

**COUNCIL MEETING MINUTES**

Wednesday, January 11, 2017

**WINCHESTER- BCS 4115**

**LOCATION**

 7:00 p.m.  
 21867 50<sup>th</sup> Avenue  
 Langley, BC, V3A 3T2

**STRATA COUNCIL  
2016-2017**
**PRESIDENT**  
 Ken Chiba

**VICE-PRESIDENT**  
 Troy Allen

**TREASURER**  
 Helen Brooke

**PROPERTY MANAGER**

 Arlet Barolo  
 Direct Phone: (604) 248-3830  
 Fax: (604) 821-1822

**ALL ACCOUNTING INQUIRIES**  
 604-248-3002

**REMAX DWELL PROPERTY  
MANAGEMENT**  
 4311 Viking Way, Suite 270,  
 Richmond, BC, V6V 2K9  
 (604) 821-2999

<b>IMPORTANT INFORMATION</b> Please have this translated	<b>重要資料</b> 請找人為你翻譯
<b>RENSEIGNEMENTS IMPORTANTS</b> Prière de les faire traduire	これはたいせつな情報です。どなたかに日本語に訳してもらってください。
<b>INFORMACIÓN IMPORTANTE</b> Encuesta alguien que lo traduzca	<b>알려드립니다</b> 이것을 번역해 주십시오
<b>CHỈ DẪN QUAN TRỌNG</b> Xếp nhờ người dịch hộ	<b>முக்கிய தகவல்</b> திரும்ப அதை சிலர் மூலம் உள் மொழி மொழி

**ATTENDANCE:**

 Ken Chiba  
 Helen Brooke  
 Troy Allen

**REGRETS: None**

Arlet Barolo, RE/MAX dWell Property Management

**(1) CALL TO ORDER**

There being a quorum present, the meeting was called to order at 6:32pm.

**(2) APPROVAL OF PREVIOUS MINUTES**

There being no error or omission, the minutes of the strata council meeting held on July 20, 2016 was adopted as presented.

**(3) COUNCIL COMPILATION**

Council was provided with some documents from SPABC to provide guidance with respect to the newly adopted legislation on Civil Resolution Tribunal (CRT) for their perusal. The CRT is a resolution process for strata disputes related to bylaw enforcement, disputes with owners and tenants, collecting fines and chargebacks and insurance deductible and other amounts not secured by a lien. The CRT encourages agreement and settlement between parties. A copy of the document is attached to this meeting minutes for owners' reference.

**(4) FINANCIAL REPORT**
**A. FINANCIAL STATEMENTS**

Council was presented with the financial statements from June 2016 to November 2016 for review. This item has been tabled for further discussion. Council requested for further clarification on the following items:

\* Operating Funds Prior Year Surplus – fund transfer from Associa to Re/Max financials statements.

\*Provide details on the Balance Sheet CRF Expense Current Year entry of \$-6,116.25.

The property manager was directed to follow up with the accounting department for the relevant information.

## **B. ACCOUNTS RECEIVABLE**

The accounts receivable list as of January 9, 2017 showed a few owners in arrears of their strata fee payments, with some owners showing unpaid fines and/or chargebacks. Council requested to have a lien warning letter sent to the three (3) owners owing for more than 90 days, giving them 21 days to bring their account up to date. Should they fail to pay for their arrears past the given timeline, a lien will subsequently be placed on their account which will incur additional fees to have the lien removed.

Owners are reminded strata fees are due and payable on the first day of each and every month, and the Strata Corporation is solely dependent upon prompt receipt of all strata fees to finance its day-to-day activities and assessment payments to finance special projects.

**OWNERS ARE REMINDED ANY MONEY OWING AFTER THE DUE DATE WILL BE ASSESSED A LATE PAYMENT PENALTY IN ACCORDANCE WITH THE STRATA CORPORATION'S BYLAWS.**

## **C. WASTE MANAGEMENT CREDIT**

Council was informed that the credit from Waste Management was received and accounted for.

## **D. INSURANCE CLAIMS**

Council was provided with an update regarding a water leak incident originating from one of the townhouse units back in October 2016. The owner has since paid the insurance deductible chargeback by the Strata Corporation to their account.

In addition, Council was also provided with some information and updates on three (3) other insurance claims. The respective owners' personal insurance provided cheques for their portion of the strata deductible chargebacks and owners will be paying the remainder which were posted on the owners' account ledger.

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

### **A. Building Project**

- **Depreciation Report**

Three (3) proposals were presented to council for their review and consideration. Following deliberation, council approved to retain RHD, who originally prepared the depreciation report, to update the report and provide a draft for council's review.

- **Tree Assessment**

A tree assessment proposal was provided to council for consideration. This item is tabled for further discussion. A resolution was included in the AGM agenda to fund the tree assessment report and the subsequent safety measure to address the tree concerns along the property.

- **Fence Repairs and Installation Proposals**

The quotes provided to council was discussed at the meeting. Council has requested for revised quote to change the area to be fenced for further consideration.

- **Annual Fire Testing Deficiencies**

The deficiency report following the Annual Fire Testing was provided to council for their reference. It was noted that a number of units (2, 4, 8, 11, 12, 15, 22, 38, 40, 41, 45, 50, 54, 59, 60, 61, 63, 64, 65 & 67) was not able to provide any access during the scheduled fire safety maintenance.

The strata corporation has been coordinating this required annual maintenance so owners can get a bulk rate and also to ensure that everyone complies for safety and liability perspective. Owners are reminded that subsequent visits to complete the deficiencies in their unit will be charged back to their account accordingly.

## B. Common Area Maintenance

- **Gutter Cleaning**

The strata corporation has renewed its contract with Service Master for a three-year term for the gutter cleaning program care services. The gutter cleaning was completed in November 2016. The noted deficiencies were brought to the contractor's attention and since addressed the issues.

- **Vent Cleaning**

The vent cleaning was complete in 2016 as per the 2-year cycle. On that note, there will not be any cleaning done for 2017 but will have the cleaning scheduled again for 2018.

- **Landscaping**

Council was provided with the landscaping report from Ethos Landscapes for their perusal. No action is required at this time.

- **Landscaping and Snow Removal Proposals**

Council was provided with two (2) proposals for the landscaping and snow removal services for review and consideration. Another proposal is on the way and will be forwarded to council once received. This item is tabled for further discussion.

- **Irrigation Winterization**

The Strata Corporation has retained BC Rain Irrigation Co Ltd to perform the start up and winterization of the landscaping irrigation system. The irrigation winterization was completed in November 2016.

- **Fire Hydrant Annual Maintenance Service**

The proposal from Fraser Valley Fire Protection Ltd to conduct the annual backflow and hydrant maintenance was provided to council for consideration. Following discussion, council approved the proposal and signed up for the three (3) year service agreement which provides a fixed rate for the duration of the term.

- **Park and Pets**

Residents are reminded to keep their pet on leash when on common property and to clean up their pets and dispose of their pet's waste in a sanitary manner. Residents are requested to be more courteous and mindful when they use the park for everyone's enjoyment.

## (5) CORRESPONDENCE

Owners may write to Strata Council, via Re/Max dwell Property Management on any Strata related matters (i.e. suggestions, concerns, etc). Correspondence can be sent to 4311 Viking Way, Suite 270, Richmond, BC Canada V6V 2K9, or by email to [arlet.barolo@dwellproperty.ca](mailto:arlet.barolo@dwellproperty.ca).

Council discussed correspondence received from Owners, and where deemed necessary, the Property Manager was directed to correspond with the various Owners.

- A notice was posted on the strata website to remind residents regarding mail and package theft during the holiday season.
- A notice was posted on the strata website regarding extreme weather condition and advised residents to exercise safety precautions.
- Three (3) owners reported deficiencies following the scheduled gutter cleaning. The contractor revisited the units in question and addressed the issues.
- A new owner sent some inquiries in relation to setting up automatic payments and other strata related question. Relevant information was provided.
- An owner reported a leak originating from their unit which also affected their neighbour's unit. A claim was placed against strata insurance since the damages and repairs were over the insurance deductible for water damage. The owner has since paid the insurance deductible chargeback.
- An owner inquired about visitor parking and parking pass. Council will contact the owner with regards to the parking pass request.
- An e-mail from Ethos Landscape was forwarded to council with regards to the snow removal and lack of salt supply issues for their information.

