

*Date Delivered* February 09, 2018 09:10AM

*Strata Manager* Associa British Columbia Inc.

*eStrataHub Order Number* 216186

*Folio Reference* 203 27411

*Requestor Company* Re/Max Aldercenter

*Requested By* Jodi Steeves

*Property Name* Alderview

*Strata Plan #* NWS2046

*Move In Fee* None

*Strata Lot #* 2

*Move Out Fee* None

*Civic Address* 203 27411 28 AVENUE

*Insurance Company:* HUB International

**Documents and Files in this Container for Order 216186(Folio:203 27411)**

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## **Rules**

eSH216186-01-Rules\_Rules.pdf

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## **Registered Strata Plan**

eSH216186-02-Registered Strata Plan\_Strata Plan (3).pdf

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## **Bylaws**

eSH216186-03-Bylaws\_Bylaws Adopted (3).pdf

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## **Financial - year end**

eSH216186-04-Financial - year end\_nw2046 fs ye Oct 2017.pdf

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## **Insurance Summary**

eSH216186-05-Insurance Summary\_nw2046 insurance expiry Oct 1 2018.pdf

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## **Financial Statements (most recent)**

eSH216186-06-Financial Statements (most recent)\_nw2046 fs Nov 2017.pdf

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## **Annual General Meeting Minutes**

eSH216186-07-Annual General Meeting Minutes\_AGM-2016-12-07-Minutes.pdf

eSH216186-08-Annual General Meeting Minutes\_AGM-2017-11-08-Minutes.pdf

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## **Special General Meeting Minutes**

eSH216186-09-Special General Meeting Minutes\_SGM-2016-07-27.pdf

eSH216186-10-Special General Meeting Minutes\_SGM-2017-06-08-Minutes.pdf

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**Strata Council Meeting Minutes**

eSH216186-11-Strata Council Meeting Minutes\_CM-2016-02-10.pdf

eSH216186-12-Strata Council Meeting Minutes\_CM-2016-03-02.pdf

eSH216186-13-Strata Council Meeting Minutes\_CM-2016-04-06.pdf

eSH216186-14-Strata Council Meeting Minutes\_CM-2016-06-28.pdf

eSH216186-15-Strata Council Meeting Minutes\_CM-2016-08-17.pdf

eSH216186-16-Strata Council Meeting Minutes\_CM-2016-09-27 (1).pdf

eSH216186-17-Strata Council Meeting Minutes\_CM-2017-01-25.pdf

eSH216186-18-Strata Council Meeting Minutes\_CM-2017-02-22.pdf

eSH216186-19-Strata Council Meeting Minutes\_CM-2017-04-12.pdf

eSH216186-20-Strata Council Meeting Minutes\_CM-2017-07-27.pdf

eSH216186-21-Strata Council Meeting Minutes\_CM-2017-09-20.pdf

eSH216186-22-Strata Council Meeting Minutes\_CM-2017-10-04.pdf

eSH216186-23-Strata Council Meeting Minutes\_CM-2018-01-10.pdf

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**Form B - Information Certificate**

eSH216186-24-Form B - Information Certificate\_203-Unit Alterations.pdf

eSH216186-25-Form B - Information Certificate\_Alderview - Depreciation Report - 2016-2017 FINAL.pdf

eSH216186-26-Form B - Information Certificate\_Form B signed.PDF

eSH216186-27-Form B - Information Certificate\_NW2046 Budget.pdf

eSH216186-28-Form B - Information Certificate\_Rental Disclosure Statement.pdf

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**Warranty**

Not Available - The document you requested is not available for this property.

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**Engineering Report**

Not Available - The document you requested is not available for this property.

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**Remediation/Building Envelope Reports or Summary**

Not Available - The document you requested is not available for this property.

## Document is not available

Document:	Warranty
Property:	Alderview
Strata Plan #:	NWS2046
Strata Lot #:	2
Comment:	The document you requested is not available for this property.

## Document is not available

Document:	Engineering Report
Property:	Alderview
Strata Plan #:	NWS2046
Strata Lot #:	2
Comment:	The document you requested is not available for this property.

## Document is not available

Document:	Remediation/Building Envelope Reports or Summary
Property:	Alderview
Strata Plan #:	NWS2046
Strata Lot #:	2
Comment:	The document you requested is not available for this property.

# **NW 2046 – ALDERVIEW TOWNHOMES RULES & REGULATIONS**

[October 1992]

## **1. ENTRY DOORS**

Entry doors shall be solid 6 panel doors. Windows are not permitted. Doors shall be painted the equivalent of mountain brown which is a colour produced by Cloverdale Paint. All paint shall be semi-gloss.

## **2. ENTRY LIGHT FIXTURES**

Entry light fixtures shall be brass and of a coach-lantern style. Examples of approved fixtures may be found on units 247, 261 and 255. The fixture is available from a number of stores including Lumberland and Canadian Tire for approximately \$15.00.

## **3. UNIT ADDRESS NUMBERS**

Unit address numbers shall be posted on the vertical 4"x4" carport posts and centered at 6 ft from the ground. The numbers shall be 3" high and made of brass.

## **4. RV PARKING**

Trailers, boats, and RVs of any style shall not be stored anywhere on the property at any time for longer than 48 hours.

**STRATA PLAN OF LOT 265  
N.W. 1/4, SEC. 20, TP. 13  
PLAN 59915, N.W.D.**

0 SCALE, 1 : 1 000 100 m  
(ALL DIMENSIONS ARE IN METRES)

**MUNICIPALITY OF LANGLEY**

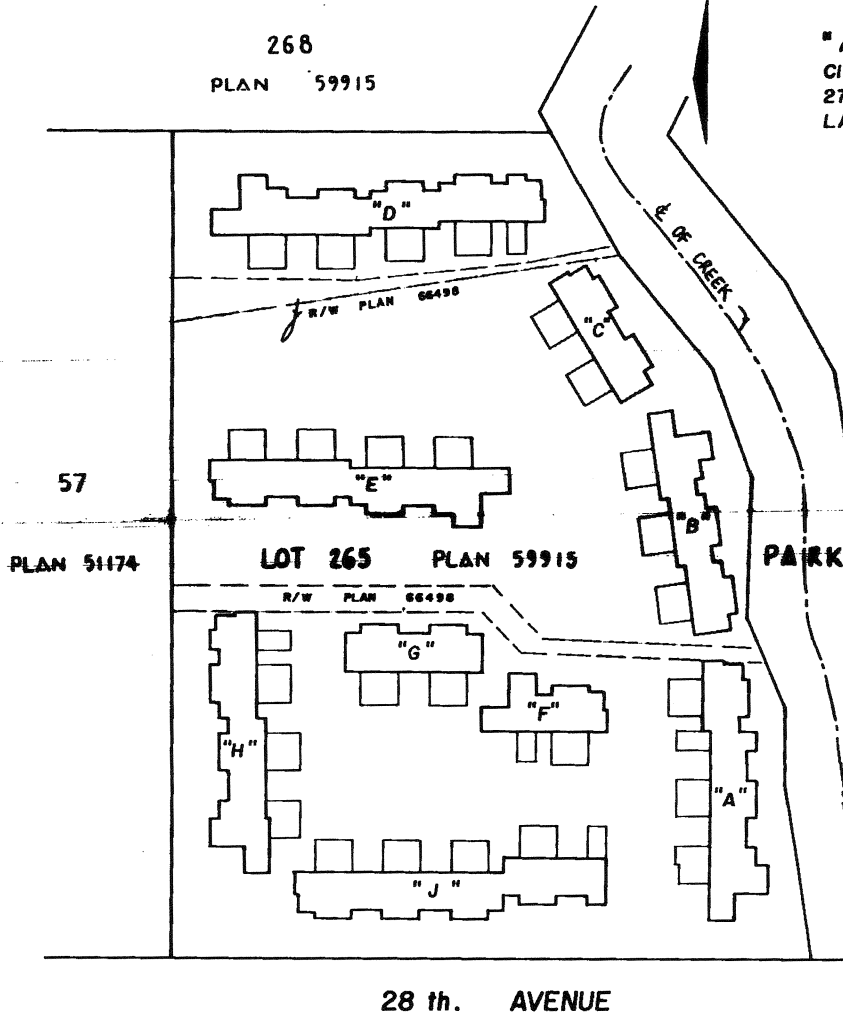
*Strata Plan NW2046*

DEPOSITED AND REGISTERED IN  
THE LAND TITLE OFFICE  
AT NEW WESTMINSTER, B.C.  
THIS 9th DAY OF August 1983

*[Signature]*  
REGISTRAR

*Ref. W1123145*

"ALDERVIEW"  
CIVIC ADDRESS :  
27411 28th. AVENUE  
LANGLEY, B.C.



28th. AVENUE

APPROVED PURSUANT TO SEC.9 (5) OF  
THE CONDOMINIUM ACT.  
THIS 25 DAY OF MAY 1983

*[Signature]*  
APPROVING OFFICER FOR  
MUNICIPALITY OF LANGLEY

I, RAY L. MALLORY OF SURREY  
BRITISH COLUMBIA LAND SURVEYOR, HEREBY  
CERTIFY THAT THE BUILDINGS ERECTED  
ON THE PARCEL DESCRIBED ABOVE ARE  
WHOLLY WITHIN THE EXTERNAL BOUNDARIES  
OF THAT PARCEL.  
DATED AT MATSQUI, B.C.  
THIS 30th. DAY OF NOVEMBER, 1981

— LEGEND —  
THIS STRATA PLAN CONTAINS LIMITED COMMON  
PROPERTY ACCORDING TO SEC. 53(2), CONDOMINIUM ACT.

- m<sup>2</sup> DENOTES SQUARE METRES
  - S.L. DENOTES STRATA LOT
  - PT. DENOTES PART OF STRATA LOT
  - © DENOTES COMMON PROPERTY
  - ⊙ DENOTES BALCONY
  - ⊙ DENOTES PATIO
  - ⊙ DENOTES CARPORT
- BALCONIES, PATIOS AND CARPORTS ARE LIMITED COMMON  
PROPERTY FOR STRATA LOTS TO WHICH IT IS APPURTENANT.

THE ADDRESS FOR SERVICE OF DOCUMENTS  
ON THE STRATA CORPORATION IS :

THE OWNERS, STRATA PLAN NW. 2046  
30951 POLAR AVENUE  
R.R. NO.1, MT. LEHMAN, B.C.

*For Strata Corp Ray L. Mallory*  
*Mailing Address*  
*See Strata Plan General*  
*Index.*

B.C.L.S.  
McELHANNAY ASSOCIATES  
PROFESSIONAL LAND SURVEYORS  
208, 2760 TRETNEY ST.  
CLEARDROOK, B.C. VET 3R1  
FILE 181233-2 REV. 1

THIS PLAN LIES WITHIN THE CENTRAL FRASER VALLEY REGIONAL DISTRICT.

W.T.S. - 0144



STRATA PLAN NW-2046

CONDOMINIUM ACT

LOT NO.	SHEET NO.	FORM 1	FORM 2	FORM 3
		SCHEDULE OF UNIT ENTITLEMENT	SCHEDULE OF INTEREST UPON DESTRUCTION	SCHEDULE OF VOTING RIGHTS
		UNIT ENTITLEMENT	INTEREST UPON DESTRUCTION	NUMBER OF VOTES
1	5	138	154	
2	"	176	176	
3	"	176	176	
4	"	176	176	
5	"	176	176	
6	"	176	176	
7	5	196	188	
8	6	175	176	
9	"	176	176	
10	"	176	176	
11	"	176	176	
12	"	176	176	
13	6	186	176	
14	7	175	176	
15	"	176	176	
16	"	176	176	
17	7	196	187	
18	8	196	187	
19	"	176	176	
20	"	176	176	
21	"	176	176	
22	"	176	176	
23	"	176	176	
24	"	176	176	
25	"	176	176	
26	8	138	154	
27	9	196	187	
28	"	176	176	
29	"	176	176	
30	"	176	176	
31	"	176	176	
32	"	176	176	
33	"	176	176	
34	9	138	154	
35	10	196	187	
36	10	176	176	
37	10	138	154	
38	11	175	176	
39	"	176	176	
40	"	176	176	
41	11	175	176	
42	12	196	187	
43	"	176	176	
44	"	176	176	
45	"	176	176	
46	"	176	176	
47	"	176	176	
48	12	138	154	
49	13	203	187	
50	"	177	176	
51	"	177	176	
52	"	177	176	
53	"	177	176	
54	"	176	176	
55	"	176	176	
56	"	177	176	
57	13	176	176	
AGGREGATE		10,000	10,000	

BCIL 55819-Mc.S.

30 NOV. 1981 *RXM*

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STRATA PLAN NW2046

## CONDOMINIUM ACT

STATUTORY DECLARATION

- I, THE UNDERSIGNED DO SOLEMNLY DECLARE THAT  
 (1) I, THE UNDERSIGNED AM THE DULY AUTHORIZED  
 AGENT OF THE OWNER DEVELOPER.  
 (2) THE STRATA PLAN IS ENTIRELY FOR RESIDENTIAL USE.

I, MAKE THIS SOLEMN DECLARATION CONSCIENTIOUSLY  
 BELIEVING IT TO BE TRUE AND KNOWING THAT IT IS OF  
 THE SAME FORCE AND EFFECT AS IF MADE UNDER OATH.

[Signature]

DECLARED BEFORE ME AT  
 IN THE PROVINCE OF BRITISH COLUMBIA.  
 THIS 19<sup>th</sup> DAY OF JULY 1983

Michael J. Wheaton  
 A COMMISSIONER FOR TAKING AFFIDAVITS  
 WITHIN THE PROVINCE OF BRITISH COLUMBIA

OWNER - DEVELOPER

ALDERVIEW INVESTMENTS LTD.

[Signature]  
 AUTHORIZED SIGNATORY

[Signature]  
 AUTHORIZED SIGNATORY

MORTGAGEES :

P & W INDUSTRIES LTD.

[Signature]  
 AUTHORIZED SIGNATORY

[Signature]  
 AUTHORIZED SIGNATORY

Revenue Canada Taxation

MORGUARD TRUST COMPANY  
 BY ITS ATTORNEYS IN FACT SEE OTHERS

[Signature]  
 AUTHORIZED SIGNATORY

[Signature]  
 AUTHORIZED SIGNATORY

WITNESS AS TO EXECUTION BY  
 MORGUARD TRUST COMPANY  
 AS TO BOTH SIGNATURES

[Signature]  
 J. D. BURN, C.P.  
 595 Burrard St., 3rd Fl.  
 Vancouver, B.C. V7X 1J5

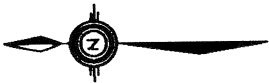
ACCEPTED AS TO FORMS 1, 2 AND 3  
 THIS 3<sup>rd</sup> DAY OF AUGUST, 1983.

[Signature]  
 SUPERINTEND OF INSURANCE

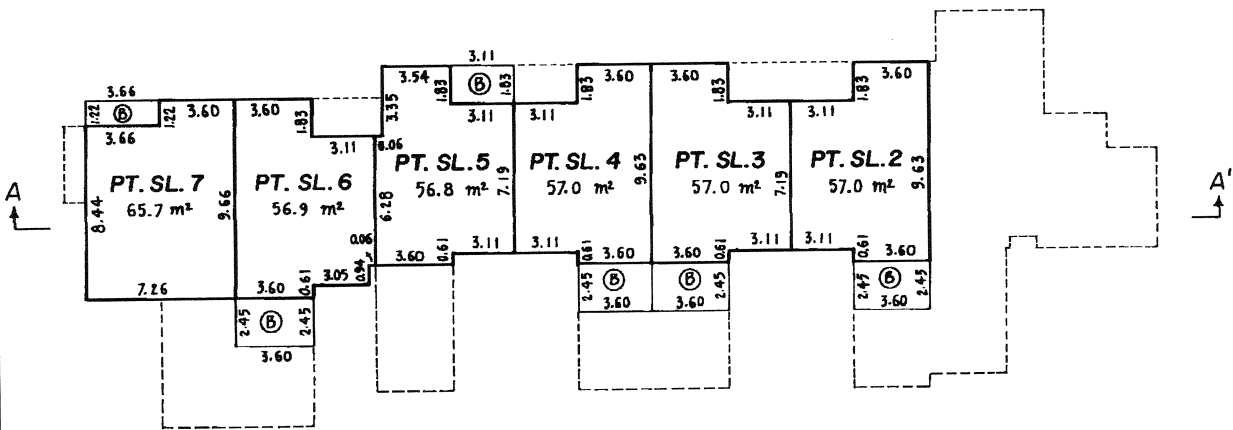
30, NOV. 1981 RLM

STRATA PLAN NW-2046

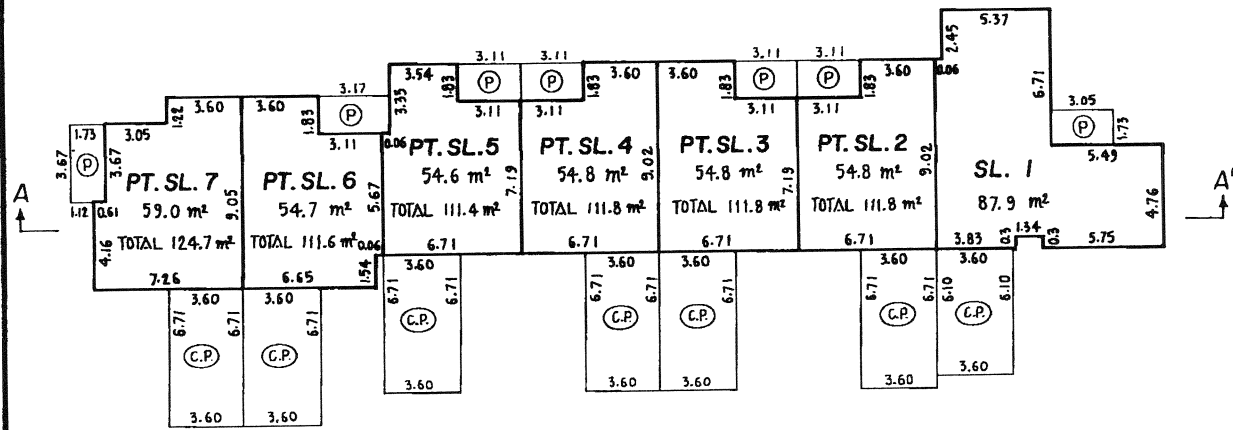
**BUILDING "A"**  
FLOOR PLANS AND SECTION  
SCALE, 1 : 250 (METRIC)



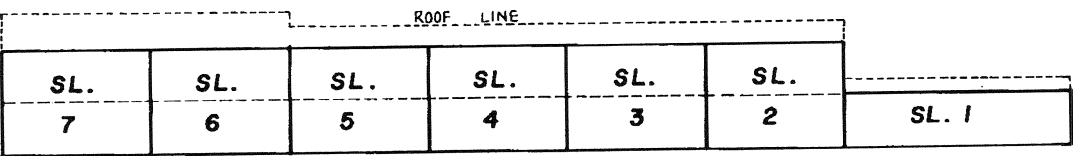
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UPPER FLOOR



GROUND FLOOR



SECTION A - A'

W.T.S.-8144

30 NOV. 1981 *RXM*

STRATA PLAN

*N/A 2046*

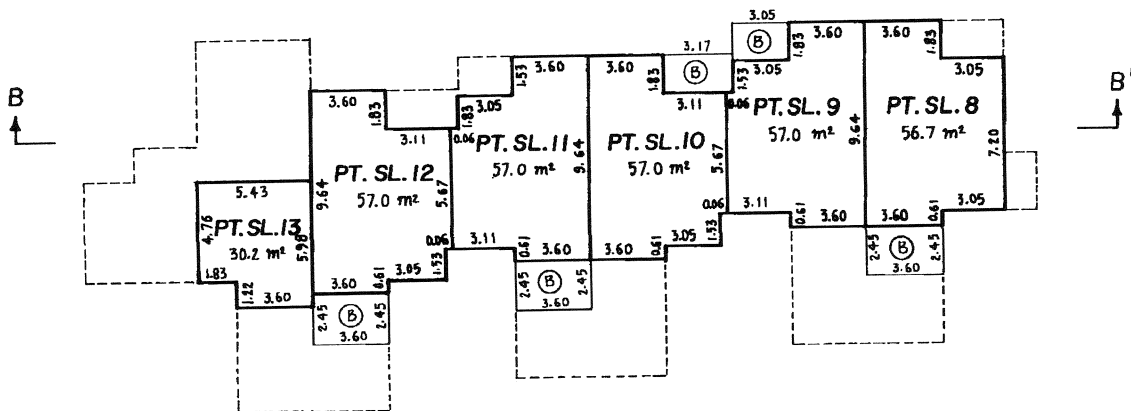
BUILDING "B"

FLOOR PLANS AND SECTION

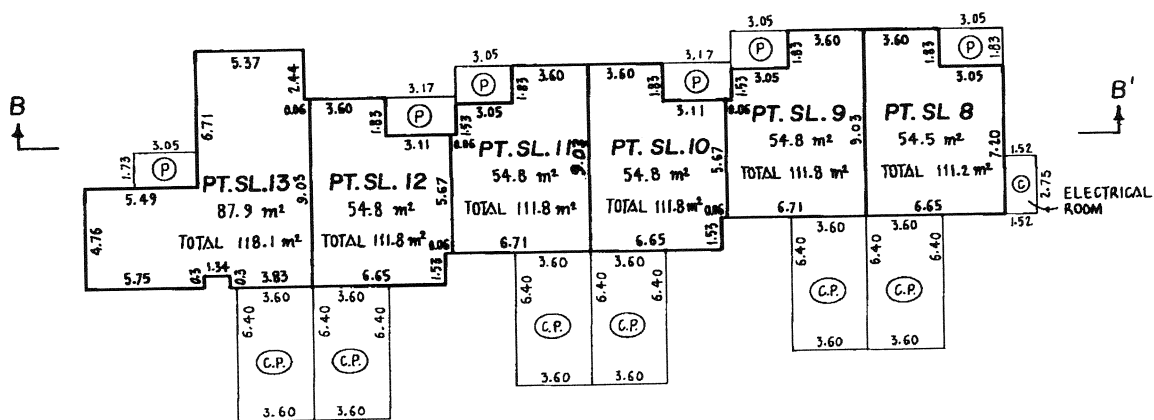
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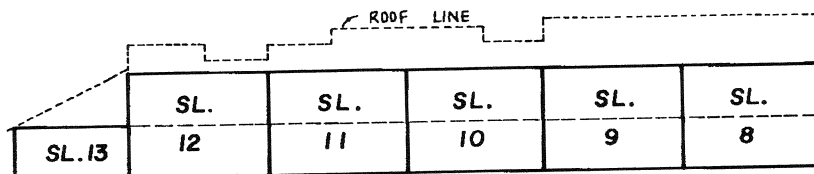
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NNMS2046  
11/5/9 2002-04-04-07:38:49:545472



UPPER FLOOR



GROUND FLOOR

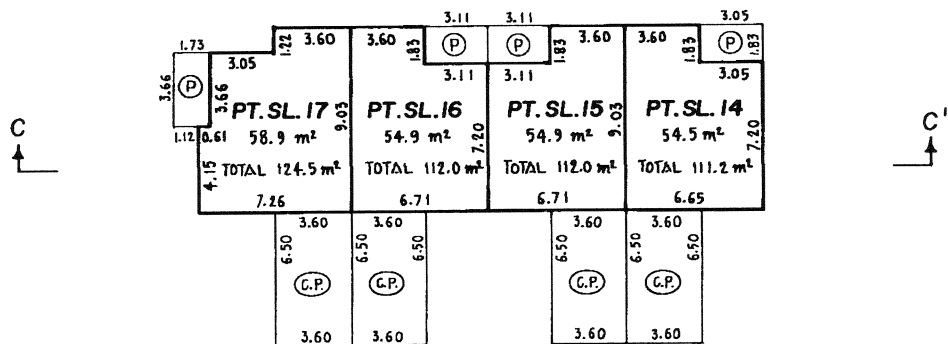
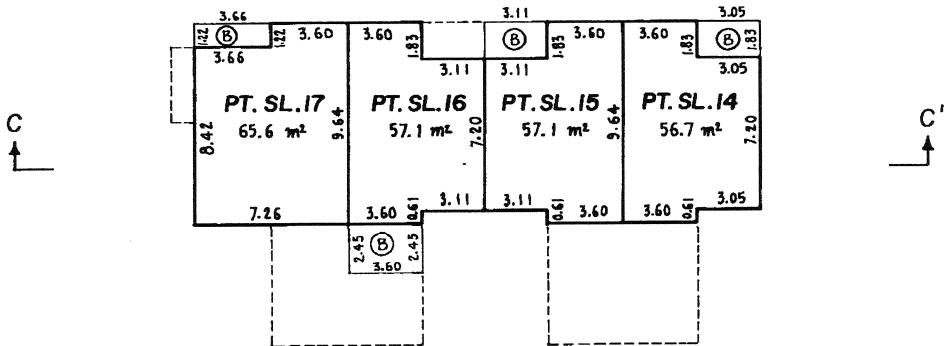


SECTION B - B'

30 NOV. 1981 *RMM*

STRATA PLAN *NW2046*

BUILDING "C"  
FLOOR PLANS AND SECTION  
SCALE, 1 : 250 (METRIC)



ROOF LINE

SL.	SL.	SL.	SL.
17	16	15	14

SECTION C - C'

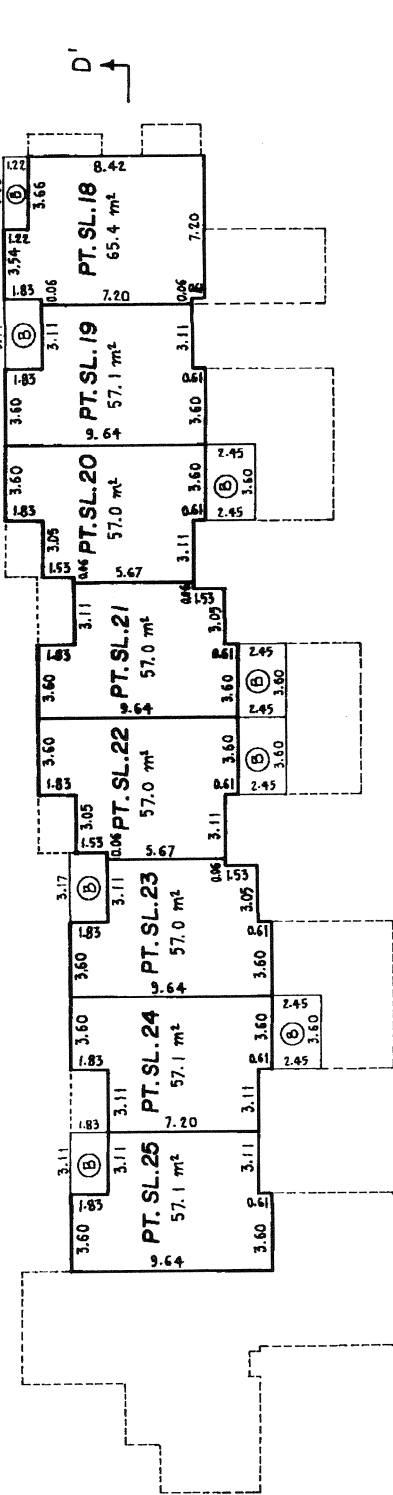
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I11579 2002-04-04-07.38.49.545472

WTS-0144

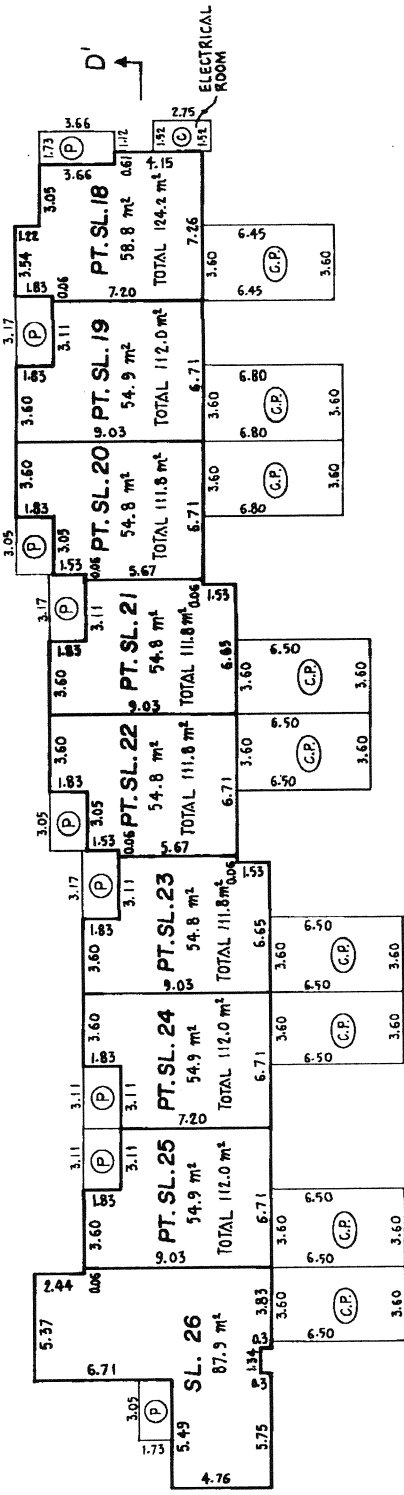
30 NOV. 1981 *RXM*

STRATA PLAN *NW2046*

BUILDING "D"  
FLOOR PLANS AND SECTION  
SCALE, 1:250 (METRIC)



UPPER FLOOR



GROUND FLOOR

ROOF LINE

SECTION D-D'					
SL.	SL.	SL.	SL.	SL.	SL.
18	19	20	21	22	23
24	25	26			

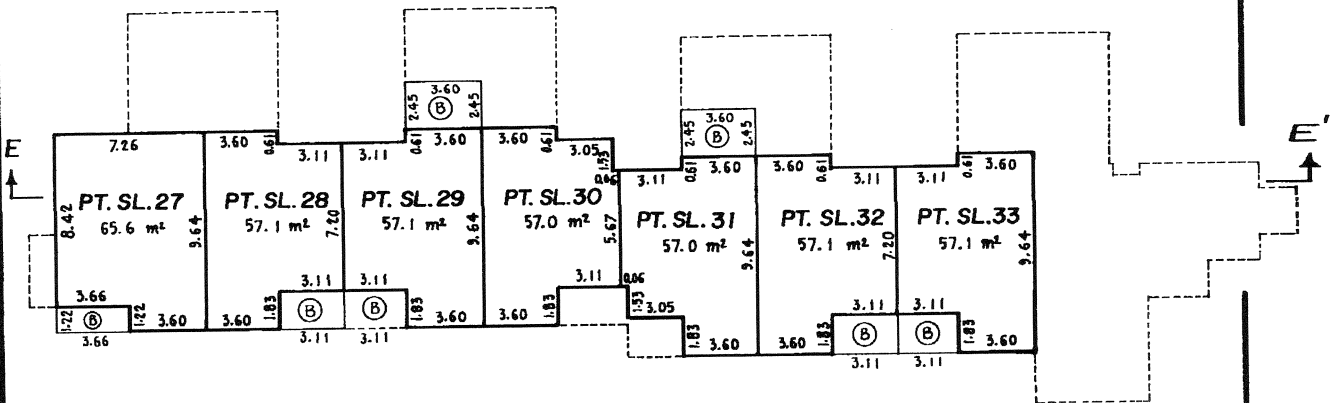
SECTION D-D'

STRATA PLAN NW2046

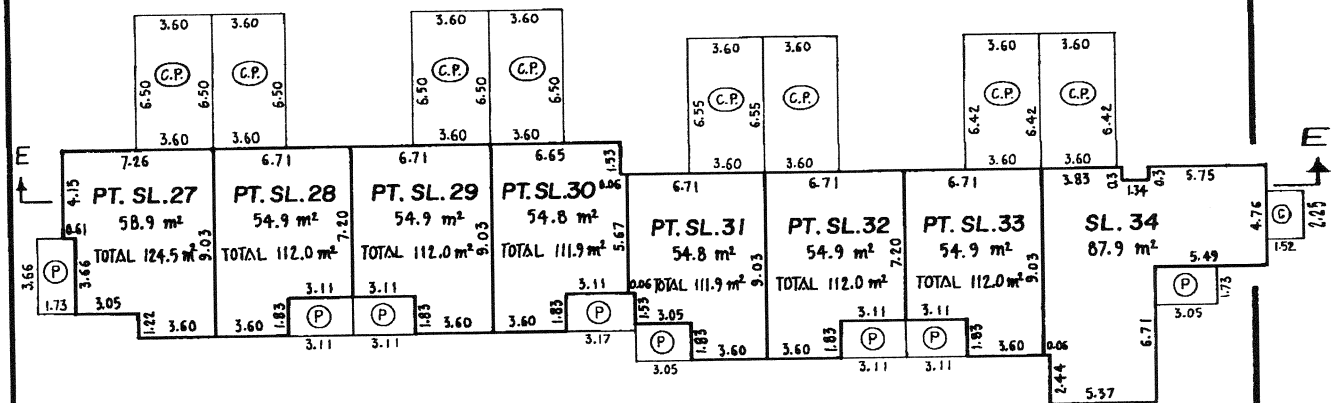
**BUILDING "E"**  
**FLOOR PLANS AND SECTION**  
SCALE, 1 : 250 (METRIC)



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NMWS2046  
111579 2002-04-04-07:38.49.545472



UPPER FLOOR



GROUND FLOOR

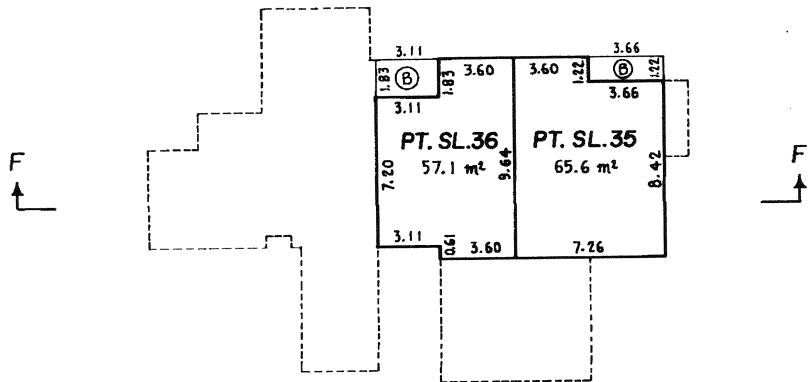
ROOF LINE

SL.	SL.	SL.	SL.	SL.	SL.	SL.	
27	28	29	30	31	32	33	SL. 34

SECTION E - E'

30 NOV. 1981 *RXM*

W.T.S.-6144



The diagram illustrates a land subdivision with two main lots, PT. SL. 36 and PT. SL. 35, situated along a street frontage. Lot 36, measuring 112.0 m², contains a large building (SL. 37) and several smaller structures and easements. Lot 35, measuring 124.5 m², also features buildings and various setbacks. The plan includes numerous dimensions for lot widths, depths, and setbacks from the street and adjacent properties. Specific areas are designated as 'Garage' or 'Shed'. Easements are shown as narrow strips between buildings and the street. The overall layout suggests a residential or commercial development with multiple units or businesses.

