINATION

The meeting terminated at 7:55 p.m.

NEXT MEETING

The next meeting is to be determined.

Ascent Real Estate Management Corporation
Managing Agents
On Behalf of the Owners' Strata Plan NW 738



Duncan Deng
Strata Agent

DD/js

Email: ddeng@ascentpm.com

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**STRATA COUNCIL MEETING MINUTES
STRATA PLAN NW738 - "MIDDLGATE TOWERS"
7171 BERESFORD STREET, BURNABY, BC**

Held on Wednesday, October 28, 2015
Courtesy of Unit #1201

PRESENT: Richard Gibbs *President*
Anna Maria Marando *Vice President*
Ivica Kolomejac *Treasurer*
Ed Bloem *Resident Manager*

REGRETS: Victor Inman *Secretary*

MANAGING AGENT: Duncan Deng, *Strata Agent, Ascent Real Estate Management Corporation*

CALL TO ORDER

The meeting was called to order at 6:35 p.m.

COUNCIL POSITIONS

Anna Maria Marando resigned as Council Treasurer, and will remain the Council Vice President. Ivica Kolomejac agreed to act as Council Treasurer for the remainder of the term.

MINUTES OF THE PREVIOUS MEETING

It was **MOVED, SECONDED, and CARRIED** to approve the minutes of the Council meeting held on August 11, 2015 as previously distributed.

FINANCIAL REPORT

1. **Financial Statements:** It was **MOVED, SECONDED and CARRIED** to approve the financial statements for the months of April to September 2015 as presented.

Council instructed the Strata Agent to ensure that a 10% holdback in the amount of \$6,500 will not be released to Black Tusk until Council approves the release.

2. **Accounts Receivable:** Council reviewed the AR listing as of October 28, noting that three owners are in arrears. AR letters will be issued to the owners in question. If you are uncertain of the status of your strata account, please contact the Ascent Accounts Receivable department at (604) 293-2443 for inquiries.

BUSINESS ARISING

1. **Fire Panel/Elevator Update:** Council notes that Black Tusk needs to complete the remaining work for the dedicated elevator homing fire system and Fujitec has completed elevator modernization, pending requirements as per the safety authority. Council requests that Black Tusk clarify the status of the pending work and the reason why the work hasn't been completed, and

requests that the remaining work be completed as soon as possible.

2. **Fire Inspection/Deficiencies:** Council received the deficiency report from the Annual Fire Inspection from Black Tusk. Following review, Council requested a second quote for deficiency repairs. It was noted that Units 1006, 706, 605, 604, 505, 501, 402, 305, 304, 303, 302, 205 and 204 failed to provide access for in-suite inspections. Please be reminded that owners could be held liable if a fire originates from your unit in which fire protection devices were not inspected as per BC Fire Code regulations.

Please note owners are responsible for the cost of smoke alarm repairs/replacement.

3. **Janitorial Service:** Council has discussed the possibility of hiring a janitorial company to relieve some of the duties from the resident manager. Council reviewed the quote from Kelly Boy and agreed not to proceed with the quote and requested that resident manager Ed Bloem have the needed janitorial service arranged directly.
4. **Rooftop MUA Heat Exchanger:** The resident manager advised that the new heat exchanger has been ordered and R & E Gas will have it installed once the parts arrive.
5. **Handicap Ramp:** Council received a quote from Grantson Construction in the total amount of \$24,271 plus GST to install a wheelchair ramp. Council questioned the quote and requested quotes from Avante and Steelhead Contracting for Council's review.
6. **Leveling Pool and Hot Tub Area:** Council reviewed a quote from Grantson Construction in the total amount of \$84,204 to remove all equipment and items not required in the room, and to fill in the holes. Council instructed the Agent to obtain quotes from Avante and Steelhead Contracting.
7. **Dryer Vent Cleaning:** National Air Technologies has completed dryer vent cleaning for the building.

NEW BUSINESS

1. **Long Term Lease/12th Floor Common Room:** Council discussed the penthouse owner's request to rent the room adjacent to the penthouse suite, which remains unused. The long term lease agreement was approved by the Owners by a $\frac{3}{4}$ vote resolution at the May 25, 2011 Annual General Meeting (AGM). The issue will be addressed again at an SGM or AGM.
2. **Building Upgrading:** Council discussed to renovate the front lobby, carpet and paint all floors. Council will approach a designer for a proposal and will meet the designer for discussion at the November 18 Council meeting. Council intends to convene an SGM in January 2016 to present those designs to the Owners for approval.

TERMINATION

The meeting terminated at 7:55 p.m.

NEXT MEETING

The next meeting is scheduled for November 18 at 6:30 p.m.

Ascent Real Estate Management Corporation
Managing Agents
On Behalf of the Owners' Strata Plan NW 738



Duncan Deng
Strata Agent

DD/js

Email: ddeng@ascentpm.com

Direct: 604-293-2420

Ascent After Hours Emergency Line: 604-293-2459

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DD/js

**STRATA COUNCIL MEETING MINUTES
STRATA PLAN NW738 - "MIDDLEGATE TOWERS"
7171 BERESFORD STREET, BURNABY, BC**

Held on Tuesday, August 11, 2015
Courtesy of Unit #1201

PRESENT: Richard Gibbs *President*
Anna Maria Marando *Vice President and Treasurer*
Victor Inman *Secretary*
Ed Bloem *Resident Manager*

REGRETS: Ivica Kolomejac *Member*

MANAGING AGENT: Kim Lancaster, *Strata Agent, Ascent Real Estate Management Corporation*

CALL TO ORDER

The meeting was called to order at 6:30 p.m.

COUNCIL POSITIIONS

The following Council positions were elected:

Richard Gibbs *President*
Anna Maria Marando *Vice President and Treasurer*
Victor Inman *Secretary*

MINUTES OF THE PREVIOUS MEETING

It was **MOVED, SECONDED, and CARRIED** to approve the minutes of the council meeting held on May 14, 2015 as previously distributed.