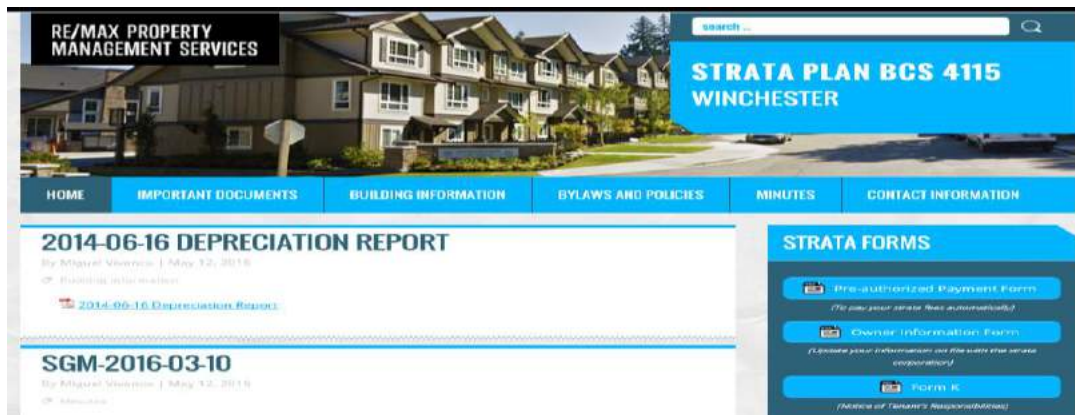
- Two (2) owners sent an inquiry regarding snow removal in the complex. Relevant notice was posted on the strata website providing information about the contractor's maintenance service and related issues with salt availability.
- An owner sent an e-mail disputing a chargeback related to fire safety inspection done in the unit. Council has requested for additional information from the owner for further consideration.

## **ONLINE ACCESS TO YOUR STRATA CORPORATION**

**To access Strata Documents online for Strata Plan BCS 4115 - Winchester:**

- Please visit: [www.rpmstrata.ca](http://www.rpmstrata.ca)
  - Login: [BCS4115](#)

Owners are encouraged to **subscribe to the newsletter** to receive e-mail notification of important notices, meeting minutes and other Strata Corporation related documents.



You will be directed to the Strata's website. Use the tabs on top and the categories on the side to find information about your strata. At the bottom left hand corner of the main page, you can subscribe for the e-mail updates. Fill in the information requested, enter your e-mail address and press submit. An e-mail will be sent to you asking for confirmation of receipt. Once you confirm with the link on that email, you are set up!

Owners wishing to write to Council to register a concern may do so by sending a letter by mail or e-mail to the Property Manager. In your correspondence, please state your full name, the strata plan number (BCS 4115), unit number and building, contact phone number, and provide a concise, but detailed description of the reasons for your correspondence and/or concern. If you are reporting a complaint against someone, make sure you provide the following: times, dates, unit number of alleged offender, a brief description of what you saw, and what, if any, action was taken.

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

#### **Proposed Annual General Meeting (AGM) Agenda – February 9, 2017 at 7:00 pm.**

Council was provided with the proposed AGM package for their review and consideration. Following discussion, council made some adjustments on the budget and included a resolution to fund the Depreciation Report update and the Tree Assessment and Safety Measures from the contingency reserve fund (CRF) for Owners' consideration. A revised meeting package will be sent to council for final review before it will be mailed out to the Owners. Relevant notice will be posted on the strata website regarding the upcoming AGM scheduled on February 9, 2017.

### **(7) ADJOURNMENT**

There being no further business to discuss, the meeting was terminated at 8:58 pm.

NEXT MEETING:  
ANNUAL GENERAL MEETING  
THURSDAY, FEBRUARY 9, 2017 AT 7:00 P.M.  
(Registration begins at 6:45 P.M.)  
W.C. Blair Recreation Centre, Studio 1 – 22200 Fraser Highway Langley, BC V3A 3T2



# **STRATA CORPORATION – BCS 4115**

## **“Winchester”**

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### **ANNUAL GENERAL MEETING**

Dear Owners,

Please be advised that the annual general meeting (AGM) is scheduled on February 9, 2017. Relevant notice will be sent out to owners in January 2017 which will contain the agenda and the meeting venue. Council is finalizing the budget and relevant resolutions to be presented to owners at the general meeting for consideration.

Please note that the strata corporation's fiscal period ends in December 31, 2016. As per the provision of the Strata Property Act, the annual general meeting must be held no later than 2 months after the strata corporation's fiscal year end.

Should you have any questions, please don't hesitate to contact the property manager at 604-248-3830 or send e-mail to [arlet.barolo@dwelldproperty.ca](mailto:arlet.barolo@dwelldproperty.ca).

**Thank you for your attention.**

**Strata Council – BCS 4115**

**COUNCIL MEETING MINUTES**

Thursday, February 23, 2017

**WINCHESTER- BCS 4115**

**LOCATION**

 7:00 p.m.  
 21867 50<sup>th</sup> Avenue  
 Langley, BC, V3A 3T2

**STRATA COUNCIL  
2017-2018**
**PRESIDENT**

Troy Allen

**VICE-PRESIDENT**

Ken Chiba

**TREASURER**

Jacqueline Wagner

**SECRETARY**

Caury Hurst

**AT LARGE**

 Loretta Steunenberg  
 Madison Lamb

**Strata Website**

 Visit: [www.dwellproperty.ca](http://www.dwellproperty.ca)  
 Login: **BCS4115**
**PROPERTY MANAGER**

 Arlet Barolo  
 Direct Phone: (604) 248-3830  
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**CHỈ DẪN QUAN TRỌNG** Xin nhờ người dịch hộ

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このほたいなつな形知らずです。 となかにお尋ねに願してお願い。

**알려드립니다** 이것을 번역해 주십시오

**ଆହୁରି ସାହାଯ୍ୟ** ଦୟାକରି ଏହାକୁ ଅନ୍ୟ ଭାଷାରେ ଅନୁବାଦ କରନ୍ତୁ

**ATTENDANCE:**

 Caury Hurst  
 Jacqueline Wagner  
 Ken Chiba  
 Loretta Steunenberg  
 Madison Lamb  
 Troy Allen

**REGRETS:**

None

**(1) CALL TO ORDER**

Ken Chiba called the meeting to order at 7:03 p.m. A quorum was established.

**(2) APPROVAL OF PREVIOUS MINUTES**

The approval of the minutes of January 11, 2017 council meeting is tabled until the next scheduled council meeting with the property manager.

Via email, Strata Council reviewed and approved the Minutes of the Annual General Meeting (AGM) held February 9, 2017. Direction was provided to the Property Manager to have the minutes posted to the Strata website. Owners are reminded to review the 2017 strata-fee schedule contained within the AGM minutes.

**(3) COUNCIL MEMBER ONBOARDING**

As this was the first meeting for the 2017/2018 Strata Council, standard operating procedures and responsibilities for Strata Council members were reviewed and acknowledged by all members.

**(4) NOMINATION AND ELECTION OF STRATA COUNCIL POSITIONS**

A call for nominations for Strata Council positions was made. Strata Council has elected members into the following offices:

President:	Troy Allen
Vice President:	Ken Chiba
Treasurer:	Jacqueline Wagner
Secretary:	Caury Hurst
At Large:	Loretta Steunenberg Madison Lamb

## **(5) BUSINESS ARISING FROM THE ANNUAL GENERAL MEETING**

At the recent Annual General Meeting, Strata Council was asked by the Owners to consider tabling Special Resolutions for select items. For the below items, Strata Council will take next-steps once quoting has been received.

### **5.1 LANDSCAPING IMPROVEMENTS AND REPAIRS**

Council discussed and identified areas within the property to prioritize, expressed the desire to evaluate low-maintenance alternatives to sod/brush/trees in select locations, and set an upper-limit of \$25,000 for the work to be proposed. Strata Council will direct the Strata Manager to obtain quotes to encompass:

- Top-soil replenishment as needed
- Bark-mulch application to a recommended depth in flower/tree beds throughout the property, excluding the upper-park area
- Recommendation on alternatives to vegetation such as rock, decorative stones, and boulders in areas that will not adequately support plant growth
- Replacing of the bare flower-bed with sod along the base of the retaining-wall facing 218 street
- Replacement of select trees within common and limited-common areas
- Repair of retaining walls as needed

### **5.2 WINDOW WASHING AND POWER WASHING**

Strata Council will direct the Strata Manager to obtain quoting to include:

- Two options for whole-strata window/glass cleaning: a) second-story and above cleaning only, or b) all
- Select washing of vinyl/aluminum siding; areas to be identified by the vendor

## **(6) NEW BUSINESS**

### **6.1 OWNER MINIMUM STANDARD OF CARE**

Strata Council expressed the desire to draft a set of new Rules, to more clearly define the Owner's responsibilities, as it pertains to the regular maintenance of landscaping elements (i.e. trees, shrubs) found within limited-common and common property areas in the proximity of an Owner's strata lot. This discussion will continue at a future Strata Council meeting.

### **6.2 LANDSCAPING CONTRACT PROPOSAL REVIEW**

Due to a conflict-of-interest, Troy Allen was excluded from all conversation involving the review of landscaping contract proposals. Strata Council reviewed proposals from three vendors, which includes both regular weekly grounds maintenance and options for snow removal/salting. Council will direct the Strata Manager to request a follow-up meeting with specific vendor(s) to confirm items within the proposals provided before any final decisions are made.

## **(7) TERMINATION**

The meeting was terminated at 10:03 PM

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## COMMUNICATION WITH STRATA COUNCIL

Strata Council welcomes the opportunity to serve you by keeping the lines of communication open at all times. Owners are therefore invited to write the Strata Council, via RE/MAX dWell Property Management, at 4311 Viking Way, Suite 270, Richmond, BC Canada V6V 2K9, or e-mail the Property Manager, Arlet Barolo at [arlet.barolo@dwellproperty.ca](mailto:arlet.barolo@dwellproperty.ca) on any Strata Corporation matter. Correspondence received will be presented to and reviewed by Strata Council for consideration.