		ROOF LINE
	<b>SL.</b>	<b>SL.</b>
<b>SL. 37</b>	<b>36</b>	<b>35</b>

SECTION F - F'

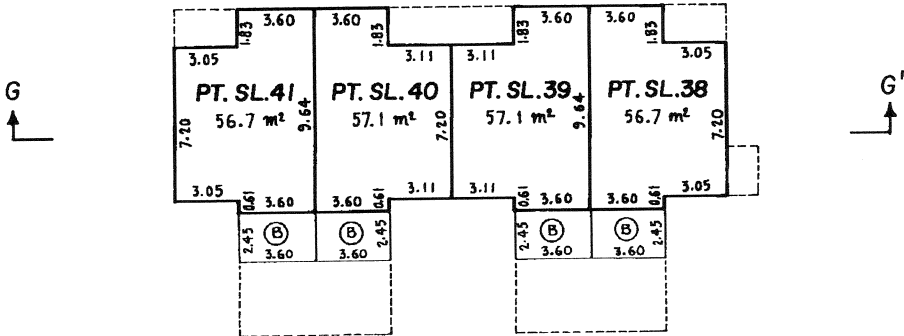
30 NOV. 1981 RXM



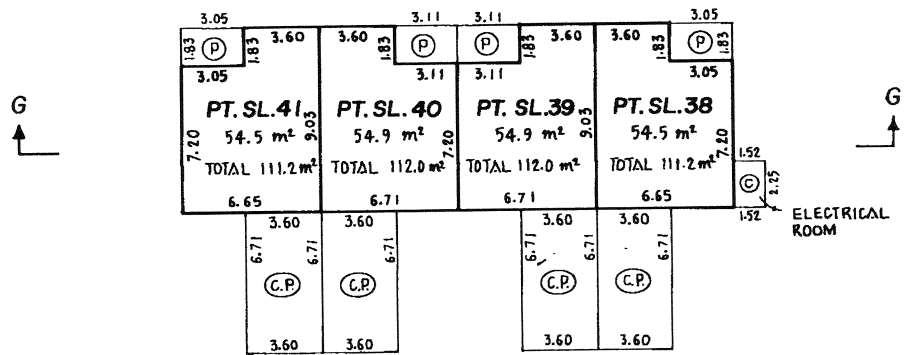
STRATA PLAN NW2046

**BUILDING "G"**  
**FLOOR PLANS AND SECTION**  
SCALE, 1 : 250 (METRIC)

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UPPER FLOOR



GROUND FLOOR

ROOF LINE

SL.	SL.	SL.	SL.
41	40	39	38

SECTION G - G'

PTS-S.L.W

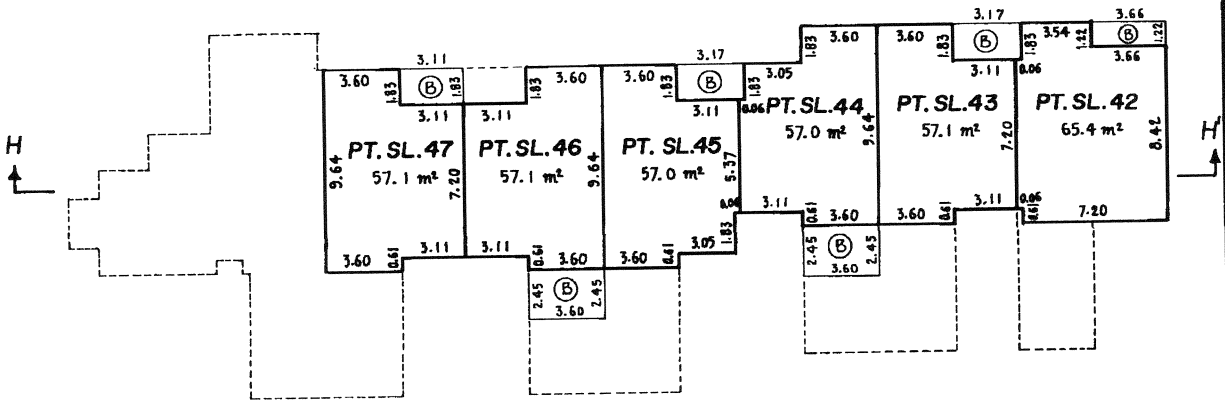
30 NOV. 1981 *RLM*

STRATA PLAN NW2046

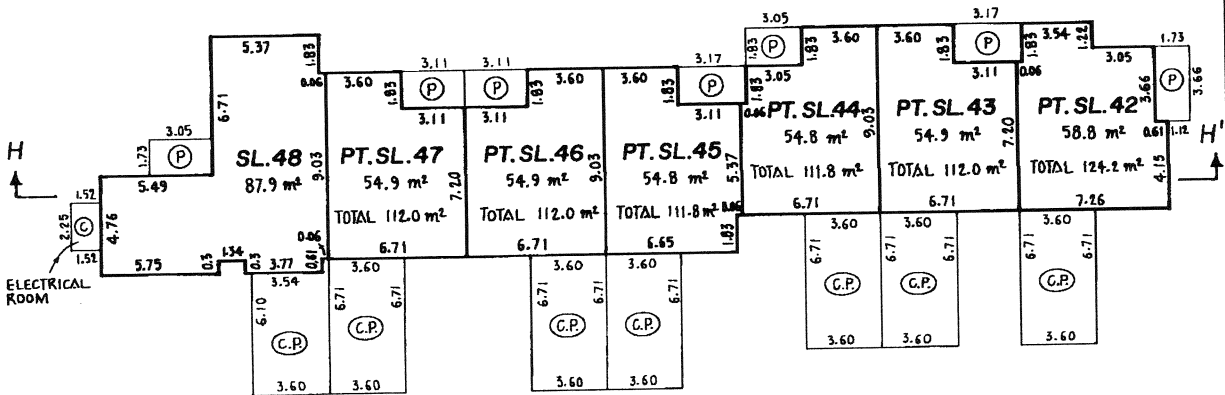
**BUILDING "H"**  
**FLOOR PLANS AND SECTION**  
SCALE, 1 : 250 (METRIC)



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UPPER FLOOR



GROUND FLOOR

ROOF LINE						
SL. 48	SL. 47	SL. 46	SL. 45	SL. 44	SL. 43	SL. 42

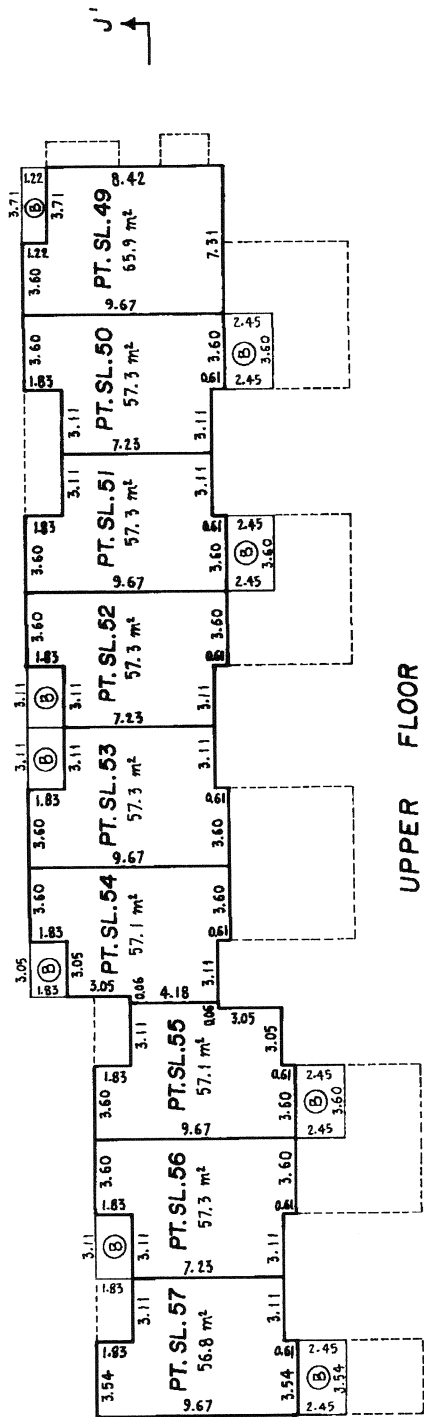
SECTION H - H'

30 NOV. 1981 RLM

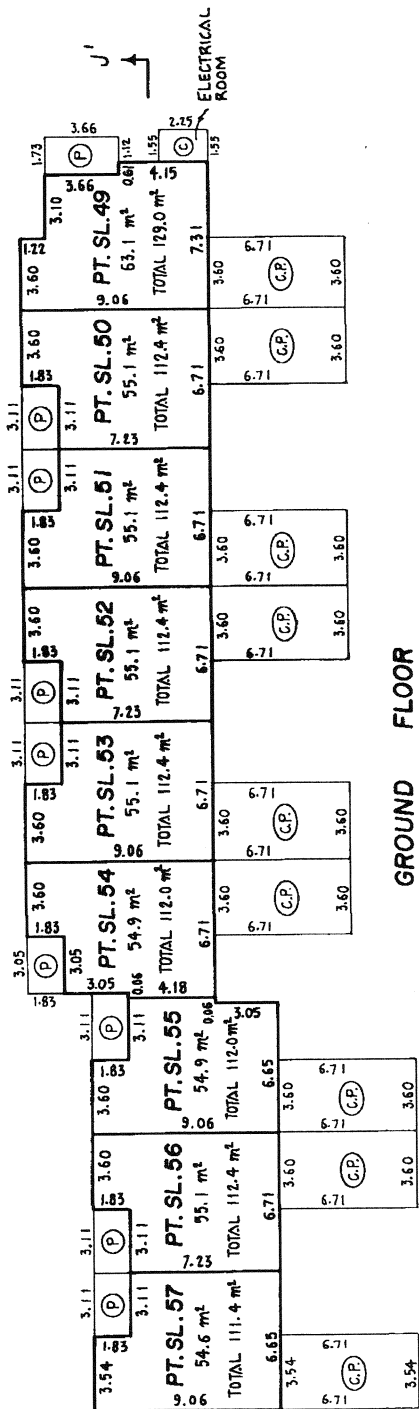
W.T.S.-J.M.

STRATA PLAN NW2046

BUILDING "J"  
FLOOR PLANS AND SECTION  
SCALE, 1 : 250 (METRIC)



UPPER FLOOR



GROUND FLOOR

SECTION J — J'					
SL.	SL.	SL.	SL.	SL.	SL.
57	56	55	54	53	52
51	50	51	52	53	49

30 NOV. 1981 RXM



Common Property Sheet Closed

STRATA PLAN NW2046

Search ALTOS2 or BC OnLine for  
Current Information. BC Reg. 76/99

DEALINGS AFFECTING THE COMMON PROPERTY

*Wool*

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

NUMBER	DATE	DATE	NATURE AND PARTICULARS
K23525	1.3.74 @ 11:41		Right-of-way - Township of Langley - Parts (formerly Lot 31 Plan 4844) Inter Alia
S138635	28.11.80 @ 12:42		Mortgage - P & H Industries Ltd. Inter Alia
CANCELLED Y54376		10.04.1985	
S141054	1.12.80 @ 14:17	CANCELLED RA168685 06.07.1990	Mortgage - Marquand Trust Company - Modified by W105319 Transferred to X4151 Inter Alia
S141055	1.12.80 @ 14:17	CANCELLED RA168686 06.07.1990	Assignment of Rents - Marquand Trust Company Transferred to X4152 Inter Alia
W12313	26.1.83 @ 10:57	CANCELLED Y56483 10.04.1985	Judgment - Her Majesty The Queen in Right of Canada Income Tax Act - as to Alexander James Bunch undivided 3/114th beneficial interest Inter Alia
W12314	26.1.83 @ 10:57	CANCELLED Y56486 10.04.1985	Judgment - Her Majesty The Queen in Right of the Province of British Columbia Income Tax Act - as to Alexander James Bunch undivided 3/114th beneficial interest Inter Alia
W105319	25.7.83 @ 13:07	CANCELLED RA168685 06.07.1990	Modification of M S141054 (see X4151) Inter Alia
W112313	9.8.83 @ 15:09		Easement Plan 66498 appurtenant to Lot 57 Plan 59915
X4151	12.1.84 @ 11:39	CANCELLED RA168685 06.07.1990	Transfer of M S141054 Canada Mortgage and Housing Corporation Inter Alia Modified by Z123341, RA34428, RA122266 & RA313439
X4152	12.1.84 @ 11:40	CANCELLED RA168686 06.07.1990	Transfer of AR S141055 Canada Mortgage and Housing Corporation Inter Alia
Y173710	28.10.85	14:22	SRW over Common Property NW 2046 with priority over X4151, S141054 & W105319
		ASSIGNED TO AB205201	

Z 123341 27.6.86 13:40 Modification of S141054  
CANCELLED RA168685 06.07.1990 (see X4151 and W105319)  
Inter Alia

RA34428 27.02.87 11:15 Modification of S141054  
CANCELLED RA168685 06.07.1990 (see W105319, X4151, Z123341)  
Inter Alia

30 NOV. 1981 RXM

(SEE PAGE 15A)



# **ALDERVIEW TOWNHOMES**

## **STRATA PLAN - NW 2046**

### **BYLAWS**

**Registered: July 28, 1992**  
**Amended: December 7, 1992**  
**Amended: August 24, 1993**  
**Amended: December 14, 1993**  
**Amended: August 2, 1996**  
**Amended: September 7, 1999**  
**Amended: July 27, 2001**  
**Amended: April 2, 2007**

**Registration #: BF 283082**  
**Registration #: BF 482264**  
**Registration #: BG 300376**  
**Registration #: BG 450732**  
**Registration #: BK 246717**  
**Registration #: BN 240074**  
**Registration #: BR 187820**  
**Registration #: BB 158080**

**SCHEDULE OF BYLAWS**  
**The Owners, Strata Plan NW 2046**  
**Alderview Townhomes**

These bylaws replace all previously registered bylaws with the exception that the rental restriction bylaw previously registered is amended. These bylaws replace the Schedule of Standard Bylaws in the *Strata Property Act*.

**Division 1 – Duties of Owners, Tenants, Occupants and Visitors**

**Payment of strata fees**

- 1** (1) An owner must pay strata fees on or before the first day of the month to which the strata fees relate. If an owner fails to pay strata fees at the required time the strata corporation may charge interest at the rate of 10% per annum compounded annually. If an owner fails to pay a special levy at the required time he may be fined \$50.00 for each month the special levy remains unpaid.
- (2) The owner of a strata lot for which a dishonoured cheque is issued will be charged the financial service charge.
- (3) If the strata corporation incurs legal or other costs in order to collect strata fees or special levies in relation to a strata lot, the owner of the strata lot will be responsible to reimburse the strata corporation for the full amount of the costs incurred by the strata corporation.
- (4) Additional assessments, fines authorized by these Bylaws, banking charges, filing costs, legal expenses, interest charges and any other expenses incurred by the Strata Corporation to enforce these Bylaws, shall become part of the assessment of the owners and shall become due and payable on the first day of the month next following, except that any amount owing other than strata fees, special levies, reimbursement of the cost of work ordered by a public or local authority, or the strata lot's share of a judgment will be calculated as a separate component of such assessment and the Strata Corporation may not register a lien on behalf of such separate component.

**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.



### **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 not use the strata lot for any purpose which involves undue traffic or noise in or about the strata lot or common property between the hours of 10:30 p.m. and 7:00 a.m. or that encourages loitering by persons in or about the strata lot or common property.
  
- (4) An owner, tenant, occupant or visitor must not make, cause or produce undue noise, smell, vibration or glare in or about any strata lot or common property or do anything which will interfere unreasonably with any other owners, tenant or occupant.
  
- (5) An owner, tenant, occupant or visitor must not use any musical instrument, amplifier, sound reproduction equipment or other device within or about any strata lot, the common property or any limited common property, such that it causes a disturbance or interferes with the comfort of any other owners, tenant or occupant.
  
- (6) An owner, tenant, occupant or visitor must not obstruct or use the sidewalks, walkways, passages and driveways of the common property for any purpose other than ingress or egress from the strata lots or parking areas within the common property of the strata plan.
  
- (7) An owner, tenant, occupant or visitor must not do anything on his strata lot or the common property that will increase the risk of fire or the rate of insurance on the building or any part thereof.
  
- (8) An owner, tenant, or occupant must not allow a strata lot to become unsanitary or a source of odour.

(9) An owner, tenant, occupant or visitor must not hang clothing, bedding, flags, laundry or washing on common property, limited common property or in a strata lot where it is visible from the common property or limited common property.

(10) An owner, tenant, occupant or visitor must not shake mops, or dusters, or throw refuse, including burning material such as matches or cigarettes out of windows, doors or from the patio or balcony of the strata lot.

(11) An owner, tenant, occupant or visitor must not feed pigeons, gulls, squirrels, rodents or other animals from a strata lot or anywhere on or in close proximity to the common property or any limited common property, but this shall not apply to a pet permitted to be kept in a strata lot pursuant to these bylaws, which pet shall be fed only in a strata lot.

(12) An owner, tenant, occupant or visitor must not use or install in or about a strata lot any shades, awnings, window guards or screens, ventilators, supplementary heating or air conditioning devices, except those installations approved in writing by the Council.

(13) An owner, tenant, occupant or visitor must not erect on or fasten to the strata lot, the common property or any limited common property any television or radio antenna or similar structure or appurtenance thereto, except those installations approved in writing by the Council.

(14) An owner, tenant, occupant or visitor must not place signs, billboards, placards, advertising or notices of any kind on the exterior of the building, on the common property or in a window that is visible from the exterior of the strata lot except "For Sale" signs which may only be located as allocated by the Council. Dimensions of the For Sale signs are to be limited to a maximum of 10" x 24". This bylaw shall be interpreted in a manner consistent with elections legislation.

(15) An owner, tenant, or occupant must not place any indoor-outdoor carpeting on any deck, patio or balcony or place any items on any deck, patio or the balcony except free-standing, self-contained planter boxes, barbeques, summer furniture and accessories.

(16) An owner, tenant, occupant or visitor must not do or cause to be done anything on the common property which is likely to damage the plants, shrubs, trees, flowers or lawn.

(17) An owner, tenant, or occupant must not under any circumstances alter the exterior of the strata lot by attaching fixtures or by causing any discolouration or disfiguration of the siding.

- (18) An owner, tenant, occupant or visitor must not use the strata lots for a commercial or professional purpose or for any purpose which may be illegal or injurious to the reputation of the strata plan.
- (19) An owner, tenant or occupant must not place or store any items including, moving or storage boxes, appliances, and refuse in their carports other than, gardening tools, children's toys, bicycles and recycling boxes.
- (20) An owner, tenant, or occupant must not display Christmas lights except between November 15<sup>th</sup> and January 31<sup>st</sup> only and these shall not be attached to the vinyl siding or roofing in a manner so as to damage the building's structure.
- (21) An owner, tenant or occupant must not install or place a garden shed on common property or limited common property except as permitted in writing by the Strata Council.
- (22) An owner, tenant, or occupant must not hold Garage/Lawn sales without prior written approval from Council.
- (23) An owner, tenant, or occupant must not install storage sheds without approval of the Council. Permitted sheds will be no higher than 6 feet or wider than 8 feet.
- (24) An owner, tenant or occupant shall notify the Council immediately upon the loss or theft of any keys to common property, and that owner shall be responsible for the cost of re-keying all locks in the premises if the Council deems such re-keying necessary.
- (25) An owner, tenant or occupant shall not enter any part of the premises to which access is restricted, such restricted areas to include but are not limited to the roof, electrical rooms, and mechanical rooms.
- (26) Owners, tenants, occupants or visitors, use the common property and common facilities at their own risk and the Strata Corporation will not be held responsible for any injuries.
- (27) All garbage cans and receptacles will comply with Municipal Bylaws and ordinary household refuse and garbage will be removed from each strata lot by the owner or occupant and deposited in garbage receptacles provided for that purpose. All garbage must be bagged and tied and any material other than household refuse must be removed from the strata development at the expense of or by owner or occupant. Large items such as furniture, carpeting, drapes, and renovation materials must not be deposited in the garbage bins. All bagged garbage must be placed inside the garbage bin.

(28) Litter and garbage which is not collected from a Townhouse or which is spilled during collection from a Townhouse will be the responsibility of the occupant and must be tidied up by the occupant as soon as reasonable.

### **Pets**

- 4 (1) An owner, tenant or occupant must not keep any pets on a strata lot other than two domestic pets.
- (2) An owner of a pet shall not permit the pet to urinate or defecate on the common property and owner of the pet shall immediately and completely remove all of the pet's waste from the common property and dispose of it in a waste container or by some other sanitary means.
- (3) An owner, tenant, occupant or visitor must ensure that all dogs are leashed or otherwise secured when on the common property or on land that is a common asset.
- (4) An owner, tenant or occupant shall provide in writing to the Council the pet's name, breed, colour and markings, and the strata lot number and telephone number of the pet owner.
- (5) A pet shall not cause a nuisance to any resident or permit the pet to disturb any other owner, tenant or occupant due to barking, howling or the making of other noise.
- (6) If the Council receives a complaint about a pet, a bylaw enforcement hearing will be held in accordance with the provisions of the *Strata Property Act*. At the end of the hearing, the Council may take no action, fine the owner, require the person to pay the costs of remedying the contravention, or order the immediate removal of the pet from the strata lot in which case the pet will be immediately removed. The owner of the pet will be advised about the outcome of the hearing in writing.
- (7) Exotic pets, including snakes, reptiles, spiders or large members of the cat family are strictly prohibited.

### **Indemnification**

- 5 (1) An owner will indemnify and save harmless the Strata Corporation for all expenses for any maintenance, repair or replacement rendered necessary to the common property, limited common property, common assets or a strata lot caused by or due to the act, neglect or carelessness of the owner or a tenant, occupant, contractor, agent, guest or invitee of the owner or his strata lot to the extent that the damage or loss is not covered by the Strata Corporation's insurance.
- (2) In the event that loss or damage occurs to common property, limited common property, common assets or any strata lot that gives rise to a valid claim under the

Strata Corporation's insurance policy the owner of the strata lot, where the loss or damage originated, shall reimburse the Strata Corporation for the deductible portion of the insurance coverage.

(3) An owner shall insure all fixtures, built in or installed on a strata lot that were not installed by the owner, developer as part of the original construction of the strata lot.

(4) An owner, tenant or occupant is responsible for insuring the contents of a strata lot.

(5) An owner, tenant or occupant is responsible to indemnify and save harmless the Strata Corporation, and other owners for all loss or damage to a strata lot, common property, limited common property or common assets of the Strata Corporation that occurs as a result of the use of a strata lot or the common property or limited common property by the owner, tenant, occupant or visitor in a manner that is illegal or that results in a determination that the Strata Corporation's insurance is void and of no effect.

## **Rentals**

**6** (1) The number of strata lots that may be rented within the strata plan shall be limited to five (5) except for those rented pursuant to a successful appeal on the basis of hardship and those rented to family members.

(2) Prior to offering the rental of a strata lot, the owner thereof shall make a written request to the Council for permission to rent his strata lot. The Council shall reply in writing with two weeks of receiving the request, stating whether or not five (5) strata lots have been rented, (excluding those where permission to rent the strata lot was granted under hardship or those rented to a family member), and whether or not the owner can proceed to rent the strata lot in question.

(3) The Council shall keep a register of those strata lots rented and a waiting list for owners to rent their strata lots. Requests to rent shall be honoured on a first come, first served basis.

(4) A strata lot must be rented within six months of permission being granted or the owner will lose his place on the waiting list.

(5) Owners who are permitted to rent may continue to rent the strata lot until the earlier of the date the owner occupies the strata lot or the strata lot is sold to a third party.

(6) Notwithstanding the preceding paragraphs, an owner may apply in writing for an exemption on the grounds that this bylaw causes hardship to the owner. The application must be made and must provide the reason the owner considers that an exemption should be made and must also provide whether or not the owner

requires a hearing. If the owner requires a hearing, the Council must hear the owner or the owner's agent within 3 weeks after the date the application is given to the Strata Corporation. An exemption is allowed if the Council does not give its decision in writing to the owner within one week after the hearing, or if no hearing is requested, within 2 weeks after the application is given to the strata corporation. The exemption granted by the Council may be for a limited time. The Council cannot unreasonably refuse to grant the exemption.

(7) Within two weeks after renting all or part of his or her strata lot an owner must give the Strata Corporation a copy of the Notice of Tenant's Responsibilities signed by the tenant.

(8) The limitation on rentals is subject to section 143, as applicable of the *Strata Property Act*, and amendments thereto.

(9) A strata lot leased in accordance with subsection (1) or (6) cannot be sub-leased.

(10) Where the Council grants an exemption to an owner to rent his strata lot on the grounds of hardship, the Council can specify the length of time that the exemption is granted for. When permission to rent is granted on the grounds of hardship, the owner must rent his strata lot within 60 days, or the exemption is withdrawn.

(11) Where permission to rent pursuant to this bylaw has been automatically revoked, withdrawn, terminated, or will expire, an owner may re-apply to the Council for permission to rent the strata lot and such application will be governed by the provisions of this bylaw and the *Strata Property Act* and amendments thereto.

(12) Where an owner leases his strata lot in violation of the bylaw, the Strata Corporation shall levy against the owner a fine of \$500.00 every seven days during the period of the lease.

(13) For the purposes of this bylaw the terms "lease", "rent", "rents", and "rental arrangement" shall include any and all forms of tenancy or license relating to the occupancy of a strata lot.

## **Parking**

**7** (1) Except in accordance with this bylaw, no owner, tenant or occupant shall park his or her vehicle on common property or on land that is a common asset.

(2) Notwithstanding subsection (1) an owner, tenant or occupant shall park only in the carport assigned to his or her strata lot, and in areas designated as parking stalls.

(3) Any vehicle parked in an area in which parking is prohibited shall be responsible for costs incurred by the Strata Corporation to impound such vehicle, if such a measure becomes necessary in the discretion of the Council.

(4) No owner, tenant or occupant shall repair, adjust or wash any vehicle on common property so as to cause nuisance, damage, inconvenience or mess to the common property or to any owner, tenant or occupant.

(5) An owner, tenant, or occupant must promptly at his own expense immediately clean up any oil or other substance which spills or leaks onto the common property.

(6) No owner, tenant or occupant shall rent or assign any parking stall to any person who is not an owner, tenant or occupant of the Strata Corporation.

(7) Unless otherwise consented to in writing by the Council, parking stalls shall not be used for storage purposes.

(8) No unregistered or uninsured vehicle may be parked in a parking stall.

(9) No owner, tenant, occupant, or visitor shall drive a vehicle on the common property at a speed that exceeds 10 kilometers per hours.

### **Inform strata corporation**

**8** (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.

(3) Owners are encouraged to provide the Strata Corporation with contact information for use in the event of an emergency. Where contact information has not been provided, or the occupant or contacts cannot be located, access to a strata lot in the event of an emergency for the protection of common property or safety may be gained by force at the owner's expense.

### **Obtain approval before altering a strata lot**

**9** (1) An owner must obtain the written approval of the Council 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; and
- (g) those parts of the strata lot which the strata corporation must insure under section 149 of the *Act*.

(2) The Council 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.

### **Obtain approval before altering common property**

**10** (1) An owner must obtain the written approval of the Council before making an alteration to common property, including limited common property, or common assets.

(2) The Council may require as a condition of its approval that the owner agree, in writing, to take responsibility for any expenses relating to the alteration.

### **Alterations to a strata lot or common property**

**11** (1) Any alteration to a strata lot or to common property that has not received the prior written approval of Council must be removed at the owner's expense if the Council orders that the alteration be removed. An owner who receives approval will be liable for all costs connected to the alteration, including the cost of repairing and maintaining the alteration and the cost of repairing and maintaining the common property or a strata lot if such repair is required as a result of the alteration. An owner who receives approval may be required by the Council to sign an Assumption of Liability Agreement.

(2) The owner will be responsible to obtain the applicable building permits prior to commencing the work, and obtaining such permits is a condition of the Council's approval.

(3) Owners who undertake alterations in accordance with these bylaws, and subsequent owners, are responsible for all costs relating to:

- (a) the maintenance and repair of the alterations, and
- (b) the effects on all adjacent strata lots or common property, and
- (c) the effects of rain and weathering, staining, discoloration.

(4) The Council may maintain, repair, or remove alterations to common property if in the opinion of the Council:

- (a) the alterations are not maintained or repaired, or
- (b) the alterations are damaged.

All costs incurred in the maintenance, repair, and/or removal will be charged to the owner of the strata lot and are his responsibility.



(5) On the sale of a strata lot, owners must include all obligations and costs that may be applied relating to alterations in any agreement of sale. If the subsequent owner refuses to sign an Assumption of Liability Agreement with the strata corporation the alteration may be removed by Council and the cost of the removal will be charged to the new owner.

(6) To remove an approved alteration or attachment, an owner must negotiate the terms of removal with the Council.

(7) The Council reserves the right to require, or have an owner provide, specified professional supervision or inspection, or both, of approved alterations. The Council may include specified supervision or inspection as a requirement of approval.

#### **Permit entry to strata lot**

**12** (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* or to ensure compliance with the *Strata Property Act* and these bylaws.

(2) The notice referred to in subsection (1) (b) must include the date and approximate time of entry, and the reason for entry.

#### **Move in – move out**

**13** (1) Furniture may only be moved into or out of a strata lot between the hours of 8:00 a.m. and 10:00 p.m. and must be done so as not to create a disturbance to other residents.

(2) Moving boxes and packing materials must be flattened, and compacted before being placed in the garbage bin.

(3) The party moving into or out of a strata lot must take care to prevent damage to the common areas of the building and the grounds. Should damage occur and repairs are undertaken by the Strata Corporation, the owner or tenant will be required to bear all costs of repairing the damage.

#### **Sale of Strata lots**

**14** An owner, or the owner's agent must accompany all prospective purchasers while on common property at all times.

## **Division 2 – Powers and Duties of Strata Corporation**

### **Repair and maintenance of property by strata corporation**

- 15** (1) 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, but the duty to repair and maintain it is restricted to
    - (i) the structure of a building,
    - (ii) the exterior of a building,
    - (iii) stairs, balconies and other things attached to the exterior of a building,
    - (iv) fences, railings and similar structures that enclose patios, balconies and yards, and
    - (v) the interior of a strata lot when the damage that has occurred is a direct result of causes from the exterior of the building.
- (2) Subject to subsection (ii), repairs that occur as a result of (1)(d)(v) will meet the following criteria:
- (a) Flooring will be to a maximum of \$15.00 per square yard or to the standard of existing flooring, whichever is less. Any additional costs would be the Owner's responsibility. The floors will not have additional leveling performed;
  - (b) Drywall repairs will be made by the Strata Corporation;
  - (c) The painting of walls will be to the intersection of the next room to where the damage has occurred;
  - (d) Any damage done to the ceiling of a room will have the full ceiling replaced or refinished as required. Additional refinishing of ceilings will not take place into hallways or living rooms;
  - (e) Each individual resident is required to have insurance on their contents and improvements and betterments. Any damage from floods, pipe leaks or any other cause to personal contents or improvements and betterments will not be covered by the Strata Corporation's insurance.

### **Division 3 – Council**

#### **Council size and membership**

- 16** (1) The Council must have at least 3 and not more than 7 members.
- (2) An owner will not be entitled to be elected to Council or continue to stand on Council if the strata corporation is entitled to register a lien against that strata lot under section 116 of the *Strata Property Act*.
- (3) The spouse of an owner is eligible to be elected to the Council.

#### **Council members' terms**

- 17** (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 a Council member is ending is eligible for reelection.

#### **Removing Council member**

- 18** (1) 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.
- (3) A Council member is deemed to have resigned after missing three consecutive Council meetings.

#### **Replacing Council member**

- 19** (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**

- 20** (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**

- 21** (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**

- 22** (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**

- 23** (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**

- 24** (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) No person, other than a member of the Council, shall be entitled to attend a meeting of the Council unless authorized by a resolution of the Council. In the course of a meeting of Council, any person or persons (other than members of the Council) may be excluded from such meeting by a Resolution of the Council.

(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**

- 25** (1) At Council meetings, decisions must be made by a majority of Council members present in person at the meeting.

(2) 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**

- 26** 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**

- 27** (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**

**28** (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**

**29** (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**

**30** (1) Unless otherwise provided for in the bylaws the strata corporation may fine an owner or tenant a maximum of

- (a) \$200 for each contravention of a bylaw,
- (b) \$50 for each contravention of a rule. And
- (c) \$500 for each contravention of bylaw 6.

**Continuing contravention**

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

**Division 5 – Annual and Special General Meetings**

**Quorum**

- 32** If at the time appointed for a general meeting, a quorum is not present, the meeting shall stand adjourned for a period of thirty minutes whereupon the adjourned meeting shall be reconvened at the same place and the persons present in person or by proxy and entitled to vote, shall constitute a quorum.

**Person to chair meeting**

- 33** (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**

- 34** (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.

**Electronic Attendance at Meetings**

- 35** Attendance by persons at an annual or special general meeting may be by telephone or other electronic method if such method permits all persons participating in the meeting to communicate with each other during the meeting.

**Voting**

- 36** (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) 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.

(7) An owner will not be entitled to vote at a general meeting except on matters requiring a unanimous vote if the strata corporation is entitled to register a lien against that strata lot under section 116 of the *Strata Property Act*.



### **Order of business**

- 37** (1) 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**

- 38** (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 – Small Claims**

### **Small Claims Actions**

- 39** (1) Pursuant to section 171 of the *Strata Property Act*, the Council, on behalf of the strata corporation, may commence a proceeding under the *Small Claims Act* against an owner or other person to collect money owing to the strata corporation

without further authorization from the strata corporation. The Council may commence the proceedings to collect monies owing to the strata corporation for any reason, including but not limited to monies owing by an owner or tenant for a fine or to recover the deductible portion of an insurance claim if the person is responsible for the loss or damage that gave rise to the claim. The Council has full authority to negotiate a settlement or discontinue or dismiss the action.

### **Division 8 – Severability**

#### **Severability**

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

(2) For the purposes of all bylaws, wherever the singular or masculine is used, it shall be construed as meaning the plural or feminine or body corporate where the context requires. The terms “resident” or “residents” refer to those individuals residing in the building, whether as owners, tenants or other occupants.

Balance Sheet Report  
NW2046 - Alderview  
As of October 31, 2017

	Balance Oct 31, 2017	Balance Sep 30, 2017	Change
<b><u>Assets</u></b>			
<b>Operating Funds</b>			
1000 - Bank - Operating Account	27,337.23	36,257.03	(8,919.80)
1220 - Petty Cash - Strata Administered	200.00	200.00	0.00
<b>Total Operating Funds</b>	<b>27,537.23</b>	<b>36,457.03</b>	<b>(8,919.80)</b>
<b>Reserve Funds</b>			
1300 - HSBC CRF - 7002	196,024.30	189,186.50	6,837.80
1450 - HSBC RSV - Fence - 7004	0.01	0.00	0.01
1451 - HSBC RSV - Window Repl - 7005	64,429.21	64,346.05	83.16
<b>Total Reserve Funds</b>	<b>260,453.52</b>	<b>253,532.55</b>	<b>6,920.97</b>
<b>Accounts Receivable</b>			
1500 - Accounts Receivable	5,564.30	4,730.75	833.55
1525 - Accounts Receivable Other	5,291.50	0.00	5,291.50
<b>Total Accounts Receivable</b>	<b>10,855.80</b>	<b>4,730.75</b>	<b>6,125.05</b>
<b>Prepaid Expenses</b>			
1600 - Prepaid Insurance	0.00	0.04	(0.04)
<b>Total Prepaid Expenses</b>	<b>0.00</b>	<b>0.04</b>	<b>(0.04)</b>
<b>Total Assets</b>	<b>298,846.55</b>	<b>294,720.37</b>	<b>4,126.18</b>
<b><u>Liabilities</u></b>			
<b>Accounts Payable</b>			
2000 - Accounts Payable	0.00	1,763.86	(1,763.86)
<b>Total Accounts Payable</b>	<b>0.00</b>	<b>1,763.86</b>	<b>(1,763.86)</b>

Balance Sheet Report

NW2046 - Alderview

As of October 31, 2017

	Balance Oct 31, 2017	Balance Sep 30, 2017	Change
<b><u>Liabilities</u></b>			
<b>Accrued Expenses</b>			
2395 - Other Accrued Expenses	3,211.37	421.97	2,789.40
<b>Total Accrued Expenses</b>	<b>3,211.37</b>	<b>421.97</b>	<b>2,789.40</b>
<b>Total Liabilities</b>	<b>3,211.37</b>	<b>2,185.83</b>	<b>1,025.54</b>
<b><u>Owners' Equity</u></b>			
<b>Owners Equity - Prior Years</b>			
3000 - Operating Surplus/(Deficit) Prior Years	33,496.42	33,496.42	0.00
3005 - Prior Year Operating Surplus - Adjustmen	(1,516.00)	(1,516.00)	0.00
<b>Total Owners Equity - Prior Years</b>	<b>31,980.42</b>	<b>31,980.42</b>	<b>0.00</b>
<b>Capital Reserves</b>			
3154 - Fences, Gates/Walls Reserves	0.01	0.00	0.01
3275 - Window Reserves	64,429.21	64,346.05	83.16
<b>Total Capital Reserves</b>	<b>64,429.22</b>	<b>64,346.05</b>	<b>83.17</b>
<b>Contingency Reserve</b>			
3460 - Contingency Reserve Fund - General	196,024.30	189,186.50	6,837.80
<b>Total Contingency Reserve</b>	<b>196,024.30</b>	<b>189,186.50</b>	<b>6,837.80</b>
<b>Total Owners' Equity</b>	<b>292,433.94</b>	<b>285,512.97</b>	<b>6,920.97</b>
<b>Income / (Loss)</b>	<b>3,201.24</b>	<b>7,021.57</b>	<b>(3,820.33)</b>
<b>Total Liabilities and Owner Equity</b>	<b>298,846.55</b>	<b>294,720.37</b>	<b>4,126.18</b>

# Statement of Operations

## NW2046 - Alderview

For the Month Ending October 31, 2017

	Current Actual	Year to Date Actual	Annual Budget	YTD - Budget
<b><u>Income</u></b>				
<b>Assessment Income</b>				
4000 - Owners' Contributions	16,605.06	199,260.60	199,258.00	100%
<b>Total Assessment Income</b>	<b>16,605.06</b>	<b>199,260.60</b>	<b>199,258.00</b>	<b>100%</b>
<b>Collections Income</b>				
4710 - Late Fees & Interest	10.02	74.03	0.00	0%
<b>Total Collections Income</b>	<b>10.02</b>	<b>74.03</b>	<b>0.00</b>	<b>0%</b>
<b>Other Income</b>				
4810 - Bylaw Fines	0.00	1,800.00	0.00	0%
4815 - Prior Year Surplus	0.00	1,516.00	1,516.00	100%
4835 - Miscellaneous Income	0.00	1.60	0.00	0%
<b>Total Other Income</b>	<b>0.00</b>	<b>3,317.60</b>	<b>1,516.00</b>	<b>219%</b>
<b>Investment Income</b>				
4900 - Interest Income - Operating	34.82	325.97	500.00	65%
<b>Total Investment Income</b>	<b>34.82</b>	<b>325.97</b>	<b>500.00</b>	<b>65%</b>
<b>Total Income</b>	<b>16,649.90</b>	<b>202,978.20</b>	<b>201,274.00</b>	<b>101%</b>
<b><u>Expense</u></b>				
<b>Administrative</b>				
5002 - Statutory Review of Trust Accounts	0.00	367.50	370.00	99%
5015 - Bank Services	44.00	264.00	280.00	94%
5198 - Additional Services	0.00	735.02	400.00	184%
<b>Total Administrative</b>	<b>44.00</b>	<b>1,366.52</b>	<b>1,050.00</b>	<b>130%</b>
<b>Communications</b>				
5210 - Postage/Printing & Copying	0.00	852.07	1,000.00	85%
<b>Total Communications</b>	<b>0.00</b>	<b>852.07</b>	<b>1,000.00</b>	<b>85%</b>
<b>Payroll &amp; Benefits</b>				
5390 - Worksafe BC	0.00	0.00	50.00	0%
<b>Total Payroll &amp; Benefits</b>	<b>0.00</b>	<b>0.00</b>	<b>50.00</b>	<b>0%</b>
<b>Insurance</b>				
5400 - Insurance Premiums	(3,361.99)	21,602.67	22,000.00	98%
5470 - Insurance Appraisal	0.00	787.50	800.00	98%
<b>Total Insurance</b>	<b>(3,361.99)</b>	<b>22,390.17</b>	<b>22,800.00</b>	<b>98%</b>
<b>Utilities</b>				
6000 - Electric Service	0.00	516.37	1,000.00	52%
6035 - Garbage and Recycling Service	1,576.89	17,919.27	15,680.00	114%
<b>Total Utilities</b>	<b>1,576.89</b>	<b>18,435.64</b>	<b>16,680.00</b>	<b>111%</b>

# Statement of Operations

## NW2046 - Alderview

For the Month Ending October 31, 2017

	Current Actual	Year to Date Actual	Annual Budget	YTD - Budget
<b><u>Expense</u></b>				
<b>Landscaping</b>				
6100 - Grounds & Landscaping	2,100.00	25,520.00	25,200.00	101%
<b>Total Landscaping</b>	<b>2,100.00</b>	<b>25,520.00</b>	<b>25,200.00</b>	<b>101%</b>
<b>Contracted Services</b>				
6434 - Pest Control	93.98	1,141.93	1,044.00	109%
6446 - Window Cleaning Services	0.00	0.00	3,000.00	0%
<b>Total Contracted Services</b>	<b>93.98</b>	<b>1,141.93</b>	<b>4,044.00</b>	<b>28%</b>
<b>Repair &amp; Maintenance</b>				
6537 - Duct / Vent Cleaning	4,256.70	4,256.70	750.00	568%
6600 - General Repair & Maintenance	7,821.38	28,990.79	30,000.00	97%
6620 - Gutter Repair & Maintenance	0.00	2,604.00	2,400.00	109%
6630 - Hydrant/Standpipe Repair & Maintenance	0.00	220.50	200.00	110%
<b>Total Repair &amp; Maintenance</b>	<b>12,078.08</b>	<b>36,071.99</b>	<b>33,350.00</b>	<b>108%</b>
<b>Professional Services</b>				
7000 - Corporation Tax Return	0.00	0.00	370.00	0%
7020 - Legal Services	0.00	0.00	1,000.00	0%
7040 - Management Fees	1,272.60	13,998.60	15,730.00	89%
<b>Total Professional Services</b>	<b>1,272.60</b>	<b>13,998.60</b>	<b>17,100.00</b>	<b>82%</b>
<b>Reserve Expenses</b>				
9834 - Contingency Reserve Fund	6,666.67	80,000.04	80,000.00	100%
<b>Total Reserve Expenses</b>	<b>6,666.67</b>	<b>80,000.04</b>	<b>80,000.00</b>	<b>100%</b>
<b>Total Expense</b>	<b>20,470.23</b>	<b>199,776.96</b>	<b>201,274.00</b>	<b>99%</b>
<b>Surplus / (Deficit)</b>	<b>(3,820.33)</b>	<b>3,201.24</b>	<b>0.00</b>	<b>0%</b>

**Policy No. CNW2046****Summary of Coverage**

Named Insured:	The Owners of Strata Plan NW 2046 Alderview
Additional Insured(s):	Associa British Columbia, Inc.
Mailing Address:	c/o Associa British Columbia, Inc. 13468 - 77 Avenue, Surrey, BC V3W 6Y3
Location Address(es):	27411 28 Avenue, Aldergrove, BC V4W 3V1
Policy Period:	<b>October 1, 2017 to October 1, 2018</b> 12:01 a.m. Standard Time
Loss Payable to:	The Insured or Order in Accordance with the Strata Property Act of British Columbia.
Insurers:	As Per List of Participating Insurers Attached.