FINANCIAL REPORT

1. **Financial Statements:** It was **MOVED, SECONDED and CARRIED** to defer the approval of the financial statements for the months of April to June to allow the newly appointed Treasurer more time to review.

BUSINESS ARISING

1. **Fire Panel/Elevator Update:** Blacktusk is currently working to update the panel to the Safety Authorities code requirements.
2. **Fire Inspection:** Blacktusk has completed the annual fire inspection on July 16th and 17th, 2015. Council is awaiting the deficiency list.

3. **Dryer Vents:** It was **MOVED, SECONDED** and **CARRIED** to proceed with the quote submitted by National Air for the cleaning of the dryer vents from the inside and outside of the building and the cleaning of the roof top AHU system. Owners will be notified of the date of the cleaning as access to the units is required.
4. **Food Scrap Program Reminder:** Below is a quick list of items accepted and not accepted into the food scrap bin for your reference:

ACCEPTABLE ITEMS	UNACCEPTABLE ITEMS
<ul style="list-style-type: none"> • Meat, fish or bones; • Dairy, pasta, noodles, rice or bread; • Fruit and vegetable scraps; • Coffee grounds and filters; • Teabags; • Egg shells; • Food-soiled paper (including: pizza boxes, paper napkins and paper bags used to collect food scraps); and/or, • Weeds, plants and flowers 	<ul style="list-style-type: none"> • Plastic bags, wrap or containers; • Compostable or biodegradable plastic bags; • Rocks, soil or sod; • Animal waste; • Diapers; and/or, • Lumber or other wood products.

NEW BUSINESS

1. **Janitorial:** Council has discussed the possibility of hiring a janitorial company to relieve some of the duties from the caretaker. They have reviewed quotes from two companies. It was **MOVED, SECONDED** and **CARRIED** to proceed with the quote from Kelly Boy Building Maintenance. Council will request a reduction in the monthly fees before final approval is given.
2. **Appraisal:** Normac Appraisals has submitted the annual appraisal of the property. The total insurable value is \$27,800,000.00.
3. **Canada Post:** Canada Post presented a proposal for the installation of a Canada Post Parcel Locker to be installed within the front lobby. This installation is an optional feature offered by Canada Post. It was **MOVED, SECONDED** and **CARRIED** to deny the request for the installation.
4. **Generator Maintenance:** It was **MOVED, SECONDED** and **CARRIED** to proceed with annual emergency generator servicing proposal from Cummins Western Canada.
5. **Heat Exchanger:** It was reported that a heat exchanger has not been working for a very long time. Council has requested quotes for the repairs.
6. **Ramp:** At the Annual General Meeting a couple of Owners requested more information regarding the installation of a ramp at the front of the building. Council has requested the strata agent gather a quote for budgetary purposes. While on site the contractor will also be asked to quote on filling in the pool and hot tub areas so that area can be utilized.

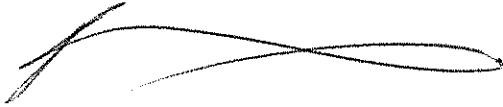
ADJOURNMENT

The meeting adjourned at 8:00 p.m.

NEXT MEETING

The next meeting is to be scheduled.

Ascent Real Estate Management Corporation
Managing Agents
On Behalf of the Owners' Strata Plan NW 738



Kim Lancaster
Strata Agent
KL/an
Email Address: klancaster@ascentpm.com
Direct Number: 604-293-2452
After Hours Emergencies: 604-293-2459

PLEASE NOTE

If you list your property for sale, you may be requested to produce for the prospective buyer at least two years of strata council meeting minutes and Annual and Special General Meeting minutes. Therefore, it is recommended that you retain your minutes. Photocopy charges will apply to obtain additional copies.

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June 25, 2015

All Owners
Strata Plan NW 738
"Middlegate Towers"
7171 Beresford Street
Burnaby, BC V5E 3Z8

Dear Owners:

STRATA FEES EFFECTIVE – MAY 1, 2015

Further to the Annual General Meeting held on June 25, 2015, please be advised that a new budget has been approved and, as a result, strata fees for each strata lot owner **have remained the same**. Please see the reverse of this letter for particulars relating to your strata lot.

Kindly forward your twelve post-dated cheques for your monthly strata fees to Ascent Real Estate Management Corporation for the fiscal year beginning May 1, 2015 to April 30, 2016 inclusive. Please generate cheques made payable to "STRATA PLAN NW 738", with your strata lot number quoted on the bottom left side.

Should you wish to pay your strata fees by Pre-Authorized Payment (PAP), you may obtain a PAP form from our website (www.ascentpm.com) under the "Forms" section. Please print out and complete this form and return it attention to Mary Ward, Strata Accountant, as soon as possible. If you are already set up for pre-authorized payments, there will be no need to contact our office; your strata fees will continue to be withdrawn monthly from your account.

Should you require any assistance, or have any questions in this regard, please call the Accounts Receivables Desk at (604) 293-2443 between 8:30 a.m. and 4:30 p.m. from Monday to Friday or e-mail ar@ascentpm.com.