**COUNCIL MEETING MINUTES**

Wednesday, March 29, 2017

**WINCHESTER- BCS 4115**

**LOCATION**

 6:30 p.m.  
 21867 50<sup>th</sup> Avenue  
 Langley, BC, V3A 3T2

**STRATA COUNCIL  
2017-2018**
**PRESIDENT**

Troy Allen

**VICE-PRESIDENT**

Ken Chiba

**TREASURER**

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このはたいせつな情報です。 どうかにお手紙に訳していただきます。

**알려드립니다** 이것을 번역해 주십시오

**गुणवत्ता महत्वपूर्ण** कृपया हमारे विषय पर पत्रिका का अनुवाद करें

**ATTENDANCE:**

 Troy Allen  
 Ken Chiba  
 Jacqueline Wagner  
 Caury Hurst  
 Loretta Steunenberg  
 Madison Lamb

**REGRETS:**

None

Arlet Barolo, RE/MAX dWell Property Management

**(1) CALL TO ORDER**

There being a quorum present, the meeting was called to order at 6:32 pm.

**(2) APPROVAL OF PREVIOUS MINUTES**

 Council reviewed the January 11, 2017 and February 23, 2017 meeting minutes, there being no errors or omissions, it was **MOVED, SECONDED** and **CARRIED** to approve the respective minutes as circulated.

**(4) FINANCIAL REPORT**
**A. FINANCIAL STATEMENTS**

The approval of the financial statements from June 2016 to December 2016 and January 2017 was tabled for further review by the new treasurer. Council requested the Strata Manager to investigate a few line items pertaining to a vendor to which this Strata does not do business with. Council requested details of invoices for the current fiscal year. A copy of the financial statements and invoices will be forwarded to the treasurer for reference.

In relation, council was provided with some rates for investing a portion of the contingency reserve funds. After discussion, council requested additional quotation from a different financial institution for further consideration.

**B. ACCOUNTS RECEIVABLE**

The accounts receivable list as of March 28, 2017 showed a number of owners in arrears of their strata fee payments, with some owners showing unpaid fines and/or chargebacks. Council was informed that some of the owners who were sent demand letters had settled their accounts but one owner has failed to bring

 their account up to date past the given grace period. It was **MOVED, SECONDED** to instruct the

property manager to put a lien on the owner's account who failed to respond on the demand letter.  
CARRIED.

Owners are reminded strata fees are due and payable on the first day of each and every month, and the Strata Corporation is solely dependent upon prompt receipt of all strata fees to finance its day-to-day activities and assessment payments to finance special projects.

**OWNERS ARE REMINDED THAT ANY MONEY OWING AFTER THE DUE DATE WILL BE ASSESSED A LATE PAYMENT PENALTY IN ACCORDANCE WITH THE STRATA CORPORATION'S BYLAWS.**

## **(5) BUSINESS ARISING FROM THE ANNUAL GENERAL MEETING**

### **A. Building Project**

- **Depreciation Report**

Council revisited the proposals for the depreciation report update. Following deliberation, it was MOVED and SECONDED to retain RDH Building Science to update the depreciation report for Strata Corporation BCS 4115. This update will involve site visits and surveys from residents. The depreciation report and updates every three-years are required by the Strata Property Act. This report is a tool used by the Strata Corporation for financial planning on future capital projects.

- **Tree Assessment**

In relation to the resolution which was approved at the recent annual general meeting (AGM), tree assessment will be conducted to identify areas of concerns where trees may be trimmed or removed. Council has requested for an additional quote for further consideration.

- **Fence Repairs and Installation**

Council reviewed the quotes provided. Following discussion, council requested a site meeting with Western Fence to go over their proposal and to explore variations. This item is in progress.

- **Painting Project**

A council member and the property manager had met with the contractor to go over the scope of work. The fence painting project was already approved and supposed to take place last year but due to scheduling conflict, the project was deferred. Consequently, an updated proposal was forwarded to council with 2.4% inflation mark up. The project is scheduled for June 2017 but may commence early, weather permitting.

### **B. Common Area Maintenance**

- **Landscaping and Snow Removal Contract Renewal**

The strata corporation has renewed the landscaping and snow removal contract for a 3-year term with Ethos Landscaping and Strata Care Ltd. The rate for the respective services will remain the same as the previous contract. The contractor and the strata will work to improve communications to better address any issues that may arise from the services being provided in a timely manner.

- **Organic Totes**

In relation to the approved budget for the garbage removal, the new 6-gal organic totes will be ordered and will be delivered once available. This will result to a lower pick-up charges since the strata will not be renting their bins with Waste Management. A notice will be circulated when the delivery date is confirmed. Council has requested that the delivery of the new bins and pickup of the rented bins, coincide with a regular organics pick-up date if possible.

## **(6) CORRESPONDENCE**

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Council discussed correspondence received from Owners, and where deemed necessary, the Property Manager was directed to correspond with the various Owners.

- An owner sent a concern regarding overgrown tree roots that started to damage the landscaping tie. The landscaper has been notified and requested to provide recommendations to address the issues.
- An owner sent an e-mail regarding smoke detector issues and damaged gutter. The owner was provided some advice regarding the smoke detector and the gutter has since been addressed.
- An owner sent a request to council regarding some landscaping upgrades. A reply was sent to the owner containing council's decision was sent to the owner regarding the requests.
- An owner reported a broken common area piping. A contractor has been dispatched and replaced the broken piping.
- An owner reported a leak originating from the roof. A contractor was dispatched to rectify the issue and a copy of the report was provided to council for reference.
- An owner send an inquiry regarding payments on their arrears. The owner was provided with the relevant information.
- An owner reported some issues surrounding wild animals and garbage. Residents are reminded to secure their garbage bins and no to leave bins too early to too late during service pick up schedules to avoid wild animals scavenging on the bins.
- An owner sent an inquiry regarding payment arrangements pertaining to insurance deductibles. Relevant information was provided to the owner.
- An owner reported a surveillance camera installed on the exterior of a unit. A letter was sent to the registered owner and the camera removed. Owners are reminded that any modification to common and limited-use common property (including the exterior of a unit), must be approved through submission of a written request to the Strata Council.

## **(7) NEW BUSINESS**

### **A. Special General Meeting**

The special general meeting (SGM) date is yet to be determined. In the meantime, relevant quotes were forwarded to council for the below items.

- **Window Cleaning/Building Sidings Cleaning**  
Following discussion, council has decided to prepare a resolution based on Gorilla Property Services for the window cleaning and siding cleaning project.
- **Landscaping Upgrade**  
Members of council and the property manager had met with the landscaping contractors and conducted a walkthrough and discussed the scope of work. At the time of this council meeting, only one (1) has been received. Council will be forwarded with the additional quote once available for review and consideration.

### **B. Annual Fire Safety Inspection**

Council discussed the upcoming annual fire safety inspection. It was noted that in last year's inspection, 21 units failed to provide access during the scheduled visit. This year's inspection will be again be scheduled for a weekday afternoon/evening between 3-8pm. Residents are reminded that failure to provide failing to provide access on the scheduled date and time will be charge for the second visit and subsequent visits until compliance.

### **C. Parking and Laneways**

Residents are reminded that vehicles must not be parked on nor obstruct laneways at any time. If you are fortunate enough to have a pad large enough to park a vehicle, it must not overhang onto the laneway. Residents are reminded that improperly parked vehicles may be towed at the cost of the owner without notice.

**(8) TERMINATION**

The meeting was terminated at 9:01 pm.

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**ANNUAL GENERAL MEETING MINUTES**

Thursday, February 9, 2017

**WINCHESTER- BCS 4115**

**LOCATION**

 W.C. Blair Recreation Centre:  
 "Studio 1" – 22200 Fraser Highway  
 Langley, BC V3A 3T2

**STRATA COUNCIL  
2016/2017**

 Ken Chiba  
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**REMAX DWELL PROPERTY  
MANAGEMENT**

 4311 Viking Way, Suite 270,  
 Richmond, BC, V6V 2K9  
 (604) 821-2999

**IMPORTANT INFORMATION** Please have this translated

**RENSEIGNEMENTS IMPORTANTS** Prière de les faire traduire

**INFORMACIÓN IMPORTANTE** Encuesta alguien que lo traduzca

**CHỈ DẪN QUAN TRỌNG** Xếp nhờ người dịch hộ

**重要資料** 請找人為你翻譯

これはたいせつな情報です。どなたかに日本語に訳してもらってください。

**알려드립니다** 이것을 번역해 주십시오

**ਗੁਰੂ ਸਾਹਿਬ** ਕਿਰਪਾ ਕਰਕੇ ਇਸ ਨੂੰ ਚੰਗੇ ਤੌਰ 'ਤੇ ਟਿੱਪਣੀ ਕਰਵਾਓ

**IN ATTENDANCE**

23 Owners registered and represented in person

2 Owners registered and represented by proxy

Arlet Barolo, RE/MAX dWell Property Management

**1. CALL TO ORDER**

There being a quorum the meeting was officially called to order at 7:00 p.m. by the council president, Mr. Ken Chiba.