Insuring Agreements		Deductibles	Limit
<b>PROPERTY COVERAGES</b>			
All Property, All Risks, Unlimited Guaranteed Replacement Cost, Bylaws		\$1,000	\$10,700,000
Unlimited Additional Living Expenses		Included	Included
Water Damage		\$10,000	Included
Backup of Sewers, Sumps, Septic Tanks or Drains		\$10,000	Included
Earthquake Damage		10 %	Included
Flood Damage		\$10,000	Included
Key and Lock Replacement		\$250	\$50,000
<b>EARTHQUAKE DEDUCTIBLE BUY DOWN</b>			
10% to 5% deductible buy down		\$535,000	\$1,070,000
<b>BLANKET EXTERIOR GLASS INSURANCE</b>			
	Residential	\$ 100	Blanket
	Commercial	\$ 250	Blanket
<b>COMMERCIAL GENERAL LIABILITY</b>			
Each Occurrence Limit		\$ 500	\$30,000,000
Coverage A - Bodily Injury & Property Damage Liability - <i>Per Occurrence</i>		\$ 500	\$30,000,000
Products & Completed Operations - <i>Aggregate</i>			\$30,000,000
Coverage B - Personal Injury Liability - <i>Per Occurrence</i>		\$ 500	\$30,000,000
Non-Owned Automobile - SPF #6 – <i>Per Occurrence</i>			\$30,000,000
<b>STRATA DIRECTORS &amp; OFFICERS LIABILITY</b>		Nil	\$20,000,000
<b>ENVIRONMENTAL LIABILITY POLICY</b>			
<b>POLLUTION LEGAL LIABILITY</b>			
Limit of Liability – Each Incident, Coverages A-G		\$10,000 Retention	\$1,000,000
Limit of Liability – Each Incident, Coverage H		5 Day Waiting Period	\$250,000
Aggregate Limit			\$1,000,000
<b>VOLUNTEER ACCIDENT INSURANCE COVERAGE STR (08/17)</b>			
Personal Accident Limit - Maximum Benefit - Lesser of \$350,000 or 7.5x Annual Salary			\$350,000
Weekly Accident Indemnity - Lesser of \$750 or 75% of Gross Weekly Earnings (52 weeks)		8 day Waiting Period	
Accident Expenses - various up to \$15,000 (see policy wording) Dental Expense - \$5,000			
Program Aggregate Limit			\$10,000,000
<b>COMPREHENSIVE DISHONESTY, DISAPPEARANCE AND DESTRUCTION</b>			
Employee Dishonesty		Nil	\$1,000,000
Broad Form Money & Securities		Nil	\$60,000
Program Aggregate Limit			\$10,000,000
<b>EQUIPMENT BREAKDOWN</b>			
I Standard Comprehensive Plus, Replacement Cost		\$1,000	\$10,700,000
II Consequential Damage, 90% Co-Insurance		\$1,000	\$25,000
III Extra Expense		24 Hour Waiting Period	\$100,000
IV Ordinary Payroll – 90 Days		24 Hour Waiting Period	\$100,000
<b>PRIVACY BREACH SERVICES</b>		Nil	\$50,000
<b>TERRORISM</b>		\$1,000	\$500,000

This is a generalized summary of coverage for quick reference. In all cases the terms and conditions of the policy in effect are the determining documents

August 28, 2017 - E&OE

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**Client No. CNW2046**

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Client Name: The Owners of Strata Plan NW 2046 Alderview  
Management Company: Associa British Columbia, Inc.  
Mailing Address: c/o Associa British Columbia, Inc.  
13468 - 77 Avenue, Surrey, BC V3W 6Y3  
Location Address: 27411 28 Avenue, Aldergrove, BC V4W 3V1  
Coverage Term: October 1, 2017 to October 1, 2018 12:01 a.m. Standard Time

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**Other Services and Service Providers**

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**PLATINUM LEGAL SERVICES RETAINER – CLARK WILSON LLP**

Legal advice and exclusive benefits. See Contract for details.  
Limits: 1,000,000/Legal Proceeding 1,500,000 Aggregate  
Fee: 100% Retained

Included



Balance Sheet Report

NW2046 - Alderview

As of November 30, 2017

	Balance Nov 30, 2017	Balance Oct 31, 2017	Change
Assets			
Operating Funds			
1000 - Bank - Operating Account	27,872.85	27,337.23	535.62
1220 - Petty Cash - Strata Administered	200.00	200.00	0.00
Total Operating Funds	28,072.85	27,537.23	535.62
Reserve Funds			
1300 - HSBC CRF - 7002	153,584.49	196,024.30	(42,439.81)
1450 - HSBC RSV - Fence - 7004	30,000.00	0.01	29,999.99
1451 - HSBC RSV - Window Repl - 7005	42,881.32	64,429.21	(21,547.89)
Total Reserve Funds	226,465.81	260,453.52	(33,987.71)
Accounts Receivable			
1500 - Accounts Receivable	14,934.17	5,564.30	9,369.87
1525 - Accounts Receivable Other	5,291.50	5,291.50	0.00
Total Accounts Receivable	20,225.67	10,855.80	9,369.87
Prepaid Expenses			
1600 - Prepaid Insurance	19,295.00	0.00	19,295.00
Total Prepaid Expenses	19,295.00	0.00	19,295.00
Other Current Assets			
1657 - Due from CRF	19,295.00	0.00	19,295.00
Total Other Current Assets	19,295.00	0.00	19,295.00
Total Assets	313,354.33	298,846.55	14,507.78

Balance Sheet Report  
NW2046 - Alderview  
As of November 30, 2017

	Balance Nov 30, 2017	Balance Oct 31, 2017	Change
<b><u>Liabilities</u></b>			
<b>Accounts Payable</b>			
2036 - CRF Loan	19,295.00	0.00	19,295.00
2045 - Contractor Holdback	2,402.51	0.00	2,402.51
<b>Total Accounts Payable</b>	<b>21,697.51</b>	<b>0.00</b>	<b>21,697.51</b>
<b>Accrued Expenses</b>			
2395 - Other Accrued Expenses	421.97	3,211.37	(2,789.40)
<b>Total Accrued Expenses</b>	<b>421.97</b>	<b>3,211.37</b>	<b>(2,789.40)</b>
<b>Total Liabilities</b>	<b>22,119.48</b>	<b>3,211.37</b>	<b>18,908.11</b>
<b><u>Owners' Equity</u></b>			
<b>Owners Equity - Prior Years</b>			
3000 - Operating Surplus/(Deficit) Prior Years	35,181.66	33,496.42	1,685.24
3001 - Operating Surplus/(Deficit) Current Year	0.00	3,201.24	(3,201.24)
3005 - Prior Year Operating Surplus - Adjustmen	0.00	(1,516.00)	1,516.00
<b>Total Owners Equity - Prior Years</b>	<b>35,181.66</b>	<b>35,181.66</b>	<b>0.00</b>
<b>Capital Reserves</b>			
3154 - Fences, Gates/Walls Reserves	30,000.00	0.01	29,999.99
3275 - Window Reserves	40,478.81	64,429.21	(23,950.40)
<b>Total Capital Reserves</b>	<b>70,478.81</b>	<b>64,429.22</b>	<b>6,049.59</b>
<b>Contingency Reserve</b>			
3460 - Contingency Reserve Fund - General	172,879.49	196,024.30	(23,144.81)
<b>Total Contingency Reserve</b>	<b>172,879.49</b>	<b>196,024.30</b>	<b>(23,144.81)</b>

Balance Sheet Report

NW2046 - Alderview

As of November 30, 2017

	Balance Nov 30, 2017	Balance Oct 31, 2017	Change
<b><u>Owners' Equity</u></b>			
<b>Special Levy Reserve</b>			
3500 - Special Levy Reserve - 1	10,000.00	0.00	10,000.00
<b>Total Special Levy Reserve</b>	<b>10,000.00</b>	<b>0.00</b>	<b>10,000.00</b>
<b>Total Owners' Equity</b>	<b>288,539.96</b>	<b>295,635.18</b>	<b>(7,095.22)</b>
<b>Income / (Loss)</b>	<b>2,694.89</b>	<b>0.00</b>	<b>2,694.89</b>
<b>Total Liabilities and Owner Equity</b>	<b>313,354.33</b>	<b>298,846.55</b>	<b>14,507.78</b>

# Statement of Operations

## NW2046 - Alderview

For the Month Ending November 30, 2017

	Current Actual	Year to Date Actual	Annual Budget	YTD - Budget
<b><u>Income</u></b>				
<b>Assessment Income</b>				
4000 - Owners' Contributions	17,247.70	17,247.70	206,970.00	8%
<b>Total Assessment Income</b>	<b>17,247.70</b>	<b>17,247.70</b>	<b>206,970.00</b>	<b>8%</b>
<b>Investment Income</b>				
4900 - Interest Income - Operating	34.85	34.85	0.00	0%
<b>Total Investment Income</b>	<b>34.85</b>	<b>34.85</b>	<b>0.00</b>	<b>0%</b>
<b>Total Income</b>	<b>17,282.55</b>	<b>17,282.55</b>	<b>206,970.00</b>	<b>8%</b>
<b><u>Expense</u></b>				
<b>Administrative</b>				
5002 - Statutory Review of Trust Accounts	420.00	420.00	370.00	114%
5015 - Bank Services	0.00	0.00	280.00	0%
5198 - Additional Services	262.50	262.50	750.00	35%
<b>Total Administrative</b>	<b>682.50</b>	<b>682.50</b>	<b>1,400.00</b>	<b>49%</b>
<b>Communications</b>				
5210 - Postage/Printing & Copying	659.90	659.90	1,000.00	66%
<b>Total Communications</b>	<b>659.90</b>	<b>659.90</b>	<b>1,000.00</b>	<b>66%</b>
<b>Payroll &amp; Benefits</b>				
5390 - Worksafe BC	0.00	0.00	50.00	0%
<b>Total Payroll &amp; Benefits</b>	<b>0.00</b>	<b>0.00</b>	<b>50.00</b>	<b>0%</b>
<b>Insurance</b>				
5400 - Insurance Premiums	1,929.50	1,929.50	22,000.00	9%
5470 - Insurance Appraisal	0.00	0.00	800.00	0%
<b>Total Insurance</b>	<b>1,929.50</b>	<b>1,929.50</b>	<b>22,800.00</b>	<b>8%</b>
<b>Utilities</b>				
6000 - Electric Service	87.69	87.69	1,000.00	9%
6035 - Garbage and Recycling Service	1,493.09	1,493.09	19,000.00	8%
<b>Total Utilities</b>	<b>1,580.78</b>	<b>1,580.78</b>	<b>20,000.00</b>	<b>8%</b>
<b>Landscaping</b>				
6100 - Grounds & Landscaping	2,100.00	2,100.00	25,520.00	8%
<b>Total Landscaping</b>	<b>2,100.00</b>	<b>2,100.00</b>	<b>25,520.00</b>	<b>8%</b>
<b>Contracted Services</b>				
6434 - Pest Control	0.00	0.00	1,100.00	0%
6442 - Snow Removal Services	0.00	0.00	5,000.00	0%
6446 - Window Cleaning Services	0.00	0.00	3,000.00	0%
<b>Total Contracted Services</b>	<b>0.00</b>	<b>0.00</b>	<b>9,100.00</b>	<b>0%</b>

# Statement of Operations

## NW2046 - Alderview

For the Month Ending November 30, 2017

	Current Actual	Year to Date Actual	Annual Budget	YTD - Budget
<b><u>Expense</u></b>				
<b>Repair &amp; Maintenance</b>				
6537 - Duct / Vent Cleaning	0.00	0.00	1,600.00	0%
6600 - General Repair & Maintenance	(83.79)	(83.79)	25,000.00	0%
6620 - Gutter Repair & Maintenance	0.00	0.00	3,200.00	0%
6630 - Hydrant/Standpipe Repair & Maintenance	(220.50)	(220.50)	200.00	-110%
<b>Total Repair &amp; Maintenance</b>	<b>(304.29)</b>	<b>(304.29)</b>	<b>30,000.00</b>	<b>-1%</b>
<b>Professional Services</b>				
7000 - Corporation Tax Return	0.00	0.00	370.00	0%
7020 - Legal Services	0.00	0.00	1,000.00	0%
7040 - Management Fees	1,272.60	1,272.60	15,730.00	8%
<b>Total Professional Services</b>	<b>1,272.60</b>	<b>1,272.60</b>	<b>17,100.00</b>	<b>7%</b>
<b>Reserve Expenses</b>				
9834 - Contingency Reserve Fund	6,666.67	6,666.67	80,000.00	8%
<b>Total Reserve Expenses</b>	<b>6,666.67</b>	<b>6,666.67</b>	<b>80,000.00</b>	<b>8%</b>
<b>Total Expense</b>	<b>14,587.66</b>	<b>14,587.66</b>	<b>206,970.00</b>	<b>7%</b>
<b>Surplus / (Deficit)</b>	<b>2,694.89</b>	<b>2,694.89</b>	<b>0.00</b>	<b>0%</b>

**ANNUAL GENERAL MEETING MINUTES**

**WEDNESDAY, DECEMBER 7, 2016**

**ALDERVIEW – STRATA PLAN NW 2046**

**LOCATION:**

6:30 p.m. – Aldergrove Athletic  
Park – Field House Meeting  
Room  
Aldergrove, BC

**STRATA COUNCIL**

2015/2016

**PRESIDENT**

Christina Mattick - #271

**VICE PRESIDENT**

Jeff Robinson - #227

**TREASURER**

Ryan Hale - #213

**SECRETARY**

Elisa Stappler - #265

**PRIVACY OFFICER**

Melina Barnes - #297

**AT LARGE**

Martin Neilson - #303

**AT LARGE**

Laura Watson - #237

**STRATA MANAGER**

Andrea Sharkey

**ASSOCIABC CLIENT  
SERVICE CENTRE**

604-591-6060

[abc.service@associa.ca](mailto:abc.service@associa.ca)

**MAILING ADDRESS:**

**ASSOCIA BRITISH  
COLUMBIA, INC.  
13468 77TH AVENUE  
SURREY, B.C. V3W 6Y3**

**PRESENT**

22 Strata Lots Represented

14 In Person

8 By Proxy

Mikhaila O'Donnell, Associa British Columbia

Andrea Sharkey, Associa British Columbia

Brian Erickson, Associa British Columbia

**(1) CALL TO ORDER**

The meeting was called to order at 7:00 p.m. by Strata President, Christina Mattick.

**(2) QUORUM REPORT AND CERTIFICATION OF PROXIES**

All received proxies were verified and certified by the Strata Manager.

There are 57 Strata Corporation votes at Alderview. The Strata Property Act and Bylaws requires one-third of the strata corporation's votes (19 votes) to be eligible voters present in person or by proxy to constitute a quorum.

As 22 eligible voters were represented at the time of call to order, the quorum was established and the meeting was declared competent to deal with the business at hand.

**(3) ELECTION OF THE MEETING CHAIRPERSON**

It was moved and seconded to have the Strata Manager facilitate the meeting on behalf of the Strata Council President.

**CARRIED**

**(4) PROOF OF NOTICE OF MEETING**

It was moved (215) and seconded (221) that proper notice of meeting had been provided according to the requirements of the Strata Property Act.

**CARRIED**

**(5) APPROVAL OF THE AGENDA**

It was moved (297) and seconded (231) to approve the agenda of the Annual General Meeting as distributed. **CARRIED**

**(6) APPROVAL OF ANNUAL GENERAL MEETING MINUTES**

It was moved (301) and seconded (303) to approve the Annual General Meeting Minutes of November 10, 2015 as distributed. **CARRIED**

**(7) ANNUAL INSURANCE REPORT**

Each Owner was provided with a copy of the insurance Cover Note for the building as part of the Notice of Annual General Meeting package. The cover note set out the coverage and deductibles the Strata Corporation currently holds on the property. The Strata Manager highlighted features of the insurance policy which included:

All property coverage for \$9,777,000  
 Liability coverage at \$30 million  
 Directors and officers liability at \$20 million  
 Deductibles: Water/Sewer - \$5,000; All Risks - \$1,000

The Strata Manager opened the floor for insurance related questions and responded to the same.

Owners are reminded they should purchase homeowner's insurance for any in-suite upgrades (betterments), personal possessions, additional living expenses and third party liability (in case someone is injured within a strata lot). The Strata Corporation's insurance does not cover upgrades (betterments) or personal possessions, and might have limited additional living expense coverage. Owners with tenants are also encouraged to ensure they and their tenant(s) have appropriate insurance for their situation, including the tenant's personal effects.

Owners are also encouraged to place insurance for coverage of Strata Corporation insurance deductibles. Failure to have coverage of the water damage deductible can cause financial hardship for Owners should an incident such as toilet overflow, washing machine or dishwasher malfunction, etc. occur that damages other units or common property and the Strata Corporation charges back up to the \$5,000 deductible to the Owner. Please ensure you have sufficient coverage.

**PLEASE NOTE AT 7:25 PM QUORUM CHANGED TO 23**

**(10) CONSIDERATION OF 2016/17 OPERATING BUDGETS**

It was moved (237) and seconded (305) to adopt the 2016/17 Budget as presented.

As there were no further questions or comments on the proposed budget, the vote was called to adopt the Budget as presented.

23 In favour, 0 opposed, 0 abstained

**CARRIED**

### **Strata Fees Payment Options**

The new budget took effect *November 1, 2016*. Please find attached a copy of the approved budget and listing of strata fees for each strata lot. Strata fees may be paid as follows:

1. The preferred method of payment is ***Paying your Monthly Strata Fee Online***. This method allows you to control your payment – you pay from your account rather than having it drawn from your account. It is easy and convenient - please visit the AssociaBC website at [www.associabc.ca](http://www.associabc.ca)

2. The second method is Pre-Authorized Credit (PAC). If you are already on this program and wish to continue, you need not to do anything further. Approval of this budget gave AssociaBC the authority to maintain the withdrawal of funds from your account. However, if you would like to switch to ***Paying your Monthly Strata Fee Online***, please advise our office to cancel your PAC by calling our A/R Call Centre: 1-877-585-4411.

\*Due to the AGM being held after the fiscal year end, it is advised auto withdrawal payments for January 1st will include a “make-up” amount for the increased Strata Fees for November and December and will be withdrawn on January 1st together with the revised Strata Fee.

### **(8) CONSIDERATION OF ¾ VOTE RESOLUTIONS**

#### **8.1 ¾ VOTE “A” – ADDING A BYLAW – TREE INSTALLATIONS**

Be it resolved by a ¾ vote of The Owners, Strata Plan NW2046 (the “Strata Corporation”) that the Strata Corporation adopt the following bylaw:

3(29) An owner, tenant or occupant shall not plant any trees on the common property or limited common property, unless those trees are ornamental trees and the Council has provided prior written consent for planting ornamental trees. Without restricting the generality of this bylaw, fruit trees will not be considered ornamental trees and the planting of fruit trees is prohibited

It was moved (215) and seconded (219) to adopt ¾ Vote “A” as presented.

As there was no further discussion or amendments on the item, the vote was called to adopt ¾ Vote “A” – Adding a Bylaw – Tree Installations as presented.

23 In favour, 0 opposed, 0 abstained

**CARRIED**

Owners will find a copy of the adopted bylaw attached for their files.

#### **8.2 ¾ VOTE “B” – TOP FLOOR WINDOW REPLACEMENTS– CONTINGENCY RESERVE FUNDING**

Be it resolved by a three-quarter (3/4) vote of the Owners of Strata Plan NW2046, Alderview, that an amount not to exceed \$125,000 (one hundred and twenty five thousand dollars) be expended from the Contingency Reserve Fund for the purpose of replacing the top floor windows of each unit.



**Rationale:**

Council reviewed the Depreciation Report in depth. Window and Patio Doors are recommended to be replaced for the year 2016. Due to many reports of window drafts, condensation build up and signs of mold, the Council has agreed to commence a three phase window and sliding door replacement project.

Owners are advised that the Council intends to begin replacing the top floor windows in the 2016-2017 fiscal year. Next, the Council intends to bring forward a resolution to the 2017-2018 Annual General Meeting to replace the bottom floor windows in each Unit. Lastly, if the Owners vote in favour each year, the Council's intention is to complete the sliding door replacements in the 2018-2019 fiscal year.

Owners are notified that the windows will be double glazed windows, include white frames (exterior and interior), and window screens. Further, a 25 year warranty on the frames and labour is included as well as a 20 year warranty of the glass units.

It was moved (221) and seconded (231) to adopt  $\frac{3}{4}$  Vote "B" as presented.

As there was no further discussion on the item, the vote was called to adopt  $\frac{3}{4}$  Vote "B" as presented.

23 In favour, 0 opposed, 0 abstained

**CARRIED**

**(13) GENERAL DISCUSSION AND QUESTIONS**

During general discussion the following items were brought up by owners to be discussed at the next council meeting:

**Designated Parking Stalls**

Owners discussed various options to address the parking stalls at Alderview. Council would like to request owners respect their neighbours and the parking areas. As Alderview does not have designated parking stalls, Owners are requested to only park a reasonable amount of vehicles on the property.

**(14) ELECTION OF 2016/17 STRATA COUNCIL**

As per the Strata's Bylaws, a minimum of three and a maximum of seven Strata Council members could be elected.

Given the foregoing, the Strata Manager opened the floor for nominations or volunteers for the Council positions. The following Owners volunteered or were nominated and agreed to stand for office:

Christina Mattick	#271	Jeff Robinson	#227
Ryan Hale	#213	Elisa Stappler	#265
Melina Barnes	#297	Marin Neilson	#303
Laura Watson	#237	Tim Hatton	#293
Heather Hannaford	#219		

The Strata Manager called for additional nominations or volunteers from the floor. As none were received after 3 successive occasions, the above noted Owners were nominated for election by ballot majority vote.

The ballots were tallied and it was moved and seconded to accept by Majority vote the following Owners as nominated or volunteered as the 2016/2017 Strata Council. **CARRIED**

Christina Mattick	#271	Jeff Robinson	#227
Ryan Hale	#213	Tim Hatton	#293
Melina Barnes	#297	Marin Neilson	#303
Heather Hannaford	#219		

Following the Annual General Meeting, the new Strata Council met briefly and agreed to hold their first Council Meeting on Wednesday, January 25, 2017 at 7:00 p.m.

**(15) TERMINATION**

There being no further business, the meeting terminated at 8:23 p.m.

*Please be advised that copies of Council & General Meeting Minutes should be retained for a period of two years.*



November 10, 2017

TO THE OWNERS OF  
STRATA PLAN NW2046 - ALDERVIEW  
ALDERGROVE, BC

Dear Owners:

**RE: STRATA PLAN NW2046 - ALDERVIEW**  
**2017/2018 STRATA FEES & ONE TIME SPECIAL LEVY**

Please find enclosed the Minutes of the Annual General Meeting held on November 8, 2017.

The 2017/2018 operating budget was approved with a nominal increase in Strata Fees, retroactive to November 1, 2017. All payments must be made payable to Strata Plan NW2046.

**Strata Fees Payment Options**

1. The preferred method of payment is ***Paying your Monthly Strata Fee Online***. This method allows you to control your payment – you pay from your account rather than having it drawn from your account. It's easy and convenient. Please visit our website for details [www.associabc.ca](http://www.associabc.ca)
2. The second method is Pre-Authorized Credit (PAC). If you are already on this program and wish to continue, you need not to do anything further. Approval of the new budget has given AssociaBC the authority to maintain the withdrawal of funds from your account. However, if you would like to switch to ***Paying your Monthly Strata Fee Online***, please advise our office to cancel your PAC by calling our A/R Call Centre: 1-877-585-4411.

There is a one time Special Levy which is due immediately. The special levy fee schedule is attached. A cheque is required for the Special Levy even if you are on a pre-authorized payment plan as we will not be able to draw the Special Levy from your account. As discussed at this meeting and referenced in the meeting minutes, there will be a late penalty of \$200.00 per month for any levy not paid in full by February 1, 2018.

Should you have any questions regarding the information, please do not hesitate to contact the writer.

Yours truly,  
ASSOCIA BRITISH COLUMBIA, INC.  
On behalf of Owners of Strata Plan NW2046

A handwritten signature in black ink, appearing to read "BA", followed by a horizontal line.

Bruce Adanac  
Director of Community Managers / Strata Manager

Encl.

**ANNUAL GENERAL MEETING MINUTES****WEDNESDAY, NOVEMBER 8, 2017****ALDERVIEW – STRATA PLAN NW 2046****LOCATION & TIME:**

7:00pm  
Aldergrove Athletic Park  
Rotary Field House Meeting Room  
2707 - 268<sup>th</sup> Street  
Aldergrove, BC

**STRATA COUNCIL**  
2016/2017**PRESIDENT**  
vacant**VICE PRESIDENT**  
vacant**TREASURER**  
Ryan Hale**SECRETARY**  
Heather Hannaford**PRIVACY OFFICER**  
Melina Barnes**AT LARGE MEMBERS**  
Martin Neilsen**COMMUNITY MANAGER /  
STRATA MANAGER**  
Bruce Adanac**CLIENT  
SERVICE CENTRE**  
604-591-6060  
[abc.service@associa.ca](mailto:abc.service@associa.ca)**MAILING ADDRESS**  
Associa BC Inc.  
13468 77<sup>th</sup> Avenue  
Surrey, BC  
V3W 6Y3**PRESENT**

23 Strata Lots Represented  
18 In Person  
5 By Proxy

**Associa BC Inc. Representative in Attendance**  
Bruce Adanac, *Director of Community Managers***(1) CALL TO ORDER**

The meeting was called to order at 7:00pm by Bruce Adanac, Director of Community Managers with Associa BC Inc.

Mr. Adanac introduced members of the Strata Council in attendance. Mr. Adanac also introduced owner & former Strata Council President, Christina Mattick, who had recently resigned from Strata Council.

Mr. Adanac also reported on a meeting of the strata council which included Mr. Adanac & Adam Lord (Vice President Operations with Associa BC) held on October 4, 2017. At that meeting it was agreed that the Strata Council were pleased with the work to date of Mr. Adanac as the Associa representative to Alderview. Accordingly, the Strata Council had endorsed the continuance of Associa as the managing agents for Alderview NW2046. Mr. Adanac will continue as assigned manager for the property.

**NOTE:**

**Voting on all agenda items on the meeting agendas at this meeting would be conducted using voting cards. The exception will be the election of Strata Council where ballots will be used.**

**(2) QUORUM REPORT AND CERTIFICATION OF PROXIES**

All proxies received at registration were verified and certified by the Community Manager.

There are 57 strata lots at Alderview NW2046. The Strata Property Act and Bylaws of Alderview NW2046 require that one-third of the strata corporation's strata lots (*i.e.* 19 votes) be present in person or via proxy to constitute a quorum.

As 23 strata lots were represented at the time of call to order, the quorum was established and the meeting was declared competent to deal with the business at hand.

**(3) ELECTION OF THE MEETING CHAIRPERSON**

At the request of the Strata Council, it was suggested that Bruce Adanac with Associa BC Inc. serve as chairperson for this meeting.

It was moved and seconded to appoint Bruce Adanac as Chairperson for this meeting.

**23 In Favour   0 Opposed   0 Abstentions                      CARRIED**

**(4) PROOF OF NOTICE OF MEETING**

It was moved and seconded that proper notice of meeting had been provided in accordance with the requirements of the Strata Property Act.

**23 In Favour   0 Opposed   0 Abstentions                      CARRIED**

**(5) APPROVAL OF THE AGENDA**

It was moved and seconded to approve the agenda of the Annual General Meeting as distributed.

**23 In Favour   0 Opposed   0 Abstentions                      CARRIED**

**(6) APPROVAL OF SPECIAL GENERAL MEETING MINUTES**

It was moved and seconded to approve the minutes of the Special General Meeting held on June 8, 2017 as distributed.

**23 In Favour   0 Opposed   0 Abstentions                      CARRIED**

## **(7) ANNUAL REPORT OF INSURANCE**

The Strata Corporation's Insurance provider is HUB Coastal Insurance Brokers.

Included as information for owners with the notice of this annual general meeting was the insurance summary of coverage document for the policy period October 1, 2017 through October 1, 2018. Highlights of coverage in this document include:

- All Property
- Commercial General Liability
- Director & Officers Liability
- Volunteer Accident

The policy includes deductibles for the following items:

- All Risk
- Water Damage
- Flood Damage
- Glass
- Earthquake

It was moved and seconded to acknowledge receipt of the insurance summary of coverages document.

**23 In Favour   0 Opposed   0 Abstentions**

**CARRIED**

Mr. Adanac drew attention to the added information provided by Associa in the notice of annual general meeting which provided details on the importance of owners having their own personal insurance policy. Stressed where the need to ensure personal home insurance policies included coverage for personal property, betterments & improvements, strata deductible assessment, & personal liability.

Owners were encouraged to review, with their home insurance providers, their policies to ensure their coverage was adequate and no gaps in coverage existed between their home insurance policy & the strata corporation insurance policy.

### ***Reminder to Owners about the Importance of Purchasing Homeowners Insurance***

*Separate from the Strata Corporation's insurance policy, owners are reminded that they must purchase their own contents and/or homeowner's insurance for any in-suite upgrades they make, for their personal effects, and coverage of the Strata Corporation's insurance deductible. The Strata Corporation's insurance does not cover these items. Failure to have coverage for the water damage deductible can cause financial hardship for owners should an incident such as toilet overflow, washing machine, or dishwasher malfunction, etc. occur with resultant damages to other units or common property. In these instances, the Strata Corporation can charge back to the owner, the strata corporation's deductible portion to the owner (this can be amounts of \$10,000 or more). As such, please ensure you have sufficient coverage.*

*It is recommended that owners take the copy of the summary of insurance coverage from Hub International Coastal Insurance Brokers provided in the Notice of Meeting to their own insurance provider, so that the home owner's policy can be matched to the coverage limits and deductible limits of the strata corporation's policy.*

## **(8) PRESIDENT'S REPORT**

As at date of this meeting, the positions of President & Vice President on the strata council were both vacant.

In attendance at this meeting was owner and former president, Christina Mattick, who was acknowledged and thanked by all owners for her past volunteer service towards the betterment of the Alderview strata corporation.

## **(9) CONSIDERATION OF 2017/2018 OPERATING BUDGET**

It was moved and seconded to open the floor to discussion on the proposed operating budget for fiscal year November 1, 2017 through October 31, 2018 as presented.

Comments on this proposed operating budget included the following:

- A small increase to strata fees will occur. This follows an extensive review of all expense items by the Strata Council.
- Snow removal costs have increased over the previous year. This is due to forecasts of another long & cold winter. The contract entered into by the strata corporation for winter 2017/2018 includes automatic clearing & de-icing services and clearing of the city sidewalk along the perimeter of the property.
- An owner voiced concern about the amounts budgeted for landscaping. Strata Council addressed this noting the amounts are consistent with those budgeted in previous years.
- The electrical services line item was the same as prior years. An owner suggested that this was too high in light of the recent installation on new energy efficient exterior lighting. It was agreed to retain this line item at last year's amount owing to no recent billing history. The Strata Council will monitor 2017/2018 expenditures and consider changes for the subsequent year budget.
- Additional services was deemed to be too high as the recently completed corporate tax return was expenses to this category. The comment was noted and the subsequent year corporate tax return will be expensed properly.

With no further discussion on the operating budget, the question was called.

It was moved and seconded to approve the proposed operating budget for the fiscal year November 1, 2017 through October 31, 2018 as circulated.

**19 In Favour   4 Opposed   0 Abstentions**

**CARRIED**

## **(10) ¾ VOTE RESOLUTION "A" – FENCE STAINING**

It was moved and seconded to open the floor to discussion on the proposed ¾ vote Resolution "A" – Fence Staining:

Be it resolved by a three-quarter (3/4) vote of the Owners of Strata Plan NW2046, Alderview, in attendance at this meeting or via proxy, that an amount not to exceed \$30,000 (*thirty thousand dollars*) be expended from the Contingency Reserve Fund for the purpose of staining the new exterior fences recently installed at the property.

Discussion on the resolution included comments as following:

- Strata Council is recommending that stain be applied to the fences to preserve the wood & avoid premature aging of the fences.
- Not addressing this maintenance item will inevitably lead to discolouring of the wood.
- Strata Council had previously considered addressing this via an owners volunteer work party. However, it was agreed that retaining a qualified paint company to address this would yield a quicker resolution to this project with better quality control.
- This expenditure would only include painting of the wood, not the hardware.

With no further discussion on Resolution “A”, the question was called.

It was moved and seconded to approve the proposed  $\frac{3}{4}$  vote Resolution “A” – Fence Staining.  
**22 In Favour   1 Opposed   0 Abstentions                      CARRIED**

**(11)  $\frac{3}{4}$  VOTE RESOLUTION “B” – PROJECT MANAGEMENT EXPENDITURE FOR PHASE 2 WINDOW REPLACEMENT**

It was moved and seconded to open the floor to discussion on the proposed  $\frac{3}{4}$  vote Resolution “B” – Project Management Expenditure for Phase 2 Window Replacement:

Be it resolved by a three-quarter (3/4) vote of the Owners of Strata Plan NW2046, Alderview, in attendance at this meeting or via proxy, that an amount not to exceed \$10,000 (*ten thousand dollars*) be raised as a one-time Special Levy to the Owners for the purpose of retaining the services of an engineer to prepare Phase 2 window replacement building specifications, conduct the bid tendering process for replacement of all exterior sliding glass window doors, and provide project management services to oversee the building trade selected to complete the Phase 2 window replacement.

This Special Levy is to be charged upon the Owners in proportion to the unit entitlement of their respective strata lots (see attached Special Levy Fee Schedule “A”) and is due and payable upon passage and payments shall be considered part of the common expenses of the Strata Corporation. Late payment penalties of \$200 per month or part thereof may be applied as provided for in the Strata’s Bylaws.

Costs include applicable taxes, contingency, engineering fees and Associa British Columbia administration / project fees as per the Agency Agreement Schedules

If the amount collected exceeds that required, subject to Section 108 (6) of the Strata Property Act, any surplus will be returned to the owners of record at a distribution date determined by Council.

Discussion on the resolution included comments as following:

- Strata Council is recommending an engineering firm be brought in to oversee the second phase of window replacement work at the property due to their experiences/challenges incurred from self-managing the first phase of this project.
- An owner queried the commitment made by Associa to take over as project managers for the window replacement project started previously. Strata Council clarified that the Associa oversight on the project was only for Phase One.



**NOTE:**

**A concern amongst owners was the provision in the resolution that included a penalty provision for non-payment with the passage of this resolutions so close to the Christmas holiday season (and added personal expenditures many people incur at this time of year. It was agreed that, while the resolution would not be altered with the amounts being due and payable immediately upon passage, the provision to fine owners for non-payment would not be imposed by the new Strata Council until February 1, 2018.**

With no further discussion on Resolution “B”, the question was called.

It was moved and seconded to approve the proposed  $\frac{3}{4}$  vote Resolution “B” Project Management Expenditure for Phase 2 Window Replacement”

**23 In Favour   0 Opposed   0 Abstentions**

**CARRIED**

**(12) GENERAL DISCUSSION**

Items brought forth from owners are noted as follows. These are items that are of general concern and may be discussed at future strata council meetings.

- Gutter cleaning is needed at the property. This is planned with a date to be confirmed
- An owners queried a recent fine imposed upon his strata lot for a vehicle parking infraction. The Community Manager will address follow-up to this owner.
- An owner suggested that increased pruning of bushes behind the fence be considered.
- An owner suggested improvements to lighting in the mailbox area.
- Owners were advised that excess dumping charges are being assessed to the strata corporation as a result on improper disposal of materials that are not accepted in the waste bin. Those owners with large items they want to dispose of were advised to consider placing a free advertisement on Craigslist or contacting a local charity to see if they can remove unwanted items.
- A discussion on parking challenges at the property took place with Strata Council addressing some of the ongoing issues experienced due to a lack of extra parking spaces on site.
- An owner asked that the trade utilized for the Phase One window installation project not be considered for the upcoming Phase Two.
- An owner asked that the new exterior lighting installed adjacent to his townhome be adjusted.

### **(13) ELECTION OF THE 2017 / 2018 STRATA COUNCIL**

The outgoing Strata Council were acknowledged and thanked for their time and efforts contributing to the betterment of the Strata Corporation.

Nominations for the 2017.2018 Strata Council positions were then open to the floor with the following eight owners agreeing to let their names stand for election:

- Melina Barnes
- Heather Hannaford
- Ryan Hale
- Martin Neilsen
- Paresh Ramji
- Joanna Biddlecombe
- April Yu
- Sandra Niedjalski

There being no further nominations, the nominated candidates were each granted time to address the owners on their eligibility to serve on the council. Following the presentations, the ballots were counted with the following seven owners being declared elected to the 2017/2018 Strata Council:

- Melina Barnes
- Heather Hannaford
- Ryan Hale
- Martin Neilsen
- Paresh Ramji
- Joanna Biddlecombe
- April Yu

#### **MOTION TO DESTROY BALLOTS:**

It was moved and seconded to destroy the election for strata council ballots.

**23 In Favour   0 Opposed   0 Abstentions**

**CARRIED**

The new Strata Council were congratulated on their election.

### **(14) TERMINATION**

There being no further business, the meeting terminated at 9:00pm.

The new Strata Council met briefly following the conclusion of this meeting and set Wednesday, January 10, 2018 at 7:00pm as the date for their next meeting.