Yours truly,

Ascent Real Estate Management Corporation
Managing Agents
On Behalf of the Owners' Strata Plan NW 738



Kim Lancaster
Strata Agent
KL/an

**STRATA PLAN NW 738
MIDDLEGATE TOWER
APPROVED BUDGET
EFFECTIVE MAY 1, 2015 TO APRIL 30, 2016**

Revenue	
3000 Operating Income (Strata)	191,146.00
3010 Contingency Reserve Income	20,000.00
3030 Interest Income	150.00
3050 Parking Income	2,500.00
3075 Strata Suite Rental Revenue	8,500.00
3080 Other Income	0.00
	<hr/>
Total Revenue	222,296.00
Expenses:	
4000 Agent Fee	18,192.26
4010 Legal/Consulting Fees	500.00
4012 Photocopy/Postage	1,850.00
4016 Miscellaneous	1,500.00
4040 Insurance	39,000.00
4050 Electricity	16,000.00
4056 Garbage Collection	12,000.00
4058 Gas	42,000.00
4112 Doors & Locks	1,000.00
4116 Enterphone	800.00
4130 Elevator	12,300.00
4142 Fire Protection	2,800.00
4160 Repairs & Maintenance - General	13,745.74
4217 Supplies	500.00
4222 Pest Control	900.00
4300 Landscaping	5,000.00
4300-0020 Landscaping Improvements/Planting	500.00
4310 Snow Removal	300.00
4500 Caretaker Wages	33,408.00
	<hr/>
Total Operating Expenses	202,296.00
Surplus/(Deficit) from operation	<hr/> 20,000.00
4800 Contingency Transfers	<hr/> 20,000.00
Surplus/(Deficit) from operation	<hr/> <hr/> 0.00

**STRATA PLAN NW 738
MIDLEGATE TOWER
APPROVED STRATA FEE SCHEDULE
EFFECTIVE MAY 1, 2015 TO APRIL 30, 2016**

Total Operating Fee	\$ 191,146.00
Total CRF Fee	\$ 20,000.00
Total Strata Fees	<u>\$ 211,146.00</u>

UNIT #	S.L. #	U/E	OPERATING FEE	CRF FEE	TOTAL STRATA FEES	PREV YR STRATA FEES	\$ INCREASE
101	3	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
102	4	818	\$228.18	\$23.87	\$252.05	\$252.05	\$0.00
103	5	863	\$240.73	\$25.19	\$265.92	\$265.92	\$0.00
104	1	863	\$240.73	\$25.19	\$265.92	\$265.92	\$0.00
105	2	861	\$240.17	\$25.13	\$265.30	\$265.30	\$0.00
201	9	860	\$239.89	\$25.10	\$264.99	\$264.99	\$0.00
202	10	863	\$240.73	\$25.19	\$265.92	\$265.92	\$0.00
203	11	876	\$244.35	\$25.57	\$269.92	\$269.92	\$0.00
204	6	863	\$240.73	\$25.19	\$265.92	\$265.92	\$0.00
205	7	863	\$240.73	\$25.19	\$265.92	\$265.92	\$0.00
206	8	876	\$244.35	\$25.57	\$269.92	\$269.92	\$0.00
301	15	860	\$239.89	\$25.10	\$264.99	\$264.99	\$0.00
302	16	863	\$240.73	\$25.19	\$265.92	\$265.92	\$0.00
303	17	876	\$244.35	\$25.57	\$269.92	\$269.92	\$0.00
304	12	863	\$240.73	\$25.19	\$265.92	\$265.92	\$0.00
305	13	863	\$240.73	\$25.19	\$265.92	\$265.92	\$0.00
306	14	876	\$244.35	\$25.57	\$269.92	\$269.92	\$0.00
401	21	860	\$239.89	\$25.10	\$264.99	\$264.99	\$0.00
402	22	863	\$240.73	\$25.19	\$265.92	\$265.92	\$0.00
403	23	876	\$244.35	\$25.57	\$269.92	\$269.92	\$0.00
404	18	863	\$240.73	\$25.19	\$265.92	\$265.92	\$0.00
405	19	863	\$240.73	\$25.19	\$265.92	\$265.92	\$0.00
406	20	876	\$244.35	\$25.57	\$269.92	\$269.92	\$0.00
501	27	860	\$239.89	\$25.10	\$264.99	\$264.99	\$0.00
502	28	863	\$240.73	\$25.19	\$265.92	\$265.92	\$0.00
503	29	876	\$244.35	\$25.57	\$269.92	\$269.92	\$0.00
504	24	863	\$240.73	\$25.19	\$265.92	\$265.92	\$0.00
505	25	863	\$240.73	\$25.19	\$265.92	\$265.92	\$0.00
506	26	876	\$244.35	\$25.57	\$269.92	\$269.92	\$0.00
601	33	860	\$239.89	\$25.10	\$264.99	\$264.99	\$0.00
602	34	863	\$240.73	\$25.19	\$265.92	\$265.92	\$0.00
603	35	876	\$244.35	\$25.57	\$269.92	\$269.92	\$0.00
604	30	863	\$240.73	\$25.19	\$265.92	\$265.92	\$0.00
605	31	863	\$240.73	\$25.19	\$265.92	\$265.92	\$0.00
606	32	876	\$244.35	\$25.57	\$269.92	\$269.92	\$0.00
701	39	860	\$239.89	\$25.10	\$264.99	\$264.99	\$0.00
702	40	863	\$240.73	\$25.19	\$265.92	\$265.92	\$0.00
703	41	876	\$244.35	\$25.57	\$269.92	\$269.92	\$0.00
704	36	863	\$240.73	\$25.19	\$265.92	\$265.92	\$0.00
705	37	863	\$240.73	\$25.19	\$265.92	\$265.92	\$0.00
706	38	876	\$244.35	\$25.57	\$269.92	\$269.92	\$0.00
801	45	860	\$239.89	\$25.10	\$264.99	\$264.99	\$0.00
802	46	863	\$240.73	\$25.19	\$265.92	\$265.92	\$0.00
803	47	876	\$244.35	\$25.57	\$269.92	\$269.92	\$0.00
804	42	863	\$240.73	\$25.19	\$265.92	\$265.92	\$0.00
805	43	863	\$240.73	\$25.19	\$265.92	\$265.92	\$0.00
806	44	876	\$244.35	\$25.57	\$269.92	\$269.92	\$0.00

**STRATA PLAN NW 738
MIDLEGATE TOWER
APPROVED STRATA FEE SCHEDULE
EFFECTIVE MAY 1, 2015 TO APRIL 30, 2016**

Total Operating Fee	\$ 191,146.00
Total CRF Fee	\$ 20,000.00
Total Strata Fees	<u>\$ 211,146.00</u>