**2. CALLING OF THE ROLL AND CERTIFICATION OF PROXIES**

The strata corporation is consisted of 70 strata lots, of which 70 were eligible to vote, and of the 70 eligible votes, 1/3, or 24, would constitute a quorum. As per the registration sheet, it reflected that 25 Owners were represented – 23 in person, and 2 by proxy. It was determined that a quorum was present, and was therefore declared competent to deal with the business at hand.

**3. FILING PROOF OF NOTICE OF MEETING and RECEIPT OF FINANCIAL STATEMENTS**

 A copy of the year-end financial statements is enclosed with the notice of the meeting in accordance with the Strata Property Act. Owners were told that in order to hold either a Special General Meeting or an Annual General Meeting, Owners must be notified at least fourteen (14) days in advance with the notice for tonight's meeting mailed out to all Owners back on January 19<sup>th</sup>, 2017. It was **MOVED (SL60), SECONDED (SL15)** and **CARRIED** that the notice of the Annual General Meeting dated February 9<sup>th</sup>, 2017 be deemed in compliance with the notice requirement of the *Strata Property Act*.

**4. APPROVAL OF THE AGENDA**

 It was **MOVED (SL18), SECONDED (SL70)** and **CARRIED** to approve the order of the agenda as presented.

**5. APPROVAL OF PREVIOUS GENERAL MEETING MINUTES – March 10<sup>th</sup>, 2016 SGM**

 There being no error or omission, it was **MOVED (SL59), SECONDED (SL25)** and **CARRIED** to approve the previous special

general meeting (SGM) minutes as circulated.

## 7. STRATA COUNCIL REPORT

The Strata Council President has provided a report of activities that transpired during the past fiscal year. It was noted that the strata corporation went to a transition from the previous management company Associa BC to RE/MAX dwell Property Management. The council president also provided a year in review and reminders which includes the following subjects.

- Mandatory Annual Fire Inspection – individual owners are responsible for their own unit to be in compliance. The work however is coordinated by the Strata for the safety and convenience of all residents, and to take advantage of an inspection group rate. If owners do not provide access on the scheduled inspection date, subsequent visit(s) are be charged back to owner’s account until compliance is met.
- Claims Against Strata Insurance Policy – the strata had five (5) insurance claims in the past year which could affect the water damage deductible and premium on the next renewal. Owners are reminded to ensure that they have their own home insurance in case an incident arises from their unit, and the policy should be sufficient to cover any strata policy deductible charge backs.
- Landscaping Reminders – owners were reminded to remove any items such as furniture, toys and clean-up after their pets in order for the landscapers to mow their lawn.
- Major Projects in 2016 – the projects included the removal/pruning of mature trees and wooden-fence painting. Painting will be deferred to 2017 due to contractor unavailability.
- Exterior Modifications – a reminder that any mounting/modification to the building envelope and changes in the landscaping will require prior written approval from council.
- Rentals – owners renting out their unit must provide a form K for strata records.
- Parking & Laneways – visitor parking stalls are for visitor use only and a pass is required for overnight stays. No parking is allowed in laneways at any time and vehicles parked on unit pads/driveways must not encroach onto the laneway. Refer to the Strata’s bylaws and rules for full details.
- Strata Fee Payments – Any account in arrears over 90 days will be sent a lien warning letter. As of the date of the meeting, lien-warning letters have been issued to three (3) units and have until February 13<sup>th</sup>, 2017 to have their accounts up-to-date. Failure to bring the account up to date after the grace period will result in a lien being place on the unit(s).

## 8. REPORT ON INSURANCE

The Insurance Certificate from BFL Canada was enclosed with the Notice of Meeting, as required by the Strata Property Act. The Strata insurance policy is effective June 6, 2016 to June 6, 2017. The complex is currently being insured for \$18,500,000.00 in replacement costs but the insurance policy has an extended replacement cost of up to 150% of the total replacement value. General liability coverage is at \$25,000,000.00 and \$20,000,000.00 for Directors and Officers.

Various coverage and deductibles, including water damage, sewer backup, and earthquake and terrorism coverage are included in this policy.

### INSURANCE NOTICE

#### DEDUCTIBLE CHARGE-BACK:

Please note that subject to your bylaws owners may be responsible for the Strata Corporation’s insurance deductible in the event of a claim which emanates from within an Owner’s unit. Owners should ensure that sufficient coverage for such deductible charge backs are added to their individual homeowner’s insurance.

**The current water escape deductible is \$5,000.00.**

*(Please refer to the Strata Corporation insurance policy to review additional important deductible information).*

#### OWNER IMPROVEMENTS / BETTERMENTS:

Please note that any in-unit upgrades and/or betterments completed by the current or any prior owner will not be covered under the Strata Corporation’s insurance policy. Owners must ensure that any upgrades and/or betterments are covered under their personal homeowner insurance policy.

9. **2017 PROPOSED OPERATING BUDGET**

Owners were informed that in order to pass the budget, it will require a majority vote in favour of the proposal. It was **MOVED (SL53), SECONDED (SL33)** to approve the 2017 proposed operating budget as presented and the floor was opened for discussion. Council has recommended a 2.5% increase in strata fees to reflect the market inflation. The contingency reserve fund (CRF) contribution will remain the same as last year for the purpose of setting aside funds for future capital expenditures and avoid special levies against the owners.

Concerns were brought forward including window washing and landscaping improvements. The discussion ensued that a resolution was to be considered by the succeeding strata council at a Special General Meeting (SGM) for Owners consideration to expend monies from the CRF to address these concerns.

After discussion, the motion to approve the 2017 budget as presented was put to a vote with the following results.

**IN FAVOUR – 19; OPPOSED – 2; ABSTENTION – 4**

**CARRIED**

**IMPORTANT NOTICE: STRATA FEE PAYMENTS AND SPECIAL LEVIES PAYMENTS**

Please note with the passing of this budget there is a 2.5% increase in strata fees for 2017 fiscal period effective January 1, 2017 to December 31, 2017. The new strata fees and the retroactive fee for the months of January and February 2017 will be posted on owners account on March 1, 2017.

**Owners paying by pre-authorized withdrawal:** Those Owners currently paying strata fees by way of preauthorized withdrawal need not take any further action.

**Owners paying by cheque:** If you pay via post-dated cheques, you can replace your posted cheques on file with RE/MAX dWell Property Management or send in new cheques with the difference in your monthly strata fee. Strata fees must be made **payable to Strata Plan BCS 4115** and submitted via mail or in person to the RE/MAX office.

**Owners paying by online bill-payment:** If you pay through bill-payments through your online banking, please update your payments to reflect your new strata fee.

Should you have any questions regarding the payment of Strata Fees, contact our accounts receivable department at [ar@dwelldwellproperty.ca](mailto:ar@dwelldwellproperty.ca) or call direct at 604-248-3002.

10. **¾ VOTE RESOLUTION #1 - APPROVAL OF EXPENDITURE FROM CONTINGENCY RESERVE FUND: DEPRECIATION REPORT UPDATE AND TREE ASSESSMENT**

It was **MOVED (SL53)** and **SECONDED (23)** to approve Resolution #1 below as presented.

**WHEREAS:**

- The current Depreciation Report expires in May 2017. The *Strata Property Act* requires that a Depreciation Report be updated every three years;
- Some of the tall trees along the playground area are either distressed or dying. There has been an incident in the past where a branch fell and damaged the chain-link fence.
- As a proactive and safety measure, Council recommends to have a tree assessment done and conduct tree pruning where recommended.



**BE IT RESOLVED, BY A ¾ VOTE RESOLUTION THAT:**

The Owners, Strata Plan BCS4115, “Winchester”, that pursuant to Section 96 of the Strata Property Act, the Strata Corporation is authorized to expend from the contingency reserve fund an amount not to exceed Twelve Thousand Dollars (\$12,000.00) for the purpose of updating the Depreciation Report; and to conduct a tree assessment and subsequent safety measures to address the tree concerns surrounding the property.

After discussion, the motion to approve Resolution #1 was put to a vote with the following results.

**IN FAVOUR – 25; OPPOSED – 0; ABSTENTION – 0**

**CARRIED**

12. **NEW BUSINESS**

The below items were requested by Owners for the 2017-2018 Council to look into.

**a. Maintenance Items**

Owners requested to get proposals for window cleaning, pressure washing and landscaping improvements for council’s consideration.

**b. Special General Meeting (SGM)**

Owners requested for a special general meeting and approve a resolution to expend funds from the contingency reserve fund (CRF) for pressure washing, window cleaning, and landscaping improvement which includes application of bark mulch on the plant beds throughout the complex. It was requested that the cleaning-items be on a separate resolution from the landscape improvements. Furthermore, it was requested that council consider two-options for window-washing: all-windows and second-floor only.