*Please be advised that copies of Strata Council Meeting Minutes & Annual/Special General Meeting Minutes should be retained for a period of two years.*

**NW2046 - Alderview**  
**Approved Budget Summary**

	8/31/2017 Year To Date Actual	10/31/2017 Estimated Year End	2016-2017 Annual Budget	2017-2018 Approved Budget
<b>TOTAL OWNER CONTRIBUTION</b>	<b>139,384</b>	<b>199,258</b>	<b>199,258</b>	<b>206,970 *</b>
<b>Operating Fund</b>				
<b>Opening Balance</b>	<b>33,496</b>	<b>33,496</b>	<b>33,496</b>	<b>33,496</b>
Owner's Contribution	99,384	119,258	119,258	126,970 *
Other Income	3,628	3,628	2,016	-
Total Operating Expenses	(97,260)	(111,930)	(121,274)	(126,970)
Adjustment	(1,516)	(1,516)	(1,516)	(1,516)
<b>Ending Balance</b>	<b>37,733</b>	<b>42,937</b>	<b>31,980</b>	<b>31,980</b>
<b>Contingency Reserve Fund</b>				
<b>Opening Balance</b>	<b>175,560</b>	<b>175,560</b>	<b>175,560</b>	<b>222,574</b>
Owner's Contribution	40,000	80,000	80,000	80,000 *
Interest Income	841	1,060	1,060	2,626
CRF Fund Transfer	(34,046)	(34,046)	-	-
<b>Ending Balance</b>	<b>182,355</b>	<b>222,574</b>	<b>256,620</b>	<b>305,200</b>
<b>Reserve</b>				
<b>Opening Balance</b>	<b>63,892</b>	<b>63,892</b>	<b>63,892</b>	<b>64,328</b>
Owner's Contribution	-	-	-	- *
Interest Income	382	436	-	643
Expenditures	-	-	-	-
<b>Ending Balance</b>	<b>64,274</b>	<b>64,328</b>	<b>63,892</b>	<b>64,971</b>

\* - Items included in the Total Owners' Contributions calculation  
Estimated CRF annual interest rate 1.00%

**NW2046 - Alderview**  
**Approved Budget - Nov 01 2017 - Oct 31 2018**

Account	Account Name	31-Aug-17 Year To Date Actual	31-Oct-17 Estimated Year End	2016-2017 Annual Budget	2017-2018 Approved Budget
<b>RECEIPTS / REVENUE</b>					
<b>4000 Assessment Income</b>					
4000	Owners' Contributions	166,050.48	199,258.00	199,258.00	206,970.00
<b>4000 Total Assessment Income</b>		<b>166,050.48</b>	<b>199,258.00</b>	<b>199,258.00</b>	<b>206,970.00</b>
<b>4700 Collections Income</b>					
4710	Late Fees & Interest	51.65	51.65	-	-
<b>4700 Total Collections Income</b>		<b>51.65</b>	<b>51.65</b>	<b>-</b>	<b>-</b>
<b>4800 Other Income</b>					
4810	Bylaw Fines	1,800.00	1,800.00	-	-
4815	Prior Year Surplus	1,516.00	1,516.00	1,516.00	-
4835	Miscellaneous Income	1.60	1.60	-	-
<b>4800 Total Other Income</b>		<b>3,317.60</b>	<b>3,317.60</b>	<b>1,516.00</b>	<b>-</b>
<b>4900 Investment Income</b>					
4900	Interest Income - Operating	258.85	258.85	500.00	-
<b>4900 Total Investment Income</b>		<b>258.85</b>	<b>258.85</b>	<b>500.00</b>	<b>-</b>
<b>TOTAL RECEIPTS / REVENUE</b>		<b>169,678.58</b>	<b>202,886.10</b>	<b>201,274.00</b>	<b>206,970.00</b>
<b>EXPENSES &amp; RESERVES</b>					
<b>5000 Administrative</b>					
5002	Statutory Review of Trust Accounts	367.50	367.50	370.00	370.00
5015	Bank Services	198.00	242.00	280.00	280.00
5198	Additional Services	735.02	735.02	400.00	750.00
<b>5000 Total Administrative</b>		<b>1,300.52</b>	<b>1,344.52</b>	<b>1,050.00</b>	<b>1,400.00</b>
<b>5200 Communications</b>					
5210	Postage/Printing & Copying	830.51	830.51	1,000.00	1,000.00
<b>5200 Total Communications</b>		<b>830.51</b>	<b>830.51</b>	<b>1,000.00</b>	<b>1,000.00</b>
<b>5300 Payroll &amp; Benefits</b>					
5390	Worksafe BC	-	-	50.00	50.00
<b>5300 Total Payroll &amp; Benefits</b>		<b>-</b>	<b>-</b>	<b>50.00</b>	<b>50.00</b>
<b>5400 Insurance</b>					
5400	Insurance Premiums	21,436.96	21,436.96	22,000.00	22,000.00
5470	Insurance Appraisal	787.50	787.50	800.00	800.00
<b>5400 Total Insurance</b>		<b>22,224.46</b>	<b>22,224.46</b>	<b>22,800.00</b>	<b>22,800.00</b>
<b>6000 Utilities</b>					
6000	Electric Service	440.58	584.58	1,000.00	1,000.00
6035	Garbage and Recycling Service	14,962.80	18,371.68	15,680.00	19,000.00
<b>6000 Total Utilities</b>		<b>15,403.38</b>	<b>18,956.26</b>	<b>16,680.00</b>	<b>20,000.00</b>
<b>6100 Landscaping</b>					
6100	Grounds & Landscaping	21,320.00	25,520.00	25,200.00	25,520.00
<b>6100 Total Landscaping</b>		<b>21,320.00</b>	<b>25,520.00</b>	<b>25,200.00</b>	<b>25,520.00</b>

**NW2046 - Alderview**  
**Approved Budget - Nov 01 2017 - Oct 31 2018**

Account	Account Name	31-Aug-17 Year To Date Actual	31-Oct-17 Estimated Year End	2016-2017 Annual Budget	2017-2018 Approved Budget
<b>6400</b>	<b>Contracted Services</b>				
6434	Pest Control	953.97	1,047.95	1,044.00	1,100.00
6442	Snow Removal Services	-	-	-	5,000.00
6446	Window Cleaning Services	-	-	3,000.00	3,000.00
<b>6400</b>	<b>Total Contracted Services</b>	<b>953.97</b>	<b>1,047.95</b>	<b>4,044.00</b>	<b>9,100.00</b>
<b>6500</b>	<b>Repair &amp; Maintenance</b>				
6537	Duct / Vent Cleaning	-	-	750.00	1,600.00
6600	General Repair & Maintenance	21,169.41	25,403.29	30,000.00	25,000.00
6620	Gutter Repair & Maintenance	2,604.00	2,604.00	2,400.00	3,200.00
6630	Hydrant/Standpipe Repair & Maintenance	-	-	200.00	200.00
<b>6500</b>	<b>Total Repair &amp; Maintenance</b>	<b>23,773.41</b>	<b>28,007.29</b>	<b>33,350.00</b>	<b>30,000.00</b>
<b>7000</b>	<b>Professional Services</b>				
7000	Corporation Tax Return	-	-	370.00	370.00
7020	Legal Services	-	-	1,000.00	1,000.00
7040	Management Fees	11,453.40	13,998.60	15,730.00	15,730.00
<b>7000</b>	<b>Total Professional Services</b>	<b>11,453.40</b>	<b>13,998.60</b>	<b>17,100.00</b>	<b>17,100.00</b>
<b>TOTAL OPERATING EXPENSES</b>		<b>97,259.65</b>	<b>111,929.59</b>	<b>121,274.00</b>	<b>126,970.00</b>
<b>CRF &amp; OTHER BUDGETED RESERVE FUNDS</b>					
<b>9800</b>	<b>Reserve Expenses</b>				
9834	Contingency Reserve Fund	66,666.70	80,000.00	80,000.00	80,000.00
<b>9800</b>	<b>Total Reserve Expenses</b>	<b>66,666.70</b>	<b>80,000.00</b>	<b>80,000.00</b>	<b>80,000.00</b>
<b>TOTAL EXPENSES &amp; RESERVES</b>		<b>163,926.35</b>	<b>191,929.59</b>	<b>201,274.00</b>	<b>206,970.00</b>
<b>SURPLUS / (DEFICIT)</b>		<b>5,752.23</b>	<b>10,956.51</b>	<b>-</b>	<b>-</b>

**NW 2046 ALDERVIEW  
APPROVED STRATA FEE SCHEDULE  
FOR THE PERIOD OF NOVEMBER 1, 2017 TO OCTOBER 31, 2018**

Unit#	SL#	U/E	Old Strata Fee	Operating Portion	CRF/Reserve s Portion	Fee Inc/Dec by	APPROVED Strata Fee
201	1	138	\$ 229.15	\$ 146.02	\$ 92.00	\$ 8.87	\$ 238.02
203	2	176	\$ 292.25	\$ 186.23	\$ 117.33	\$ 11.31	\$ 303.56
205	3	176	\$ 292.25	\$ 186.23	\$ 117.33	\$ 11.31	\$ 303.56
207	4	176	\$ 292.25	\$ 186.23	\$ 117.33	\$ 11.31	\$ 303.56
209	5	176	\$ 292.25	\$ 186.23	\$ 117.33	\$ 11.31	\$ 303.56
211	6	176	\$ 292.25	\$ 186.23	\$ 117.33	\$ 11.31	\$ 303.56
213	7	196	\$ 325.45	\$ 207.38	\$ 130.67	\$ 12.60	\$ 338.05
215	8	175	\$ 290.58	\$ 185.16	\$ 116.67	\$ 11.25	\$ 301.83
217	9	176	\$ 292.25	\$ 186.23	\$ 117.33	\$ 11.31	\$ 303.56
219	10	176	\$ 292.25	\$ 186.23	\$ 117.33	\$ 11.31	\$ 303.56
221	11	176	\$ 292.25	\$ 186.23	\$ 117.33	\$ 11.31	\$ 303.56
223	12	176	\$ 292.25	\$ 186.23	\$ 117.33	\$ 11.31	\$ 303.56
225	13	186	\$ 308.85	\$ 196.80	\$ 124.00	\$ 11.95	\$ 320.80
227	14	175	\$ 290.58	\$ 185.16	\$ 116.67	\$ 11.25	\$ 301.83
229	15	176	\$ 292.25	\$ 186.23	\$ 117.33	\$ 11.31	\$ 303.56
231	16	176	\$ 292.25	\$ 186.23	\$ 117.33	\$ 11.31	\$ 303.56
233	17	196	\$ 325.45	\$ 207.38	\$ 130.67	\$ 12.60	\$ 338.05
235	18	196	\$ 325.45	\$ 207.38	\$ 130.67	\$ 12.60	\$ 338.05
237	19	176	\$ 292.25	\$ 186.23	\$ 117.33	\$ 11.31	\$ 303.56
239	20	176	\$ 292.25	\$ 186.23	\$ 117.33	\$ 11.31	\$ 303.56
241	21	176	\$ 292.25	\$ 186.23	\$ 117.33	\$ 11.31	\$ 303.56
243	22	176	\$ 292.25	\$ 186.23	\$ 117.33	\$ 11.31	\$ 303.56
245	23	176	\$ 292.25	\$ 186.23	\$ 117.33	\$ 11.31	\$ 303.56
247	24	176	\$ 292.25	\$ 186.23	\$ 117.33	\$ 11.31	\$ 303.56
249	25	176	\$ 292.25	\$ 186.23	\$ 117.33	\$ 11.31	\$ 303.56
251	26	138	\$ 229.15	\$ 146.02	\$ 92.00	\$ 8.87	\$ 238.02
253	27	196	\$ 325.45	\$ 207.38	\$ 130.67	\$ 12.60	\$ 338.05
255	28	176	\$ 292.25	\$ 186.23	\$ 117.33	\$ 11.31	\$ 303.56
257	29	176	\$ 292.25	\$ 186.23	\$ 117.33	\$ 11.31	\$ 303.56
259	30	176	\$ 292.25	\$ 186.23	\$ 117.33	\$ 11.31	\$ 303.56
261	31	176	\$ 292.25	\$ 186.23	\$ 117.33	\$ 11.31	\$ 303.56
263	32	176	\$ 292.25	\$ 186.23	\$ 117.33	\$ 11.31	\$ 303.56
265	33	176	\$ 292.25	\$ 186.23	\$ 117.33	\$ 11.31	\$ 303.56
267	34	138	\$ 229.15	\$ 146.02	\$ 92.00	\$ 8.87	\$ 238.02
269	35	196	\$ 325.45	\$ 207.38	\$ 130.67	\$ 12.60	\$ 338.05
271	36	176	\$ 292.25	\$ 186.23	\$ 117.33	\$ 11.31	\$ 303.56
273	37	138	\$ 229.15	\$ 146.02	\$ 92.00	\$ 8.87	\$ 238.02
275	38	175	\$ 290.58	\$ 185.16	\$ 116.67	\$ 11.25	\$ 301.83
277	39	176	\$ 292.25	\$ 186.23	\$ 117.33	\$ 11.31	\$ 303.56
279	40	176	\$ 292.25	\$ 186.23	\$ 117.33	\$ 11.31	\$ 303.56
281	41	175	\$ 290.58	\$ 185.16	\$ 116.67	\$ 11.25	\$ 301.83
283	42	196	\$ 325.45	\$ 207.38	\$ 130.67	\$ 12.60	\$ 338.05
285	43	176	\$ 292.25	\$ 186.23	\$ 117.33	\$ 11.31	\$ 303.56

**NW 2046 ALDERVIEW  
APPROVED STRATA FEE SCHEDULE  
FOR THE PERIOD OF NOVEMBER 1, 2017 TO OCTOBER 31, 2018**

Unit#	SL#	U/E	Old Strata Fee	Operating Portion	CRF/Reserve s Portion	Fee Inc/Dec by	APPROVED Strata Fee
287	44	176	\$ 292.25	\$ 186.23	\$ 117.33	\$ 11.31	\$ 303.56
289	45	176	\$ 292.25	\$ 186.23	\$ 117.33	\$ 11.31	\$ 303.56
291	46	176	\$ 292.25	\$ 186.23	\$ 117.33	\$ 11.31	\$ 303.56
293	47	176	\$ 292.25	\$ 186.23	\$ 117.33	\$ 11.31	\$ 303.56
295	48	138	\$ 229.15	\$ 146.02	\$ 92.00	\$ 8.87	\$ 238.02
297	49	203	\$ 337.08	\$ 214.79	\$ 135.33	\$ 13.04	\$ 350.12
299	50	177	\$ 293.91	\$ 187.28	\$ 118.00	\$ 11.37	\$ 305.28
301	51	177	\$ 293.91	\$ 187.28	\$ 118.00	\$ 11.37	\$ 305.28
303	52	177	\$ 293.91	\$ 187.28	\$ 118.00	\$ 11.37	\$ 305.28
305	53	177	\$ 293.91	\$ 187.28	\$ 118.00	\$ 11.37	\$ 305.28
307	54	176	\$ 292.25	\$ 186.23	\$ 117.33	\$ 11.31	\$ 303.56
309	55	176	\$ 292.25	\$ 186.23	\$ 117.33	\$ 11.31	\$ 303.56
311	56	177	\$ 293.91	\$ 187.28	\$ 118.00	\$ 11.37	\$ 305.28
313	57	176	\$ 292.25	\$ 186.23	\$ 117.33	\$ 11.31	\$ 303.56
Monthly Total		10000	\$ 16,605.00	\$ 10,581.06	\$ 6,666.58	\$ 642.64	\$ 17,247.64
			x12	x12	x12	x12	x12
Annual Total			\$ 199,260.00	\$ 126,972.72	\$ 79,998.96	\$ 7,711.68	\$ 206,971.68

**NW2046 - Alderview**  
**Approved Special Levy Schedule - "Vote B"**  
**PROJECT MANAGEMENT EXPENDITURE FOR PHASE 2 WINDOW**  
**REPLACEMENT**  
**AGM : November 8, 2017**

Unit#	SL #	U.E.	\$10,000.00
			Special Levy \$
201	1	138	\$138.00
203	2	176	\$176.00
205	3	176	\$176.00
207	4	176	\$176.00
209	5	176	\$176.00
211	6	176	\$176.00
213	7	196	\$196.00
215	8	175	\$175.00
217	9	176	\$176.00
219	10	176	\$176.00
221	11	176	\$176.00
223	12	176	\$176.00
225	13	186	\$186.00
227	14	175	\$175.00
229	15	176	\$176.00
231	16	176	\$176.00
233	17	196	\$196.00
235	18	196	\$196.00
237	19	176	\$176.00
239	20	176	\$176.00
241	21	176	\$176.00
243	22	176	\$176.00
245	23	176	\$176.00
247	24	176	\$176.00
249	25	176	\$176.00
251	26	138	\$138.00
253	27	196	\$196.00
255	28	176	\$176.00
257	29	176	\$176.00
259	30	176	\$176.00
261	31	176	\$176.00
263	32	176	\$176.00
265	33	176	\$176.00
267	34	138	\$138.00
269	35	196	\$196.00
271	36	176	\$176.00
273	37	138	\$138.00
275	38	175	\$175.00
277	39	176	\$176.00
279	40	176	\$176.00
281	41	175	\$175.00
283	42	196	\$196.00
285	43	176	\$176.00
287	44	176	\$176.00



**NW2046 - Alderview**  
**Approved Special Levy Schedule - "Vote B"**  
**PROJECT MANAGEMENT EXPENDITURE FOR PHASE 2 WINDOW**  
**REPLACEMENT**  
**AGM : November 8, 2017**

Unit#	SL #	U.E.	\$10,000.00
			Special Levy \$
289	45	176	\$176.00
291	46	176	\$176.00
293	47	176	\$176.00
295	48	138	\$138.00
297	49	203	\$203.00
299	50	177	\$177.00
301	51	177	\$177.00
303	52	177	\$177.00
305	53	177	\$177.00
307	54	176	\$176.00
309	55	176	\$176.00
311	56	177	\$177.00
313	57	176	\$176.00
<b>Total</b>		<b>10,000</b>	<b>\$10,000.00</b>

**ALDERVIEW TOWNHOMES - STRATA PLAN NW 2046**

**LOCATION:**

Aldergrove Athletic Park  
26715 – 27<sup>th</sup> Avenue  
Aldergrove, BC

**STRATA COUNCIL**

2015/2016

**PRESIDENT**

Christina Mattick

**VICE PRESIDENT**

Jeff Robinson

**TREASURER**

Ryan Hale

**SECRETARY**

Elisa Stappler

**PRIVACY OFFICER**

Melina Barnes

**AT LARGE**

Martin Neilsen  
Laura Watson

**COMMUNITY MANAGER**

Mikhaila O'Donnell

**ASSOCIABC CLIENT  
SERVICE CENTRE**

604-591-6060

[abc.service@associa.ca](mailto:abc.service@associa.ca)

**MAILING ADDRESS:  
ASSOCIA BRITISH  
COLUMBIA, INC.**

**13468 77TH AVENUE  
SURREY, B.C. V3W 6Y3**

**ATTENDANCE:**

34 Strata Lots Represented

14 In Person

20 By Proxy

Mikhaila O'Donnell, Community Manager, Associa British Columbia.

**(1) CALL TO ORDER**

The meeting was called to order by the Community Manager at 6:30 p.m.

Owners were welcomed to the Special General Meeting of Alderview Townhomes, Strata Council, and the Community Manager were introduced.

**(2) CALLING THE ROLL/CERTIFICATION OF PROXIES**

All received proxies were verified and CERTIFIED BY THE COMMUNITY MANAGER.

The Community Manager, in accordance with the requirements of the Strata Property Act, Section 56, called the roll and certified the proxies. Also required by the Act, Section 48 (2), is that a quorum, which consists of one-third of the Owners in good standing, be present either in person or by proxy, in order for the meeting to proceed. There were 56 Owners eligible of which 34 Owners were represented: 14 in person and 20 via proxy. The quorum requirement for the meeting was 19 and with 34 Owners represented, the quorum requirement was met, the meeting was deemed competent to proceed.

**(3) ELECTION OF THE MEETING CHAIR**

The President was willing to Chair the meeting. With no objections being raised from the floor, Mikhaila O'Donnell, Community Manager, was asked to facilitate the meeting.

**(4) PROOF OF NOTICE OF MEETING**

The Strata Property Act requires that appropriate notice be given to all Owners either by mail to their last-known address or hand-delivered onsite. The Community Manager reported this was, in fact, done in accordance with the Strata Property Act. It was reported the notice of the meeting, together with the proposed  $\frac{3}{4}$  Vote and Majority Vote Resolutions were mailed to all Owners on July 6, 2016, giving the required 20 days' notice of the meeting as specified in the Strata Property

Act, sections 45 (1) and 63 (3) specifying the place, date, time and nature of the business.

It was moved (215) and seconded (245) to accept the proof of notice for the 2016 Special General Meeting in accordance with the Strata Property Act. **CARRIED**

**(5) APPROVAL OF THE AGENDA**

It was moved (297) and seconded (303) to approve the agenda of the Special General Meeting as presented. **CARRIED**

**(6) APPROVAL OF PREVIOUS GENERAL MEETING MINUTES**

As there were no errors or omissions reported it was moved (215) and seconded (273) to approve the minutes of the Annual General Meeting of November 10, 2015 as presented. **CARRIED**

**(7) CONSIDERATION OF VOTE REOSLUTIONS**

**MAJORITY VOTE “A” – TRANSFER SURPLUS TO CONTINGENCY RESERVE FUND**

Be it resolved by a majority vote of the Owners of Strata Plan NW 2046, Alderview, that an amount not to exceed \$30,000 (thirty thousand dollars) be transferred from Prior Years Operating Surplus to the Contingency Reserve Fund as per section 105 (1)(a) of the Strata Property Act.

The Community Manager presented several spreadsheets outlining the financials and where the funds are allocated, as well as, the noting that over several years a surplus has been accumulated. It was noted that in the past, several line items were included within the budget, but funds were not expensed.

Council aims to adjust the operating budget to include line items that relate to regular annual maintenance. Any funds unrelated to the annual operating budget will be allocated to the Contingency Reserve Fund. Council advised the owners that it is important to keep in mind that several major projects are due in the next few years and that a healthy contingency reserve fund will help pay for these major projects and prevent any large special levies in the future.

A vote was called to adopt majority vote “A” as presented.

34 In Favour, 0 Opposed, 0 Abstentions

**CARRIED**

**¾ VOTE RESOLUTION “B” – FENCE REPLACEMENT – CONTINGENCY RESERVE FUNDING**

Be it resolved by a three-quarter (¾) vote of the Owners of Strata Plan NW 2046, Alderview, that an amount not to exceed \$120,000 (one hundred and twenty thousand dollars) be expended from the Contingency Reserve Fund for the purpose of replacement of existing fence throughout the complex.

**Rationale:**

Due to deterioration, the Council has agreed that this item requires replacement to reduce the repair and maintenance costs throughout the fiscal year.

An owner expressed concern with regard to the baseboards of the fences and asked whether or not concrete could be applied below to prevent moisture build up.

Council advised that the new fences are to have a gap at the bottom to prevent any water from sitting on the baseboards, which will prevent any premature rotting.

It was noted that several owners have garden boxes that are propped up against the fence and it has been observed that these areas of the fence deteriorate much faster. Owners are reminded to place their garden boxes a few inches away from the fence to prevent early deterioration.

Council advised that they are considering staining the fences as opposed to painting as it is less maintenance to do so. It was noted that the new fence to be installed will not be stained this fiscal year, but will be considered in the future. It was noted the new fence is a treated cedar wood and the natural oils allow for weather protection.

A vote was called to adopt  $\frac{3}{4}$  vote "B" as presented.

34 In Favour, 0 Opposed, 0 Abstentions

**CARRIED**

Please note the fence panels will be replaced in stages. Those owners affected in each stage will receive notices of the times and dates of the scheduled work.

## **(8) TERMINATION**

There being no further business, the meeting terminated at 7:25 p.m.

*Please be advised that copies of Council & General Meeting Minutes should be retained for a period of two years.*

**SPECIAL GENERAL MEETING MINUTES**

**THURSDAY, JUNE 8, 2017**

**ALDERVIEW – STRATA PLAN NW 2046**

**LOCATION & TIME:**

7:00pm  
Unit #271  
Alderview  
Aldergrove, BC

**STRATA COUNCIL**  
2016/2017

**PRESIDENT**  
Christina Mattick

**VICE PRESIDENT**  
Jeff Robinson

**TREASURER**  
Ryan Hale

**SECRETARY**  
Heather Hannaford

**PRIVACY OFFICER**  
Melina Barnes

**AT LARGE MEMBERS**  
Martin Neilson  
Tim Hatton

**COMMUNITY MANAGER /  
STRATA MANAGER**  
Bruce Adanac

**CLIENT  
SERVICE CENTRE**  
604-591-6060  
[abc.service@associa.ca](mailto:abc.service@associa.ca)

**MAILING ADDRESS**  
Associa BC Inc.  
13468 77<sup>th</sup> Avenue  
Surrey, BC  
V3W 6Y3

**PRESENT**

22 Strata Lots Represented  
12 In Person  
10 By Proxy

**Associa BC Inc. Representatives in Attendance**

Bruce Adanac, *Director of Community Managers*  
Adam Lord, *Vice-President of Operations*

**(1) CALL TO ORDER**

The meeting was called to order at 7:00pm by Bruce Adanac, Director of Community Managers with Associa BC Inc. Strata President, Christina Mattick.

**(2) QUORUM REPORT AND CERTIFICATION OF PROXIES**

All proxies received at registration were verified and certified by the Community Manager.

There are 57 strata lots at Alderview NW2046. The Strata Property Act and Bylaws of Alderview NW2046 require that one-third of the strata corporation's strata lots (*i.e.* 19 votes) be present in person or via proxy to constitute a quorum.

As 22 strata lots were represented at the time of call to order, the quorum was established and the meeting was declared competent to deal with the business at hand.

**(3) ELECTION OF THE MEETING CHAIRPERSON**

At the request of the Strata Council President, it was suggested that Bruce Adanac with Associa BC Inc. serve as chairperson for this meeting.

It was moved and seconded to appoint Bruce Adanac as Chair for this meeting. **CARRIED**

**(4) PROOF OF NOTICE OF MEETING**

It was moved and seconded that proper notice of meeting had been provided in accordance with the requirements of the Strata Property Act. **CARRIED**

**(5) APPROVAL OF THE AGENDA**

It was moved and seconded to approve the agenda of the Special General Meeting as distributed. **CARRIED**

**(6) APPROVAL OF ANNUAL GENERAL MEETING MINUTES**

It was moved and seconded to approve the Annual General Meeting Minutes of December 7, 2016 as distributed. **CARRIED**

**(7) RESOLUTION "A" ¾ VOTE – TERMINATION OF MANAGEMENT AGREEMENT**

In accordance with section 39(1) (a) of the Strata Property Act be it resolved by a ¾ vote of the Owners, Strata Plan NW 2046, in attendance at this meeting or via proxy, the Agency Agreement (contract) with Associa British Columbia Ltd. Be cancelled by giving two (2) months notice of termination, effective August 1, 2017.

Discussion:

- The Associa representatives acknowledged & accepted the shortcomings of their company's service delivery to Alderview in recent months.
- Associa has committed to offering Alderview the following as compensation for recent service deficiencies:
  - (i) Complimentary project management supervision for the remainder of the ongoing window replacement project to the end of Phase One. This will be provided by Associa OnCall (*this is Associa's property maintenance division*).
  - (ii) Waiving two months management fees.
  - (iii) Providing two extra strata council meetings at no additional cost.
  - (iv) Re-assignment of the property to a more experienced strata manager.
  - (v) Continued involvement on the part of Bruce Adanac, Director of Community Managers, working with the new manager.
  - (vi) A review of all works at Alderview to include both the Director of Community Managers & the Vice President of Operations from Associa – meeting with the Strata Council on October 4, 2017.

As there was no further discussion on the resolution. Owners were given the option of either voting by way of secret ballot or by show of voting cards. All owners expressed a preference for casting their votes by way of a show of voting cards.

The vote was called to Resolution "A" ¾ Vote – Termination of Management Agreement.  
0 In favour, 22 opposed, 0 abstained **DEFEATED**

With this resolution being defeated, the Associa representatives thanked the owners for allowing them the opportunity to continue working with Alderview NW2046.

**(15) TERMINATION**

There being no further business, the meeting terminated at 8:10pm.

Associa BC Inc. is pleased to announce that Bruce Adanac, Director of Community Managers will be serving as assigned Community Manager/Strata Manager on an interim basis.

A permanent manager will be appointed at a later date and Mr. Adanac will both work with that manager and attend upcoming strata council meetings.

Contact information for Bruce Adanac is as follows:

Direct Line: 604-714-1546

Email: [bruce.adanac@associa.ca](mailto:bruce.adanac@associa.ca)

*Please be advised that copies of Strata Council Meeting Minutes & Annual/Special General Meeting Minutes should be retained for a period of two years.*

February 10, 2016 – Council Meeting

Attendance:

Jeff, Elisa, Melina, Marty, Laura, Ryan, Christina and guest David Koop

Called to order: 7:30pm

1) Depreciation Report:

- a. Current report was finalized November 2014 and is valid for three years. After which a new report has to be completed.
- b. Council has agreed to hold an information session with Normac regarding the current depreciation report. The cost is \$350.00 plus tax and Normac will provide a one hour information session. The date is to be determined at this time and we will send out the information once booked. If there are questions please send them to Mikhaila.
- c. David Koop is from Canadian Strata Fund track Solutions (CSFTS). David gave the council a presentation on an up to date depreciation report process for a monthly fee as oppose to a lump sum every three years.
  - i. CSFTS uses an infrared system and inspects the buildings thoroughly inside and out to determine an accurate report.
  - ii. CSFTS offers a website 24/7 access for owners, council, and strata management to have access to.
  - iii. CSFTS works with owners, council, and strata management to assess immediate items that need attention and how to plan for future repairs and maintenance.
  - iv. CSFTS is always current with entering the information regularly as items are repaired and/or maintained.
  - v. CSFTS is cost effective, and easy to understand
  - vi. CSFTS will come and discuss the depreciation report at no cost and answer any questions we have.
- d. Council is considering this option for next years budget.

2) Associa (Baywest) Management Fee Review:

- a. Council reviewed the monthly fees of the management company for our monthly management fee, accounting fees, and printing/postage fees.
- b. Council determined and has to clarify if there are any part of the fees we can eliminate or decrease such as the printing and postage for council meeting minutes while still providing owners copies.

3) Parking:

- a. As stated in the Bylaws if any vehicle is parked in or obstructing a Fire Lane or any location which is not a marked parking space will be towed without warning at the owner's expense.
- b. Council has decided to paint problematic areas in the upper South lot at the entrance of the complex with yellow paint and No Parking. This is to take place in the Spring, we have confirmed with Rhineland Construction.



- c. Council would like to encourage owners of Commercial/company vehicles and vehicles not driven on a daily basis to be parked in the North parking lot to free up parking in the South lot.
- d. Council would like to also encourage owners of vehicles with valid storage insurance (with Third Party Liability) provide a copy of the insurance to Mikhaila as well as park said vehicles within their carport.
- e. Council would like to clarify that as per the Bylaws owners are entitled to one designated parking spot being the carport, the rest of the parking lot is not designated to particular Units.

Meeting adjourned at 9:10pm

Next scheduled Council meeting is March 2<sup>nd</sup>, 2016 at 7:00pm within Unit 271

Owners are encouraged to contact Mikhaila with any questions or concerns regarding Bylaw infractions, and building maintenance and repairs.

**ALDERVIEW TOWN HOMES – NW 2046**

**LOCATION:**

Alderview Townhomes  
Unit 271 - 27411 – 28<sup>th</sup> Ave,  
Aldergrove, BC

**STRATA COUNCIL  
2015/2016**

**President**

Christina Mattick

**Vice President**

Jeff Robinson

**Treasurer**

Ryan Hale

**Secretary**

Elisa Stappler

**Privacy Officer**

Melina Barnes

**At Large**

Martin Nielsen

Laura Watson

**STRATA MANAGER**

Mikhaila O'Donnell

**ASSOCIABC CLIENT  
SERVICE CENTRE**

604-591-6060

[abc.service@associa.ca](mailto:abc.service@associa.ca)

**MAILING ADDRESS:**

**ASSOCIA BRITISH  
COLUMBIA, INC.  
13468 77TH AVENUE  
SURREY, B.C. V3W 6Y3**

**ATTENDANCE:**

Martin Nielsen  
Christina Mattick  
Elisa Stappler  
Melina Barnes  
Laura Watson

**REGRETS:**

Ryan Hale  
Jeff Robinson

Mikhaila O'Donnell, Associa British Columbia, Inc.

**(1) CALL TO ORDER**

The meeting was called to order at 7:00 p.m. A quorum was established.

**(2) APPROVAL OF PREVIOUS MINUTES**

The Council reviewed the minutes of the Council Meeting held December 16, 2015 and February 10, 2016 and there being no errors or omissions noted, it was moved and seconded to approve the minutes as distributed.

**CARRIED**

**(3) FINANCIAL REPORT**

**3.1 FINANCIAL STATEMENTS**

It was moved and seconded to adopt the Financial Statements of November and December 2015 and January 2016.

**CARRIED**

**3.2 ACCOUNTS RECEIVABLE**

The Strata Manager reported that, as of the meeting date, there was an outstanding balance of \$3 554.50.

Council directed the Community Manager to send a reminder letter to a Unit in arrears and a demand letter to a Unit significantly in arrears.

Owners are reminded that Strata fees are due on the 1<sup>st</sup> of each month without invoice. Any owners in arrears for Strata fees are mailed a statement of amounts outstanding each month. If an owner is in arrears for ninety days, the owner will be forwarded a letter to request the account be brought up to date within a specified time period. If the balance remains outstanding, a lien may be registered against their property. Late payment fines and interest penalties are applied to all outstanding accounts as provided for in the Strata's Bylaws.

All accounting inquiries with respect to your Strata lot account should be directed to Toll Free number 1-877-585-4411.

#### **(4) BUSINESS ARISING FROM PREVIOUS MINUTES**

##### **4.1 WINDOW AND SLIDING DOOR REPAIRS**

Council discussed the various suggestions that were brought up at the recent Annual General Meeting. Council agreed to split the costs over a longer time span would result in greater costs. Council discussed a financing option that one contractor had offered. Council agreed to meet with Centra Windows to discuss their financing options.

Maxium Financial Services joined the meeting on behalf of Centra Windows to discuss financing options for the Strata Corporation. The following was noted:

- The loan may be charged to each Owner based on Unit Entitlement.
- The Strata Corporation may choose to increase the Strata Fees in order to pay back the loan.
- Should an Owner wish to sell their Unit, they are to disclose their portion of the loan repayment to a purchaser.
- A deposit may be required.
- There are no personal guarantees
- There is no tangible security
- Interest rates are applicable.
- Owners may have the option to pay out their portion.
- The Strata Corporation may choose to install higher efficiency windows to improve the costs of Hydro.
- An application fee may be required.

The Community Manager will investigate any limitations within the Strata Property Act relating to the application of a loan to each strata lot.

The Council agreed to bring forth a resolution to vote on at the next Annual General Meeting.

Please note that some Units have already received upgraded sliding door or window replacements due to the wear and tear which was causing an inability to close them. This was deemed to be a safety risk.

##### **4.2 FENCE REPLACEMENT**

Due to the fact the Depreciation Report recommends that the Fence be replaced in 2021, Section 96(b)(i)(A)(ii) may not apply to this item.

The Community Manager provided a legal opinion noting that there is no case law that holds a precedent as to whether or not an item within the Depreciation Report may be voted on by Majority Vote versus a  $\frac{3}{4}$  Vote despite the recommended time frame noted in the report.

A resolution will be brought to a Special General Meeting this fiscal year.

##### **4.3 DEPRECIATION REPORT INFORMATION MEETING**

A notice was provided to all the Owners noting that an information session relating to the Depreciation Report will be held at the Aldergrove Athletic Park on April 4, 2016 at 7:00pm.

##### **4.4 MINUTES DISTRIBUTION**

Owners are advised that the Minutes will no longer be mailed or delivered to each Unit. The Council Meeting Minutes are available at [myassocia.ca](http://myassocia.ca).

Please contact Associa Customer Service to set up your “my associa” account. You will find many documents such as the Council Meeting Minutes, the Annual General Meeting Minutes, Notices, Reports, etc are available at myassocia.ca.

If you do not have access to a computer or the internet, please put your request in writing directed to the Council, requesting a copy of the Minutes. Please note that charges may apply (25 cents per page).

#### **4.5 PARKING**

Several towing signs have been installed in several areas of the complex. It was noted that many Owners or visitors are parking in fire lanes and areas not designated as parking spaces. Also, several Owners have been requested to insure their vehicles or remove them from the property. Owners are reminded of the following bylaws:

##### **Parking**

- 7** (1) Except in accordance with this bylaw, no owner, tenant or occupant shall park his or her vehicle on common property or on land that is a common asset.
- (2) Notwithstanding subsection (1) an owner, tenant or occupant shall park only in the carport assigned to his or her strata lot, and in areas designated as parking stalls.
- (3) Any vehicle parked in an area in which parking is prohibited shall be responsible for costs incurred by the Strata Corporation to impound such vehicle, if such a measure becomes necessary in the discretion of the Council.
- (4) No owner, tenant or occupant shall repair, adjust or wash any vehicle on common property so as to cause nuisance, damage, inconvenience or mess to the common property or to any owner, tenant or occupant.
- (5) An owner, tenant, or occupant must promptly at his own expense immediately clean up any oil or other substance which spills or leaks onto the common property.
- (6) No owner, tenant or occupant shall rent or assign any parking stall to any person who is not an owner, tenant or occupant of the Strata Corporation.
- (7) Unless otherwise consented to in writing by the Council, parking stalls shall not be used for storage purposes.
- (8) No unregistered or uninsured vehicle may be parked in a parking stall.
- (9) No owner, tenant, occupant, or visitor shall drive a vehicle on the common property at a speed that exceeds 10 kilometers per hours.

It was moved and seconded to paint lines and “No Parking” on the south parking lot.

**CARRIED**

#### **4.6 LANDSCAPING**

It was moved and seconded to hire Yard Pro to perform basic lawn maintenance for the rest of the fiscal year.

**CARRIED**

Council agreed that they will review several quotes during the budget preparations to obtain a full service landscaping program.

The Community Manager advised the Council of several areas on the lawns and the paving that are uneven due to tree roots lifting.

Council agreed to TABLE these items. Council directed the Community Manager to arrange for the annual top soil supply for owners to maintain their yards. Owners are encouraged to use some of the top soil to even out any uneven areas on their lawns if they wish to do so.

There was a brief discussion with regard to the removal of a couple trees. The Community Manager will follow up with this item.

#### **4.7 GENERAL REPAIRS AND MAINTENANCE**

Rhineland Construction was hired to repair the following items:

<ul style="list-style-type: none"> <li>• Repair a Units loose fence panels</li> </ul>	<ul style="list-style-type: none"> <li>• Repair vinyl siding for three Units</li> </ul>
<ul style="list-style-type: none"> <li>• Remove and replace a rotting fence post for a Unit</li> </ul>	<ul style="list-style-type: none"> <li>• Repair a sliding door for a Unit</li> </ul>
<ul style="list-style-type: none"> <li>• Repair a gate for two Units</li> </ul>	<ul style="list-style-type: none"> <li>• Custom rebuild existing cedar man gates for two Units</li> </ul>
<ul style="list-style-type: none"> <li>• Repair both garbage enclosures</li> </ul>	<ul style="list-style-type: none"> <li>• Sand and paint a storage door for Unit</li> </ul>
<ul style="list-style-type: none"> <li>• Remove and dispose of multiple broken curbs</li> </ul>	<ul style="list-style-type: none"> <li>• Repair a Units front door to prevent further rubbing</li> </ul>
<ul style="list-style-type: none"> <li>• Install various signs</li> </ul>	<ul style="list-style-type: none"> <li>• Repair a Unit's attic insulation</li> </ul>
<ul style="list-style-type: none"> <li>• Redirect a Units drain</li> </ul>	<ul style="list-style-type: none"> <li>• Fix a Units pipe that causes dripping</li> </ul>
<ul style="list-style-type: none"> <li>• Install a new drain spout for a Unit</li> </ul>	<ul style="list-style-type: none"> <li>• Replace a light fixture for the storage room</li> </ul>

Several Owners have reported a minor draft, condensation build up, and mold development on their windows. Owners are advised that windows will not be replaced unless there is a reason for an immediate replacement due to an emergency.

Due to the number of reports received with regard to air drafts, condensation build up, and mold development, the Council agreed that thermal imaging may help to better understand what the cause of the problem is. Thermal Imaging has been completed for a Unit that reported signification mold and condensation. Based on the Thermal Imaging report, the following was noted:

- Roof Edges above the window appeared to be performing as expected.
- Gutters and end dams appeared to be sound.
- The soffit appeared to be performing as expected.
- Siding and related flashing and stops appeared to be sound and performing as expected.
- Window frame and related flashings appeared to be sound and performing as expected.

There was an issue with the insulation in the attic, in which Council agreed to rectify provided that the living habits be addressed. Recommendations provided in the report are as follows:

- Make sure the window frame weep holes remain free and clear
- If possible, remove the humidifier
- If possible, introduce a fan to the room to improve air circulation past the window
- If possible, minimize the obstruction of the window glass surface to allow circulating air to keep warm humid air from being trapped behind the window coverings.
- Introduce a high volume whisper fan controlled by a humidistat to the upstairs area of the home. Keep the humidistat setting at 45% or less.

- Make sure there is a fresh air source to the upper level of the home.
- Run a dehumidifier during wet and cool weather if necessary.
- Remove/treat mold with an environmentally safe product.
- After mold removal and treatment is complete seal coat areas that have been affected by mold and paint to match existing once the seal coat has cured.

Owners are reminded that regular maintenance within the Strata Lot must be performed to reduce deterioration of any sort. Owners are encouraged to practice the suggestions noted above.