UNIT #	S.L. #	U/E	OPERATING FEE	CRF FEE	TOTAL STRATA FEES	PREV YR STRATA FEES	\$ INCREASE
901	51	860	\$239.89	\$25.10	\$264.99	\$264.99	\$0.00
902	52	863	\$240.73	\$25.19	\$265.92	\$265.92	\$0.00
903	53	876	\$244.35	\$25.57	\$269.92	\$269.92	\$0.00
904	48	863	\$240.73	\$25.19	\$265.92	\$265.92	\$0.00
905	49	863	\$240.73	\$25.19	\$265.92	\$265.92	\$0.00
906	50	876	\$244.35	\$25.57	\$269.92	\$269.92	\$0.00
1001	57	860	\$239.89	\$25.10	\$264.99	\$264.99	\$0.00
1002	58	863	\$240.73	\$25.19	\$265.92	\$265.92	\$0.00
1003	59	876	\$244.35	\$25.57	\$269.92	\$269.92	\$0.00
1004	54	863	\$240.73	\$25.19	\$265.92	\$265.92	\$0.00
1005	55	863	\$240.73	\$25.19	\$265.92	\$265.92	\$0.00
1006	56	876	\$244.35	\$25.57	\$269.92	\$269.92	\$0.00
1101	63	860	\$239.89	\$25.10	\$264.99	\$264.99	\$0.00
1102	64	863	\$240.73	\$25.19	\$265.92	\$265.92	\$0.00
1103	65	876	\$244.35	\$25.57	\$269.92	\$269.92	\$0.00
1104	60	863	\$240.73	\$25.19	\$265.92	\$265.92	\$0.00
1105	61	863	\$240.73	\$25.19	\$265.92	\$265.92	\$0.00
1106	62	876	\$244.35	\$25.57	\$269.92	\$269.92	\$0.00
1201	66	1690	\$471.42	\$49.32	\$520.74	\$520.74	\$0.00
		57105	\$15,929.03	\$1,666.80	\$17,595.83		
			X 12	X 12	X 12		
			\$191,148.36	\$20,001.60	\$211,149.96		

**ANNUAL GENERAL MEETING MINUTES
STRATA PLAN NW738 – "MIDDLEGATE TOWERS"
7171 BERESFORD STREET, BURNABY, BC**

HELD: Thursday, June 25, 2015

PLACE: Lobby - 7171 Beresford Street, Burnaby,

MANAGING AGENT: Kim Lancaster, *Strata Agent, Ascent Real Estate Management Corporation*

REGISTRATION

Owners signed in on the registration sheet provided.

QUORUM REPORT

The meeting was scheduled to be called to order at 7:00 p.m.; however, at this time quorum was not met. The meeting was delayed until quorum was present.

There were twenty-eight (28) owners present in person or by proxy. As the necessary quorum of twenty-two (22) had been exceeded, the meeting was duly constituted and authorized to proceed with the transaction of business at hand.

CALL TO ORDER

The meeting was called to order at 7:38 p.m.

The strata agent, Kim Lancaster, facilitated the meeting.

PROOF OF NOTICE

The proof of notice was mailed in accordance with the provisions of the *Strata Property Act of British Columbia*. There being no comments to the contrary, notice was duly filed.

APPROVAL OF PREVIOUS GENERAL MEETING MINUTES

It was **MOVED** by unit 103 and **SECONDED** by unit 1201 to approve the minutes of the Annual General Meeting held June 18, 2014 as previously circulated.

MOTION CARRIED.

REPORT ON INSURANCE

The Strata Agent advised that the insurance certificate must be submitted with each Notice of Call, pursuant to the *Strata Property Act of British Columbia*. The Strata Agent encouraged all owners to retain this document for their personal files and reminded owners that the Strata Corporation's insurance does not provide coverage for improvements/betterments to their unit or re-location costs. All owners were reminded to ensure that they obtain their own personal insurance and to ensure that it reflects the Strata Corporation's deductible limits. Please refer to the information sheet that was attached to the Notice of Call.

It was **MOVED** by unit 1201 and **SECONDED** by unit 103 to accept the insurance certificate as submitted.

MOTION CARRIED.

BUDGET APPROVAL

It was **MOVED** by unit 1105 and **SECONDED** by unit 702 to approve the budget as outlined in the Notice of Call.

There were twenty-eight (28) votes in favour.

MOTION CARRIED.

¾ VOTE RESOLUTION #1 SURPLUS/DEFICIT TRANSFER

PREAMBLE

***WHEREAS**, as per section 105 of the Strata Property Act, the Strata Corporation must address any operating budget surplus or deficit during the next fiscal year. This resolution would satisfy that requirement by paying any deficit from the Operating Fund from the Contingency Reserve Fund. If there is a surplus, the surplus is to be transferred into the Fire Panel Reserve. This will be done once the final operating budget position is known.*

***BE IT RESOLVED**, by a ¾ vote of the Owners of Strata Plan NW738 - "Middlegate Towers", authorize transferring of any surplus at the end of the 2014/2015 fiscal year to the Fire Panel Reserve or eliminating any deficit from the CRF.*

It was **MOVED** by unit 1201 and **SECONDED** by unit 401 to approve the resolution as presented.

There were twenty-eight (28) votes in favour.

MOTION CARRIED.

¾ VOTE RESOLUTION #2: DEPRECIATION REPORT WAIVER

***WHEREAS**, Council would like to defer the completion of a depreciation report at this time;*

***AND WHEREAS**, the Owners have just recently expended funds on the fire panel upgrade and Council feels a further expense should not occur at this time and;*

***AND WHEREAS**, the change to the Strata Property Act is relatively new, Council feels that waiting another year would be beneficial.*

***AND WHEREAS**, pursuant to S. 94 (3) of the Strata Property Act of British Columbia, a Strata Corporation may, by ¾ vote resolution, waive the requirement to complete a Depreciation Report.*

***BE IT RESOLVED**, the Owners of Strata Plan NW738 do hereby agree, by ¾ vote, to waive the requirement to complete a Depreciation Report.*

It was **MOVED** by unit 102 and **SECONDED** by unit 1004 to approve the resolution as presented.