12. **ELECTION OF 2016-2017 STRATA COUNCIL**

The Council President took the opportunity to thank the retiring Council Members for their contributions during the past fiscal year. As required by the Strata Property Act, the current Council Members must resign, however are eligible for re-election. As the current Council’s term of office expired at this meeting, the floor was opened for nominations to the 2017 Strata Council. The Council will consist of a minimum of three (3) members and does not exceed seven (7) members, in accordance with the Strata Corporation Bylaw.

The following owner were either nominated or volunteered to stand for council.

Loretta Steunenber	SL12
Troy Allen	SL14
Jacqueline Wagner	SL15
Madison Lamb	SL18
Cary Hurst	SL25
Ken Chiba	SL32

As agreed to by Owners present at the Annual General Meeting, all the above noted nominees will form the strata council. It was then **MOVED (SL27), SECONDED (SL60) and CARRIED** to elect all the nominees by way of acclamation to serve in the 2017-2018 Strata Council. It was then confirmed that the Council Executives will consist of the following members:

**2017-2018 Council Executives**

Loretta Steunenber	SL12
Troy Allen	SL14
Jacqueline Wagner	SL15
Madison Lamb	SL18
Cary Hurst	SL25
Ken Chiba	SL32

14. **TERMINATION OF MEETING**

There being no further business to discuss, it was MOVED, SECONDED, and CARRIED to terminate the meeting at 8:48 p.m.

15. **NEXT MEETING – To be determined.**

The next meeting will be a Strata Council Meeting. The date of the meeting will be determined at a later date.

**ONLINE ACCESS TO YOUR STRATA CORPORATION**

To access Strata Documents online for Strata Plan BCS 4115 – *Winchester*:

- Please visit: [www.dwellproperty.ca](http://www.dwellproperty.ca)
- Login: **BCS4115**

Owners are encouraged to **subscribe to the newsletter** to receive e-mail notification of important notices, meeting minutes and other Strata Corporation related documents.

**COMMUNICATION WITH STRATA COUNCIL**

Strata Council welcomes the opportunity to serve you by keeping the lines of communication open at all times. Owners are therefore invited to write the Strata Council, via RE/MAX dWell Property Management, at 4311 Viking Way, Suite 270, Richmond, BC Canada V6V 2K9, or e-mail the Property Manager, Arlet Barolo at [arlet.barolo@dwellproperty.ca](mailto:arlet.barolo@dwellproperty.ca) on any Strata Corporation matter. Correspondence received will be presented to and reviewed by Strata Council for consideration.

**SUMMARY OF COVERAGES**

Named Insured	The Owners, Strata Plan BCS4115, acting on their own behalf or as a Strata Corporation &/or as Trustees or Agents on behalf of all Registered Unit Owners.
Project Name	WINCHESTER
Property Manager	Re/Max Property Management Services
Policy Period	June 06, 2016 to June 06, 2017
Insured Location(s)	21867 50th Avenue, Langley, BC V3A 3T2

INSURING AGREEMENT	DEDUCTIBLE	POLICY LIMIT
<b>PROPERTY</b> (Appraisal Date: June 18, 2015)		
All Property, Blanket By-Laws.		\$18,500,000
150% Extended Replacement Cost		\$27,750,000
All Risks	\$2,500	
Sewer Backup	\$5,000	
Water Damage	\$5,000	
Earthquake (Annual Aggregate not to exceed 27,750,000)	10%	
Flood (Annual Aggregate not to exceed 27,750,000)	\$25,000	
Lock & Key	\$250	\$25,000
Additional Living Expenses - Per Unit		\$50,000
Additional Living Expenses - Annual Aggregate		\$1,000,000
Gross Rents, 100% Co-Insurance, Indemnity Period (Months) : N/A	N/A	Not Covered
<b>CRIME</b>		
Employee Dishonesty - Including Property Manager and Elected Officer Theft	Nil	\$1,000,000
Broad Form Money and Securities	Nil	\$10,000
<b>COMMERCIAL GENERAL LIABILITY</b>		
Bodily Injury & Property Damage	\$500	\$25,000,000
Non-Owned Automobile	\$500	\$25,000,000
<b>CONDOMINIUM DIRECTORS &amp; OFFICERS LIABILITY</b>		
Claims Made Form - Including Property Manager	Nil	\$20,000,000
Privacy Event Expenses	Nil	\$50,000
Cyber Liability	Nil	\$50,000
<b>BLANKET GLASS - Includes Lobby Glass</b>		
Residential	\$250	Blanket
Commercial	\$250	
Canopy	\$1,000	
<b>EQUIPMENT BREAKDOWN</b>		
Standard Comprehensive Form including Production Machines and Electronic Equipment	\$1,000	\$18,500,000
Extra Expense – 100% available in first month	24 Hour Waiting Period	\$250,000
Loss of Profits – Rents, Indemnity Period (Months): N/A	N/A	Not Covered
<b>POLLUTION LIABILITY</b>		
Each Event	\$10,000	\$1,000,000
Aggregate Policy Limit		\$5,000,000
<b>VOLUNTEER ACCIDENT</b>		
Principal Sum.	See Policy Wordings	\$1,000,000
<b>LEGAL EXPENSES</b>		
Each Event	Nil	\$1,000,000
Annual Aggregate.		\$5,000,000
<b>TERRORISM</b>		
Per Occurrence.	\$1,000	\$350,000
Annual Aggregate		\$350,000

**LOSS PAYABLE**  
All Registered Unit Owners &/or other Mortgagees as their interest may appear and as shown in the Land Registration District Office applicable to the said Property.

POLICY NUMBER	COVERAGES	SUBSCRIBERS
BFL04BCS4115	PROPERTY PROPERTY PROPERTY  PROPERTY PROPERTY PROPERTY BLANKET GLASS - Includes Lobby Glass EXCESS EXTENDED REPLACEMENT COST  CRIME COMMERCIAL GENERAL LIABILITY CONDOMINIUM DIRECTORS & OFFICERS LIABILITY EQUIPMENT BREAKDOWN POLLUTION LIABILITY	AIG Insurance Company of Canada Allianz Insurance Company Certain Underwriters at Lloyds' of London under Contract No. PRPNA1502069 as arranged by Lockton Companies LLP Continental Casualty Company (CNA Canada) Starr Insurance & Reinsurance Limited Zurich Insurance Company Ltd Economical Mutual Insurance Company Liberty International Underwriters Canada (a division of Liberty Mutual Insurance Company) Intact Insurance Company of Canada Economical Mutual Insurance Company Great American Insurance Group Intact Insurance Company of Canada Zurich Insurance Company Ltd



BFL04BCS4115

VOLUNTEER ACCIDENT  
LEGAL EXPENSES  
TERRORISM  
  
BLANKET COVERAGE

ACE INA Life Insurance  
DAS Legal Protection Insurance Company Limited  
Binding Authority B0713PRPNA1501175 underwritten by certain underwriters at  
Lloyd's  
Binding Authority B0713SPRGL1601012 underwritten by certain underwriters at  
Lloyd's

This record sheet is intended for reference only. Please refer to your polic(ies) for complete details.

**BCS4115 -Winchester**  
**January 1, 2017 - December 31, 2017 Approved Operating Budget**

<b>REVENUE</b>	<b>2016 Approved Budget</b>	<b>2016 Year-End</b>	<b>2017 Approved Budget</b>
Strata Fees 217,522		217,522	223,034
Late Fees	0	1000	0
Interest Income	0	492	0
Miscellaneous Income	0	0	0
<b>TOTAL REVENUE</b>	<b>217,522</b>	<b>219,014</b>	<b>223,034</b>

**OPERATING EXPENSES**

**ADMINISTRATIVE EXPENSES**

Property Management	19,744	14,249	19,744
Bank Charges	300	215	300
Sundry, Postage & Photo Copies	650	841	750
Professional - Accounting	500	525	500
Professional - Audit	392	735	735
Professional - Engineering	4,500	2,745	0
Professional - Legal	500	210	500
Insurance	36,000	33,904	36000
<b>TOTAL ADMIN. EXPENSES</b>	<b>62,586</b>	<b>53,424</b>	<b>58,529</b>

**UTILITIES**

Utilities - Electricity	2,241	1,804	2250
<b>TOTAL UTILITIES</b>	<b>2,241</b>	<b>1,804</b>	<b>2250</b>

**BUILDING MAINTENANCE**

Garbage Disposal and Recycling	12,500	13,636	18,000
General Repairs and Maintenance	2,000	1759	5,000
Fire & Alarm Maintenance	3,500	3159	3,500
Gutters & Eaves	3,045	3,045	3,255
Dryer Vent Cleaning	1,600	1,286.00	0
<b>TOTAL BUILDING MAINTENANCE</b>	<b>22,645</b>	<b>22,885</b>	<b>29,755</b>

**GROUNDS MAINTENANCE**

Landscaping Services	28,500	27,143	28,500
Landscaping Improvement & Upgrade	2,500	0	2,500
Irrigation	500	318	500
Snow Removal	1,050	3,150	3,500
<b>TOTAL GROUNDS MAINTENANCE</b>	<b>32,550</b>	<b>30,611</b>	<b>35,000</b>