It was moved and seconded to hire Canadian Strata Fund Track Solutions to begin a Predictive Analysis Program for the complex in the amount of \$4,845 plus GST. This program consists of the following scope of work:

- Obtain an analysis of the Strata's common asset repair and maintenance needs based on current 'inspection' and 'remaining life assessment' results.
- Collect and quantify results of Owner/Resident and Service Provider Surveys to help in assessing the overall scope of issues encountered.
- Set Scope of Projects that need to occur, based on assessments.
- Priorities as to which projects need to occur and in what order.
- Quantify the level of funding required, and the time frames within which it needs to be drawn on to address priorities and their timing.
- Set out the Strata's preferred approach in terms of balancing potentials like operating budget line item values, renewal/replacement values as they will reflect in the Strata's fee structure, and how/if borrowing of funds can or should factor into the equation.
- Get a current Depreciation Report produced, based upon a current inspection.

Council agreed to perform a thermal imaging for all the Units throughout the complex to begin a part of the above process.

## **(5) CORRESPONDENCE**

Council reviewed correspondence received and where deemed necessary, the Strata Manager was directed to correspond with the various authors.

There is nothing to report at this time.

Owners are requested to put any questions or concerns in writing and send them to the Strata Council via the Strata Manager so they can be addressed by Council as appropriate.

## **(6) NEW BUSINESS**

### **6.1 BLOCK PARTY/GARAGE SALE**

Council briefly discussed the annual Garage Sale. Council suggested that notices should be posted around the area inviting neighbours to join Alderviews Block Party/Garage Sale.

The Community Manager will provide a notice to the Council shortly. The Block Party/Garage Sale will be scheduled for May before the long weekend.

## **6.2 ANNUAL GENERAL MEETING MINUTES – CORRECTION**

Owners are advised that within the Annual General Meeting Minutes dated November 10, 2015 it is noted in section 10.1  $\frac{3}{4}$  Vote Resolution “A” that there were 22 In Favour, 10 Opposed, and 1 Abstention. It was also noted that the resolution was DEFEATED.

The correct information for section 10.1  $\frac{3}{4}$  Vote Resolution “A” – Fence Replacement – Contingency Reserve Funding (Annual General Meeting held November 10, 2015) is as follows:

10 In Favour, 22 Opposed, and 1 Abstention  
**DEFEATED**

## **6.3 DOOR PAINTING – EXTERIOR ONLY**

Council briefly discussed repainting all the exterior doors.

The Community Manager will obtain quotes to repaint the outside of all the exterior doors.

## **(7) TERMINATION**

There being no further business, the meeting was terminated at 9:25 p.m. The next meeting of Council is April 6, 2016.

Please keep these minutes with your strata lot records, as you will need to provide them to your realtor when you sell your strata lot. There will be a charge for copies.

**ALDERVIEW TOWN HOMES – NW 2046**

**LOCATION:**

Alderview Townhomes  
Unit 271 - 27411 – 28<sup>th</sup> Ave,  
Aldergrove, BC

**STRATA COUNCIL  
2015/2016**

**President**

Christina Mattick

**Vice President**

Jeff Robinson

**Treasurer**

Ryan Hale

**Secretary**

Elisa Stappler

**Privacy Officer**

Melina Barnes

**At Large**

Martin Nielsen

Laura Watson

**STRATA MANAGER**

Mikhaila O'Donnell

**ASSOCIABC CLIENT  
SERVICE CENTRE**

604-591-6060

[abc.service@associa.ca](mailto:abc.service@associa.ca)

**MAILING ADDRESS:**

**ASSOCIA BRITISH  
COLUMBIA, INC.  
13468 77TH AVENUE  
SURREY, B.C. V3W 6Y3**

**ATTENDANCE:**

Martin Nielsen  
Christina Mattick  
Elisa Stappler  
Melina Barnes  
Laura Watson  
Ryan Hale  
Jeff Robinson

**REGRETS:**

Mikhaila O'Donnell, Associa British Columbia, Inc.

**(1) CALL TO ORDER**

The meeting was called to order at 7:00 p.m. A quorum was established.

**(2) APPROVAL OF PREVIOUS MINUTES**

The Council reviewed the minutes of the Council Meeting held March 2, 2016 and there being no errors or omissions noted, it was moved and seconded to approve the minutes as distributed.

**CARRIED**

**(3) FINANCIAL REPORT**

**3.1 FINANCIAL STATEMENTS**

It was moved and seconded to adopt the Financial Statements of February 2016.

**CARRIED**

**3.2 ACCOUNTS RECEIVABLE**

The Strata Manager reported that, as of the meeting date, there was an outstanding balance of \$1,269.57.

There was no action to take at this time.

Owners are reminded that Strata fees are due on the 1<sup>st</sup> of each month without invoice. Any owners in arrears for Strata fees are mailed a statement of amounts outstanding each month. If an owner is in arrears for ninety days, the owner will be forwarded a letter to request the account be brought up to date within a specified time period. If the balance remains outstanding, a lien may be registered against their property. Late payment fines and interest penalties are applied to all outstanding accounts as provided for in the Strata's Bylaws.

All accounting inquiries with respect to your Strata lot account should be directed to Toll Free number 1-877-585-4411.



#### **(4) BUSINESS ARISING FROM PREVIOUS MINUTES**

##### **4.1 WINDOW AND SLIDING DOOR REPAIRS**

Council has arranged thermal imaging to be completed for all the Units in the complex. Thermal Imaging uses infrared wavelengths to measure the thermal signature of various areas within the building envelope. The data compiled from this process is converted into a visual image that colorizes heat, making it quick to identify thermal variance. The resulting thermographs reveal a spectrum of heat signatures that the naked eye cannot see, making them invaluable for spotting hidden problems, such as mold or wetness. Please note, the above information has been extracted from [www.buildings.com](http://www.buildings.com).

Owners are advised that the process to perform thermal imaging may take up to 10 weeks to complete. Quotes to replace all the windows and sliding doors are currently in progress. Council is considering the following options to fund the window and sliding door replacements:

- Fund the window and sliding door replacement project with funds allocated in the contingency reserve fund. There was a brief discussion to bring forward a resolution at the next Annual General Meeting to begin this project in phases:
  - Phase 1: Replace all the sliding doors (CRF Funding)
  - Phase 2: Replace all the bottom floor windows (CRF Funding)
  - Phase 3: Replace all the top floor windows (Mixed Source Funding)

Council discussed that a new resolution would need to be brought forward each year for each phase rather than one resolution that would roll over a three year period.

- Fund the window and sliding door replacement project with a financing contract. The Community Manager will clarify the financing options prior to the next Annual General Meeting.

Please note that some Units have already received upgraded sliding door or window replacements due to the wear and tear which was causing an inability to close them. This was deemed to be a safety risk.

##### **4.2 FENCE REPLACEMENT**

Council agreed to book a Special General Meeting to vote on replacing the fences. Based on the discussions at the last Annual General Meeting, the Council concluded that the Owners would prefer to use the funds within the contingency reserve fund toward the window and sliding door replacements. Council agreed that funding the fence replacement project with a special levy is ideal in that the levy is much lower than what had been proposed at the last Annual General Meeting.

Quotes are currently in progress and notices for a Special General Meeting will be provided shortly.

##### **4.3 GENERAL REPAIRS AND MAINTENANCE**

Rhineland Construction was hired to repair the following items:

• Repair a fence gate for a Unit	• Repair a down spout on the Storage room
• Remove and dispose of two fallen fence panels	• Paint parking lines
• Remove and dispose of overgrown bushes that have grown over a fallen fence panel	• Various siding repairs
• Stabilize lamp posts	• Install new fluorescent tube bulbs

Owners are reminded that regular maintenance within the Strata Lot must be performed to reduce deterioration of any sort. Owners are reminded that should there be a concern with a contractors work, they are to report it to the Council within 7 days.

The Community Manager advised the Council of the current balance within the repairs and maintenance budget. Owners are reminded that the Council is limited to the budget and continue to work hard on completing repairs that require immediate attention. The Community Manager advised the Council that it is not recommended to allow other areas of the budget to compensate for other line items as the budget and the various line items is what has been approved by all the Owners at the last Annual General Meeting. That being noted, Council agreed that should there be an item that is more urgent, it will be addressed on a priority basis.

Please note, if Owners wish to obtain a key to the garden shed, they are to contact Christina Mattick (Unit 271) for a copy.

## **(5) CORRESPONDENCE**

Council reviewed correspondence received and where deemed necessary, the Strata Manager was directed to correspond with the various authors.

- 5.1 Correspondence was received from an Owner requesting to install an apple tree in their back yard, as well as, installing a tree in the front yard in the future.

Council directed the Community Manager to request that the Owner provide details as far as where exactly the tree is to be installed (how far away from the building). Council expressed their concerns relating to the tree roots possibly causing problems in the future and compromising the building foundation.

- 5.2 Correspondence continues to be received on a regular basis from Owners relating to parking violations and parking availability.

Council discussed the possibility of providing a survey to the Owners requesting their opinion or preferred selection on the following:

- Long term parking passes and to provide long term parking stalls in a specific area of the complex.
- Designated commercial vehicle parking spaces

Council discussed an area in the complex that may be utilized for the purpose of long term and commercial parking spaces. Council agreed that should the Owners approve this type of bylaw amendment and the additional parking areas, then a pathway may be created from the south parking lot leading up to the north parking lot. The purpose of the pathway is to create easy access for those Owners who live farther away from the surplus of parking spaces in the south end of the complex.

Owners are requested to put any questions or concerns in writing and send them to the Strata Council via the Strata Manager so they can be addressed by Council as appropriate.

## **(6) NEW BUSINESS**

### **6.1 BLOCK PARTY/GARAGE SALE**

The Community Manager will provide a notice to the Owners shortly. The Block Party/Garage Sale will be scheduled for May 14, 2016.

## **6.2 MAINTENANCE PLAN**

The Community Manager provided quotes and requested further direction on the following items:

Clean Streak provided a quote in the amount of \$3,822 to perform the window cleaning, deck cleaning, spring gutter cleaning (complimentary) and dryer vent cleaning.

- Window Cleaning and Building Cleaning
  - Council agreed to perform window cleaning every three years along with the building cleaning.
- Dryer Vent Cleaning
  - The Community Manager will clarify the costs associated with dryer vent cleaning.
- Deck Cleaning
  - Council agreed that Owners are responsible to clean their patios and decks.
- Moss Removal
  - It was moved and seconded to hire Clean Streak to remove and clean any moss on the curbs throughout the complex.
- Gutter Cleaning (Spring Spot Check)
  - Clean Streak will return to Alderview to spot check and clean any gutters that require immediate attention April 12-15, 2016.
- Top Soil
  - Top soil will be delivered to the complex April 15, 2016.

## **6.3 DOOR PAINTING – EXTERIOR ONLY**

Council briefly discussed repainting all the exterior doors.

Council agreed to put this project on hold and to possibly include this work in the new fiscal year. If any Owners wish to repaint their doors, they may contact the Community Manager for the paint code.

## **6.4 LEGAL COLLECTION PROCESS**

The Community Manager advised the Council of the legal collection process and updates in which the courts will enforce moving forward.

## **(7) TERMINATION**

There being no further business, the meeting was terminated at 9:15 p.m. The next meeting of Council is June 8, 2016.

Please keep these minutes with your strata lot records, as you will need to provide them to your realtor when you sell your strata lot. There will be a charge for copies.

**ALDERVIEW TOWN HOMES – NW 2046****LOCATION:**

Alderview Townhomes  
Unit 271 - 27411 – 28<sup>th</sup> Ave,  
Aldergrove, BC

**STRATA COUNCIL  
2015/2016****President**

Christina Mattick

**Vice President**

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**At Large**

Martin Nielsen

Laura Watson

**STRATA MANAGER**

Mikhaila O'Donnell

**ASSOCIABC CLIENT  
SERVICE CENTRE**

604-591-6060

[abc.service@associa.ca](mailto:abc.service@associa.ca)

**MAILING ADDRESS:**

**ASSOCIA BRITISH  
COLUMBIA, INC.  
13468 77TH AVENUE  
SURREY, B.C. V3W 6Y3**

**ATTENDANCE:**

Jeff Robinson  
Christina Mattick  
Elisa Stappler  
Melina Barnes  
Laura Watson

**REGRETS:**

Ryan Hale  
Martin Nielsen

Mikhaila O'Donnell, Associa British Columbia, Inc.

**(1) CALL TO ORDER**

The meeting was called to order at 7:10 p.m. A quorum was established.

**(2) APPROVAL OF PREVIOUS MINUTES**

The Council reviewed the minutes of the Council Meeting held April 6, 2016 and there being no errors or omissions noted, it was moved and seconded to approve the minutes as distributed.

**CARRIED**

**(3) FINANCIAL REPORT****3.1 FINANCIAL STATEMENTS**

It was moved and seconded to adopt the Financial Statements of May 2016.

**CARRIED**

**3.2 ACCOUNTS RECEIVABLE**

The Strata Manager reported that, as of the meeting date, there was an outstanding balance of \$1,748.41.

Council directed the Community Manager to send four reminder letters to Units that have failed to pay the outstanding balance owing on their accounts.

Owners are reminded that Strata fees are due on the 1<sup>st</sup> of each month without invoice. Any owners in arrears for Strata fees are mailed a statement of amounts outstanding each month. If an owner is in arrears for ninety days, the owner will be forwarded a letter to request the account be brought up to date within a specified time period. If the balance remains outstanding, a lien may be registered against their property. Late payment fines and interest penalties are applied to all outstanding accounts as provided for in the Strata's Bylaws.

All accounting inquiries with respect to your Strata lot account should be directed to Toll Free number 1-877-585-4411.

**(4) BUSINESS ARISING FROM PREVIOUS MINUTES**

#### 4.1 WINDOW AND SLIDING DOOR REPAIRS

The Community Manager advised that the Thermal Imaging report has been completed and is ready for review. Council agreed to discuss the report at the next meeting once a thorough review of the details have been completed.

The Community Manager advised the Council of the next steps that are recommended for this type of major project. The following was noted:

For a financing option to fund the project, it is recommended that at least three banks provide a proposal. The Community Manager will obtain three proposals for financing this type of project.

It was recommended that a lawyer be hired to review the terms of the financing contract(s).

Lastly, the Community Manager recommended that a project supervisor be hired to tender bids and monitor the project as it moves along.

Please note that some Units have already received upgraded sliding door or window replacements due to the wear and tear which was causing an inability to close them. This was deemed to be a safety risk.

#### 4.2 FENCE REPLACEMENT

Owners are advised that a Special General Meeting will be held July 27, 2016 to vote for the replacement of the fences.

Council has spent an extensive amount of time reviewing quotes for this type of project and discussing the best way to fund the project. Owners are advised that further details are included in the Special General Meeting package that was mailed out June 28, 2016. As well, the various discussions relating to this project has been recorded in previous minutes.

Owners are strongly encouraged to thoroughly review the package and previous minutes before attending the Special General Meeting.

The Community Manager advised that a power point presentation will be prepared which will include images of the new type of fence (as Owners requested this at the last AGM).

#### 4.3 GENERAL REPAIRS AND MAINTENANCE

Rhineland Construction advised the following items are pending or have been completed:

<ul style="list-style-type: none"> <li>• Backyard clean up due to overgrown blackberry bushes and deteriorated fence - completed</li> </ul>	<ul style="list-style-type: none"> <li>• Electrical cover missing on junction box – pending</li> </ul>
<ul style="list-style-type: none"> <li>• Corner piece siding (loose) - pending</li> </ul>	<ul style="list-style-type: none"> <li>• Chunk of car post missing – pending</li> </ul>
<ul style="list-style-type: none"> <li>• Whirly bird repair - pending</li> </ul>	<ul style="list-style-type: none"> <li>• Outdoor water tap leak – pending</li> </ul>
<ul style="list-style-type: none"> <li>• Hole in attic - completed</li> </ul>	<ul style="list-style-type: none"> <li>• Garbage left behind hedges from owners – Council agreed to clean up</li> </ul>
<ul style="list-style-type: none"> <li>• Balcony rot inspection - pending</li> </ul>	<ul style="list-style-type: none"> <li>• Top floor balcony door replacements (2 Units - pending)</li> </ul>
<ul style="list-style-type: none"> <li>• Soffit damage (2 Units) – pending</li> </ul>	<ul style="list-style-type: none"> <li>• Top floor windows failing (1 Unit)</li> </ul>
<ul style="list-style-type: none"> <li>• Piece of siding (loose) - pending</li> </ul>	

Owners are reminded that regular maintenance within the Strata Lot must be performed to reduce deterioration of any sort. Owners are reminded that should there be a concern with a contractors work, they are to report it to the Council within 7 days.

#### **4.4 MAINTENANCE**

It was noted that “No Parking” was to be painted in certain areas of the complex. Rhineland Construction advised that they require a sunny day to ensure the paint dries properly.

Council reported various areas where bushes have overgrown. Council agreed to discuss trimming the bushes with Yard Pro Landscapers as well as addressing the weed growth.

Council agreed windows need to be cleaned bi annually.

Council agreed that pressure washing does not need to be completed as the Council has a pressure washer available to Owners should they wish to pressure wash their carports. Any Owners who wish to use the pressure washer may email the Community Manager with the dates and times for the intended use.

Council agreed to complete an annual roof inspection. Elisa Stappler, Council Secretary, agreed to obtain a quote to complete the annual roof inspection.

The Community Manager advised that the fire hydrant(s) are required to be inspected annually. The inspection is due for October 2016.

Owners are encouraged to continue to help maintain the complex by regularly cleaning your windows, patios, weeds, etc throughout the year. This helps to improve the appearance of the complex in between annual cleaning projects as well as preventing any strata fee increases in the future.

#### **(5) CORRESPONDENCE**

Council reviewed correspondence received and where deemed necessary, the Strata Manager was directed to correspond with the various authors.

5.1 Correspondence was received from an Owner requesting reimbursement for a towing ticket.

Council declined the request. Owners are reminded of the following bylaws:

##### **Parking**

**7** (1) Except in accordance with this bylaw, no owner, tenant or occupant shall park his or her vehicle on common property or on land that is a common asset.

(7) Unless otherwise consented to in writing by the Council, parking stalls shall not be used for storage purposes.

5.2 Correspondence was received from an Owner with regard to concerns that contractors who visit the site are not complying with the parking regulations. It was noted that a contractor continues to park on the street and not within a parking stall.

Council has discussed the concerns with the contractor(s). Owners are advised that at times when the contractor(s) requires certain tools, their vehicle may be parked close to the area that is being worked on.

Owners are requested to put any questions or concerns in writing and send them to the Strata Council via the Strata Manager so they can be addressed by Council as appropriate.

## **(6) NEW BUSINESS**

### **6.1 LANDSCAPING**

Council discussed a priority list for the various landscaping needs. The following items were discussed:

- Tree Removal – it was noted that there is a tree located near Units 311/313 that is close to some power lines and may need to be removed soon. It was also noted that there is a pine tree that sheds a significant amount of pine needles over top of a unit. Council agreed that the pine tree may be removed to reduce the amount of debris caught in the gutters or piling up on the roofs (causing moisture build up) on nearby units.
- Dead Hedge Removal – The Community Manager will obtain costs to remove the dead hedges.
- Retaining Wall – The Community Manager will obtain quotes to repair the loose retaining walls.
- Tree Roots – Owners are encouraged to level out their front yards annually when the top soil arrives to ensure the tree roots are covered evenly.

### **6.2 PARKING SURVEY**

Council discussed mailing out a parking survey for the Owners to make note of their parking concerns. Council has discussed various remedies for the parking complaints received annually. A few remedies discussed are as follows:

- Build a pathway from the lower parking lot that leads to the parking lot closest to the front entrance.
- Limit the number of vehicles per Unit
- Create designated parking stalls for visitors or long term vehicles

The Community Manager will create a parking survey for the Council to review before mailing out to the Owners.

## **(7) TERMINATION**

There being no further business, the meeting was terminated at 9: 00 pm. The next meeting will be the Special General Meeting July 27, 2016.

Please keep these minutes with your strata lot records, as you will need to provide them to your realtor when you sell your strata lot. There will be a charge for copies.

**ALDERVIEW TOWN HOMES – NW 2046****LOCATION:**

Alderview Townhomes  
Unit 271 - 27411 – 28<sup>th</sup> Ave,  
Aldergrove, BC

**STRATA COUNCIL  
2015/2016****President**

Christina Mattick

**Vice President**

Jeff Robinson

**Treasurer**

Ryan Hale

**Secretary**

Elisa Stappler

**Privacy Officer**

Melina Barnes

**At Large**

Martin Nielsen

Laura Watson

**STRATA MANAGER**

Mikhaila O'Donnell

**ASSOCIABC CLIENT  
SERVICE CENTRE**

604-591-6060

[abc.service@associa.ca](mailto:abc.service@associa.ca)

**MAILING ADDRESS:**

**ASSOCIA BRITISH  
COLUMBIA, INC.  
13468 77TH AVENUE  
SURREY, B.C. V3W 6Y3**

**ATTENDANCE:**

Jeff Robinson  
Christina Mattick  
Elisa Stappler  
Melina Barnes  
Laura Watson

**REGRETS:**

Ryan Hale

Mikhaila O'Donnell, Associa British Columbia, Inc.

**(1) CALL TO ORDER**

The meeting was called to order at 7:00 p.m. A quorum was established.

**(2) APPROVAL OF PREVIOUS MINUTES**

The Council reviewed the minutes of the Council Meeting held June 28, 2016 and there being no errors or omissions noted, it was moved and seconded to approve the minutes as distributed.

**CARRIED**

**(3) FINANCIAL REPORT****3.1 FINANCIAL STATEMENTS**

It was moved and seconded to adopt the Financial Statements of June and July 2016.

**CARRIED**

**3.2 ACCOUNTS RECEIVABLE**

The Strata Manager reported that, as of the meeting date, there was an outstanding balance of \$2,340.07.

Council directed the Community Manager to send one reminder letter and two warning letters to Units that are significantly in arrears.

Owners are reminded that Strata fees are due on the 1<sup>st</sup> of each month without invoice. Any owners in arrears for Strata fees are mailed a statement of amounts outstanding each month. If an owner is in arrears for ninety days, the owner will be forwarded a letter to request the account be brought up to date within a specified time period. If the balance remains outstanding, a lien may be registered against their property. Late payment fines and interest penalties are applied to all outstanding accounts as provided for in the Strata's Bylaws.

All accounting inquiries with respect to your Strata lot account should be directed to Toll Free number 1-877-585-4411.



#### **(4) BUSINESS ARISING FROM PREVIOUS MINUTES**

##### **4.1 WINDOW AND SLIDING DOOR REPAIRS**

Council directed the Community Manager to request Canadian Strata Fund Track Solutions to attend a meeting with the Council and further explain the Thermal Imaging Report. This will allow for Council to present any questions that have arisen from reviewing the report.

The details enclosed in the Thermal Imaging Report are to be used toward the Depreciation Report Renewal.

Council directed the Community Manager to request Centra Windows to create a scope of work for the Window Replacement Project. The Community Manager noted that Centra Windows does not do restoration work but rather subcontract a company to this work. It was further clarified that an engineering company are the only technicians properly qualified to create a proper scope of work for a project that is this substantial. The Community Manager reported that requests have been sent to Engineers to create a scope of work, tender bids and to supervise the window and sliding door replacement project.

Please note that some Units have already received upgraded sliding door or window replacements due to the wear and tear which was causing an inability to close them. This was deemed to be a safety risk.

##### **4.2 FENCE REPLACEMENT**

At the Special General Meeting held July 27, 2016 it was unanimously approved to use funds from the contingency reserve fund for the fence replacement project.

It was MOVED and SECONDED to hire Rhineland Construction to complete the fence replacement project. The estimated time frame for the project to begin is by the end of August 2016. **CARRIED**

##### **4.3 GENERAL REPAIRS AND MAINTENANCE**

The following repair items have been completed or are in progress:

Whirly bird repair	<b>In Progress</b>
Chunk of car post missing	<b>In Progress</b>
Various garbage items Owners have dumped behind hedges	<b>Cleaned</b>
Corner piece of siding that has fallen off a Unit	<b>Repaired</b>
Soffit is damaged right side of carport of a Unit	<b>Repaired</b>
Piece of siding slipped out of place of a Unit	<b>Repaired</b>
Water tap located on the outside of the building reported to be leaking	<b>Repaired</b>
Electrical cover missing on junction box	<b>Repaired</b>
Soffit is loose (middle of the Unit)	<b>Repaired</b>
Sliding door repair – handle damaged	<b>Repaired</b>
Downspout Repair	<b>Repaired</b>

It was reported that the balcony of a Unit is very soft and has deteriorated substantially, to the point where the entire balcony requires replacement. Council hired Rhineland Construction to investigate the extent of the rot that was observed in the balcony structural support system.

Rhineland Construction reported that the deck was neglected for some time after problematic issues began to occur. This was due to a membrane failure, tears in the vinyl and poor detailing.

Owners are reminded of the following bylaw:

**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

Failure to comply with the above noted bylaw or to report significant deterioration may result in a chargeback against the Unit Owner.

It was MOVED and SECONDED to hire Rhineland Construction to replace the balcony of this Unit. This repair/replacement is to be funded for using the operating budget.

**CARRIED**

It was reported that an Owners guest drove into the post of a carport. As this was a safety risk, the repairs were completed immediately.

Owners are reminded that regular maintenance within the Strata Lot must be performed to reduce deterioration of any sort. Owners are reminded that should there be a concern with a contractors work, they are to report it to the Council within 7 days.

#### **4.4 MAINTENANCE**

It was noted that "No Parking" was to be painted in certain areas of the complex. Rhineland Construction advised that they require a sunny day to ensure the paint dries properly. Council requested the Community Manager to direct Rhineland Construction to complete this job no later than the end of August 2016.

There was a brief discussion with regard to the car posts. It was noted the car posts that were replaced last year were ones that required immediate attention. Council reported that there are 17 left to replace. Council directed the Community Manager to request RLM Construction to review the rest and provide a quote to replace the outstanding car posts.

The Community Manager advised that the fire hydrant inspection is due. The Community Manager will obtain a quote to complete the annual fire hydrant inspection.

Council discussed curb side moss removal. Council clarified with the Community Manager that the curbs are to be sprayed with moss killer as opposed to a full moss cleaning service. Due to the residue that sprays up onto the buildings during the pressure washing stage, Council agreed that the full moss removal service may be completed with the building cleaning.

Owners are encouraged to continue to help maintain the complex by regularly cleaning your windows, patios, weeds, etc throughout the year. This helps to improve the appearance of the complex in between annual cleaning projects as well as preventing any strata fee increases in the future.

#### **4.5 LANDSCAPING**

It was noted that there is another tree located in the large parking area of the complex that appears to be dead. Council directed the Community Manager to add this tree to the listed trees that require removal.

Council directed the Community Manager to obtain quotes for a full service landscaping contract. Council plans to budget for this type of contract for the 2016/2017 fiscal year.

Owners are advised that if you wish to dispose of plant clippings, you may put the clippings in a large brown bag and the City will collect it.

#### **4.6 PARKING**

It has been noted that there is some concern with Owners or their guests parking their vehicles in front of their Units. Owners are advised that this is permitted for up to 15-20 minutes to allow time for Owners to pick up or drop off items.

Owners are advised that a parking survey is in progress.

#### **(5) CORRESPONDENCE**

Council reviewed correspondence received and where deemed necessary, the Strata Manager was directed to correspond with the various authors.

5.1 Correspondence was received from an Owner reporting a parking violation.

Owners are reminded of the following bylaws:

#### **Parking**

- 7 (1) Except in accordance with this bylaw, no owner, tenant or occupant shall park his or her vehicle on common property or on land that is a common asset.
- (7) Unless otherwise consented to in writing by the Council, parking stalls shall not be used for storage purposes.

Owners are requested to put any questions or concerns in writing and send them to the Strata Council via the Strata Manager so they can be addressed by Council as appropriate.

#### **(6) NEW BUSINESS**

##### **6.1 CIVIL RESOLUTION TRIBUNAL COURT**

The Community Manager advised the Council that the Civil Resolution Tribunal Court (CRT) is now open. The CRT is Canada's first online tribunal for resolving strata and small claims disputes. As of July 13, 2016, CRT is accepting strata property dispute for early intake.

Owners may find further information at the Government BC Canada web page.

#### **(7) TERMINATION**

There being no further business, the meeting was terminated at 8:15 pm. The next meeting will be the Budget Meeting September 28, 2016.

Please keep these minutes with your strata lot records, as you will need to provide them to your realtor when you sell your strata lot. There will be a charge for copies.

**ALDERVIEW TOWN HOMES – NW 2046****LOCATION:**

Alderview Townhomes  
Unit 271 - 27411 – 28<sup>th</sup> Ave,  
Aldergrove, BC

**STRATA COUNCIL  
2015/2016****President**

Christina Mattick

**Vice President**

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**STRATA MANAGER**

Mikhaila O'Donnell

**ASSOCIABC CLIENT  
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604-591-6060

[abc.service@associa.ca](mailto:abc.service@associa.ca)

**MAILING ADDRESS:**

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COLUMBIA, INC.  
13468 77TH AVENUE  
SURREY, B.C. V3W 6Y3**

**ATTENDANCE:**

Jeff Robinson  
Christina Mattick  
Ryan Hale  
Laura Watson

**REGRETS:**

Elisa Stappler  
Melina Barnes

Mikhaila O'Donnell, Associa British Columbia, Inc.

**(1) CALL TO ORDER**

The meeting was called to order at 7:00 p.m. A quorum was established.

**(2) APPROVAL OF PREVIOUS MINUTES**

The Council reviewed the minutes of the Council Meeting held August 17, 2016 and there being no errors or omissions noted, it was moved and seconded to approve the minutes as distributed.

**CARRIED**

**(3) FINANCIAL REPORT****3.1 FINANCIAL STATEMENTS**

It was moved and seconded to adopt the Financial Statements of August 2016.

**CARRIED**

**3.2 ACCOUNTS RECEIVABLE**

The Strata Manager reported that, as of the meeting date, there was an outstanding balance of \$4,245.55.

Council directed the Community Manager to send one reminder letter and one warning letter to Units that are significantly in arrears.

Council agreed to move forward to small claims court to collect bylaw fines from a Unit that has failed to cooperate with Council's requests relating to the proper use of property.

Owners are reminded that Strata fees are due on the 1<sup>st</sup> of each month without invoice. Any owners in arrears for Strata fees are mailed a statement of amounts outstanding each month. If an owner is in arrears for ninety days, the owner will be forwarded a letter to request the account be brought up to date within a specified time period. If the balance remains outstanding, a lien may be registered against their property. Late payment fines and interest penalties are applied to all outstanding accounts as provided for in the Strata's Bylaws.

All accounting inquiries with respect to your Strata lot account should be directed to Toll Free number 1-877-585-4411.

#### **(4) BUSINESS ARISING FROM PREVIOUS MINUTES**

##### **4.1 WINDOW AND SLIDING DOOR REPAIRS**

Council discussed completing window and sliding door replacements for *one* unit prior to presenting a vote to replace all the windows and sliding doors in the complex.

The Community Manager advised the Council again of the correct process for a project this significant. The Community Manager provided two quotes from engineering firms to draw up a scope of work, tender bids and to supervise the project.

Council directed the Community Manager to request Centra Windows to create a scope of work to replace the windows for *one* unit. Council agreed that a demo unit should be utilized before bringing forward a resolution to vote on the funds for the replacement of *all* the windows and sliding doors in the complex.

The Community Manager requested that Council provide further details with regard to what specifications they would like to see drawn up in the scope of work from Centra Windows. The following was agreed upon:

- Measurements and quantity for all the windows and sliding doors
- A drawing of the method that will be used to install the windows and sliding doors
- What Centra plans to do or can do about an rot around the window/sliding door openings (include estimated costs)
- Costs for white frames vs almond colored frames
- Council would like industry standard style window/sliding door
- Council would like sliding windows (no push out windows)
- Council would like screens included
- Outline the warranty policy
- Outline the lifespan of the window/sliding doors being used

The Community Manager advised that a vote to replace the windows and sliding doors needs to be brought forward to a Special or Annual General Meeting for all the Owners to vote on.

Council plans to bring forward a resolution for the above noted item for further discussion at the Annual General Meeting.

Please note that some Units have already received upgraded sliding door or window replacements due to the wear and tear which was causing an inability to close them. This was deemed to be a safety risk.

##### **4.2 FENCE REPLACEMENT**

The fencing project is scheduled to begin September 28, 2016. A notice was provided to all owners outlining the tentative schedule. Owners are reminded that the schedule is subject to change. Any significant delays will be communicated to Owners via a notice.

Owners are advised that bins are being kept on the property to dispose of the old fencing. Owners are reminded not to throw any waste materials in these bins.

Owners are reminded no unwanted household items are to be left in or around the garbage bin.

### 4.3 GENERAL REPAIRS AND MAINTENANCE

The following repair items have been completed or are in progress:

Whirly bird repair	Pending
Parking lot light replacement	Pending
Chunk of car post missing	In Progress
Twisted car post	In Progress
Sliding door track repair	Complete

It was reported that an Owners guest drove into the post of a carport. As this was a safety risk, the repairs were completed immediately. Council agreed to chargeback the costs for repairs to the subject Unit Owner.

Owners are reminded that regular maintenance within the Strata Lot must be performed to reduce deterioration of any sort. Owners are reminded that should there be a concern with a contractors work, they are to report it to the Council within 7 days.

### 4.4 MAINTENANCE

It was noted that “No Parking” will be painted in specific areas of the complex. Rhineland Construction advised that this project has begun.

The Community Manager confirmed that moss spray has been applied to several areas in the complex. Council agreed that the full moss removal service may be completed with the building cleaning.

Owners are encouraged to continue to help maintain the complex by regularly cleaning your windows, patios, weeds, etc. throughout the year. This helps to improve the appearance of the complex in between annual cleaning projects as well as preventing any strata fee increases in the future.

### 4.5 CAR POST REPLACEMENTS

There was a brief discussion with regard to the car posts. It was noted the car posts that were replaced last year were ones that required immediate attention. Council reported that there are 17 left to replace. Council directed the Community Manager to obtain two more quotes for the car post replacements.

### 4.5 LANDSCAPING

The Community Manager provided two quotes to remove three trees within the complex. It was MOVED/SECONDED to hire Arsenault Tree Services to remove all three trees as well as completing stump removal in the amount of \$2,300.00.

**CARRIED**

Council reviewed several quotes for a full service landscaping contract. It was MOVED/SECONDED to hire Yard Pro Landscaping to complete the landscaping services.

**CARRIED**

## (5) CORRESPONDENCE

Council reviewed correspondence received and where deemed necessary, the Strata Manager was directed to correspond with the various authors.

5.1 Correspondence was received from an Owner reporting that owners from the neighboring property Chelsea Court are using the parking stalls within Alderview regularly.

Council directed the Community Manager to send a letter to Chelsea Court advising the Council of this and any owners who continue to park in Alderview will be towed.

- 5.2 The Community Manager advised that several letters have been mailed to those Owners that are storing various items with in their car ports. Owners are reminded of the following bylaw:

*(19) An owner, tenant or occupant must not place or store any items including, moving or storage boxes, appliances, and refuse in their carports other than, gardening tools, children's toys, bicycles and recycling boxes.*

- 5.3 The Community Manager advised that a letter was mailed to an Owner who is storing an uninsured vehicle on the common property. Owners are reminded of the following bylaw:

*(8) No unregistered or uninsured vehicle may be parked in a parking stall.*

Owners are requested to put any questions or concerns in writing and send them to the Strata Council via the Strata Manager so they can be addressed by Council as appropriate.

## **(6) NEW BUSINESS**

### **6.1 ANNUAL GENERAL MEETING**

Council discussed the following items with regard upcoming Annual General Meeting

- A vote to fund the window and sliding door replacements for one demo unit may be brought forward.
- A vote for a bylaw addition
- Designated parking stalls will be included in the agenda under general discussion.
- Council agreed to TABLE re-painting the white doors as it is not a priority at this time.
- Council agreed to TABLE grounds improvements as it is not a priority at this time.
- It was noted it may not be necessary to vote to update the Depreciation Report as Council has hired Strata Fund Track Solutions to keep updated records for the Depreciation Report throughout the year.

The Annual General Meeting package will be mailed out to all Owners noting the time, date and location of the 2016/2017 Annual General Meeting.

### **6.2 BUDGET**

Council reviewed the suggested budget and agreed no further changes were required.

It was noted that Strata Fund Track Solutions will proceed with updating the Depreciation Report that a new line item will need to be included in the budget in future years as invoices for the services provided by Strata Fund Track Solutions are submitted monthly. Therefore, this will be considered an annual operating expense. At this time, no funds are required to be allocated in the 2016/2017 budget as the payments for the recent Thermal Imaging report cover the first 18 months of the 36 month agreement with Strata Fund Track Solutions.

### **6.3 FENCE STAINING**

Council directed the Community Manager to obtain quotes for a clear stain for the new fences.

**6.4 INSURANCE RENEWAL**

It was MOVED/SECONDED to hire Hub International for the annual insurance renewal coverage. Council agreed to include the earthquake buy down option with this year's annual insurance.

**CARRIED**

**6.5 INSURANCE APPRAISAL PROGRAM**

It was MOVED/SECONDED to hire Normac Appraisal to complete the annual updates for the complex appraisal on a three year program.

**CARRIED**

**(7) TERMINATION**

There being no further business, the meeting was terminated at 9:00 pm. The next meeting will be the Annual General Meeting.

Please keep these minutes with your strata lot records, as you will need to provide them to your realtor when you sell your strata lot. There will be a charge for copies.
--



**ALDERVIEW TOWN HOMES – NW 2046****LOCATION:**

Alderview Townhomes  
Unit 271 - 27411 – 28<sup>th</sup> Ave,  
Aldergrove, BC

**STRATA COUNCIL  
2016/2017****President**

Christina Mattick

**Vice President**

Jeff Robinson

**Treasurer**

Ryan Hale

**Secretary**

Heather Hannaford

**Privacy Officer**

Melina Barnes

**At Large**

Martin Nielsen

Tim Hatton

**STRATA MANAGER**

Andrea Sharkey

**ASSOCIABC CLIENT  
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604-591-6060

[abc.service@associa.ca](mailto:abc.service@associa.ca)

**MAILING ADDRESS:**

**ASSOCIA BRITISH  
COLUMBIA, INC.  
13468 77TH AVENUE  
SURREY, B.C. V3W 6Y3**

**ATTENDANCE:**

Jeff Robinson  
Christina Mattick  
Ryan Hale  
Heather Hannaford  
Melina Barnes  
Martin Nielsen  
Tim Hatton

**REGRETS:**

Andrea Sharkey, Associa British Columbia, Inc.

**(1) CALL TO ORDER**

The meeting was called to order at 7:06 p.m. A quorum was established.

**(2) APPROVAL OF PREVIOUS MINUTES**

The Council reviewed the minutes of the Council Meeting held September 27, 2016 and there being no errors or omissions noted, it was moved and seconded to approve the minutes as distributed.

**CARRIED****(3) FINANCIAL REPORT****3.1 FINANCIAL STATEMENTS**

It was moved and seconded to adopt the Financial Statements to December 2016.

**3.2 ACCOUNTS RECEIVABLE**

The Strata Manager reported that, as of the meeting date, there was an outstanding balance of \$8,297.10.

Please remember to change automatic withdraw amounts to reflect the recent change in strata fees.

Owners are reminded that Strata fees are due on the 1<sup>st</sup> of each month without invoice. Any owners in arrears for Strata fees are mailed a statement of amounts outstanding each month. If an owner is in arrears for ninety days, the owner will be forwarded a letter to request the account be brought up to date within a specified time period. If the balance remains outstanding, a lien may be registered against their property. Late payment fines and interest penalties are applied to all outstanding accounts as provided for in the Strata's Bylaws.