There were twenty-eight (28) votes in favour.

MOTION CARRIED.

¾ VOTE RESOLUTION #3: LOBBY UPGRADES

PREMABLE

The Strata Council has been working on a plan for improving the lobby. This plan includes updating the first floor including replacement of the flooring, lighting, paint and the removal of the mirrors and the popcorn ceiling.

RESOLUTION

BE IT RESOLVED, by a ¾ vote resolution of the Owners, Strata Plan NW 738, to approve a Special Levy, in the amount of \$25,000 for the purpose of completing lobby improvements, as detailed in the preamble.

This special levy of \$25,000.00 shall be assessed on June 25, 2015, and shall become due and payable in full immediately on the passing of this resolution by the owners on title as at the end of that day and any owner who sells, conveys or transfers his/her title, or remortgages, before payment of this special levy is made in full, shall then pay the full amount outstanding.

For financial convenience only, the payment may be made July 1st, 2015 and August 1st, 2015.

Funds will be borrowed from the Contingency Reserve Fund (CRF) to facilitate the projects prior to the levy payments being received. The CRF will be repaid as levy payments are received.

It was **MOVED** by unit 1201 and **SECONDED** by unit 401 to approve the resolution as presented.

There were eighteen (18) votes in favour and ten (10) votes opposed.

MOTION DEFEATED.

NEW BUSINESS

The floor was opened for discussion regarding New Business that the Owners would like the next Strata Council to consider. The following key points were noted and will be added to the agenda for the first Council meeting following the Annual General Meeting:

- The installation of a ramp at the front of the building;
- Lobby upgrade, the cost and plan for the entire building to be upgraded;
- Window cleaning;
- Window replacement;
- Emailing of minutes.

ELECTION OF 2015/2016 STRATA COUNCIL

The following owners were nominated and agreed to stand for the 2015/2016 Strata Council:

Richard Gibbs
Victor Inman
Anna Maria Santi
Ivica Kolomejac

It was **MOVED**, **SECONDED** and **CARRIED** to appoint those nominated.

ADJOURNMENT

There being no further business, the meeting was adjourned at 8:04 p.m.

Ascent Real Estate Management Corporation
Managing Agents
On Behalf of the Owners' Strata Plan NW 738

Kim Lancaster
Strata Agent
KL/an

Email Address: klancaster@ascentpm.com

Direct Number: 604-293-2452

After Hours Emergencies: 604-293-2459

PLEASE NOTE

If you list your property for sale, you may be requested to produce for the prospective buyer at least two years of strata council meeting minutes and Annual and Special General Meeting minutes. Therefore, it is recommended that you retain your minutes. Photocopy charges will apply to obtain additional copies.

*Ascent Real Estate Management Corporation – 2176 Willingdon Avenue, Burnaby, BC V5C 5Z9
Phone: 604-431-1800 Fax: 604-431-1818 email: ascent@ascentpm.com website: www.ascentpm.com*

**STRATA COUNCIL MEETING MINUTES
STRATA PLAN NW738 - "MIDDLGATE TOWERS"
7171 BERESFORD STREET, BURNABY, BC**

Held on Thursday, May 14, 2015
Courtesy of Unit #1201

PRESENT: Richard Gibbs *President*
Anna Maria Marando *Vice President*
Victor Inman *Secretary*
Ivica Kolomejac *Treasurer*
Ed Bloem *Resident Manager*

GUESTS: Nat Marando *Owner*

MANAGING AGENT: Kim Lancaster, *Strata Agent, Ascent Real Estate Management Corporation*

CALL TO ORDER

The meeting was called to order at 6:30 p.m.

MINUTES OF THE PREVIOUS MEETING

It was **MOVED, SECONDED, and CARRIED** to approve the minutes of the council meeting held on February 4, 2015 as previously distributed.

FINANCIAL REPORT

1. **Financial Statements:** It was **MOVED, SECONDED and CARRIED** to approve the financial statements for the months of January through to March 2015.
2. **Contingency Reserve Fund:** As previously reported, funds have been borrowed from the Contingency Reserve Fund (CRF) for this year's insurance premium. Once funds are available in Operating they will be returned to the CRF.
3. **2015 Operating Budget:** Council reviewed a draft operating budget. It was **MOVED, SECONDED, and CARRIED** to present the budget to the ownership at the Annual General Meeting in June subject to a final review by Council. Please note that the budget being presented to the owners at the Annual General Meeting does not represent an increase in strata fees.

BUSINESS ARISING

1. **Fire Panel/Elevator Update:** Blacktusk has presented a proposal to Council in regards to the fire panel, which they believe will satisfy all the requirements. Blacktusk will be presenting this option to the Safety Authority for feedback before a decision will be made on how to proceed.
2. **Food Scrap Program Reminder:** Below is a quick list of items accepted and not accepted into the food scrap bin for your reference:

ACCEPTABLE ITEMS	UNACCEPTABLE ITEMS
<ul style="list-style-type: none"> • Meat, fish or bones; • Dairy, pasta, noodles, rice or bread; • Fruit and vegetable scraps; • Coffee grounds and filters; • Teabags; • Egg shells; • Food-soiled paper (including: pizza boxes, paper napkins and paper bags used to collect food scraps); and/or, • Weeds, plants and flowers 	<ul style="list-style-type: none"> • Plastic bags, wrap or containers; • Compostable or biodegradable plastic bags; • Rocks, soil or sod; • Animal waste; • Diapers; and/or, • Lumber or other wood products.