<b>TOTAL OPERATING EXPENDITURE</b>	<b>120,022</b>	<b>108,724</b>	<b>125,534</b>
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**TRANSFER TO RESERVES**

Transfer to Contingency Fund	97,500	97,500	97,500
<b>TOTAL TRANSFER TO RESERVES</b>	<b>97,500</b>	<b>97,500</b>	<b>97,500</b>

<b>NET SURPLUS (DEFICIT)</b>	<b>0</b>	<b>12,790</b>	<b>0</b>
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## BCS 4115 - WINCHESTER

### Strata Fee Schedule for the Period January 1, 2017 - December 31, 2017

Unit #	Strata Lot	Unit Entitlement	Approved Operating Fund Contribution	Approved CRF Contribution	Prior Year Strata Fee Contribution	Approved Strata Fee Contribution
1	1	124	\$ 137.44	\$ 106.75	\$ 238.16	\$ 244.19
2	2	119	\$ 131.90	\$ 102.44	\$ 228.55	\$ 234.35
3	3	119	\$ 131.90	\$ 102.44	\$ 228.55	\$ 234.35
4	4	119	\$ 131.90	\$ 102.44	\$ 228.55	\$ 234.35
5	5	119	\$ 131.90	\$ 102.44	\$ 228.55	\$ 234.35
6	6	124	\$ 137.44	\$ 106.75	\$ 238.16	\$ 244.19
7	7	133	\$ 147.42	\$ 114.50	\$ 255.44	\$ 261.92
8	8	127	\$ 140.77	\$ 109.33	\$ 243.92	\$ 250.10
9	9	128	\$ 141.88	\$ 110.19	\$ 245.84	\$ 252.07
10	10	127	\$ 140.77	\$ 109.33	\$ 243.92	\$ 250.10
11	11	128	\$ 141.88	\$ 110.19	\$ 245.84	\$ 252.07
12	12	133	\$ 147.42	\$ 114.50	\$ 255.44	\$ 261.92
13	13	133	\$ 147.42	\$ 114.50	\$ 255.44	\$ 261.92
14	14	127	\$ 140.77	\$ 109.33	\$ 243.92	\$ 250.10
15	15	128	\$ 141.88	\$ 110.19	\$ 245.84	\$ 252.07
16	16	127	\$ 140.77	\$ 109.33	\$ 243.92	\$ 250.10
17	17	128	\$ 141.88	\$ 110.19	\$ 245.84	\$ 252.07
18	18	133	\$ 147.42	\$ 114.50	\$ 255.44	\$ 261.92
19	19	126	\$ 139.66	\$ 108.47	\$ 242.00	\$ 248.13
20	20	120	\$ 133.01	\$ 103.31	\$ 230.47	\$ 236.31
21	21	122	\$ 135.23	\$ 105.03	\$ 234.32	\$ 240.25
22	22	120	\$ 133.01	\$ 103.31	\$ 230.47	\$ 236.31
23	23	124	\$ 137.44	\$ 106.75	\$ 238.16	\$ 244.19
24	24	201	\$ 222.79	\$ 173.04	\$ 386.05	\$ 395.83
25	25	212	\$ 234.98	\$ 182.51	\$ 407.17	\$ 417.49
26	26	201	\$ 222.79	\$ 173.04	\$ 386.05	\$ 395.83
27	27	126	\$ 139.66	\$ 108.47	\$ 242.00	\$ 248.13
28	28	120	\$ 133.01	\$ 103.31	\$ 230.47	\$ 236.31
29	29	123	\$ 136.33	\$ 105.89	\$ 236.24	\$ 242.22
30	30	121	\$ 134.12	\$ 104.17	\$ 232.40	\$ 238.28
31	31	123	\$ 136.33	\$ 105.89	\$ 236.24	\$ 242.22
32	32	126	\$ 139.66	\$ 108.47	\$ 242.00	\$ 248.13
33	33	198	\$ 219.47	\$ 170.45	\$ 380.20	\$ 389.92
34	34	206	\$ 228.33	\$ 177.34	\$ 395.65	\$ 405.67
35	35	200	\$ 221.68	\$ 172.18	\$ 384.12	\$ 393.86
36	36	200	\$ 221.68	\$ 172.18	\$ 384.12	\$ 393.86
37	37	199	\$ 220.57	\$ 171.32	\$ 382.20	\$ 391.89
38	38	123	\$ 136.33	\$ 105.89	\$ 236.24	\$ 242.22
39	39	122	\$ 135.23	\$ 105.03	\$ 234.32	\$ 240.25
40	40	120	\$ 133.01	\$ 103.31	\$ 230.47	\$ 236.31
41	41	122	\$ 135.23	\$ 105.03	\$ 234.32	\$ 240.25
42	42	126	\$ 139.66	\$ 108.47	\$ 242.00	\$ 248.13
43	47	126	\$ 139.66	\$ 108.47	\$ 242.00	\$ 248.13
44	48	120	\$ 133.01	\$ 103.31	\$ 230.47	\$ 236.31

45	49	122	\$ 135.23	\$ 105.03	\$ 234.32	\$ 240.25
46	50	120	\$ 133.01	\$ 103.31	\$ 230.47	\$ 236.31
47	51	124	\$ 137.44	\$ 106.75	\$ 238.16	\$ 244.19
48	52	126	\$ 139.66	\$ 108.47	\$ 242.00	\$ 248.13
49	53	121	\$ 134.12	\$ 104.17	\$ 232.40	\$ 238.28
50	54	122	\$ 135.23	\$ 105.03	\$ 234.32	\$ 240.25
51	55	126	\$ 139.66	\$ 108.47	\$ 242.00	\$ 248.13
52	56	124	\$ 137.44	\$ 106.75	\$ 238.16	\$ 244.19
53	57	120	\$ 133.01	\$ 103.31	\$ 230.47	\$ 236.31
54	58	122	\$ 135.23	\$ 105.03	\$ 234.32	\$ 240.25
55	59	120	\$ 133.01	\$ 103.31	\$ 230.47	\$ 236.31
56	60	148	\$ 164.04	\$ 127.41	\$ 284.25	\$ 291.46
57	61	149	\$ 165.15	\$ 128.27	\$ 286.17	\$ 293.42
58	62	148	\$ 164.04	\$ 127.41	\$ 284.25	\$ 291.46
59	68	123	\$ 136.33	\$ 105.89	\$ 236.24	\$ 242.22
60	69	122	\$ 135.23	\$ 105.03	\$ 234.32	\$ 240.25
61	70	148	\$ 164.04	\$ 127.41	\$ 284.25	\$ 291.46
62	63	148	\$ 164.04	\$ 127.41	\$ 284.25	\$ 291.46
63	64	128	\$ 141.88	\$ 110.19	\$ 245.84	\$ 252.07
64	65	128	\$ 141.88	\$ 110.19	\$ 245.84	\$ 252.07
65	66	128	\$ 141.88	\$ 110.19	\$ 245.84	\$ 252.07
66	67	130	\$ 144.09	\$ 111.91	\$ 249.68	\$ 256.01
67	43	124	\$ 137.44	\$ 106.75	\$ 238.16	\$ 244.19
68	44	120	\$ 133.01	\$ 103.31	\$ 230.47	\$ 236.31
69	45	120	\$ 133.01	\$ 103.31	\$ 230.47	\$ 236.31
70	46	124	\$ 137.44	\$ 106.75	\$ 238.16	\$ 244.19
TOTAL		9438	\$ 10,461.17	\$ 8,125.00	\$ 18,126.75	\$ 18,586.17
<b>ANNUAL TOTAL</b>			<b>\$ 125,534</b>	<b>\$ 97,500</b>	<b>\$ 217,522</b>	<b>\$ 223,034</b>



January 19, 2017

To the Owners of **Winchester**  
**STRATA PLAN BCS 4115**  
21867 50th Avenue,  
Langley, BC V3A 3T2

Dear Owner(s):

**RE: ANNUAL GENERAL MEETING**

As the Managing Agent, we are pleased to attach formal notice of the **Annual General Meeting** of the Owners of Strata Plan BCS 4115 to be held on **Thursday, February 9, 2017 at 7:00 pm, in the W.C. Blair Recreation Centre: "Studio 1" – 22200 Fraser Highway Langley, BC V3A 3T2.** Registration will begin at 6:45p.m, and we respectfully request your early attendance in order that the meeting may commence on time.

At this Annual General Meeting, the Ownership will be presented with the 2017 Proposed Operating Budget with 2.5% increase in strata fees; 1 (one), 3/4 Vote Resolution; and the election of the 2017 Strata Council.


Included in this package are the details of the above, an Agenda and a Proxy form.

Should you be unable to attend, a proxy form has been included for an alternative representative to attend and vote on your behalf. Please be advised that a proxy holder need not be a registered owner, but must be appointed by the registered owner.