All accounting inquiries with respect to your Strata lot account

should be directed to Toll Free number 1-877-585-4411.

#### **(4) BUSINESS ARISING FROM PREVIOUS MINUTES**

##### **4.1 WINDOW AND SLIDING DOOR REPAIRS**

Following the Annual General Meeting, Centra returned to council with a new price that was approximately \$10,000.00 more than previously quoted. Centra also refused to include several items in writing in their contract and insisted on verbal agreements. Council discuss their dissatisfaction with the service level provided by Centra. Alternative quotes had been received for at par products with Centra. Council reviewed alternative quotes and voted to proceed with the window replacement project with Reno Pro Contractors.

**CARRIED**

Please note that some Units have already received upgraded sliding door or window replacements due to the wear and tear which was causing an inability to close them. This was deemed to be a safety risk.

##### **4.2 FENCE REPLACEMENT**

The fencing project has now been completed. Council noted several items on the final invoice that should be charged back to individual units. The Community Manager will request a break down in price for these items and will have them charged back to the appropriate units. Council requested the Community Manager obtain pricing on stain for the new fences.

##### **4.3 GENERAL REPAIRS AND MAINTENANCE**

The following repair items have been completed or are in progress:

Whirly bird repair	<b>Pending</b>
Parking lot light replacement	<b>Pending</b>
Chunk of car post missing	<b>In Progress</b>

Owners are reminded that regular maintenance within the Strata Lot must be performed to reduce deterioration of any sort. Owners are reminded that should there be a concern with a contractors work, they are to report it to the Council within 7 days.

#### **(5) CORRESPONDENCE**

Council reviewed correspondence received and where deemed necessary, the Strata Manager was directed to correspond with the various authors.

Owners are requested to put any questions or concerns in writing and send them to the Strata Council via the Strata Manager so they can be addressed by Council as appropriate.

#### **(6) NEW BUSINESS**

##### **6.1 DRIVEWAY REPAIR**

The damage to the driveway was discussed and 2 quotes were reviewed. As this is considered an emergency, the funds will be drawn from the Contingency Reserve Fund and will be ratified at the next Annual General Meeting.

**(7) TERMINATION**

There being no further business, the meeting was terminated at 9:00 pm. The next meeting will be the Annual General Meeting.

Please keep these minutes with your strata lot records, as you will need to provide them to your realtor when you sell your strata lot. There will be a charge for copies.
--

**ALDERVIEW TOWN HOMES – NW 2046****LOCATION:**

Alderview Townhomes  
Unit 271 - 27411 – 28<sup>th</sup> Ave,  
Aldergrove, BC

**STRATA COUNCIL  
2016/2017****President**

Christina Mattick

**Vice President**

Jeff Robinson

**Treasurer**

Ryan Hale

**Secretary**

Heather Hannaford

**Privacy Officer**

Melina Barnes

**At Large**

Martin Nielsen

Tim Hatton

**STRATA MANAGER**

Andrea Sharkey

**ASSOCIABC CLIENT  
SERVICE CENTRE**

604-591-6060

[abc.service@associa.ca](mailto:abc.service@associa.ca)

**MAILING ADDRESS:**

**ASSOCIA BRITISH  
COLUMBIA, INC.  
13468 77TH AVENUE  
SURREY, B.C. V3W 6Y3**

**ATTENDANCE:**

Christina Mattick  
Ryan Hale  
Melina Barnes  
Tim Hatton

**REGRETS:**

Jeff Robinson  
Heather Hannaford  
Martin Nielsen

Andrea Sharkey, Associa British Columbia, Inc.

**(1) CALL TO ORDER**

The meeting was called to order at 7:02 p.m. A quorum was established.

**(2) APPROVAL OF PREVIOUS MINUTES**

The Council reviewed the minutes of the Council Meeting held January 25, 2017 and there being no errors or omissions noted, it was moved and seconded to approve the minutes as distributed.

**CARRIED**

**(3) FINANCIAL REPORT****3.1 FINANCIAL STATEMENTS**

It was moved and seconded to adopt the Financial Statements to January 2017.

**CARRIED**

**3.2 ACCOUNTS RECEIVABLE**

The Strata Manager reported that, as of the meeting date, there was an outstanding balance of \$7,957.42.

Please remember to change automatic withdraw amounts to reflect the recent change in strata fees.

Owners are reminded that Strata fees are due on the 1<sup>st</sup> of each month without invoice. Any owners in arrears for Strata fees are mailed a statement of amounts outstanding each month. If an owner is in arrears for ninety days, the owner will be forwarded a letter to request the account be brought up to date within a specified time period. If the balance remains outstanding, a lien may be registered against their property. Late payment fines and interest penalties are applied to all outstanding accounts as provided for in the Strata's Bylaws.

All accounting inquiries with respect to your Strata lot account should be directed to Toll Free number 1-877-585-4411.

#### **(4) BUSINESS ARISING FROM PREVIOUS MINUTES**

##### **4.1 WINDOW AND SLIDING DOOR REPAIRS**

Reno Pro have been contracted to complete the window replacement project. The contract has been signed and deposit paid to order the windows. Once the windows have been received, owners will be notified of the start date.

Please note that some Units have already received upgraded sliding door or window replacements due to the wear and tear which was causing an inability to close them. This was deemed to be a safety risk.

##### **4.2 FENCE REPLACEMENT**

The fencing project has now been completed. Council was in receipt of an invoice with a breakdown of several units that incurred additional charges due to personal items not being removed from the work area. These items will be charged back to the appropriate unit.

##### **4.3 DRIVEWAY REPAIRS**

The driveway repairs have been completed and paid for from the Contingency Reserve Fund. These funds will be ratified by owners at the next General Meeting.

#### **(5) CORRESPONDENCE**

Council reviewed correspondence received and where deemed necessary, the Strata Manager was directed to correspond with the various authors.

Owners are requested to put any questions or concerns in writing and send them to the Strata Council via the Strata Manager so they can be addressed by Council as appropriate.

#### **(6) NEW BUSINESS**

##### **6.1 LANDSCAPING**

Council requested the Community Manager to obtain a quote from AAA Landscaping to provide landscaping services for Alderview. Once the quote is received, Council will review further.

##### **6.2 SNOW REMOVAL**

Council requested written quotes from Fraser Valley Snow Removal and AAA Landscaping to provide snow removal services for the coming year. These quotes will be considered once received.

#### **(7) TERMINATION**

There being no further business, the meeting was terminated at 8:05pm. The next meeting will be held on April 12, 2017 at 7:00pm.

Please keep these minutes with your strata lot records, as you will need to provide them to your realtor when you sell your strata lot. There will be a charge for copies.

**ALDERVIEW TOWN HOMES – NW 2046****LOCATION:**

Alderview Townhomes  
7:00 pm  
Unit 271 - 27411 – 28<sup>th</sup> Ave,  
Aldergrove, BC

**STRATA COUNCIL  
2016/2017****President**

Christina Mattick

**Vice President**

Jeff Robinson

**Treasurer**

Ryan Hale

**Secretary**

Heather Hannaford

**Privacy Officer**

Melina Barnes

**At Large**

Martin Nielsen  
Tim Hatton

**STRATA MANAGER**

Andrea Sharkey

**ASSOCIABC CLIENT  
SERVICE CENTRE**

604-591-6060

[abc.service@associa.ca](mailto:abc.service@associa.ca)

**MAILING ADDRESS:**

**ASSOCIA BRITISH  
COLUMBIA, INC.  
13468 77TH AVENUE  
SURREY, B.C. V3W 6Y3**

**ATTENDANCE:**

Jeff Robinson  
Christina Mattick  
Ryan Hale  
Heather Hannaford  
Tim Hatton  
Melina Barnes

**REGRETS:**

Martin Nielsen

Andrea Sharkey, Associa British Columbia, Inc.

**(1) CALL TO ORDER**

The meeting was called to order at 7:03 p.m. A quorum was established.

**(2) APPROVAL OF PREVIOUS MINUTES**

The Council reviewed the minutes of the Council Meeting held February 22, 2017 and there being no errors or omissions noted, it was moved and seconded to approve the minutes as distributed.

**CARRIED**

**(3) FINANCIAL REPORT****3.1 FINANCIAL STATEMENTS**

It was moved and seconded to adopt the Financial Statements of February 2017.

**CARRIED**

**3.2 ACCOUNTS RECEIVABLE**

The Strata Manager reported that, as of the meeting date, there was an outstanding balance of \$8,304.90.

Owners are reminded that Strata fees are due on the 1<sup>st</sup> of each month without invoice. Any owners in arrears for Strata fees are mailed a statement of amounts outstanding each month. If an owner is in arrears for ninety days, the owner will be forwarded a letter to request the account be brought up to date within a specified time period. If the balance remains outstanding, a lien may be registered against their property. Late payment fines and interest penalties are applied to all outstanding accounts as provided for in the Strata's Bylaws.

All accounting inquiries with respect to your Strata lot account should be directed to Toll Free number 1-877-585-4411.

#### **(4) BUSINESS ARISING FROM PREVIOUS MINUTES**

##### **4.1 WINDOW AND SLIDING DOOR REPLACEMENTS**

Reno-Pro has been working to complete the window replacement project previously approved at the Annual General Meeting. The project is currently approximately two weeks behind schedule due to the machine that creates the windows needing repairs.

Owners are reminded that if access is not provided on the scheduled date for their unit, that any costs associated with re-scheduling a date will be assessed to their unit.

Please note that some Units have already received upgraded sliding door or window replacements due to the wear and tear which was causing an inability to close them. This was deemed to be a safety risk.

#### **(5) CORRESPONDENCE**

Council reviewed correspondence received and where deemed necessary, the Strata Manager was directed to correspond with the various authors.

5.1 Correspondence was received from an Owner requesting to rent their unit. As there are spots available, this request was approved by Council.

5.2 Correspondence was received from an owner reporting their gutters were leaking. Council will direct Reno-Pro to investigate.

Owners are requested to put any questions or concerns in writing and send them to the Strata Council via the Strata Manager so they can be addressed by Council as appropriate.

#### **(6) NEW BUSINESS**

##### **6.1 GARAGE SALE / BLOCK PARTY**

Council Discussed holding a garage sale and block party at Alderview. Following discussion, it was decided to hold this on the weekend of May 27<sup>th</sup> and 28<sup>th</sup>, 2017. An ad will be placed on Craigslist for the garage sale. Owners are invited to join from 9am to 3pm on both days.

##### **6.2 TOPSOIL**

Council requested the Community Manager to locate the contact information for the company that previously provided topsoil for the complex. Council would like to have topsoil delivered to the complex for Owners to use in their gardens.

##### **6.3 SPRING CLEAN-UP BIN**

Council will arrange for a spring clean-up bin to be delivered for the week of May 29, 2017 following the garage sale. It will be on sight from Monday, May 29, 2017 to Monday, June 5, 2017.

##### **6.4 PARKING LOT PAINTING**

Council requested the Community Manager to obtain quotes to have no parking areas painted in the parking lot to ensure vehicles are not parking in areas that pose dangers to drivers. Once quotes are obtained, this project will be scheduled when weather permits.

**6.5 TREE PRUNING**

A quote was received to have the trees pruned at Alderview. Council reviewed and approved this work to be completed.

**6.6 STORAGE IN CARPORTS**

Council agreed to provide a list to the community Manager of units that are currently storing unauthorized items in their carports. Letters will be sent to all offending units.

**6.7 CHRISTMAS LIGHTS**

Council agreed to provide a list to the Community Manager of all units that still have Christmas lights on their units. Letters will be sent to all offending units.

**6.8 DEPRECIATION REPORT**

The draft Depreciation Report renewal is expected to be received soon. Once Council has reviewed and finalized the report, it will be published and distributed to all Owners.

**(7) TERMINATION**

There being no further business, the meeting was terminated at 8:32 pm. The next meeting will be held on June 14, 2017.

Please keep these minutes with your strata lot records, as you will need to provide them to your realtor when you sell your strata lot. There will be a charge for copies.
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**STRATA COUNCIL MEETING MINUTES****THURSDAY, JULY 27, 2017****ALDERVIEW – STRATA PLAN NW 2046****LOCATION & TIME:**

7:00pm  
Unit 303  
27411 - 28th Avenue  
Aldergrove, BC

**STRATA COUNCIL**  
2016/2017

**PRESIDENT**

*Christina Mattick*

**VICE PRESIDENT**

*Jeff Robinson*

**TREASURER**

*Ryan Hale*

**SECRETARY**

*Heather Hannaford*

**PRIVACY OFFICER**

*Melina Barnes*

**AT LARGE MEMBERS**

*Martin Neilson*

**COMMUNITY MANAGER /  
STRATA MANAGER**

*Bruce Adanac*

**CLIENT  
SERVICE CENTRE**

604-591-6060  
[abc.service@associa.ca](mailto:abc.service@associa.ca)

**MAILING ADDRESS**

*Associa BC Inc.  
13468 77th Avenue  
Surrey, BC  
V3W 6Y3*

**ATTENDANCE:**

Christina Mattick  
Jeff Robinson  
Ryan Hale  
Heather Hannaford  
Melina Barnes  
Martin Neilson

Bruce Adanac (*Associa BC Inc.*)

**REGRETS:**

None

**GUESTS:**

None

**(1) COMMENCEMENT OF MEETING****1.1 CALL TO ORDER**

The Community Manager, Bruce Adanac, called the meeting to order at 7:07pm. Strata Council requested that Mr. Adanac serve as chairperson for this meeting. With all Strata Council members in attendance, a quorum was established and the meeting proceeded.

**1.2 STRATA MANAGER ASSIGNMENT**

Bruce Adanac, Director of Community Managers with Associa BC Inc. has stepped in to serve as interim Strata Manager for Alderview NW2046.

Owners who wish to forward correspondence to the Strata Manager and/or the Strata Council for review/consideration are asked to direct this to the Strata Manager via email to Associa. The email address for all correspondence is - [abc.service@associa.ca](mailto:abc.service@associa.ca)

**1.3 STRATA COUNCIL - RESIGNATION OF TIM HATTON**

Tim Hatton had, prior to this meeting, submitted written notification to the Strata Council that he was resigning from the Strata Council.

Mr. Hatton's past contributions were acknowledged. Strata Council wish to thank Mr. Hatton, on behalf of all owners, for his time volunteering towards the betterment of Alderview.

**(2) GUEST BUSINESS**

There were no guests in attendance at this meeting.

### **(3) APPROVAL OF PREVIOUS STRATA COUNCIL MEETING MINUTES**

The minutes of previous Strata Council meetings, held on Wednesday, April 12, 2017, were presented for review. Member of Strata Council in attendance at that meeting confirmed that the minutes were accurate with no revisions required.

**MOTION:** It was then moved and seconded to approve the minutes of the April 12, 2017, Strata Council meeting minutes as circulated. **CARRIED.**

**NOTE:**

*The Strata Council also had a meeting scheduled for June 28, 2017. However, that meeting did not proceed because a quorum of Council members were not present. Nonetheless, the two Associa representatives who attended the property on June 28, 2017 used the opportunity to seek clarify from three Strata Council members on some items as they related to completion of Phase One of the window replacement project.*

### **(4) FINANCIAL REPORTS**

#### **4.1 APPROVAL OF FINANCIAL STATEMENTS**

Month-end financial statement for March, April, May, & June 2017 were included in the agenda package for this meeting.

Noteworthy from the statements was review and confirmation of:

- Confirmation that the gentleman retained to clean up garbage from around the complex is receiving his regular pay for this work..
- Direction to the new Strata Manager for ensuring all regular/recurring invoices are paid with immediate effect subject to there being no issues with services provided.
- Direction to the new Strata Manager to forward all non-regular/non-recurring invoices to the Strata Council President & Treasurer s that they can vet these prior to release of payment.
- Questions pertaining to the discount provided by one of the trades for service to the property. The trade had previously committed to a 25% Associa preferred customer discount. However, only 5% was provided. The Strata Manager is reviewing this with the trade. Excessive toll charges are also being reviewed with this trade.

At the conclusion of this review, the Strata Council agreed that all the financial statements were all in order with no revisions being required.

**MOTION:** It was then moved and seconded to approve the financial statements for the months ending March, April, May, & June 2017 as circulated. **CARRIED.**

#### **4.2 ACCOUNTS RECEIVABLE**

The Strata Manager provided an update of the strata arrears owing by owners. A further updated accounts receivable report will be prepared and forwarded to the Council following this meeting.

With respect to strata fee payments, all owners are reminded of the following. Any owners in arrears for strata fees, special levy payments, or invoices assessed back to their strata lot account, is mailed a statement of account from Associa BC Inc. If an owner is in arrears for ninety days, liens will be applied to that owner's strata lot. If balances remain outstanding, the

Strata Council is empowered under the Strata Property Act to authorize commencement of forced sale proceedings if necessary.

Owners are responsible for reviewing all statement of account that is sent to them regarding their account. Owners in arrears are required to bring their account up to date. This includes payment of all late payment penalties charged to the account. Furthermore, owners are responsible for advising the property management company, Associa BC Inc., of any changes to billing/mailling address as well as changes to monthly payment arrangements for their strata fees.

#### **MONTHLY STRATA FEE PAYMENT OPTIONS FOR OWNERS**

- *Payment can be made by way of cheque made payable to "Strata Plan NW 2046" and mailed to the Associa BC Inc. offices.*
- *Another option is to contact Associa (tele: 604-591-6060; email: [abc.service@associa.ca](mailto:abc.service@associa.ca)) to have arrangements for monies to be withdrawn automatically from your chequing account via the pre-authorized payment plan offered by Associa.*
- *Online banking is also available through those financial institutions that have Associa as a payee in their list of participating vendors.*

### **(5) BUSINESS ARISING FROM PREVIOUS MEETING**

#### **5.1 WINDOW REPLACEMENT PROJECT - PHASE ONE**

The Strata Council President provided an update on Phase One of the Window Replacement Project.

The Vice President of Operations at Associa met on site on July 26, 2017 with the owners of RenoPro. RenoPro is the company contracted by Strata Council to complete Phase One of the Window Replacement Project. Updates are as follows:

- Windows for the last two building (*with the exception of bathroom windows*) are ready to be installed.
- Target completion date for this project is August 4, 2017; however, RenoPro is experiencing challenges with some owners not permitting access to their units. This has contributed to delays.
- Gaps in the top of bathroom windows is likely due to previous homeowner unit alterations not factored into production of windows when the contractor was ordering windows.
- A complaint about siding holes, directed at the contractor as likely being responsible for these holes, has been denied. Irrespective, the contractor has enacted some temporary measures to address in order to improve aesthetics.
- Screens and windows for two units that had experienced delays are now ready for installation.
- RenoPro have submitted some recent invoices and are requesting payment. Strata Council are not adverse to paying these invoices. However, as there are a number of items referenced on said invoices that remain incomplete, the Strata Council have instructed Associa not to release payment at this time.

Strata Council had also requested Associa OnCall (*the property maintenance division of Associa*) provide a quotation for Phase Two of the window replacement project - i.e. replacement of the sliding Glass Doors. Mr. Adanac advised that, while a quotation could be forthcoming from Associa OnCall (AOC), that AOC would likely sub-contract this work; thus, inflating the cost to Alderview.

With respect to Phase Two of the window replacement project, Mr. Adanac suggested that Strata Council give consideration to retaining an engineer to

- (i) quote on proper specifications for Phase Two on the window replacement.
- (ii) quote on providing project management supervision.

Strata Council weighed the merits of this suggestion and will be contacting the engineering company that completed Alderview's depreciation report to provide a quote.

## **5.2 DEPRECIATION REPORT**

Strata Council have agreed that the work completed by Dave Koop, the engineer with Canadian Strata Fund Track Solutions was satisfactory. AS such, the depreciation report will be released and posted to the Strata's website.

## **5.3 TOP SOIL**

The annual order of fresh top soil was completed with delivery of soil to the property the previous month. The soil has been dispersed amongst the property where required.

## **5.3 UNAUTHORIZED CARPORT STORAGE**

There are a number of owners who are in breach of the strata corporation's bylaws due to their use of their carports for storage purposes.

The bylaws of Alderview NW2046 only allow for the storage of the following items in carports:

- Motor Vehicles.
- Children's toys.
- Recycling bins.
- Gardening tools.

Correspondence is being directed to those homeowners in violation of this bylaw with requirements that they remedy the infractions; otherwise, fines may be levied against strata lots.

## **(6) CORRESPONDENCE**

Correspondence was reviewed by Strata Council on the following items:

- Rental requests.
- Letter to an owner requiring their remove their Christmas lights.
- Four letters to owners clarifying the terms of approval for their renovation requests. This is inclusive of the requirement that they first must sign & return to the property management company an assumption of liability document.
- Correspondence, including notification of a bylaw fine, to an owner for parking violations.
- A letter to an owner regarding noise complaints.

A lengthy list of additional miscellaneous bylaw violations, compiled by Strata Council, was review. Correspondence to those owners in breach of the bylaws will be sent out the following week.

Owners are requested to put any questions or concerns in writing and send them to the Strata Council via the Strata Manager so Council can address them at the next Council Meeting. The Strata Manager will respond, at the direction of the Strata Council, to all items of correspondence.

## **(7) NEW BUSINESS**

### **7.1 FENCE DEFICIENCY WORK**

The Strata Manager has directed correspondence to Rhineland Construction (*the trade retained to complete fence repair work*). This is in response to this firm having not completed their work. No response had been received as at date of meeting.

### **7.2 REPAIR & MAINTENANCE QUOTES**

The Strata Manager advised that quotes are forthcoming from Associa OnCall for:

- Staining the fence.
- Parking stall line painting.
- Plugging a hole in an attic to prevent birds from gaining access.

The Strata Manager has also requested quotations from 3 separate firms for dryer duct cleaning and gutter cleaning.

### **7.3 PARKING**

Strata Council are reviewing options for improvements to parking at the property. Future discussions will take place.

### **7.4 PARKING AREA LIGHTING**

Two competing quotations for improvements to the parking area lighting were reviewed.

After careful consideration, the Strata Council have agreed to accept the quotation from C&C Electrical Mechanical for the purchase and installation of 10 new LED Dusk to Dawn Yard Lights. The cost is \$5,463 + GST.

The Strata Manager will make arrangements with this company to expedite this work as soon as possible.

### **7.5 SNOW REMOVAL**

Citing dissatisfaction with the company that performed snow removal services during the 2016/2017 winter, the Strata Council requested quotations for services from alternate providers be obtained for the next winter.

## **(8) TERMINATION OF MEETING**

There being no further business, the meeting was terminated at 9:20pm.

Upcoming Meetings:

- August 30, 2017
- September 20, 2017
- October 4, 2017 (Budget meeting and Associa performance review)
- October 18, 2017
- November 8, 2017 (Annual General Meeting)

Please keep these minutes with your strata lot records, as you will need to provide them to your realtor when you sell your strata lot. There will be a charge for copies.

**STRATA COUNCIL MEETING MINUTES****WEDNESDAY, SEPTEMBER 30, 2017****ALDERVIEW – STRATA PLAN NW 2046****LOCATION & TIME:**

7:00pm  
Unit 303  
27411 - 28th Avenue  
Aldergrove, BC

**STRATA COUNCIL**  
2016/2017**PRESIDENT***Christina Mattick***VICE PRESIDENT***vacant***TREASURER***vacant***SECRETARY***Heather Hannaford***PRIVACY OFFICER***Melina Barnes***AT LARGE MEMBERS***Martin Neilson***COMMUNITY MANAGER /  
STRATA MANAGER**

*Bruce Adanac*  
Tele: 604-591-6060

**CLIENT  
SERVICE CENTRE**

604-591-6060  
[abc.service@associa.ca](mailto:abc.service@associa.ca)

**MAILING ADDRESS**

Associa BC Inc.  
13468 77<sup>th</sup> Avenue  
Surrey, BC  
V3W 6Y3

**ATTENDANCE:**

Martin Neilson  
Melina Barnes  
Ryan Hale

**REGRETS:**

Christina Mattick  
Heather Hannaford

Bruce Adanac (Associa BC Inc.)

**GUESTS:**

Harry Oldaker (Centra Construction Group Ltd.)

**(1) COMMENCEMENT OF MEETING****1.1 CALL TO ORDER**

The Community Manager, Bruce Adanac, called the meeting to order at 7:00pm. Strata Council requested that Mr. Adanac serve as chairperson for this meeting. With 3 of the 5 Strata Council members in attendance, a quorum was established and the *meeting* proceeded.

This meeting we re-scheduled from August 30, 2017. (Mr. Adanac thanked the council accommodating him with this meeting date change following a death in his family.)

**1.2 STRATA COUNCIL CHANGES**

Prior to this meeting, Jeff Robinson had submitted his resignation from the Strata Council. Mr. Robinson has recently sold his townhome and will be moving out of the Alderview complex. Mr. Robinson's contributions to the betterment of Alderview were acknowledged and best wishes are extended to him & his family in their future endeavors.

**1.3 STRATA MANAGER ASSIGNMENT**

Bruce Adanac, Director of Community Managers with Associa BC Inc. has advised he will continue to serve as Strata Manager for Alderview NW2046.

Owners who wish to forward correspondence to the Strata Manager and/or the Strata Council for review/consideration are asked to direct this to the Strata Manager via email to Associa. The email address for all correspondence is - [abc.service@associa.ca](mailto:abc.service@associa.ca)

## **(2) GUEST BUSINESS**

Strata Council Member, Melina Barnes, introduced her boyfriend Mr. Harry Oldaker to those in attendance. Mr. Oldaker is an employee of Centra Construction Group Ltd. Ms Barnes had invited Mr. Oldaker to both quote on the Phase II window replacement project and make a presentation to the Strata Council.

Ms Barnes was thanked disclosing her relationship with this gentleman as any future consideration of his company's proposal would require her exemption from meetings as a Strata Council member to avoid conflict-of-interest.

*Mr. Oldaker was granted 15 minutes to make his presentation. At the conclusion, he was thanked for meeting with the Strata Council then left the meeting at 7:15pm.*

Following the departure of the guest, the Strata Manager reminded the Strata Council of their direction following the previous meeting - i.e. to retaining an engineer to:

- (i) quote on proper specifications for Phase Two on the window replacement.
- (ii) quote on providing project management supervision.

Mr. Adanac had reached out three separate engineering firms to submit proposals - one of which was included for consideration in the meeting agenda package. Strata Council agreed to continue in this manner. *(This is addressed in the New Business section of these minutes)*

## **(3) APPROVAL OF PREVIOUS STRATA COUNCIL MEETING MINUTES**

The minutes of previous Strata Council meetings, held on Thursday, July 27, 2017, were presented for review. Member of Strata Council in attendance at that meeting confirmed that the minutes were accurate with no revisions required.

**MOTION:** It was then moved and seconded to approve the minutes of the July 27, 2017, Strata Council meeting minutes as circulated. **CARRIED.**

## **(4) FINANCIAL REPORTS**

### **4.1 APPROVAL OF FINANCIAL STATEMENTS**

Month-end financial statements for July 2017 were included in the agenda package for this meeting. The Treasurer reported that he had conducted a thorough review of the statements and confirmed that they were in order.

At the conclusion of this review, the Strata Council agreed that all the financial statements were all in order with no revisions being required.

**MOTION:** It was then moved and seconded to approve the financial statements for the months ending July 2017 as circulated. **CARRIED.**

### **4.2 ACCOUNTS RECEIVABLE**

The Strata Manager provided an update of the strata arrears owing by owners.

With respect to strata fee payments, all owners are reminded of the following. Any owners in arrears for strata fees, special levy payments, or invoices assessed back to their strata lot account, is mailed a statement of account from Associa BC Inc. If an owner is in arrears for ninety days, liens will be applied to that owner's strata lot. If balances remain outstanding, the



Strata Council is empowered under the Strata Property Act to authorize commencement of forced sale proceedings if necessary.

Owners are responsible for reviewing all statement of account that is sent to them regarding their account. Owners in arrears are required to bring their account up to date. This includes payment of all late payment penalties charged to the account. Furthermore, owners are responsible for advising the property management company, Associa BC Inc., of any changes to billing/mailling address as well as changes to monthly payment arrangements for their strata fees.

#### **MONTHLY STRATA FEE PAYMENT OPTIONS FOR OWNERS**

*Payment can be made by way of cheque made payable to "Strata Plan NW 2046" and mailed to the Associa BC Inc. offices.*

*Another option is to contact Associa (tele: 604-591-6060; email: [abc.service@associa.ca](mailto:abc.service@associa.ca)) to have arrangements for monies to be withdrawn automatically from your chequing account via the pre-authorized payment plan offered by Associa.*

*Online banking is also available through those financial institutions that have Associa as a payee in their list of participating vendors.*

#### **4.3 MANAGEMENT FEE REBATE**

The Strata Manager provided verification that the two month rebate of Associa's management fees *(as committed by the Associa Vice President at the Special General Meeting)* was confirmed. Strata Council thanked the Strata Manager for his follow-up on this.

#### **4.4 RENOPRO OUTSTANDING INVOICES**

The Strata Manager confirmed earlier direction from the Strata Council that outstanding invoices due to RenoPro remain unpaid. This is due to deficiencies and unfinished work on the part of the contractor for the Phase 1 Window replacement project.

### **(5) BUSINESS ARISING FROM PREVIOUS MEETING**

#### **5.1 WINDOW REPLACEMENT PROJECT - PHASE ONE**

The Strata Manager provided an update on Phase One of the Window Replacement Project noting the Vice President of Operations at Associa, The Lead Technician from Associa OnCall and Mr. Adanac himself are liaising with the owner of RenoPro regularly with the goal to conclude this project.

Noteworthy is challenges with gaining access to some townhomes where owners are refusing to grant access. This is delaying the project and, with the rainy fall weather approaching, will only increase the likelihood of water ingress adversely affect those units. Owners are required to cooperate as this project deals with common property repairs approved by way of an owner's 3/4 vote at the previous general meeting.

Those owners who fail to grant unit access could be deemed to be responsible for any resultant damages and made to bear the financial costs that would result.

#### **5.2 DEPRECIATION REPORT**

Strata Council have agreed that the work completed by Dave Koop, the engineer with Canadian Strata Fund Track Solutions was satisfactory. AS such, the depreciation is now available.



### **5.3 UNAUTHORIZED CARPORT STORAGE**

Following the previous Strata Council meeting, there were a large number of owners who received bylaw violation letters for breach of the strata corporation's bylaws due to their use of their carports for storage purposes.

The bylaws of Alderview NW2046 only allow for the storage of the following items in carports:

- Motor Vehicles.
- Children's toys.
- Recycling bins.
- Gardening tools.

Strata Council approved fines up to \$200 will be applied to those unit owners who remain in breach of the bylaws.

### **5.4 FIRE HYDRANT SERVICING**

Fraser Valley Fire were on site at the end of August 2017 to perform the annual servicing to the fire hydrants.

### **5.5 GUTTER & DUCT CLEANING**

The Strata Manager provided competing quotations from three companies for cleaning of both the gutters and the dryer vents. After a lengthy review, it was agreed to proceed with the quotation received from ServiceMaster Clean. The Strata Manager will make the necessary arrangements and advance notification will be provided to owners.

### **5.6 PARKING AREA LIGHTING**

C&C Electrical Mechanical have completed their work with the upgrading and installation of the 10 new LED Dusk to Dawn Yard Lights in the parking area.

Responding to concerns about positioning of the new lighting, the Strata Manager had C&C Electrical Mechanical return to the property to make minor adjustments.

### **5.6 SITE PERSONNEL FOR GARBAGE REMOVAL**

The Strata Manager advised the Strata Council that the local company that provides an attendant to clear unwanted debris from Alderview has made a change in personnel. A new gentleman is now servicing Alderview.

### **5.7 FENCE DEFICIENCY WORK**

The Strata Manager has directed three follow-up correspondence letters to Rhineland Construction (*the trade retained to complete fence repair work*) regarding rectifying deficiency work on the fences at the property. Strata Council are disappointed that this trade has not responded and will refrain from requesting further service quotations from this company.

### **5.8 REPAIR & MAINTENANCE QUOTES**

The Strata Manager provided quotes for:

- Staining the fence.
- Parking stall line painting.

Given the time of year, with the rainy weather just around the corner, this work will not be undertaken at this time. Strata Council would prefer to address this in the spring. The initial cost estimates for fence staining was received in the amount of \$28,257. Strata Council will likely bring this forward as a special resolution for owner consideration at the upcoming annual general meeting.

Parking area painting will require further dialogue by strata council prior to rendering any decisions on this work.

## **(6) CORRESPONDENCE**

Correspondence was reviewed by Strata Council on the following items:

- Exterior common area cleanliness and requirement for owners to tidy areas and messes that they are directly responsible for.
- A letter to an owner requiring them to remove a bird feeder.
- Numerous letters to owners regarding parking area cleanliness - specifically requiring that they clear their carports of debris per strata corporation bylaw requirements. Prohibited items referenced in correspondence to owners included to be left in carports, furniture, cabinets, appliances, gym/exercise equipment, paving stones, utility trailers.
- Letter to an owner regarding vehicle parking regulations and requirement that their truck must not extend beyond the carport and into the common area roadway.
- Correspondence to an owner regarding interior repairs.
- A letter to an owner requiring that they not leave toys and other items in the grass.
- A noise complaint to an owner regarding excessive volume of their surround sound stereo system.

***Owners are requested to put any questions or concerns in writing and send them to the Strata Council via the Strata Manager so Council can address them at the next Council Meeting. The Strata Manager will respond, at the direction of the Strata Council, to all items of correspondence.***

## **(7) NEW BUSINESS**

### **7.1 ANNUAL GENERAL MEETING PLANNING**

Strata Council were asked to consider any special resolutions they want brought forward for owner consideration & voting at the upcoming annual general meeting.

### **7.2 WINDOW REPLACEMENT PROJECT - PHASE II**

The Strata Manager had solicited quotations from three engineering companies for project oversight, management, and administration of the upcoming Phase II of window replacement at Alderview. Phase II would involve replacement of all the sliding glass doors in all buildings on the property. Engineering companies were asked to bid on:

Prepare project specifications for contractors to quote on for Phase 2 window replacement.

Conduct a tender call amongst qualified contractors to attend to the property on a specified day to prepare bids for this work.

Review, with Strata Council, all bids and make recommendations on which firms to work with.

Provide project management services to oversee works carried out by the selected contractor with the engineer signing off on completion of work.

Give direction to the strata council - via the property management firm - on release of progress payments throughout the project.

Strata Council had previously agree that having a 3rd party engineering firm overseeing the next phase of this project would be preferred to self-managing (as was done with Phase I). This is in large part due to challenges incurred by the Strata Council in their own management of Phase 1 window replacement. Also, owing to the age of the Alderview complex (40 plus years) and the ensuing changes/improvements in building codes since its original construction, it would be advantages to ensure upgrades comply with current day code requirements.

One of the three engineering company's asked to bid on this project had submitted their proposal. Strata Council will defer making and decisions until the other quotes are received. Strata Council intend to bring this forward to owners to decide via a 3/4 special resolution vote at the annual general meeting. *(Note: This general meeting vote would **not** be a project approval vote. This would only be a vote to approve this first step of the process)*

### **7.3 SNOW REMOVAL**

As noted in the previous meeting minutes, there was dissatisfaction with the company that performed snow removal services during the 2016/2017 winter, the Strata Council requested quotations for services from alternate providers be obtained for the next winter. This will be forthcoming to the Strata Council in the weeks ahead as quote requests had been sent out in advance of this meeting.

### **7.3 EXTERIOR TAP REPAIRS**

Two units had repairs done to their exterior taps.

### **(8) TERMINATION OF MEETING**

There being no further business, the meeting was terminated at 8:20pm.

#### **Upcoming Meetings:**

October 4, 2017 *(Budget meeting and Associa performance review)*

October 18, 2017

November 8, 2017 *(Annual General Meeting)*

Please keep these minutes with your strata lot records, as you will need to provide them to your realtor when you sell your strata lot. There will be a charge for copies.

**STRATA COUNCIL MEETING MINUTES****WEDNESDAY, OCTOBER 4, 2017****ALDERVIEW – STRATA PLAN NW 2046****LOCATION & TIME:**

7:00pm  
Unit 213  
27411 - 28th Avenue  
Aldergrove, BC

**STRATA COUNCIL**  
2016/2017

**PRESIDENT**

*Christina Mattick*

**VICE PRESIDENT**

*vacant*

**TREASURER**

*Ryan Hale*

**SECRETARY**

*Heather Hannaford*

**PRIVACY OFFICER**

*Melina Barnes*

**AT LARGE MEMBERS**

*Martin Neilson*

**COMMUNITY MANAGER /  
STRATA MANAGER**

*Bruce Adanac*

**CLIENT  
SERVICE CENTRE**

604-591-6060  
[abc.service@associa.ca](mailto:abc.service@associa.ca)

**MAILING ADDRESS**

*Associa BC Inc.  
13468 77<sup>th</sup> Avenue  
Surrey, BC  
V3W 6Y3*

**ATTENDANCE:**

Martin Neilson  
Ryan Hale  
Heather Hannaford  
Melina Barnes

Bruce Adanac (*Associa BC Inc.*)  
Adam Lord (*Associa BC Inc.*)

**REGRETS:**

Christina Mattick

**GUESTS:**

None

**(1) CALL TO ORDER**

The Community Manager, Bruce Adanac, called the meeting to order at 7:00pm. Strata Council requested that Mr. Adanac serve as chairperson for this meeting. With all Strata Council members in attendance, a quorum was established and the meeting proceeded.

Mr. Adanac re-introduced Adam Lord to the Strata Council. Mr. Lord is the Vice President of Operations with Associa BC and had previously been to Alderview when he attended at the Special General Meeting on June 8, 2017,

The purpose of this extra meeting was to finalize a draft budget for the annual general meeting, determine which special resolutions (*if any*) will be brought to the annual general meeting, and to decide if the Strata Council wished to continue working with Associa BC Inc. as their property management company.

**(2) DRAFT BUDGET – 2017/2018 FISCAL YEAR**

Mr. Adanac provided the Strata Council with a proposed draft budget for consideration to include in the notice of annual general meeting.

Mr. Adanac then led the Strata Council on detailed a line-by-line analysis of all revenue and expense items. Strata Council recommended some changes be made to certain categories. A new line item was added for winter snow removal.

At the conclusion of this review, it was evident that a nominal increase to monthly strata fees would be applicable for owners if the budget attains the necessary approval from owners at the upcoming annual general meeting.

### **(3) RESOLUTIONS FOR ANNUAL GENERAL MEETING**

Strata Council, in an effort to avoid an excessive increase to the monthly strata fees through the proposed draft budget, has elected to have two extra expense items added to the annual general meeting agenda – to be considered via separate special resolution votes.

The two resolutions are as follow:

#### **A. Special Resolution A - ¾ Vote for Fence Staining.**

This will be a \$30,000 expenditure for staining the wood on the new fences at the property. The staining will help preserve the lifespan of the wood and alleviate the effects of discolouring brought on by the weather. Funding will be via a 100 % withdrawal from the contingency reserve fund.

#### **B. Special Resolution B - ¾ Vote for Project Management Expenditure for Phase 2 Window Replacement.**

This will be a \$10,000 expenditure for retain the services of a qualified engineering firm to provide project management & consulting services to oversee and manage the second phase of the window replacement project (*i.e. for replacement of the sliding glass doors throughout the complex*).

Funding will be via special levy to owners based on unit entitlement

### **(4) REVIEW OF MANAGEMENT CONTRACT FOR ALDERVIEW**

As a follow-up to the Special General Meeting on June 8, 2017 where owners opted to reject a resolution to terminate the management services of Associa BC Inc., Adam Lord and Bruce Adanac were in attendance to review the status of Associa's work at Alderview since that meeting.