NEW BUSINESS

1. **Lobby Upgrade:** Council, on the request of several owners, have been working on a plan to upgrade the lobby and have obtained several quotes to have this completed. Giving the lobby a facelift will go a long way to increasing property values and instilling pride within residents to keep the building clean and tidy. The upgrade will include new tile flooring, paint, lighting and the removal of the popcorn ceiling and the mirrors. In order to perform this renovation, money will need to be raised by way of a special levy; this item will be voted on at the next Annual General Meeting.
2. **Littering on Common Property:** Owners are reminded of the following bylaw as there has been numerous reports of Owners discarding items over their balconies, including cigarette butts:

"206) 2. No material substances, especially burning material such as cigarettes or matches shall be thrown out, or be permitted to fall out, of any window, door, balcony, stairway, passage or other part of the strata lot or common property."
3. **Annual General Meeting:** The Annual General Meeting has been scheduled for June 25th, 2015. The meeting will take place in the lobby of the building.
4. **Fire Inspection:** It was **MOVED, SECONDED** and **CARRIED** to approve the quote submitted by Blacktusk for the annual fire inspection. Notice will be posted to advise Owners of the date of the inspection.
5. **Dryer Vents:** The Strata Agent will be seeking a company who will be able to perform the cleaning of the dryer vents. In the past, companies have declared that the vents are impossible to clean due to the duct work and length of the runs.

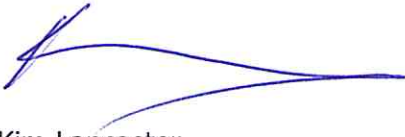
ADJOURNMENT

The meeting adjourned at 7:41 p.m.

NEXT MEETING

The next meeting will be the Annual General Meeting to be held on June 25th, 2015.

Ascent Real Estate Management Corporation
Managing Agents
On Behalf of the Owners' Strata Plan NW 738



Kim Lancaster
Strata Agent
KL/an

Email Address: klanaster@ascentpm.com

Direct Number: 604-293-2452

After Hours Emergencies: 604-293-2459

PLEASE NOTE

If you list your property for sale, you may be requested to produce for the prospective buyer at least two years of strata council meeting minutes and Annual and Special General Meeting minutes. Therefore, it is recommended that you retain your minutes. Photocopy charges will apply to obtain additional copies.

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Phone: 604-431-1800 Fax: 604-431-1818 email: ascent@ascentpm.com website: www.ascentpm.com*

**STRATA COUNCIL MEETING MINUTES
STRATA PLAN NW738 - "MIDDLEGATE TOWERS"
7171 BERESFORD STREET, BURNABY, BC**

Held on Wednesday, February 4, 2015
Courtesy of Unit #1201

PRESENT:	Richard Gibbs	<i>President</i>
	Anna Maria Marando	<i>Vice President</i>
	Victor Inman	<i>Secretary</i>
	Ivica Kolomejac	<i>Treasurer</i>
REGRETS:	Ed Bloem	<i>Resident Manager</i>
GUESTS:	Nat Marando	<i>Owner</i>
	Katina Jensen	<i>Mira Floors</i>
MANAGING AGENT:	Kim Lancaster, <i>Strata Agent, Ascent Real Estate Management Corporation</i>	

CALL TO ORDER

The meeting was called to order at 6:30 p.m.

GUEST BUSINESS

Katrina Jensen from Mira Floors attended the meeting to discuss flooring options for the hallways and the lobby. Ms. Jensen presented and described the different items available and the pro and cons of each. Ms. Jensen answered all of Council's questions and left samples behind for Council to compare. Council will discuss further and research the materials before a decision on how to proceed is made.

MINUTES OF THE PREVIOUS MEETING

It was **MOVED, SECONDED**, and **CARRIED** to approve the minutes of the council meeting held on November 12, 2014 as previously distributed.

FINANCIAL REPORT

1. **Financial Statements:** It was **MOVED, SECONDED** and **CARRIED** to approve the financial statements for the months of August through to December 2014.
2. **Contingency Reserve Fund:** As previously reported, funds have been borrowed from the Contingency Reserve Fund (CRF) for this year's insurance premium. Once funds are available in Operating they will be returned to the CRF.
3. **Invoice Holdback:** It was **MOVED, SECONDED** and **CARRIED** to release the final payment to Fujitec for the work they have completed on the elevators.

BUSINESS ARISING

1. **Building Maintenance:** It was **MOVED, SECONDED** and **CARRIED** to contact Lorenzo Painting to complete some of the maintenance work and cleaning around the complex. This maintenance would be beyond the day to day expectations and contract of the caretaker.

Please note that the Owner of Lorenzo Painting is related to one of the members of Council. This member will not be taking part in any of the decision making in regards to Lorenzo Painting.

2. **Fire Panel/Elevator Update:** Apex Elevator, an independent elevator consultant, has reviewed the work completed by Fujitec and Blacktusk and has provided Council with a report. It has been determined that approximately \$32,000.00 worth of upgrades is still necessary to ensure the systems meet all the code requirements. Council is willing to negotiate these expenses with Blacktusk, and if this matter cannot be resolved with Blacktusk, Council will be seeking another company to complete the repairs.
3. **Window Replacement:** Several owners have expressed an interest in updating the windows in their units. This update would be an owners' responsibility and is not mandatory. If you are interested, please contact the strata agent at klancaster@ascentpm.com. A list will be created with the hope that several owners will sign up which would result in a reduction in the cost.
4. **Food Scrap Program Reminder:** Below is a quick list of items accepted and not accepted into the food scrap bin for your reference:

ACCEPTABLE ITEMS	UNACCEPTABLE ITEMS
<ul style="list-style-type: none">• Meat, fish or bones;• Dairy, pasta, noodles, rice or bread; • Fruit and vegetable scraps;• Coffee grounds and filters;• Teabags;• Egg shells;• Food-soiled paper (including: pizza boxes, paper napkins and paper bags used to collect food scraps); and/or,• Weeds, plants and flowers	<ul style="list-style-type: none">• Plastic bags, wrap or containers;• Compostable or biodegradable plastic bags;• Rocks, soil or sod;• Animal waste;• Diapers; and/or,• Lumber or other wood products.