**Please note that pursuant to Section 112 of the *Strata Property Act*, where the Strata Corporation is eligible to register a lien on the title of a strata lot for delinquency in their financial obligations to the Strata Corporation, the Owner of the strata lot may be restricted from voting.**

We therefore request that you review the attached information and should you have any questions, please do not hesitate to contact this office. We look forward to meeting with you on **Thursday, February 9, 2017 at 6:45 p.m.**

Yours truly,  
**RE/MAX dWell Property Management**  
As Agents for **BCS 4115 – Winchester**

  
Arlet Barolo  
Property Manager



## AGENDA

**STRATA PLAN – BCS 4115**  
**“WINCHESTER”**  
**21867 50th Avenue, Langley, B.C.**

**ANNUAL GENERAL MEETING**  
**Thursday, February 9, 2017**

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1. Registration – 6:45pm
2. Meeting Procedures
  - Certification of Proxies and Issuing Voting Cards and Ballots
  - Determination of Quorum
  - Proof of Notice of Meeting & Receipt of Financial Statement
3. Call to Order – 7:00pm
4. Approve the Agenda
5. Approval of Previous General Meeting Minutes  
Special General Meeting – March 10, 2016
6. Strata Council Report
7. Report on Insurance – In accordance with clause 154 of the Strata Property Act of B.C. (attached)
8. 2017 Proposed Operating Budget (majority vote)
  - Budget Notes (attached)
  - 2017 Proposed Operating Budget (attached)
9. Resolution #1 – CRF Expense – Depreciation Report Update and Tree Condition Assessment and Safety Measures
10. New Business
11. Election of Strata Council Members
12. Termination of Meeting

**VOTING:** Except in cases where a unanimous resolution is required, an owner is not entitled to vote at a general meeting if the Strata Corporation is entitled to register a lien against a strata lot. Cheques will not be accepted at the meeting unless certified. *A spouse who is not registered on title must have a proxy authorization to vote.*

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Date of Notice Mailed: January 19, 2017

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**PLEASE BRING THIS NOTICE AND ALL ATTACHMENTS TO THE MEETING**

**SPECIAL GENERAL MEETING MINUTES**

Thursday, March 10, 2016

**WINCHESTER – STRATA PLAN BCS 4115****LOCATION:**7:00 pm – WC BLAIR RECREATION CENTRE,  
STUDIO 2 - 22200 FRASER HWY, LANGLEY, BC**STRATA COUNCIL****PRESIDENT**

Ken Chiba

**VICE – PRESIDENT**

Troy Allen

**TREASURER /  
PRIVACY OFFICER**

Helen Brooke

**SECRETARY**

Cameron Birch

**ATTENDANCE:**

13 Owners registered and represented in person

11 Owners registered and represented by proxy

**(1) CALL TO ORDER**

The Council President, Ken Chiba called the meeting to order at 7:02 p.m.

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

All received proxies were verified and certified by the Strata Council in accordance with the requirements of the Strata Property Act.

70 of 70 strata lots at Winchester were eligible to vote at the Special General Meeting as their accounts were in good standing.

As per the Strata Property Act Section 48(2), one-third of persons entitled to vote constitute a quorum. Quorum was met.

**(3) PROOF OF NOTICE**

The Strata Property Act requires appropriate notice be given to all Owners either by mail to their last-known address or hand-delivered onsite. The notice was mailed out to all Owners on February 22<sup>nd</sup>, 2016, giving the required notice of the meeting as specified in the Strata Property Act, sections 45(1) and 63(3).

It was MOVED (#25), SECONDED (#61) that the proper notice had been given for the 2016 Special General Meeting. The vote was taken by show of hands. **UNANIMOUS**

**(4) <sup>3/4</sup> VOTE RESOLUION “A”- TERMINATION OF AGENCY AGREEMENT**

Be it resolved by a three quarter (3/4) vote of the eligible Owners of the Strata Plan BCS 4115 Winchester, in attendance at this meeting in person and by proxy that in accordance with section (30) (1) (a) of the Strata Property Act the Agency Agreement with Associa British Columbia be cancelled by giving two (2) calendar months' notice of termination, to be effective May 31<sup>st</sup>, 2016.

Council members discussed with Owners on how Council has reached the decision to terminate with Associa BC. Reasons included the numbers of Property Managers that have been assigned to BCS 4115 within the last few years which have led to the breakdown of communication and follow-through. The relationship has deteriorated to a point where termination was the most viable option for the Owners of BCS 4115. Owners asked questions which were answered accordingly as there were no further questions

It was MOVED (#40), SECONDED (#68) to approve Resolution "A"

There being 24 in favour, 0 opposed and 0 abstentions  
The motion to approve  $\frac{3}{4}$  Resolution "A"

**UNANIMOUS**

**(5) TERMINATION**

There being no further business, the meeting was terminated at 7:45 p.m.

<p><b>Please be advised you should retain copies of Council and General Meeting Minutes for a period of 2 years.</b></p>
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**SUMMARY OF COVERAGES**

Named Insured	The Owners, Strata Plan BCS4115, acting on their own behalf or as a Strata Corporation &/or as Trustees or Agents on behalf of all Registered Unit Owners.
Project Name	WINCHESTER
Property Manager	Re/Max Property Management Services
Policy Period	June 06, 2016 to June 06, 2017
Insured Location(s)	21867 50th Avenue, Langley, BC V3A 3T2

INSURING AGREEMENT	DEDUCTIBLE	POLICY LIMIT
<b>PROPERTY</b> (Appraisal Date: June 18, 2015)		
All Property, Blanket By-Laws.		\$18,500,000
150% Extended Replacement Cost		\$27,750,000
All Risks	\$2,500	
Sewer Backup	\$5,000	
Water Damage	\$5,000	
Earthquake (Annual Aggregate not to exceed 27,750,000)	10%	
Flood (Annual Aggregate not to exceed 27,750,000)	\$25,000	
Lock & Key	\$250	\$25,000
Additional Living Expenses - Per Unit		\$50,000
Additional Living Expenses - Annual Aggregate		\$1,000,000
Gross Rents, 100% Co-Insurance, Indemnity Period (Months) : N/A	N/A	Not Covered
<b>CRIME</b>		
Employee Dishonesty - Including Property Manager and Elected Officer Theft	Nil	\$1,000,000
Broad Form Money and Securities	Nil	\$10,000
<b>COMMERCIAL GENERAL LIABILITY</b>		
Bodily Injury & Property Damage	\$500	\$25,000,000
Non-Owned Automobile	\$500	\$25,000,000
<b>CONDOMINIUM DIRECTORS &amp; OFFICERS LIABILITY</b>		
Claims Made Form - Including Property Manager	Nil	\$20,000,000
Privacy Event Expenses	Nil	\$50,000
Cyber Liability	Nil	\$50,000
<b>BLANKET GLASS - Includes Lobby Glass</b>		
Residential	\$250	Blanket
Commercial	\$250	
Canopy	\$1,000	
<b>EQUIPMENT BREAKDOWN</b>		
Standard Comprehensive Form including Production Machines and Electronic Equipment	\$1,000	\$18,500,000
Extra Expense – 100% available in first month	24 Hour Waiting Period	\$250,000
Loss of Profits – Rents, Indemnity Period (Months): N/A	N/A	Not Covered
<b>POLLUTION LIABILITY</b>		
Each Event	\$10,000	\$1,000,000
Aggregate Policy Limit		\$5,000,000
<b>VOLUNTEER ACCIDENT</b>		
Principal Sum.	See Policy Wordings	\$1,000,000
<b>LEGAL EXPENSES</b>		
Each Event	Nil	\$1,000,000
Annual Aggregate.		\$5,000,000
<b>TERRORISM</b>		
Per Occurrence.	\$1,000	\$350,000
Annual Aggregate		\$350,000

**LOSS PAYABLE**  
All Registered Unit Owners &/or other Mortgagees as their interest may appear and as shown in the Land Registration District Office applicable to the said Property.

POLICY NUMBER	COVERAGES	SUBSCRIBERS
BFL04BCS4115	PROPERTY PROPERTY PROPERTY  PROPERTY PROPERTY PROPERTY BLANKET GLASS - Includes Lobby Glass EXCESS EXTENDED REPLACEMENT COST  CRIME COMMERCIAL GENERAL LIABILITY CONDOMINIUM DIRECTORS & OFFICERS LIABILITY EQUIPMENT BREAKDOWN POLLUTION LIABILITY	AIG Insurance Company of Canada Allianz Insurance Company Certain Underwriters at Lloyds' of London under Contract No. PRPNA1502069 as arranged by Lockton Companies LLP Continental Casualty Company (CNA Canada) Starr Insurance & Reinsurance Limited Zurich Insurance Company Ltd Economical Mutual Insurance Company Liberty International Underwriters Canada (a division of Liberty Mutual Insurance Company) Intact Insurance Company of Canada Economical Mutual Insurance Company Great American Insurance Group Intact Insurance Company of Canada Zurich Insurance Company Ltd



BFL04BCS4115

VOLUNTEER ACCIDENT  
LEGAL EXPENSES  
TERRORISM  
  
BLANKET COVERAGE

ACE INA Life Insurance  
DAS Legal Protection Insurance Company Limited  
Binding Authority B0713PRPNA1501175 underwritten by certain underwriters at  
Lloyd's  
Binding Authority B0713SPRGL1601012 underwritten by certain underwriters at  
Lloyd's

This record sheet is intended for reference only. Please refer to your polic(ies) for complete details.