Mr. Adanac, one of Associa's Directors, has been personally overseeing strata management issues at Alderview. Strata council cited satisfaction with Mr. Adanac's work to date. Mr. Adanac has committed to continuing to work with the Strata Council and owners of Alderview.

#### **MOTION:**

It was moved and seconded to retain Associa BC Inc. as the property management company for Alderview NW2046. **CARRIED.**

All members of the Strata Council in attendance at this meeting had voted in favour of retaining Associa. Mr. Adanac & Mr. Lord both thanked the Strata Council for their support and pledged to continue to pro-actively work with the Alderview owners towards the betterment of the property.

### **(5) OTHER ITEMS**

#### **5.1 GUTTER CLEANING & MAINTENANCE**

Strata Council had previously approved a gutter cleaning proposal for the property with ServiceMaster Clean. Mr. Adanac had re-reviewed the proposal and suggested that Strata Council amend their approval of services with this company to include the upgraded option as it's only an extra \$300. This extra \$300 would add 6 services calls over the coming 12 months to address any future gutter issues.

Strata Council agreed with the suggestion. Mr. Adanac will make the arrangements with ServiceMaster Clean.

## **5.2 SNOW REMOVAL**

Mr. Adanac updated Strata Council on the status of winter 2017/2018 snow removal noting quotations are expected shortly. Recognizing that this is time sensitive, Mr. Adanac will seek Strata Council approval for a contract via email to ensure snow removal and de-icing is in place in advance of the first snowfall.

## **5.3 SMOKING REMINDER**

All residents are asked to be mindful of their neighbours and try to avoid smoking on common property areas where 2<sup>nd</sup> hand smoke may cause a disturbance.

## **5.4 WINDOW REPLACEMENTS**

Associa is continuing to liaise with RenoPro (*the contractor retain for the Phase 1 window replacement project*). Mr. Adanac will continue to update the strata council on progress.

## **(6) TERMINATION OF MEETING**

There being no further business, the meeting was terminated at 8:20pm.

The next meeting will be the Annual General Meeting on Wednesday, November 8, 2017.

Please keep these minutes with your strata lot records, as you will need to provide them to your realtor when you sell your strata lot. There will be a charge for copies.

**STRATA COUNCIL MEETING MINUTES****WEDNESDAY, JANUARY 10, 2018****ALDERVIEW – STRATA PLAN NW 2046****LOCATION & TIME:**

7:00pm  
Unit 219  
27411 - 28th Avenue  
Aldergrove, BC

**STRATA COUNCIL**

2017/2018

**PRESIDENT**

Ryan Hale

**VICE PRESIDENT**

Paresh Ramji

**TREASURER**

April Yu

**SECRETARY**

Joanna Biddlecombe

**AT LARGE MEMBERS**

Martin Neilson  
Heather Hannaford  
Melina Barnes

**COMMUNITY MANAGER /  
STRATA MANAGER**

Bruce Adanac

**CLIENT  
SERVICE CENTRE**

604-591-6060  
[abc.service@associa.ca](mailto:abc.service@associa.ca)

**MAILING ADDRESS**

Associa BC Inc.  
13468 77<sup>th</sup> Avenue  
Surrey, BC  
V3W 6Y3

**ATTENDANCE:**

Ryan Hale  
Heather Hannaford  
Martin Neilson  
Joanna Biddlecombe  
Paresh Ramji  
April Yu

Bruce Adanac (*Associa BC Inc.*)  
Eugene Ng (*Associa BC Inc.*)

**GUESTS:**

None

**REGRETS:**

Melina Barnes

**(1) COMMENCEMENT OF MEETING****1.1 CALL TO ORDER**

The Community Manager, Bruce Adanac, called the meeting to order at 7:00pm. Strata Council requested that Mr. Adanac serve as chairperson for this meeting. With six Strata Council members in attendance, a quorum was established and the meeting proceeded.

Mr. Adanac introduced Eugene Ng from Associa BC Inc. Mr. Ng was attending this meeting as an observer.

**(2) STRATA COUNCIL – APPOINTMENT OF EXECUTIVE POSITIONS**

As this was the first Strata Council meeting since the November 8, 2017 Annual General Meeting, the following executive positions were declared:

- President Ryan Hale
- Vice President Paresh Ramji
- Treasurer April Yu
- Secretary Joanna Biddlecombe
- At Large Martin Nielsen
- At Large Heather Hannaford
- At Large Melina Barnes

**(3) GUEST BUSINESS**

There were no guests in attendance at this meeting.

### **(3) APPROVAL OF PREVIOUS STRATA COUNCIL MEETING MINUTES**

The minutes of the two previous Strata Council meetings, held on Wednesday, September 20, 2017 and Wednesday, October 4, 2017, were presented for review. Member of Strata Council in attendance at those meetings confirmed that the minutes were accurate with no revisions required.

**MOTION:** It was moved and seconded to approve the minutes of the September 20, 2017 and October 4, 2017 Strata Council meetings as circulated. **CARRIED.**

**Note:**

*The three new members of the Strata Council abstained from voting on this agenda item as they were not in attendance nor were they members of the Strata Council on the dates those meetings were held.*

### **(4) FINANCIAL REPORTS**

#### **4.1 APPROVAL OF FINANCIAL STATEMENTS**

Month-end financial statement for August, September, October, and November 2017 were presented for review.

Strata Council agreed that all the financial statements were all in order with no revisions being required.

**MOTION:** It was then moved and seconded to approve the financial statements for the months ending August, September, October, and November 2017 as circulated.

**CARRIED.**

#### **4.2 ACCOUNTS RECEIVABLE**

The Community Manager provided an update of the strata arrears owing by owners.

As at date of this meeting, \$6,853 in owners outstanding receivables was reported. Of significance is that many of the owners have not yet paid their special levy for the project management expenditure – approved at the November 8, 2017 annual general meeting (AGM). As a reminder, it had been agreed at the AGM that a grace period would be permitted with owners having until January 31, 2018 to remit payment for their special levies. Owners who fail to remit payment by that date will be subject to recurring fines of \$200 per month.

Those owners wishing to make payment via the pre-authorized payment service offered through Associa must contact the Associa offices to make separate arrangements for this.

With respect to strata fee payments, all owners are reminded of the following. Any owners in arrears for strata fees, special levy payments, or invoices assessed back to their strata lot account, is mailed a statement of account from Associa BC Inc. If an owner is in arrears for ninety days, liens will be applied to that owner's strata lot. If balances remain outstanding, the Strata Council is empowered under the Strata Property Act to authorize commencement of forced sale proceedings if necessary.

Owners are responsible for reviewing all statement of account that is sent to them regarding their account. Owners in arrears are required to bring their account up to date. This includes payment of all late payment penalties charged to the account. Furthermore, owners are responsible for advising the property management company, Associa BC Inc., of any changes



to billing/ mailing address as well as changes to monthly payment arrangements for their strata fees.

#### **MONTHLY STRATA FEE PAYMENT OPTIONS FOR OWNERS**

- *Payment can be made by way of cheque made payable to “Strata Plan NW 2046” and mailed to the Associa BC Inc. offices.*
- *Another option is to contact Associa (tele: 604-591-6060; email: [abc.service@associa.ca](mailto:abc.service@associa.ca) ) to have arrangements for monies to be withdrawn automatically from your chequing account via the pre-authorized payment plan offered by Associa.*
- *Online banking is also available through those financial institutions that have Associa as a payee in their list of participating vendors.*

#### **4.3 WINDOW REPLACEMENT PROJECT - PHASE ONE INVOICING**

The Community Manager provided an update to the Strata Council noting that all invoices received, to date, from RenoPro (the company hired to complete Phase One of the window replacement project) have been paid, less the mandatory 10% construction hold back. A further update inclusive of all funds paid to RenoPro to date for works completed will be forwarded to the Strata Council shortly

#### **4.4 SNOW REMOVAL & DE-ICING**

The Community Manager provided verification (*inclusive of a copy of the signed contract*) that snow removal and de-icing services for the winter 2017/2018 season had been contracted to Fraser Valley Snow Removal. Service to the Alderview strata corporation is automatic in accordance with contracted snowfall accumulations and temperature levels.

Strata Council have been pleased with the services, to date, of Fraser Valley Snow Removal.

The Community Manager recommended that Strata Council monitor this company's performance throughout the winter to ensure satisfaction with services is maintained and to report and accuracy of services being provided in relation to billings.

#### **4.5 INSURANCE PREMIUM PAYMENT**

The Community Manager confirmed the annual insurance premium for the strata corporation had been paid. An error in processing resulted in a slight overpayment which has since been corrected. The insurance company has issued a reimbursement cheque to the strata corporation because of their error.

#### **4.6 INVOICE QUERIES**

The Community Manager discussed invoice queries raised by an owner inclusive of an added charge for adjustments made to the new exterior lighting after installation in summer 2017. As the return visit included equipment rental, it was agreed that the strata corporation and the trade would split the cost of the invoice.

### **(5) BUSINESS ARISING FROM PREVIOUS MEETING**

#### **5.1 DEPRECIATION REPORT**

The Community Manager re-confirmed, with the Strata Council, accuracy of finalized version of the Depreciation Report as prepared by Canadian Strata Fund Track Solutions. This report has now been uploaded to the strata corporation's webpage.

As per governing legislation for depreciation reports in British Columbia, the 3-year cycle for next having this report updated will come due in May 2019.

## **5.2 WINDOW REPLACEMENT PROJECT - PHASE TWO**

At the recent Annual General Meeting (*held on November 8, 2017*) owners approved a  $\frac{3}{4}$  vote special resolution for a \$10,000 project management expenditure for the 2<sup>nd</sup> phase of window replacement at Alderview. This \$10,000 will go towards engage a professional engineering firm to undertake the following:

1. Prepare project specifications for contractors to quote on for Phase 2 window replacement.
2. Conduct a tender call amongst qualified contractors to attend to the property on a specified day to prepare bids for this work.
3. Review bids, with strata council, and make recommendation for which firm to work with.
4. Provide project manage services to oversee works carried out by the selected contractor with the engineer signing off on completion of work (*Note: project management services are generally a percentage of the actual gross project cost.*)
5. Giving direction to the strata council - via the property management firm - on release of progress payments throughout the project.

For this meeting, the Community Manager provided competing quotations to the Strata Council for review. After careful consideration, it was agreed to approve the quotation from WSP Canada Inc. WSP are a global engineering firm. Their Vancouver branch has a division that specializes in building & strata related projects.

The Community Manager will notify WSP immediately so that they can commence work at the property.

## **5.3 FENCE STAINING & DEFICIENCY WORK**

At the recent Annual General Meeting (*held on November 8, 2017*) owners approved a  $\frac{3}{4}$  vote special resolution for a \$30,000 project expenditure for staining the fences. This will be scheduled for later in the year when the weather is more conducive to completing this type of work. Additional competitive quotes will be obtained. Contractors will also be asked to quote on addressing any deficiencies with the fence.

## **5.4 ANNUAL FIRE HYDRANT SERVICING**

The Community Manager confirmed that fire hydrant servicing (*which is required annually*) was completed in early September 2017 by Fraser Valley Fire.

## **5.5 UNAUTHORIZED CARPORT STORAGE**

As reported in previous meeting minutes, there were several owners who are in breach of the strata corporation's bylaws due to their use of their carports for storage purposes.

The bylaws of Alderview NW2046 only allow for the storage of the following items in carports:

- Motor Vehicles.
- Children's toys.
- Recycling bins.
- Gardening tools.

Correspondence had previously been directed to those homeowners in violation of this bylaw with requirements that they remedy the infractions; otherwise, fines may be levied against strata lots. Since that correspondence was sent out, there is a noted improvement in the condition/cleanliness of the carports in the complex.

Attention was drawn to one carport where exercise equipment and other miscellaneous articles remain. Direction was given to address final correspondence to that strata lot owner to remove the articles from their carport. Otherwise, \$200 fines which will recur every seven days will be applied to the strata lot until such time that the bylaw infraction is remedied.

## **5.6 GUTTER CLEANING & DRYER VENT CLEANING**

ServiceMaster Clean had previously been contracted by the strata council to perform gutter cleaning and dryer vent cleaning. This work was completed on October 10, 2017.

The contract in place calls for an added six gutter cleaning service calls to take place over the next twelve months. As there was mention of some gutters requiring additional work, the Community Manager will plan for follow-up servicing.

## **(6) CORRESPONDENCE**

Correspondence was reviewed by Strata Council on the following items:

- Prior approval granted to an owner for interior renovations. The owner has been provided with an assumption of liability document that they must sign.
- An owner has requested permission to make alterations to their backyard area. Strata Council reviewed the plans and has agreed to approve the request.
- A resident raised concerns about their windows. The matter has been responded to with no action required.
- A reply to an owner to notification of a bylaw fine for vehicle parking violations. The Strata Council will not be reversing any previous decisions/fines due to the owner's ongoing non-compliance with the strata corporation bylaws.

Owners are requested to put any questions or concerns in writing and send them to the Strata Council via the Strata Manager so Council can address them at the next Council Meeting. The Strata Manager will respond, at the direction of the Strata Council, to all items of correspondence.

## **(7) NEW BUSINESS**

### **7.1 GARBAGE & RECYCLING CONTRACT**

The provider of garbage and recycling to the property, Waste Management Corporation, provided an updated contract for Alderview. Strata Council vetted the contract and agreed it was in order with a slight reduction in monthly servicing costs. Therefore, Strata Council approved the contract.

### **7.2 EXTERIOR CLEANLINESS**

Strata Council members referenced certain town homes that have miscellaneous items in place that need to be removed. The Community Manager will follow up with those homeowners.

### **7.3 CHRISTMAS LIGHTS & DECORATION**

The Strata Council hope that all residents had an enjoyable holiday season. Now that Christmas and New Years have passed, all owners and residents are reminded that they must take down any exterior Christmas lights and decorations no later than January 31, 2018.

### **7.4 STRATA LOT RENOVATIONS**

The Strata Council would like to remind owners that all renovations, both interior and exterior, require prior approval of the Strata Council before work can proceed. Inclusive in renovation

approvals is the requirement that owners must first sign & return to the property management company an assumption of liability form.

Owners seeking permission for renovations are required to submit a written request detailing alternation plans to Associa BC Inc to the attention of the Community Manager, Bruce Adanac. Mr. Adanac will forward all requests to the Strata Council for their review and consideration.

## **(8)     TERMINATION OF MEETING**

There being no further business, the meeting was terminated at 9:00pm.

Upcoming Meetings:

- March 7, 2018
- May 2, 2018
- June 13, 2018
- July 11, 2018
- September 5, 2018 (Budget Meeting)
- October 10, 2018
- November 7, 2018 (Annual General Meeting)

Please keep these minutes with your strata lot records, as you will need to provide them to your realtor when you sell your strata lot. There will be a charge for copies.

## ASSUMPTION OF LIABILITY

February 5, 2013

**Between:**

**Mr. & Mrs. S. Scott**  
#203- 27411 – 28<sup>th</sup> Avenue  
Aldergrove, BC, V4W 3V1

**AND:**

**Alderview - Strata Plan NW 2046**  
**(Hereinafter called "The Corporation")**

**RE: UNIT 203**

**Phone Number:**  
**(Hereinafter called "Owner(s)")**

WHEREAS "The Owner(s)" of the above-noted strata lot has requested permission from Strata Plan NW 2046 to construct, install or place within or annexed to the above noted Strata Lot or the common property of **Alderview**

**To install a free standing wooden deck on limited or common property as per the letter of approval dated February 5, 2013 and the original request. ("THE INSTALLATION")**

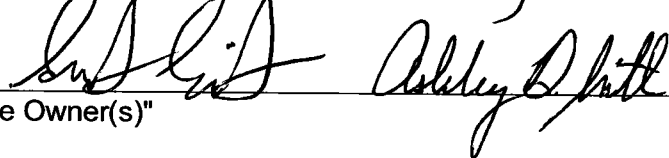
AND WHEREAS the Strata Council has agreed to grant permission to the Owner(s) to effect the installation subject to the Owner(s) agreeing to comply with the requirements and to provide the undertaking, the Owner(s) releases and indemnities as hereinafter provided.

IN CONSIDERATION of the premises and the granting of permission as noted above, as the Owner(s) of the above Strata Lot, I/we covenant and agree with the Strata Corporation as follows:

1. To comply with the requirements of any and all relevant Municipal Bylaws or building codes in effecting "the installation" (both present and future) and to provide a copy of any building permit to the managing agent.
2. To comply with any rules or regulations adopted by the Strata Corporation with respect to "the installation".
3. To ensure that all contractors hired carry adequate insurance coverage.
4. To hire competent tradesmen or to do all work of equal quality. Any work, which may devalue **Alderview, Strata Plan NW 2046**, must be re-done or restored to the original condition.
5. To require that those performing such services first make appropriate enquiries of the maintenance staff or other designated representative of the Strata Corporation and, if required, of the architect, engineer or construction manager of the firm that constructed the building within which "the installation" is to be made, as to considerations to be followed in protecting the building and its utility systems from damage through the performance of such work to effect "the installation". "The Owner(s)" agrees that the architectural plans approved by the Strata Corporation may be the only ones used and that specifications contained therein will be strictly adhered to.
6. "The Owner(s)" agrees that any and all construction debris will be removed from the site and any common areas travelled on will be left in a clean condition.

7. To indemnify and save harmless forthwith upon demand the Strata Corporation and other Owners of property within the Strata Development from any and all costs, damage, loss or liability which may occur to such parties by reason of the carrying out of work related to "the installation". Without restricting the generality of the foregoing in the case of an installation requiring a shutdown of all or a portion of the water distribution services within the building, it is recognized that damages may occur as a result of the shutdown and reactivation of such system and that "The Owner(s)" specifically agrees that this agreement shall apply to any such damages.
8. The Strata Corporation and the Owners agree that any maintenance or cost in connection with "the installation" is hereby binding on "The Owner(s)", their successors and assigns.
9. If "the installation" is not done in a professional manner, the Owner(s) must have professional repairs made or must restore the area to its original condition.
10. The Owner(s) acknowledges "the installation" does not affect the unit entitlement and interest of destruction for the strata lot as registered in the Land Title Office under Strata Plan **NW 2046**.

Dated this 16<sup>th</sup> day of February, 2013

  
 "The Owner(s)"

\_\_\_\_\_  
 "The Corporation"

Authorized Signature for the Owners of Strata Plan NW 2046



Entered into Voyager (AA) ☐

# Depreciation Report

Prepared By  
Canadian Strata Fund Track Solutions

For: The Owners, Alderview, NW 2046



## Key Dates:

Reflects Strata supplied financial information for fiscal: 2016-11-01

Most recent inspection: 2016-05-04

Re-inspection and physical update required per SPA by: 2019-05-04

This copy was printed for you on 2017-10-18

# Table of Contents

Section	Page Number
<b>Introduction</b>	4
<b>Contingency Reserve Fund Report</b>	
<b>Building Envelope</b>	
Cladding, Vinyl	6
Doors, Exterior	6
Doors, Patio	7
Eaves Troughs and Rain leaders	7
Penetrations	8
Roof, Flat	8
Roof, Sloped	9
Trim and Facsia	9
Walls	9
Windows	10
<b>Electrical</b>	
Distribution, meters	11
Distribution, transformers	11
<b>Finishes, Furniture &amp; Equipment</b>	
Mail boxes	12
<b>Fire Safety</b>	
Fire Alarm	13
Fire Hydrants	13
<b>HVAC</b>	
Exhaust	14
<b>Plumbing</b>	
Heaters (domestic HW)	15
Supply (hot & cold)	15
<b>Security &amp; Ancillary</b>	
Cable	16
<b>Site</b>	
Curbing	17



Section	Page Number
Fencing	17
Garbage Area	18
Landscape	18
Retaining, wood	18
Roadways	19
<b>Structure</b>	
Balconies	20
Carport	20
Foundation	21
Patios, Concrete	21
Patios, wood	21
<b>Annual Operations Budget Report</b>	22
<b>Expenditures Report</b>	23
<b>Funding Scenarios</b>	
Funding by Special Assessment Only	29
Funding without Special Assessment	30
Custom: 3.5% CRF increase annually	31
<b>Depreciation Report for Alderview, NW 2046</b>	32
<b>Insurance</b>	33
<b>Report Definitions</b>	34
Owners	34
Strata Manager	34
CRF Report	34
Annual Operations Budget Report	34
Expenditures Report	34
Funding Scenarios	34

# SFTS DEPRECIATION REPORT

## Strata Objective in Commissioning Report

SFTS Depreciation Report was commissioned by the Owners in order to assist Council and Owners in complying with applicable legislation with respect to common property and in meeting their own long-term objectives of ongoing first class common property:

- maintenance
- performance
- appearance
- cost-effective operation
- and prudent fiscal management of Strata affairs.

## Scope and Service Delivery

SFTS Depreciation Reports identify, describe and quantify Strata buildings' major systems and their components. A projection of the remaining life span of these systems and their components is also provided, together with ongoing life cycle analysis to project future repair or replacement time frames over a 30-year period.

Cost estimates for current dollar renewal of these systems and their components are combined with inflation projections to estimate Strata's year-by-year reserve fund requirements over the same 30-year period.

Three different funding scenarios are offered to assist Strata in determining how it wishes to prepare for the financial events that will result as it sets its budgets for both day to day (annual) operations and longer term renewals of significant building systems and components based upon its history and the result of SFTS building inspections, thermal scans, received resident input, services contractor surveys and document reviews. Council also sets the minimum amount to be retained within the CRF.

Because there is an infinite number of funding scenario variables available, offered scenarios are reviewed with Council to determine whether any of them is suitable for the Strata's unique situation. If Strata directs, adjustments may be made as needed.

## Above and Beyond

SFTS Depreciation Reports exceed legislative requirements in a numerous ways, including:

- extrapolated provision of budget details for Strata operations for the reserve period (in addition to requisite renewal data), thereby providing greater flexibility and clarity to Strata as it works through long term funding model decisions.
- reports, documents and related files are maintained on a cloud based software program, providing 24/7 access to authorized Strata members.
- Real time ability to adjust to changing circumstances and market or building events without additional cost.

Additional benefits of these reports include the opportunity to maximize the effective service life of major systems and components through maintenance adjustments, thereby reducing operating and renewal costs, improving comfort and value.

## Legislative Impact

Legislation surrounding Depreciation Reports creates disclosure of what each Strata is doing or not doing in

terms of its common property maintenance and renewal planning & implementation and how each Strata is planning to fund the costs associated with that maintenance and renewal. Disclosure occurs when Depreciation Reports are attached to the "Form B" required to be provided to Purchasers by Sellers.

## Staying Current

SFTS real time database service allows no-cost adjustment to plans.

This is particularly useful as market impacts in the financial and construction industries, weather or disaster events, sudden failures, or new regulatory or technological developments change expected lifespan estimates, timing, or future outlooks with respect to maintenance or renewal activities.

Construction inflation or deflation varies from overall economic inflation depending largely on market demand as well as fluctuating costs of raw and processed materials, making published resources ineffective at predicting costs.

Every effort is made to reflect reasonable pricing for renewal projects, but the environment creates a moving target, therefore budgets should be seen as rough estimates only.

Upcoming renewal projects should be tendered as early as possible to allow the maximum available lead time for financial adjustments should market pricing at actual event dates be higher than estimates.

Inspections happen at a point in time, effectively delivering a snap shot of conditions as they exist when observed. The Depreciation Report is a projection based upon available information at the time it is assembled, and does not in any way constitute a warranty or guarantee of performance.

SFTS unique 36 month contract and proprietary data base allows for cost adjustment as outside factors impact Strata plans and budgets, as well as updating as conventional annual budgets are tabled. This ensures a living 30-year document and offers a higher probability of long-term budgeting success.

# Contingency Reserve Fund Report

## Building Envelope

### Cladding, Vinyl

Type	Information	Replacement	
		Life Span (Years)	Last Replaced
Vinyl Siding		80	July 1, 1992

#### Description:

Exterior cladding is vinyl over cedar siding.

#### Notes:

**Note**

Items noted in the 2016 Preliminary Discussion paper will addressed during the 2016/2017 fiscal year.

### Doors, Exterior

Type	Information	Replacement	
		Life Span (Years)	Last Replaced
Metal Fire rated, residential access		60	July 1, 1981

#### Description:

Unit entry, balcony and Electrical room doors are fire rated metal over wood, with wooden frames.

#### Notes:

**Note**

Some units have interior laminated wood doors leading onto there balconies. It is recommended that these be replaced.

**Note**

Items noted in the 2016 Preliminary Discussion paper will addressed during the 2016/2017 fiscal year.

Door sweep and weather stripping are the home owners responsibility. Strata will discuss implementing a sweep and weather stripping replacement program.

Storm doors are the home owners responsibility.

## Doors, Patio

Information		Replacement	
<b>Type</b>	Sliding	<b>Life Span (Years)</b>	50
		<b>Last Replaced</b>	July 1, 1981

### Description:

Aluminum frames containing glass sealed units.

### Notes:

**Note**

Patio door replacement will be included in the 3 year window replacement project, starting in 2016.

## Eaves Troughs and Rain leaders

Information		Replacement	
		<b>Life Span (Years)</b>	50
		<b>Last Replaced</b>	July 1, 1981

### Description:

Eaves troughs and rain leaders are painted aluminum.

### Notes:

**Note**

Items noted in the 2016 Preliminary Discussion paper will addressed during the 2016/2017 fiscal year.

## Penetrations

### Information

**Life Span (Years)** 30  
**Last Replaced** July 1, 1981

### Replacement

#### Description:

Building envelope penetrations occur at the roof and walls.

At the roof, these consist of plumbing and exhaust air vents of various types, attic vents, chimneys. These types of roof penetrations are sealed with standard roof jacks which would be replaced along with a roof replacement. Other penetrations are sealed with urethane caulking which requires periodic inspection and maintenance with replacement when necessary. Longevity of individual caulking applications is 8-10 years.

At the walls, penetrations include dryer vents, windows, doors, mounting points for balconies, railings, mansard roofs, cables, water supply pipes, electrical outlets.

Wall penetrations are sealed with either purpose made flashings and membrane systems or urethane caulking. These all require periodic inspection and maintenance including replacement when necessary. Normal service life of caulking is 8-10 years.

Renewal detailing related to each penetration rests with the System and Component related to it.

## Roof, Flat

### Information

**Life Span (Years)** 20  
**Last Replaced** July 11, 2011

### Replacement

#### Description:

Some carports have flat roofs on them. Flat roofs are torch on membrane.

#### Notes:

##### Note

Replacement cost of the flat roofs is included in the costs of the sloped roofs as they were done at the same time.

## Roof, Sloped

Information		Replacement	
<b>Type</b>	Laminated Fibreglass	<b>Cost</b>	\$250,000.00
		<b>Life Span (Years)</b>	30
		<b>Last Replaced</b>	July 11, 2011

### Description:

Roofing is laminated fiberglass shingles on sloped roofs with metal flashings. Ridge caps are fiberglass laminated shingle material.

## Trim and Facsia

Information		Replacement	
<b>Type</b>	Wood	<b>Life Span (Years)</b>	40
		<b>Last Replaced</b>	July 1, 1981

### Description:

Fascia and other trim boards are painted wood.

## Walls

Information		Replacement	
<b>Type</b>	Conventional Wood Frame	<b>Life Span (Years)</b>	125
		<b>Last Replaced</b>	July 1, 1981

### Description:

Walls are conventional wood frame with sheathing and building paper at the exterior. Fiberglass insulation provides thermal protection. Interior includes vapor barrier and drywall finish. Interior walls are wood framed with double walls with insulation between units (Party Walls). With proper maintenance attention and repairs as required renewal during the life of the building (Industry Standard estimate, 125 years) should not be required.

### Notes:

**Note**

Items noted in the 2016 Preliminary Discussion paper will addressed during the 2016/2017 or 2017/2018 fiscal years.

## Windows

Information		Replacement	
<b>Type</b>	Aluminum Frame	<b>Life Span (Years)</b>	40
		<b>Last Replaced</b>	July 1, 1981

### Description:

Windows are aluminum frame, thermal pane sealed units.

### Service Schedule:

Description	Period	Start Date	Cost	Date of Cost
Windows budgeted to be replaces in 3 Phases. Phase 1 is the upper windows budgeted at \$125,000	1	January 24, 2017	\$125,000.00	January 24, 2017
Windows budgeted to be replaces in 3 Phases. Phase 2 is the upper windows budgeted at \$150,000	1	January 24, 2018	\$150,000.00	January 24, 2017
Windows budgeted to be replaces in 3 Phases. Phase 3 is the upper windows budgeted at \$80,000	1	January 24, 2019	\$80,000.00	January 24, 2017

### Notes:

**Note**

A 3 year project to replace all windows and patio doors to commence in 2016. Funds being taken from the CRF and voted on annually.



## Distribution, meters

		Information	Replacement
<b>Type</b>	Meters		<b>Life Span (Years)</b> 80
			<b>Last Replaced</b> July 1, 1981

### Description:

Hydro meters in the complex are owned by the utility. They measure individual unit consumption and have been converted to digital smart meters.

## Distribution, transformers

		Information	Replacement
<b>Type</b>	Transformers		<b>Life Span (Years)</b> 80
		<b>Size / Quantity</b> 3	<b>Last Replaced</b> July 1, 1981

### Description:

The site is serviced by 3 power transformers appropriate for the complex and connect to BC Hydro power utility source.

# Finishes, Furniture & Equipment

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## Mail boxes

Size / Quantity		Information	Replacement	
4			Life Span (Years)	50
			Last Replaced	August 15, 2016

### Description:

There are 4 central mail box stations. These are owned and serviced by Canada Post.

# Fire Safety

## Fire Alarm

### Information

Replacement	
<b>Life Span (Years)</b>	10
<b>Last Replaced</b>	July 1, 1981

### Description:

There is no central fire alarm system in the complex. Smoke/heat alarms are installed in each unit. Repair/replacement is the owners responsibility.

## Fire Hydrants

### Information

Replacement	
<b>Size / Quantity</b>	2
<b>Life Span (Years)</b>	80
<b>Last Replaced</b>	July 1, 1981

### Description:

The site is service with 2 fire hydrants.

Exhaust

Information		Replacement
Life Span (Years)	20	
Last Replaced	July 1, 1981	

Description:

Exhaust fans for bathrooms and kitchen venting are installed and vented to the exterior by galvanized piping. The maintenance of these fans is the Owners responsibility.

# Plumbing

## Heaters (domestic HW)

### Information

**Life Span (Years)** 10  
**Last Replaced** July 1, 1981

### Replacement

#### Description:

Water heaters are installed in each housing unit and are the responsibility of each owner

## Supply (hot & cold)

### Information

**Life Span (Years)** 80  
**Last Replaced** July 1, 1981

### Replacement

#### Description:

Water is supplied by the municipal water system and supplied to each unit by buried piping. Each unit is plumbed separately.

## Cable

Information	Replacement
<b>Life Span (Years)</b>	60
<b>Last Replaced</b>	July 1, 1981

Description:

Cable system is installed and serviced by Shaw and Telus. The cost of cable service is the responsibility of each owner.

## Curbing

### Information

Replacement	
<b>Life Span (Years)</b>	45
<b>Last Replaced</b>	July 1, 1981

### Description:

There is concrete curbing around the entirety of the roadways.

### Notes:

#### Note

Damaged concrete curbing to be removed. Strata planning on removal of all curbing and contemplating replacement alternatives.

## Fencing

### Information

Replacement	
<b>Cost</b>	\$103,750.00
<b>Life Span (Years)</b>	20
<b>Last Replaced</b>	September 26, 2016

### Description:

Onsite fencing is vertical slat fencing. Each yard is surrounded by fencing. Majority of fences are approx 6 ft tall, some units have shorter perimeter fencing. There are fencing sections around the garbage areas.

## Garbage Area

### Information

**Life Span (Years)** 80  
**Last Replaced** July 1, 1981

### Replacement

#### Description:

There are 2 garbage areas located on site, with dumpsters and recycling areas.

## Landscape

### Information

**Life Span (Years)** 50  
**Last Replaced** July 1, 1981

### Replacement

#### Description:

Site landscape is mature trees, shrubs and lawn.

## Retaining, wood

### Information

**Life Span (Years)** 20  
**Last Replaced** July 1, 2010

### Replacement

#### Description:

The site contains multiple locations with treated wood retaining.



# Roadways

## Information

**Life Span (Years)** 45  
**Last Replaced** July 1, 1981

## Replacement

### Description:

Site roadways are asphalt paving complete with asphalt speed bumps.

### Service Schedule:

Description	Period	Start Date	Cost	Date of Cost
Repairs to damaged asphalt on driveway	1	January 24, 2017	\$50,000.00	January 24, 2017

# Structure

## Balconies

### Information

Replacement	
<b>Life Span (Years)</b>	25
<b>Last Replaced</b>	July 1, 1981

### Description:

Some units have second floor balconies with vinyl membrane over plywood sheathing on floor joists.

### Notes:

#### Note

Unit balcony membrane and sheathing will be repaired/replaced (and re-sloped where required) when potential problems arise.

Items noted in the 2016 Preliminary Discussion paper will addressed during the 2016/2017 fiscal year.

## Carport

### Information

Replacement	
<b>Life Span (Years)</b>	40
<b>Last Replaced</b>	July 1, 2015

### Description:

Majority of carports have insulated sloped roofs, the remaining have open joists with a flat roof or balcony. All carports are supported by 6x6 wood pillars at the front and are attached to the main structure at the back.

Service years refers to the support pillars.

### Notes:

## Note

Cracks in carport concrete pads are an aesthetic issue and will be addressed when it becomes a safety or integrity issue.

Majority of the carport posts have been replaced with 6x6 pressure treated posts. 19 posts being replaced during 2016/2017 fiscal year to have all posts at same like, kind and quality.

## Foundation

### Information

**Life Span (Years)** 125  
**Last Replaced** July 1, 1981

### Replacement

### Description:

The lower portion of a structure, usually concrete or masonry, including the footings, that transfers the weight of the structure to the ground.

Realistically this area will only represent a maintenance item over time.

## Patios, Concrete

### Information

**Life Span (Years)** 125  
**Last Replaced** July 1, 1981

### Replacement

### Description:

Units have a poured in place concrete patio.

## Patios, wood

### Information

**Life Span (Years)** 20  
**Last Replaced** July 1, 1981

### Replacement

### Description:

Some units have floating treated wood decking on wood joists. These are the Owners responsibility.