NEW BUSINESS

1. **Light Audit:** This item has been deferred as Ed was not in attendance at the meeting.

ADJOURNMENT

The meeting adjourned at 7:53 p.m.

NEXT MEETING

The next meeting has yet to be determined.

Ascent Real Estate Management Corporation
Managing Agents
On Behalf of the Owners' Strata Plan NW 738



Kim Lancaster
Strata Agent
KL/an

Email Address: klancaster@ascentpm.com

Direct Number: 604-293-2452

After Hours Emergencies: 604-293-2459

PLEASE NOTE

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Phone: 604-431-1800 Fax: 604-431-1818 email: ascent@ascentpm.com website: www.ascentpm.com*

**STRATA COUNCIL MEETING MINUTES
STRATA PLAN NW738 - "MIDDLGATE TOWERS"
7171 BERESFORD STREET, BURNABY, BC**

Held on Wednesday, November 12, 2014
Courtesy of Unit # 1201

PRESENT:	Richard Gibbs	<i>President</i>
	Anna Maria Marando	<i>Vice President</i>
	Victor Inman	<i>Secretary</i>
REGRETS:	Ivica Kolomejac	<i>Treasurer</i>
GUEST:	Ed Bloem	<i>Resident Manager</i>
	Nat Marando	<i>Owner</i>
MANAGING AGENT:	Kim Lancaster, <i>Strata Agent, Ascent Real Estate Management Corporation</i>	

CALL TO ORDER

The meeting was called to order at 6:34 p.m.

MINUTES OF THE PREVIOUS MEETING

It was **MOVED, SECONDED, and CARRIED** to approve the minutes of the council meeting held on September 9, 2014 as previously distributed.

FINANCIAL REPORT

1. **Financial Statements:** The financial statements were deferred as the Treasurer was not in attendance at the meeting.
2. **Contingency Reserve Fund:** As previously reported funds have been borrowed from the Contingency Reserve Fund (CRF) for this year's insurance premium. Once funds are available in Operating they will be returned to the CRF.

BUSINESS ARISING

1. **Building Walk Around:** Council accompanied by a few owners completed a building workaround to determine areas of the building that are in need of attention. A list has been created for Council to discuss and to prioritize. Council discussed the possibility of hiring a company to visit the building quarterly to complete some of the maintenance work and cleaning that was identified on the walk around.
2. **Carpet Cleaning:** The carpet cleaning has been completed on all of the floors.
3. **Carpet Replacement:** Council discussed the options and quotes that were presented by three companies for the replacement of the flooring in the hallways and the front entrance. Council has invited a representative from Mira Floors to attend the next Council meeting in February to discuss carpet options in more detail. There are no immediate plans to replace the flooring but Council would like to begin the planning process by receiving budgetary quotes.

4. **Fire Panel/Elevator Update:** The City of Burnaby Fire Department and the Safety Authority are working together to ensure that the systems that have been installed will meet the required codes and pass final inspection. The age of the building is creating obstacles that need to be mitigated by the two parties.

It was **MOVED, SECONDED** and **CARRIED** to hire Apex Elevator, an independent elevator consultant to review the work completed by Fujitec and Blacktusk, they will also speak with the Safety Authority to determine what work that has been completed and what is still outstanding.

5. **City of Burnaby Requests:** The City has not responded to Councils request to install additional lighting at the front of the building, install two signs on the lane beside the building that indicate that it is not a thru road and there is to be no dumping or the requested for the parking in front of the building be more available to the owners.
6. **Move In/ Move Out:** It has been reported to Council that owners are not giving the mandatory 48 hours' notice of move-ins and move-outs. This causes a great disruption to the Caretaker's work day and personal life.

It was **MOVED, SECONDED** and **CARRIED** to adopt the following rule:

- 1. A resident or resident-to-be must pay a non-refundable move in and/or move out fee of \$100.00, 48 hours' prior to any move.**
 - 2. If a resident or resident-to-be does not provide 48 hours' notice of a move in and/or a move out, an additional fee of \$100.00 will be charged.**
7. **Survey:** Due to new *Strata Property Act* requirements, the Strata Corporation requires that each Owner provide their storage locker and parking stall assignment information.

Owner Information Sheet

Council is still missing the majority of the information sheets from Owners.

Surveys have been distributed to all Owners, please fill out and return to the Caretaker or email to klancaster@ascentpm.com. If you have not received a survey, please contact Ed or contact Kim Lancaster at Ascent.

8. **Window Replacement:** Several owners have expressed an interest in updating the windows in their units. This update would be owners' responsibility and is not mandatory. If you are interested, please contact klancaster@ascentpm.com, a list will be created with the hope that several owners will sign up which would result in a reduction in the cost.
9. **Garbage Bins:** It was **MOVED, SECONDED** and **CARRIED** to renew the contract with Progressive Waste Solutions (formally BFI Canada Inc.). The new contract will include the same service currently being provided with the addition of a 64 gallon organic tote. The organic tote is to be used for food scraps, food soiled papers and yard trimmings. Please see the attached information sheet for more details.

Please note, the City is mandating the use of organic totes, Owner are asked to avoid disposing of organic waste into the main garage bin as this may result in fines to the Strata Corporation and the removal of the garbage chute.

BUSINESS ARISING

1. **Snow Removal:** It was **MOVED, SECONDED** and **CARRIED** to continue to have an owner volunteer to clear the snow and de-ice the property.
2. **Insurance Appraisal:** The Strata Corporation's annual insurance appraisal was received and the total insurable value is: \$27,336,000.00.
3. **Renovation Request:** An owner submitted a renovation request to renovate the bathroom within their unit. It was **MOVED, SECONDED** and **CARRIED** to approve this renovation based on the submitted plans.
4. **Front Door:** Owners are reminded to use the door handle when opening the front door, please do not pull the door open by the key. Keys have been breaking in the lock and this is resulting in extra costs to the Strata Corporation.
5. **Garage Door Maintenance:** It was **MOVED, SECONDED** and **CARRIED** to contact Allright Doors to perform preventative maintenance on the garage gate. Allright Door has been contacted.
6. **Lights:** It was **MOVED, SECONDED** and **CARRIED** to replace the exterior and interior lights in the front entrance. Council would like to modernize the area.