# Annual Operations Budget Report

Item	Service Cost
Additional Services	\$400.00
Bank Charges	\$280.00
Corporate Tax Return	\$370.00
Dryer Vent Clean/Maintenance	\$750.00
Electricity	\$1,000.00
Fire Hydrant	\$200.00
Garbage Collection	\$15,680.00
Gutter Cleaning	\$2,400.00
Insurance Appraisal	\$800.00
Insurance Premium	\$22,000.00
Landscaping	\$25,200.00
Legal Fees	\$1,000.00
Management Fees	\$15,730.00
Pest Control	\$1,044.00
Postage/Copies/Office Expense	\$1,000.00
Repairs& Maintenance	\$30,000.00
Statutory Review of Trust Accounts	\$370.00
Window Cleaning	\$3,000.00
Workers Compensation	\$50.00
<b>Total</b>	<b>\$121,274.00</b>

# Expenditures Report

## Building Envelope

Component	Cost	Cost Date	Life	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025
Roof, Sloped	\$250,000.00	2011-07-11	30										
Windows	\$0.00	1981-07-01	40		\$125,000.00	\$151,200.00	\$81,285.12						

## Site

Component	Cost	Cost Date	Life	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025
Fencing	\$103,750.00	2016-09-26	20	\$103,750.00									
Roadways	\$0.00	1981-07-01	45		\$50,000.00								

## Operations

Description	2016/2017	2017/2018	2018/2019	2019/2020	2020/2021	2021/2022	2022/2023	2023/2024	2024/2025	2025/2026
Additional Services	\$400.00	\$403.20	\$406.43	\$409.68	\$412.95	\$416.26	\$419.59	\$422.94	\$426.33	\$429.74
Bank Charges	\$280.00	\$282.24	\$284.50	\$286.77	\$289.07	\$291.38	\$293.71	\$296.06	\$298.43	\$300.82
Corporate Tax Return	\$370.00	\$372.96	\$375.94	\$378.95	\$381.98	\$385.04	\$388.12	\$391.22	\$394.35	\$397.51
Dryer Vent Clean/Maintenance	\$750.00	\$756.00	\$762.05	\$768.14	\$774.29	\$780.48	\$786.73	\$793.02	\$799.37	\$805.76
Electricity	\$1,000.00	\$1,008.00	\$1,016.06	\$1,024.19	\$1,032.39	\$1,040.65	\$1,048.97	\$1,057.36	\$1,065.82	\$1,074.35
Fire Hydrant	\$200.00	\$201.60	\$203.21	\$204.84	\$206.48	\$208.13	\$209.79	\$211.47	\$213.16	\$214.87
Garbage Collection	\$15,680.00	\$15,805.44	\$15,931.88	\$16,059.34	\$16,187.81	\$16,317.32	\$16,447.85	\$16,579.44	\$16,712.07	\$16,845.77
Gutter Cleaning	\$2,400.00	\$2,419.20	\$2,438.55	\$2,458.06	\$2,477.73	\$2,497.55	\$2,517.53	\$2,537.67	\$2,557.97	\$2,578.43
Insurance Appraisal	\$800.00	\$806.40	\$812.85	\$819.35	\$825.91	\$832.52	\$839.18	\$845.89	\$852.66	\$859.48

Description	2016/2017	2017/2018	2018/2019	2019/2020	2020/2021	2021/2022	2022/2023	2023/2024	2024/2025	2025/2026
Insurance Premium	\$22,000.00	\$22,176.00	\$22,353.41	\$22,532.24	\$22,712.49	\$22,894.19	\$23,077.35	\$23,261.97	\$23,448.06	\$23,635.65
Landscaping	\$25,200.00	\$25,401.60	\$25,604.81	\$25,809.65	\$26,016.13	\$26,224.26	\$26,434.05	\$26,645.52	\$26,858.69	\$27,073.56
Legal Fees	\$1,000.00	\$1,008.00	\$1,016.06	\$1,024.19	\$1,032.39	\$1,040.65	\$1,048.97	\$1,057.36	\$1,065.82	\$1,074.35
Management Fees	\$15,730.00	\$15,855.84	\$15,982.69	\$16,110.55	\$16,239.43	\$16,369.35	\$16,500.30	\$16,632.31	\$16,765.36	\$16,899.49
Pest Control	\$1,044.00	\$1,052.35	\$1,060.77	\$1,069.26	\$1,077.81	\$1,086.43	\$1,095.12	\$1,103.89	\$1,112.72	\$1,121.62
Postage/Copies/Of fice Expense	\$1,000.00	\$1,008.00	\$1,016.06	\$1,024.19	\$1,032.39	\$1,040.65	\$1,048.97	\$1,057.36	\$1,065.82	\$1,074.35
Repairs& Maintenance	\$30,000.00	\$30,240.00	\$30,481.92	\$30,725.78	\$30,971.58	\$31,219.35	\$31,469.11	\$31,720.86	\$31,974.63	\$32,230.43
Statutory Review of Trust Accounts	\$370.00	\$372.96	\$375.94	\$378.95	\$381.98	\$385.04	\$388.12	\$391.22	\$394.35	\$397.51
Window Cleaning	\$3,000.00	\$3,024.00	\$3,048.19	\$3,072.58	\$3,097.16	\$3,121.94	\$3,146.91	\$3,172.09	\$3,197.46	\$3,223.04
Workers Compensation	\$50.00	\$50.40	\$50.80	\$51.21	\$51.62	\$52.03	\$52.45	\$52.87	\$53.29	\$53.72

## Totals

	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025
Annual Budget Totals	\$121,274.00	\$122,244.19	\$123,222.15	\$124,207.92	\$125,201.59	\$126,203.20	\$127,212.82	\$128,230.53	\$129,256.37	\$130,290.42
CRF Expenses Totals	\$103,750.00	\$175,000.00	\$151,200.00	\$81,285.12	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Grand Totals	\$225,024.00	\$297,244.19	\$274,422.15	\$205,493.04	\$125,201.59	\$126,203.20	\$127,212.82	\$128,230.53	\$129,256.37	\$130,290.42

## Building Envelope

Component	Cost	Cost Date	Life	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035
Roof, Sloped	\$250,000.00	2011-07-11	30										
Windows	\$0.00	1981-07-01	40										

## Site

Component	Cost	Cost Date	Life	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035
Fencing	\$103,750.00	2016-09-26	20										
Roadways	\$0.00	1981-07-01	45										

## Operations

Description	2026/2027	2027/2028	2028/2029	2029/2030	2030/2031	2031/2032	2032/2033	2033/2034	2034/2035	2035/2036
Additional Services	\$433.18	\$436.64	\$440.14	\$443.66	\$447.21	\$450.78	\$454.39	\$458.02	\$461.69	\$465.38
Bank Charges	\$303.22	\$305.65	\$308.09	\$310.56	\$313.04	\$315.55	\$318.07	\$320.62	\$323.18	\$325.77
Corporate Tax Return	\$400.69	\$403.89	\$407.13	\$410.38	\$413.67	\$416.97	\$420.31	\$423.67	\$427.06	\$430.48
Dryer Vent Clean/Maintenance	\$812.21	\$818.70	\$825.25	\$831.86	\$838.51	\$845.22	\$851.98	\$858.80	\$865.67	\$872.59
Electricity	\$1,082.94	\$1,091.61	\$1,100.34	\$1,109.14	\$1,118.01	\$1,126.96	\$1,135.97	\$1,145.06	\$1,154.22	\$1,163.46
Fire Hydrant	\$216.59	\$218.32	\$220.07	\$221.83	\$223.60	\$225.39	\$227.19	\$229.01	\$230.84	\$232.69
Garbage Collection	\$16,980.54	\$17,116.38	\$17,253.31	\$17,391.34	\$17,530.47	\$17,670.71	\$17,812.08	\$17,954.57	\$18,098.21	\$18,243.00
Gutter Cleaning	\$2,599.06	\$2,619.85	\$2,640.81	\$2,661.94	\$2,683.23	\$2,704.70	\$2,726.34	\$2,748.15	\$2,770.13	\$2,792.30
Insurance Appraisal	\$866.35	\$873.28	\$880.27	\$887.31	\$894.41	\$901.57	\$908.78	\$916.05	\$923.38	\$930.77
Insurance Premium	\$23,824.73	\$24,015.33	\$24,207.45	\$24,401.11	\$24,596.32	\$24,793.09	\$24,991.44	\$25,191.37	\$25,392.90	\$25,596.04
Landscaping	\$27,290.15	\$27,508.47	\$27,728.54	\$27,950.36	\$28,173.97	\$28,399.36	\$28,626.55	\$28,855.57	\$29,086.41	\$29,319.10

Description	2026/2027	2027/2028	2028/2029	2029/2030	2030/2031	2031/2032	2032/2033	2033/2034	2034/2035	2035/2036
Legal Fees	\$1,082.94	\$1,091.61	\$1,100.34	\$1,109.14	\$1,118.01	\$1,126.96	\$1,135.97	\$1,145.06	\$1,154.22	\$1,163.46
Management Fees	\$17,034.68	\$17,170.96	\$17,308.33	\$17,446.79	\$17,586.37	\$17,727.06	\$17,868.88	\$18,011.83	\$18,155.92	\$18,301.17
Pest Control	\$1,130.59	\$1,139.64	\$1,148.75	\$1,157.94	\$1,167.21	\$1,176.54	\$1,185.96	\$1,195.44	\$1,205.01	\$1,214.65
Postage/Copies/Of fice Expense	\$1,082.94	\$1,091.61	\$1,100.34	\$1,109.14	\$1,118.01	\$1,126.96	\$1,135.97	\$1,145.06	\$1,154.22	\$1,163.46
Repairs& Maintenance	\$32,488.27	\$32,748.18	\$33,010.16	\$33,274.24	\$33,540.44	\$33,808.76	\$34,079.23	\$34,351.86	\$34,626.68	\$34,903.69
Statutory Review of Trust Accounts	\$400.69	\$403.89	\$407.13	\$410.38	\$413.67	\$416.97	\$420.31	\$423.67	\$427.06	\$430.48
Window Cleaning	\$3,248.83	\$3,274.82	\$3,301.02	\$3,327.42	\$3,354.04	\$3,380.88	\$3,407.92	\$3,435.19	\$3,462.67	\$3,490.37
Workers Compensation	\$54.15	\$54.58	\$55.02	\$55.46	\$55.90	\$56.35	\$56.80	\$57.25	\$57.71	\$58.17

## Totals

	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035
Annual Budget Totals	\$131,332.75	\$132,383.41	\$133,442.47	\$134,510.01	\$135,586.09	\$136,670.78	\$137,764.15	\$138,866.26	\$139,977.19	\$141,097.01
CRF Expenses Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Grand Totals	\$131,332.75	\$132,383.41	\$133,442.47	\$134,510.01	\$135,586.09	\$136,670.78	\$137,764.15	\$138,866.26	\$139,977.19	\$141,097.01



## Building Envelope

Component	Cost	Cost Date	Life	2036	2037	2038	2039	2040	2041	2042	2043	2044	2045
Roof, Sloped	\$250,000.00	2011-07-11	30						\$314,989.04				
Windows	\$0.00	1981-07-01	40										

## Site

Component	Cost	Cost Date	Life	2036	2037	2038	2039	2040	2041	2042	2043	2044	2045
Fencing	\$103,750.00	2016-09-26	20	\$120,708.60									
Roadways	\$0.00	1981-07-01	45										

## Operations

Description	2036/2037	2037/2038	2038/2039	2039/2040	2040/2041	2041/2042	2042/2043	2043/2044	2044/2045	2045/2046
Additional Services	\$469.11	\$472.86	\$476.64	\$480.45	\$484.30	\$488.17	\$492.08	\$496.01	\$499.98	\$503.98
Bank Charges	\$328.37	\$331.00	\$333.65	\$336.32	\$339.01	\$341.72	\$344.45	\$347.21	\$349.99	\$352.79
Corporate Tax Return	\$433.92	\$437.39	\$440.89	\$444.42	\$447.98	\$451.56	\$455.17	\$458.81	\$462.48	\$466.18
Dryer Vent Clean/Maintenance	\$879.57	\$886.61	\$893.70	\$900.85	\$908.06	\$915.32	\$922.65	\$930.03	\$937.47	\$944.97
Electricity	\$1,172.76	\$1,182.15	\$1,191.60	\$1,201.14	\$1,210.75	\$1,220.43	\$1,230.19	\$1,240.04	\$1,249.96	\$1,259.96
Fire Hydrant	\$234.55	\$236.43	\$238.32	\$240.23	\$242.15	\$244.09	\$246.04	\$248.01	\$249.99	\$251.99
Garbage Collection	\$18,388.94	\$18,536.05	\$18,684.34	\$18,833.81	\$18,984.49	\$19,136.36	\$19,289.45	\$19,443.77	\$19,599.32	\$19,756.11
Gutter Cleaning	\$2,814.63	\$2,837.15	\$2,859.85	\$2,882.73	\$2,905.79	\$2,929.03	\$2,952.47	\$2,976.09	\$2,999.90	\$3,023.89
Insurance Appraisal	\$938.21	\$945.72	\$953.28	\$960.91	\$968.60	\$976.34	\$984.16	\$992.03	\$999.97	\$1,007.96
Insurance Premium	\$25,800.81	\$26,007.22	\$26,215.27	\$26,425.00	\$26,636.40	\$26,849.49	\$27,064.28	\$27,280.80	\$27,499.04	\$27,719.04
Landscaping	\$29,553.65	\$29,790.08	\$30,028.40	\$30,268.63	\$30,510.78	\$30,754.87	\$31,000.91	\$31,248.91	\$31,498.90	\$31,750.90

Description	2036/2037	2037/2038	2038/2039	2039/2040	2040/2041	2041/2042	2042/2043	2043/2044	2044/2045	2045/2046
Legal Fees	\$1,172.76	\$1,182.15	\$1,191.60	\$1,201.14	\$1,210.75	\$1,220.43	\$1,230.19	\$1,240.04	\$1,249.96	\$1,259.96
Management Fees	\$18,447.58	\$18,595.16	\$18,743.92	\$18,893.87	\$19,045.02	\$19,197.38	\$19,350.96	\$19,505.77	\$19,661.82	\$19,819.11
Pest Control	\$1,224.37	\$1,234.16	\$1,244.03	\$1,253.99	\$1,264.02	\$1,274.13	\$1,284.32	\$1,294.60	\$1,304.95	\$1,315.39
Postage/Copies/Of fice Expense	\$1,172.76	\$1,182.15	\$1,191.60	\$1,201.14	\$1,210.75	\$1,220.43	\$1,230.19	\$1,240.04	\$1,249.96	\$1,259.96
Repairs& Maintenance	\$35,182.92	\$35,464.38	\$35,748.10	\$36,034.08	\$36,322.36	\$36,612.94	\$36,905.84	\$37,201.09	\$37,498.69	\$37,798.68
Statutory Review of Trust Accounts	\$433.92	\$437.39	\$440.89	\$444.42	\$447.98	\$451.56	\$455.17	\$458.81	\$462.48	\$466.18
Window Cleaning	\$3,518.29	\$3,546.44	\$3,574.81	\$3,603.41	\$3,632.24	\$3,661.29	\$3,690.58	\$3,720.11	\$3,749.87	\$3,779.87
Workers Compensation	\$58.64	\$59.11	\$59.58	\$60.06	\$60.54	\$61.02	\$61.51	\$62.00	\$62.50	\$63.00

## Totals

	2036	2037	2038	2039	2040	2041	2042	2043	2044	2045
Annual Budget Totals	\$142,225.79	\$143,363.59	\$144,510.50	\$145,666.59	\$146,831.92	\$148,006.57	\$149,190.63	\$150,384.15	\$151,587.22	\$152,799.92
CRF Expenses Totals	\$120,708.60	\$0.00	\$0.00	\$0.00	\$0.00	\$314,989.04	\$0.00	\$0.00	\$0.00	\$0.00
Grand Totals	\$262,934.39	\$143,363.59	\$144,510.50	\$145,666.59	\$146,831.92	\$462,995.61	\$149,190.63	\$150,384.15	\$151,587.22	\$152,799.92

# Funding by Special Assessment Only

**Starting Minimum Reserve** \$100,000.00 **Inflation Rate** 0.8%

**Minimum Balance Annual Increase** 0.8% **Interest Rate** 0.8%

Year	Begin CRF Balance	CRF Contribution	Assessment	Renewal Cost	Interest Earned	% Incr. In Annual CRF Contrib	Incr. in Annual CRF Contribution	Ending Balance	Minimum CRF	CRF Average Annual Per Unit Incr	CRF Average Monthly Per Unit Incr
2016/17	\$273,392	\$80,000		\$103,750	\$2,489	2.5%	\$2,000	\$252,131	\$100,000	\$35	\$2.92
2017/18	\$252,131	\$82,000		\$175,000	\$2,326	2.5%	\$2,000	\$161,457	\$100,800	\$35	\$2.92
2018/19	\$161,457	\$84,050	\$7,300	\$151,200	\$1,605	2.5%	\$2,050	\$103,212	\$101,606	\$36	\$3.00
2019/20	\$103,212	\$86,151		\$81,285	\$1,145	2.5%	\$2,101	\$109,223	\$102,419	\$37	\$3.07
2020/21	\$109,223	\$88,305			\$1,202	2.5%	\$2,154	\$198,730	\$103,239	\$38	\$3.15
2021/22	\$198,730	\$90,513			\$1,928	2.5%	\$2,208	\$291,171	\$104,065	\$39	\$3.23
2022/23	\$291,171	\$92,775			\$2,679	2.5%	\$2,263	\$386,625	\$104,897	\$40	\$3.31
2023/24	\$386,625	\$95,095			\$3,454	2.5%	\$2,319	\$485,174	\$105,736	\$41	\$3.39
2024/25	\$485,174	\$97,472			\$4,254	2.5%	\$2,377	\$586,900	\$106,582	\$42	\$3.48
2025/26	\$586,900	\$99,909			\$5,080	2.5%	\$2,437	\$691,888	\$107,435	\$43	\$3.56
2026/27	\$691,888	\$102,407			\$5,932	2.5%	\$2,498	\$800,227	\$108,294	\$44	\$3.65
2027/28	\$800,227	\$104,967			\$6,811	2.5%	\$2,560	\$912,005	\$109,161	\$45	\$3.74
2028/29	\$912,005	\$107,591			\$7,718	2.5%	\$2,624	\$1,027,314	\$110,034	\$46	\$3.84
2029/30	\$1,027,314	\$110,281			\$8,654	2.5%	\$2,690	\$1,146,249	\$110,914	\$47	\$3.93
2030/31	\$1,146,249	\$113,038			\$9,619	2.5%	\$2,757	\$1,268,906	\$111,801	\$48	\$4.03
2031/32	\$1,268,906	\$115,864			\$10,614	2.5%	\$2,826	\$1,395,384	\$112,696	\$50	\$4.13
2032/33	\$1,395,384	\$118,760			\$11,641	2.5%	\$2,897	\$1,525,785	\$113,597	\$51	\$4.24
2033/34	\$1,525,785	\$121,729			\$12,698	2.5%	\$2,969	\$1,660,213	\$114,506	\$52	\$4.34
2034/35	\$1,660,213	\$124,773			\$13,789	2.5%	\$3,043	\$1,798,775	\$115,422	\$53	\$4.45
2035/36	\$1,798,775	\$127,892			\$14,913	2.5%	\$3,119	\$1,941,580	\$116,346	\$55	\$4.56
2036/37	\$1,941,580	\$131,089		\$120,709	\$16,071	2.5%	\$3,197	\$1,968,032	\$117,276	\$56	\$4.67
2037/38	\$1,968,032	\$134,367			\$16,296	2.5%	\$3,277	\$2,118,695	\$118,215	\$58	\$4.79
2038/39	\$2,118,695	\$137,726			\$17,518	2.5%	\$3,359	\$2,273,939	\$119,160	\$59	\$4.91
2039/40	\$2,273,939	\$141,169			\$18,777	2.5%	\$3,443	\$2,433,885	\$120,114	\$60	\$5.03
2040/41	\$2,433,885	\$144,698			\$20,074	2.5%	\$3,529	\$2,598,657	\$121,075	\$62	\$5.16
2041/42	\$2,598,657	\$148,316		\$314,989	\$21,411	2.5%	\$3,617	\$2,453,394	\$122,043	\$63	\$5.29
2042/43	\$2,453,394	\$152,023			\$20,258	2.5%	\$3,708	\$2,625,676	\$123,019	\$65	\$5.42
2043/44	\$2,625,676	\$155,824			\$21,655	2.5%	\$3,801	\$2,803,155	\$124,004	\$67	\$5.56
2044/45	\$2,803,155	\$159,720			\$23,095	2.5%	\$3,896	\$2,985,969	\$124,996	\$68	\$5.70
2045/46	\$2,985,969	\$163,713			\$24,577	2.5%	\$3,993	\$3,174,259	\$125,996	\$70	\$5.84

# Funding without Special Assessment

**Starting Minimum Reserve** \$100,000.00 **Inflation Rate** 0.8%

**Minimum Balance Annual Increase** 0.8% **Interest Rate** 0.8%

Year	Begin CRF Balance	CRF Contribution	Assessment	Renewal Cost	Interest Earned	% Incr. In Annual CRF Contrib	Incr. in Annual CRF Contribution	Ending Balance	Minimum CRF	CRF Average Annual Per Unit Incr	CRF Average Monthly Per Unit Incr
2016/17	\$273,392	\$29,199		\$103,750	\$2,302	2.5%	\$730	\$201,143	\$100,000	\$13	\$1.07
2017/18	\$201,143	\$29,929	\$44,727	\$175,000	\$1,725	2.5%	\$730	\$102,525	\$100,800	\$13	\$1.07
2018/19	\$102,525	\$30,677	\$119,604	\$151,200	\$936	2.5%	\$748	\$102,542	\$101,606	\$13	\$1.09
2019/20	\$102,542	\$31,444	\$49,718	\$81,285	\$939	2.5%	\$767	\$103,358	\$102,419	\$13	\$1.12
2020/21	\$103,358	\$32,231			\$948	2.5%	\$786	\$136,537	\$103,239	\$14	\$1.15
2021/22	\$136,537	\$33,036			\$1,218	2.5%	\$806	\$170,791	\$104,065	\$14	\$1.18
2022/23	\$170,791	\$33,862			\$1,496	2.5%	\$826	\$206,149	\$104,897	\$14	\$1.21
2023/24	\$206,149	\$34,709			\$1,783	2.5%	\$847	\$242,641	\$105,736	\$15	\$1.24
2024/25	\$242,641	\$35,576			\$2,079	2.5%	\$868	\$280,296	\$106,582	\$15	\$1.27
2025/26	\$280,296	\$36,466			\$2,385	2.5%	\$889	\$319,147	\$107,435	\$16	\$1.30
2026/27	\$319,147	\$37,378			\$2,700	2.5%	\$912	\$359,224	\$108,294	\$16	\$1.33
2027/28	\$359,224	\$38,312			\$3,025	2.5%	\$934	\$400,561	\$109,161	\$16	\$1.37
2028/29	\$400,561	\$39,270			\$3,361	2.5%	\$958	\$443,192	\$110,034	\$17	\$1.40
2029/30	\$443,192	\$40,252			\$3,706	2.5%	\$982	\$487,150	\$110,914	\$17	\$1.44
2030/31	\$487,150	\$41,258			\$4,063	2.5%	\$1,006	\$532,471	\$111,801	\$18	\$1.47
2031/32	\$532,471	\$42,289			\$4,431	2.5%	\$1,031	\$579,191	\$112,696	\$18	\$1.51
2032/33	\$579,191	\$43,347			\$4,810	2.5%	\$1,057	\$627,347	\$113,597	\$19	\$1.55
2033/34	\$627,347	\$44,430			\$5,200	2.5%	\$1,084	\$676,978	\$114,506	\$19	\$1.58
2034/35	\$676,978	\$45,541			\$5,603	2.5%	\$1,111	\$728,122	\$115,422	\$19	\$1.62
2035/36	\$728,122	\$46,679			\$6,018	2.5%	\$1,139	\$780,819	\$116,346	\$20	\$1.66
2036/37	\$780,819	\$47,846		\$120,709	\$6,445	2.5%	\$1,167	\$714,402	\$117,276	\$20	\$1.71
2037/38	\$714,402	\$49,043			\$5,916	2.5%	\$1,196	\$769,361	\$118,215	\$21	\$1.75
2038/39	\$769,361	\$50,269			\$6,362	2.5%	\$1,226	\$825,992	\$119,160	\$22	\$1.79
2039/40	\$825,992	\$51,525			\$6,822	2.5%	\$1,257	\$884,339	\$120,114	\$22	\$1.84
2040/41	\$884,339	\$52,813			\$7,295	2.5%	\$1,288	\$944,447	\$121,075	\$23	\$1.88
2041/42	\$944,447	\$54,134		\$314,989	\$7,782	2.5%	\$1,320	\$691,374	\$122,043	\$23	\$1.93
2042/43	\$691,374	\$55,487			\$5,755	2.5%	\$1,353	\$752,617	\$123,019	\$24	\$1.98
2043/44	\$752,617	\$56,874			\$6,252	2.5%	\$1,387	\$815,743	\$124,004	\$24	\$2.03
2044/45	\$815,743	\$58,296			\$6,764	2.5%	\$1,422	\$880,803	\$124,996	\$25	\$2.08
2045/46	\$880,803	\$59,754			\$7,292	2.5%	\$1,457	\$947,849	\$125,996	\$26	\$2.13

# Custom: 3.5% CRF increase annually

**Starting Minimum Reserve** \$100,000.00 **Inflation Rate** 0.8%

**Minimum Balance Annual Increase** 0.8% **Interest Rate** 0.8%

Year	Begin CRF Balance	CRF Contribution	Assessment	Renewal Cost	Interest Earned	% Incr. In Annual CRF Contrib	Incr. in Annual CRF Contribution	Ending Balance	Minimum CRF	CRF Average Annual Per Unit Incr	CRF Average Monthly Per Unit Incr
2016/17	\$273,392	\$80,000		\$103,750	\$2,489	<b>3.5%</b>	\$2,800	\$252,131	\$100,000	\$49	\$4.09
2017/18	\$252,131	\$82,800		\$175,000	\$2,329	3.5%	\$2,800	\$162,260	\$100,800	\$49	\$4.09
2018/19	\$162,260	\$85,698	\$4,849	\$151,200	\$1,618	3.5%	\$2,898	\$103,224	\$101,606	\$51	\$4.24
2019/20	\$103,224	\$88,697		\$81,285	\$1,155	3.5%	\$2,999	\$111,791	\$102,419	\$53	\$4.39
2020/21	\$111,791	\$91,802			\$1,235	3.5%	\$3,104	\$204,828	\$103,239	\$54	\$4.54
2021/22	\$204,828	\$95,015			\$1,994	3.5%	\$3,213	\$301,837	\$104,065	\$56	\$4.70
2022/23	\$301,837	\$98,340			\$2,785	3.5%	\$3,326	\$402,962	\$104,897	\$58	\$4.86
2023/24	\$402,962	\$101,782			\$3,610	3.5%	\$3,442	\$508,354	\$105,736	\$60	\$5.03
2024/25	\$508,354	\$105,345			\$4,469	3.5%	\$3,562	\$618,168	\$106,582	\$63	\$5.21
2025/26	\$618,168	\$109,032			\$5,364	3.5%	\$3,687	\$732,564	\$107,435	\$65	\$5.39
2026/27	\$732,564	\$112,848			\$6,297	3.5%	\$3,816	\$851,708	\$108,294	\$67	\$5.58
2027/28	\$851,708	\$116,798			\$7,268	3.5%	\$3,950	\$975,774	\$109,161	\$69	\$5.77
2028/29	\$975,774	\$120,885			\$8,279	3.5%	\$4,088	\$1,104,938	\$110,034	\$72	\$5.98
2029/30	\$1,104,938	\$125,116			\$9,332	3.5%	\$4,231	\$1,239,387	\$110,914	\$74	\$6.19
2030/31	\$1,239,387	\$129,496			\$10,427	3.5%	\$4,379	\$1,379,309	\$111,801	\$77	\$6.40
2031/32	\$1,379,309	\$134,028			\$11,568	3.5%	\$4,532	\$1,524,905	\$112,696	\$80	\$6.63
2032/33	\$1,524,905	\$138,719			\$12,754	3.5%	\$4,691	\$1,676,378	\$113,597	\$82	\$6.86
2033/34	\$1,676,378	\$143,574			\$13,988	3.5%	\$4,855	\$1,833,940	\$114,506	\$85	\$7.10
2034/35	\$1,833,940	\$148,599			\$15,272	3.5%	\$5,025	\$1,997,810	\$115,422	\$88	\$7.35
2035/36	\$1,997,810	\$153,800			\$16,606	3.5%	\$5,201	\$2,168,217	\$116,346	\$91	\$7.60
2036/37	\$2,168,217	\$159,183		\$120,709	\$17,994	3.5%	\$5,383	\$2,224,686	\$117,276	\$94	\$7.87
2037/38	\$2,224,686	\$164,754			\$18,468	3.5%	\$5,571	\$2,407,908	\$118,215	\$98	\$8.15
2038/39	\$2,407,908	\$170,521			\$19,961	3.5%	\$5,766	\$2,598,390	\$119,160	\$101	\$8.43
2039/40	\$2,598,390	\$176,489			\$21,512	3.5%	\$5,968	\$2,796,391	\$120,114	\$105	\$8.73
2040/41	\$2,796,391	\$182,666			\$23,125	3.5%	\$6,177	\$3,002,182	\$121,075	\$108	\$9.03
2041/42	\$3,002,182	\$189,060		\$314,989	\$24,800	3.5%	\$6,393	\$2,901,053	\$122,043	\$112	\$9.35
2042/43	\$2,901,053	\$195,677			\$24,013	3.5%	\$6,617	\$3,120,742	\$123,019	\$116	\$9.67
2043/44	\$3,120,742	\$202,525			\$25,802	3.5%	\$6,849	\$3,349,070	\$124,004	\$120	\$10.01
2044/45	\$3,349,070	\$209,614			\$27,661	3.5%	\$7,088	\$3,586,345	\$124,996	\$124	\$10.36
2045/46	\$3,586,345	\$216,950			\$29,593	3.5%	\$7,336	\$3,832,888	\$125,996	\$129	\$10.73

# Depreciation Report for Alderview, NW 2046

## Timing

This report was completed on October 18, 2017 11:27 am

## Completion

Canadian Strata Fund Track Solutions (SFTS), a registered British Columbia business, completed this report.

## Unaffiliated

SFTS is not affiliated with this strata or its strata management firm.

## Experience, Professional & Technical Qualifications

SFTS ownership and technicians have decades of extensive experience in:

- Development & Construction – multi-family, commercial, commercial retail/office/industrial
- Building inspection and assessment
- Maintenance repair, including multi-family rebuild
- Emergency response and repair to water and smoke damaged properties
- Civil and software engineering
- Strata Management
- Business Management

SFTS' ownership and technicians relevant education, professional and/or technical qualifications:

- B. Sc., Civil Engineer, Diploma gcp
- ITCL1, ITCL2, WRT, AMRT, HST, FSB, MSNRYT1, MSNRYT2, ASB-RL, ASB-RM
- C#, C++, .Net, ASP.NET, Java, SQL, OOP, Microsoft Emp. partner

## Errors and Omissions

SFTS maintains E&O insurance through Lloyd's Insurance.

Telephone (604) 835-5180

e-mail [clientservices.sfts@gmail.com](mailto:clientservices.sfts@gmail.com)

# Insurance

**LLOYD'S**

**MISCELLANEOUS PROFESSIONAL LIABILITY INSURANCE**

Effected with certain Lloyd's Underwriters "the Insurer"  
through Lloyd's Approved Coverholder ("the Coverholder"):

**MARKEL**  
200 Wellington Street West Suite 400  
Toronto, ON M5V 3C7

In return for payment of the premium, and subject to all the terms of this policy, we agree with you to provide the insurance as stated in this policy.

**Renewal Declarations**

POLICY NUMBER: EOT1525

Named Insured: CANADIAN STRATA FUND TRACK SOLUTIONS A DIVISION OF MASTER CONTRACT SERVICES LTD.

Address (Head Office): 201-9664-192ND STREET  
SURREY, BC, V4N 4C6

Business of the Insured: Management Consultants

Policy Period: From: January 13, 2017 To: January 13, 2018  
12:01 a.m. Standard Time at the address of the Named Insured as stated above

Limits of Liability: \$1,000,000 Per Claim  
\$1,000,000 Aggregate Excluding costs and expenses

Deductible: \$2,500.00 Each claim

Premium: \$3,500.00

Minimum Retained Premium: 25% of the Annual Premium

Retroactive Date: January 13, 2012

Broker: WESTLAND INSURANCE GROUP LTD.

Subject to 'POLICY CONDITIONS' Form MISC-PROF (072011)\_T, and the following endorsements attached hereto and forming part of this Policy.  
N511706

**IDENTIFICATION OF INSURER / ACTION AGAINST INSURER**

This insurance has been effected in accordance with the authorization granted to the Coverholder by the Underwriting Members of the Syndicates whose definitive numbers and proportions are shown in the Table attached to Agreement No.MKL2017001, UMRB6027MKL2017001 (hereinafter referred to as "the Underwriters"). The Underwriters shall be liable hereunder each for his own part and not one for another in proportion to the several sums that each of them has subscribed to the said Agreement.

In any action to enforce the obligations of the Underwriters they can be designated or named as "Lloyd's Underwriters" and such designation shall be binding on the Underwriters as if they had each been individually named as defendant. Service of such proceedings may validly be made upon the Attorney In Fact in Canada for Lloyd's Underwriters, whose address for such service is 1155 rue Metcalfe, Suite 2220, Montreal, Quebec, H3B 2V6.

**NOTICE**

Any notice to the Underwriters may be validly given to the Coverholder.

**In witness whereof** this policy has been signed as authorized by the Underwriters, by **MARKEL CANADA LIMITED**

Per



The Insured is requested to read this policy, and if incorrect, return it immediately for alteration.

In the event of an occurrence likely to result in a claim under this insurance, immediate notice should be given to the Coverholder whose name and address appears above. All inquiries and disputes are also to be addressed to this Coverholder.

**THIS POLICY CONTAINS A CLAUSE WHICH MAY LIMIT THE AMOUNT PAYABLE.**  
For the purpose of the Insurance Companies Act (Canada), this Canadian Policy was issued in the course of  
Lloyd's Underwriters' insurance business in Canada.

MISC-PROF (072011)\_T

# Report Definitions

## Owners

May also be referred to as “The Owners”. For purposes of the Depreciation Report and its sections the terms “Owner” or “The Owners” identify the group of individuals who collectively own the Strata Corporation common assets and by reference includes their Strata Name and registration I.D. number.

## Strata Manager

Where referenced in the Depreciation Report and its sections the term “Strata Manager” identifies or refers to the individual licensed Strata Manager and/or the Strata Management Company through which her or his license is placed.

## CRF Report

A narrative report describing the Systems and Components of the building and site and relevant facts and statistics with respect to those systems, their operations and expected replacement (renewal) needs. Named “CRF” report because it addresses physical and timing issues that will directly impact the Contingency Reserve Fund (CRF) and its management.

Start Date: The date on which either initial installation or last renewal of the named System and or Component occurred.

Date of Cost: The date on which the cost provided is or was current.

## Annual Operations Budget Report

Most current annual/maintenance budgeted service costs in hand

## Expenditures Report

The 30-year budget projection identifying when replacement or renewal expenditures are anticipated with respect to the common Systems and Components of the building and site.

An operations section is also included, allowing a quick look at how inflation may impact annual costs over a 30-year period based on current assumptions.

## Funding Scenarios

A series of optional approaches that Strata can choose from when it determines how to go about funding the requirements of the Expenditures Report. A minimum of three options must be provided.

Minimum Reserve Fund Balance: The minimum balance that Strata wishes to maintain in its Contingency Reserve fund (CRF) at all times.

Banking Interest Rate Earned: The rate of return Strata expects to realize on funds invested through its CRF.

Expenditures Inflation Rate: The rate of inflation Strata expects to experience with respect to expenses that are a part of its Operating / Maintenance (annual) budget.



Reserve Fund Inflation Rate: The rate of inflation Strata expects to experience with respect to budgeted costs included in its renewals (other than Operating / Maintenance (annual) budget amounts).

#### Option 1: Funding by Special Assessment

Year: The year for which each row of numbers is displayed, reading left to right.

CRF Beginning Balance: Funds contained in the CRF account at the beginning of the noted year period

CRF Annual Contribution: The contribution amount Strata is planning to add to the CRF fund during the then current year. Note that annual contributions increase by the expenditures inflation rate only.

Assessment: The amount required to meet the expenditures under the replacement / renewal (other than annual costs) of the Strata in that year. These funds will meet all expenses that exceed the annual contribution of the Owners plus any amount required to maintain the minimum CRF balance.

Renewal Cost: Expenditures for the row (year) illustrated that relate to replacements / renewals (costs other than annual operating / maintenance expenditures).

Interest Earned: The Banking Interest Rate Earned as calculated on CRF balance for the current year.

Increase in Annual Contribution %: Application of the Reserve Fund Inflation Rate to annual contribution levels of the previous year.

Increase in Annual Contribution to CRF: Calculation of the additional dollars required in that year to meet the % of Reserve Fund Inflation Rate applied to the annual contribution level of the previous year.

Ending Balance: The projected CRF balance at the end of the noted year, accounting for additions from the

CRF Annual Contribution, any Assessment, Interest Earned and for subtraction of Adjusted Expenditures.

Minimum CRF Balance: The minimum balance that Strata wishes to maintain in its Contingency Reserve fund (CRF) at all times.

#### Option 2: Funding Without Special Assessment

All as in Option 1 above except that:

CRF Annual Contribution: The contribution amount Strata is planning to add to the CRF fund during the then current year. Note that annual contributions increase by the expenditures inflation rate and an additional increase to meet all funding needs going forward without special assessments.

Assessment: If the first year requires funding injection to meet the minimum reserve fund level set by Strata, that injection will be met by special assessment.

#### Option 3: Custom Funding

The following items can be modified as Strata wishes to customize the 30-year funding scenario in a manner that best fits their resources and funding requirements:

Increase in Annual Contribution % (any year or years)

Minimum CRF Balance (any year or years)

There is no limit on the number of scenarios that can be run under this option.

# *Strata Property Act*

## Form B

### Information Certificate

*(Section 59)*

The Owners, Strata Plan NWS2046 Alderview certify that the information contained in this certificate with respect to Strata Lot 2 is correct as of the date of this certificate.

- (a) Monthly strata fees payable by the owner of the strata lot described above \$303.56
- (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*) \$1,386.15
- (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 (to the best of our knowledge) ☒ 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

The payment is to be made by *na*

- (e) Any amount by which the expenses of the strata corporation for the current fiscal year are expected to exceed the expenses budgeted for the fiscal year \$0.00
- (f) Amount in the contingency reserve fund minus any expenditures which have already been approved but not yet taken from the fund \$170,932.96
- (g) Are there any amendments to the bylaws that are not yet filed in the land title office?  
☒ no (to the best of our knowledge) ☐ 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 (to the best of our knowledge) ☐ yes (*attach copy of all resolutions*)

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

☒ no (to the best of our knowledge) ☐ yes (*attach copy of all resolutions*)

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

☒ no (to the best of our knowledge) ☐ yes (*attach copy of all notices*)

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

☒ no (to the best of our knowledge) ☐ 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 (to the best of our knowledge) ☐ yes (*attach copies of all notices or work orders*)

Number of strata lots in the strata plan that are rented

(l)

This figure is to the best of our knowledge as reported to us 3

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

☐ no (to the best of our knowledge) ☒ yes

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

☐ No parking stall is available (to the best of our knowledge)

☐ No parking stall is allocated to the strata lot but parking stall(s) within common property might be available (to the best of our knowledge)

(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) (to the best of our knowledge) is/are part of the strata lot

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

☐ Parking stall(s) number(s) (to the best of our knowledge) is/are limited common property

☒ Parking stall(s) number(s) (to the best of our knowledge) 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) (to the best of our knowledge) is/are allocated with strata council approval\*

☐ Parking stall(s) number(s) (to the best of our knowledge) is/are allocated with strata council approval and rented at \$ per month\*

☒ Parking stall(s) number(s) (to the best of our knowledge) may have been allocated by owner developer assignment

Details:

\*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 (to the best of our knowledge) ☐ yes (to the best of our knowledge)

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

☒ No storage locker is available (to the best of our knowledge)

☐ No storage locker is allocated to the strata lot but storage locker(s) within common property might be available (to the best of our knowledge)

(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) (to the best of our knowledge) is/are part of the strata lot

☐ Storage locker(s) number(s) (to the best of our knowledge) 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) (to the best of our knowledge) is/are limited common property

☐ Storage locker(s) number(s) (to the best of our knowledge) 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) (to the best of our knowledge) is/are allocated with strata council approval\*

☐ Storage locker(s) number(s) (to the best of our knowledge) is/are allocated with strata council approval and rented at \$ per month\*

☐ Storage locker(s) number(s) (to the best of our knowledge) may have been allocated by owner developer assignment

Details:

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

- ☒ The rules of the strata corporation;
- ☒ The current budget of the strata corporation;
- ☒ The 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.

Date: February 7, 2018

(Month, day, year)



Signature of Strata Manager, if authorized by Strata Corporation

**Budget Summary Report**  
**NW2046 - Alderview**  
**NW2046 APPROVED BUDGET 2018**

	<u>2018 Budget</u>
<b>Assessment Income</b>	
4000 - Owners' Contributions	206,970.00
<b>Total Assessment Income</b>	<b>206,970.00</b>
<b>Other Income</b>	
4815 - Prior Year Surplus	0.00
<b>Total Other Income</b>	<b>0.00</b>
<b>Investment Income</b>	
4900 - Interest Income - Operating	0.00
<b>Total Investment Income</b>	<b>0.00</b>
<b>Total NW2046 - Alderview Income</b>	<b>206,970.00</b>
<b>Administrative</b>	
5002 - Statutory Review of Trust Accounts	370.00
5015 - Bank Services	280.00
5198 - Additional Services	750.00
<b>Total Administrative</b>	<b>1,400.00</b>
<b>Communications</b>	
5210 - Postage/Printing & Copying	1,000.00
<b>Total Communications</b>	<b>1,000.00</b>
<b>Payroll &amp; Benefits</b>	
5390 - Worksafe BC	50.00
<b>Total Payroll &amp; Benefits</b>	<b>50.00</b>
<b>Insurance</b>	
5400 - Insurance Premiums	22,000.00
5470 - Insurance Appraisal	800.00
<b>Total Insurance</b>	<b>22,800.00</b>
<b>Utilities</b>	
6000 - Electric Service	1,000.00
6035 - Garbage and Recycling Service	19,000.00
<b>Total Utilities</b>	<b>20,000.00</b>
<b>Landscaping</b>	
6100 - Grounds & Landscaping	25,520.00
<b>Total Landscaping</b>	<b>25,520.00</b>
<b>Contracted Services</b>	
6434 - Pest Control	1,100.00
6442 - Snow Removal Services	5,000.00
6446 - Window Cleaning Services	3,000.00
<b>Total Contracted Services</b>	<b>9,100.00</b>
<b>Repair &amp; Maintenance</b>	
6537 - Duct / Vent Cleaning	1,600.00
6600 - General Repair & Maintenance	25,000.00
6620 - Gutter Repair & Maintenance	3,200.00
6630 - Hydrant/Standpipe Repair & Maintenance	200.00
<b>Total Repair &amp; Maintenance</b>	<b>30,000.00</b>
<b>Professional Services</b>	
7000 - Corporation Tax Return	370.00
7020 - Legal Services	1,000.00

**Budget Summary Report**  
**NW2046 - Alderview**  
**NW2046 APPROVED BUDGET 2018**

	<u>2018 Budget</u>
<b>Professional Services</b>	
7040 - Management Fees	15,730.00
<b>Total Professional Services</b>	<b>17,100.00</b>
<b>Reserve Expenses</b>	
9834 - Contingency Reserve Fund	80,000.00
<b>Total Reserve Expenses</b>	<b>80,000.00</b>
<b>Total NW2046 - Alderview Expense</b>	<b>206,970.00</b>
<b>Total Association Net Income / (Loss)</b>	<b>0.00</b>



**- RECORDS SEARCH STATEMENT -**

Date: December 7, 2007

Request No. RDR0636

Requestor: Baywest Management Corporation/ Dawn Castleden

Address: 13520 78th Avenue  
Surrey, BC V3W 8J6

Facsimile: 604-592-3961

We confirm that a search of our records, requested on December 4, 2007, found that no Rental Disclosure Statement was filed with the Superintendent of Real Estate in respect of the following development:

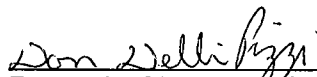
Filing Name/Number: NW 2046

Developer Name:

Fee amount: \$38.00

Fee amount paid: \$38.00

Fee amount owing: \$0.00



Records Clerk or Information Services Officer