ADJOURNMENT

The meeting adjourned at 7:44 p.m.

NEXT MEETING

The next meeting has been scheduled for February 4, 2015.

Ascent Real Estate Management Corporation
Managing Agents
On Behalf of the Owners' Strata Plan NW738



Kim Lancaster
Strata Agent
KL/cd

Email Address: klancaster@ascentpm.com
Direct Number: 604-293-2452
After Hours Emergencies: 604-293-2459

PLEASE NOTE

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**STRATA COUNCIL MEETING MINUTES
STRATA PLAN NW738 - "MIDDLEGATE TOWERS"
7171 BERESFORD STREET, BURNABY, BC**

Held on Tuesday, September 9, 2014
Courtesy of Unit # 1201

PRESENT: Richard Gibbs *President*
Anna Maria Marando *Vice President*
Victor Inman *Secretary*
Ivica Kolomejac *Treasurer*

GUEST: Ed Bloem *Resident Manager*
Nat Marando *Owner*

MANAGING AGENT: Kim Lancaster, *Strata Agent, Ascent Real Estate Management Corporation*

CALL TO ORDER

The meeting was called to order at 6:04 p.m.

MINUTES OF THE PREVIOUS MEETING

It was **MOVED, SECONDED**, and **CARRIED** to approve the minutes of the council meeting held on August 12, 2013 as previously distributed.

FINANCIAL REPORT

1. **Financial Statements:** It was **MOVED, SECONDED** and **CARRIED** to approve the financial statements for August, 2013 through April, 2014. May, June and July 2014, financial statements have been deferred till the next meeting allowing more time to review.
2. **Contingency Reserve Fund:** It was **MOVED, SECONDED** and **CARRIED** to borrow funds from the Contingency Reserve Fund (CRF) for this year's insurance premium. Once funds are available in Operating they will be returned to the CRF.

BUSINESS ARISING

1. **Building Walk Around:** Council has scheduled a building walk around on Sunday, October 5 at 9:00 a.m. The walk around is to help determine areas of the building that are in need of attention. Owners are encouraged to attend as the more input, the more successful the walk around will be.
2. **Carpet Cleaning:** It was **MOVED, SECONDED** and **CARRIED** to schedule the cleaning of the carpets on the some of the floors. Ed Bloom will determine which floors are in need and advise the contractor. Notices will be posted to advise all residents of the dates and which floors will be completed at this time.

3. **Carpet Replacement:** Council will be contacting flooring companies to discuss options for flooring in the hallways and the front entrance. There are no immediate plans to replace the flooring but Council would like to begin the planning process by receiving budgetary quotes.
4. **Fire Panel/Elevator Update:** The City of Burnaby Fire Department and the Safety Authority are working together to ensure that the systems that have been installed will meet the required codes and pass final inspection. The age of the building is creating obstacles that need to be mitigated by the two parties.
5. **Generator:** It was **MOVED, SECONDED** and **CARRIED** to approve the maintenance contract submitted by Cummins Western Canada for the yearly maintenance of the generator.
6. **City of Burnaby Requests:** Council has been in contact with the City to repair the sidewalks along the side of the building. The City responded and has begun the repairs.

Council has also asked for the City to install additional lighting at the front of the building to help reduce loiterers. As well, Council has asked for the City to install two signs on the lane beside the building that indicate that it is not a thru road and there is to be no dumping.

In addition, Council has requested that the parking in front of the building be more available to the Owners, they are currently working with the City to come up with a solution to the current parking situation.

7. **Yard Sale:** Council would also like to thank everyone who participated in the first "Middlegate Towers" yard sale. This event was a great opportunity for the Owners to interact and get to know each other. Council has discussed making it an annual event as it was such a success.

BUSINESS ARISING

1. **Move In/ Move Out:** It has been reported to Council that owners are not giving the mandatory 48 hours' notice of move in and move outs. This causes a great disruption to the caretakers work day and personal life.

It was **MOVED, SECONDED** and **CARRIED** to adopt the following rule:

1. ***A resident or resident-to-be must pay a non-refundable move in and/or move out fee of \$100.00, 48 hours' prior to any move.***
 2. ***If a resident or resident-to-be does not provide 48 hours' notice of a move in and/or a move out, an additional fee of \$100.00 will be charged.***
2. **Survey:** Due to new *Strata Property Act* requirements, the Strata Corporation requires that each Owner provide their storage locker and parking stall assignment information.

Owner Information Sheet

Council is still missing the majority of the information sheets from Owners.

Surveys have been distributed to all Owners, please fill out and return to the Caretaker or email to klancaster@ascentpm.com. If you have not received a survey, please contact Ed or contact Kim Lancaster at Ascent.

3. **Window Replacement:** Several owners have expressed an interest in updating the windows in their units. This update would be owners' responsibility and is not mandatory. If you are interested, please contact klancaster@ascentpm.com, a list will be created with the hope that several owners will sign up which would result in a reduction in the cost.
4. **Garbage Bins:** Council has requested a quote for the cleaning of the garbage bins. The strata agent will contact BFI to inquire about the cost involved.

ADJOURNMENT

The meeting adjourned at 7:44 p.m.

NEXT MEETING

The next meeting has been scheduled for November 12, 2014.

Ascent Real Estate Management Corporation
Managing Agents
On Behalf of the Owners' Strata Plan NW738



Kim Lancaster
Strata Agent
KL/cd

Email Address: klancaster@ascentpm.com
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PLEASE NOTE

If you list your property for sale, you may be requested to produce for the prospective buyer at least two years of strata council meeting minutes and Annual and Special General Meeting minutes. Therefore, it is recommended that you retain your minutes. Photocopy charges will apply to obtain additional copies.