# Strata Plan BCS4115 (bcs4115)

## Balance Sheet

December 2016

Books = Accrual

RE/MAX Property Management Services  
a division of RE/MAX Commercial Realty  
Suite 270, 4311 Viking Way  
Richmond, BC V6V 2K9  
p: 604.821.2999 f: 604.821.1822

[www.mypropertymanager.ca](http://www.mypropertymanager.ca)

### ASSETS

#### CURRENT ASSETS

Bank - Operating Account	41,418.42
Bank - Contingency Fund	282,541.04
Prepaid Insurance	14,130.85
Accounts Receivable	10,828.79
Recoverable Chargebacks	-5,000.00
<b>TOTAL CURRENT ASSETS</b>	<b>343,919.10</b>

#### TOTAL ASSETS

**343,919.10**

### LIABILITIES & OWNERS EQUITY

#### LIABILITIES

##### CURRENT LIABILITIES

Prepaid Strata Fees	1,729.34
Accounts Payable	6,404.13
Accrued Liabilities	5,850.50
<b>TOTAL CURRENT LIABILITIES</b>	<b>13,983.97</b>

#### TOTAL LIABILITIES

**13,983.97**

#### OWNERS EQUITY

Operating Fund - Prior Years	39,603.18
Operating Fund - Current Year	12,790.91
Contingency Fund - Opening Balance	188,433.17
Contingency Fund - Current Year	97,500.00
Contingency Fund - Interest	2,724.12
CRF Expense Current Year	-11,116.25

#### TOTAL OWNERS EQUITY

**329,935.13**

#### TOTAL LIABILITIES & OWNERS EQUITY

**343,919.10**

**Budget Comparison**  
**All Selected Properties (AllProp)**  
**December 2016**

Fiscal Year End December  
 Books = Accrual

RE/MAX dWell Property Management  
 Suite 270, 4311 Viking Way  
 Richmond, BC V6V 2K9  
 p: 604.821.2999 f:604.821.1822

www.dwellproperty.ca

**Strata Plan BCS4115 (bcs4115)**

	MTD Actual	MTD Budget	Variance	% Var.	YTD Actual	YTD Budget	Variance	% Var.	Annual Budget
<b>REVENUE</b>									
Strata Fees	18,126.83	18,126.85	-0.02	0.00	217,522.04	217,522.20	-0.16	0.00	217,522.20
Late Fees	100.00	0.00	100.00	0.00	999.74	0.00	999.74	0.00	0.00
Interest Income	44.90	0.00	44.90	0.00	492.26	0.00	492.26	0.00	0.00
Miscellaneous Income	0.00	0.00	0.00	0.00	-0.64	0.00	-0.64	0.00	0.00
<b>TOTAL REVENUE</b>	<b>18,271.73</b>	<b>18,126.85</b>	<b>144.88</b>	<b>0.80</b>	<b>219,013.40</b>	<b>217,522.20</b>	<b>1,491.20</b>	<b>0.69</b>	<b>217,522.20</b>
<b>OPERATING EXPENSES</b>									
<b>ADMINISTRATIVE EXPENSES</b>									
Property Management	1,569.75	1,645.35	75.60	4.59	14,248.50	19,744.20	5,495.70	27.83	19,744.20
Bank Charges	14.00	25.00	11.00	44.00	215.00	300.00	85.00	28.33	300.00
Sundry, Postage & Copies	27.39	54.13	26.74	49.40	840.61	650.00	-190.61	-29.32	650.00
Professional - Accounting	0.00	41.63	41.63	100.00	525.00	500.00	-25.00	-5.00	500.00
Professional - Audit	0.00	32.63	32.63	100.00	735.00	392.00	-343.00	-87.50	392.00
Professional - Engineering	0.00	375.00	375.00	100.00	2,745.37	4,500.00	1,754.63	38.99	4,500.00
Professional - Legal	26.25	41.63	15.38	36.94	210.00	500.00	290.00	58.00	500.00
Insurance	2,826.17	3,000.00	173.83	5.79	33,903.59	36,000.00	2,096.41	5.82	36,000.00
<b>TOTAL ADMIN. EXPENSES</b>	<b>4,463.56</b>	<b>5,215.37</b>	<b>751.81</b>	<b>14.42</b>	<b>53,423.07</b>	<b>62,586.20</b>	<b>9,163.13</b>	<b>14.64</b>	<b>62,586.20</b>
<b>UTILITIES</b>									
Utilities - Electricity	401.98	186.75	-215.23	-115.25	1,803.48	2,241.00	437.52	19.52	2,241.00
<b>TOTAL UTILITIES</b>	<b>401.98</b>	<b>186.75</b>	<b>-215.23</b>	<b>-115.25</b>	<b>1,803.48</b>	<b>2,241.00</b>	<b>437.52</b>	<b>19.52</b>	<b>2,241.00</b>
<b>BUILDING MAINTENANCE</b>									
Garbage Disposal & Recycling	1,002.15	1,041.63	39.48	3.79	13,636.00	12,500.00	-1,136.00	-9.09	12,500.00
General Repairs & Maintenance	0.00	166.63	166.63	100.00	1,758.75	2,000.00	241.25	12.06	2,000.00
Fire & Alarm Maintenance	0.00	291.63	291.63	100.00	3,158.97	3,500.00	341.03	9.74	3,500.00
Gutters & Eaves	0.00	253.75	253.75	100.00	3,045.00	3,045.00	0.00	0.00	3,045.00
Dryer Vent Cleaning	0.00	133.37	133.37	100.00	1,286.25	1,600.00	313.75	19.61	1,600.00
<b>TOTAL BUILDING MAINTENANCE</b>	<b>1,002.15</b>	<b>1,887.01</b>	<b>884.86</b>	<b>46.89</b>	<b>22,884.97</b>	<b>22,645.00</b>	<b>-239.97</b>	<b>-1.06</b>	<b>22,645.00</b>
<b>GROUNDS MAINTENANCE</b>									
Landscaping Services	2,223.69	2,375.00	151.31	6.37	27,142.82	28,500.00	1,357.18	4.76	28,500.00
Landscaping Improvement & Upgrades	0.00	208.37	208.37	100.00	0.00	2,500.00	2,500.00	100.00	2,500.00
Irrigation	0.00	41.63	41.63	100.00	318.15	500.00	181.85	36.37	500.00
Snow Removal	262.50	87.50	-175.00	-200.00	3,150.00	1,050.00	-2,100.00	-200.00	1,050.00
<b>TOTAL GROUNDS MAINTENANCE</b>	<b>2,486.19</b>	<b>2,712.50</b>	<b>226.31</b>	<b>8.34</b>	<b>30,610.97</b>	<b>32,550.00</b>	<b>1,939.03</b>	<b>5.96</b>	<b>32,550.00</b>
<b>TOTAL OPERATING EXPENSES</b>	<b>8,353.88</b>	<b>10,001.63</b>	<b>1,647.75</b>	<b>16.47</b>	<b>108,722.49</b>	<b>120,022.20</b>	<b>11,299.71</b>	<b>9.41</b>	<b>120,022.20</b>
<b>TRANSFER TO RESERVES</b>									
Transfer to Contingency Fund	8,125.00	8,125.00	0.00	0.00	97,500.00	97,500.00	0.00	0.00	97,500.00
<b>TOTAL TRANSFER TO RESERVES</b>	<b>8,125.00</b>	<b>8,125.00</b>	<b>0.00</b>	<b>0.00</b>	<b>97,500.00</b>	<b>97,500.00</b>	<b>0.00</b>	<b>0.00</b>	<b>97,500.00</b>
<b>NET SURPLUS (DEFICIT)</b>	<b>1,792.85</b>	<b>0.22</b>	<b>1,792.63</b>	<b>831.82</b>	<b>12,790.91</b>	<b>0.00</b>	<b>12,790.91</b>	<b>0.00</b>	<b>0.00</b>

# STRATA PLAN BCS 4115 WINCHESTER

## 2017 OPERATING BUDGET NOTES

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### INCOME

1. Strata Fees: There is 2.5% increase in strata fees proposed.
2. Late Fees: Fees assessed to owners for late payment of strata fees.
3. Interest on Income: Interest accrued on Operating Funds.
4. Misc. Income: Any other income other than strata fees and interests.

### GENERAL AND ADMINISTRATIVE EXPENSES

5. Property Management: As per agency agreement with RE/MAX dWell Property Management.
6. Bank Charges: Monthly charges related to producing statements and other administrative items charged by the strata's financial institution for each account held with Vancity in accordance with the Real Estate Services Act.
7. Sundry, Postage & Copies: Cost of producing minutes and mailing correspondence.
8. Professional – Accounting: This category covers the Annual Tax filing Under the Income Tax Act subsection 150(1) (a), all corporations, including non-profit organizations, tax exempt corporations, and inactive corporations have to file a T2 return annually, even if there is no tax payable. Under subsection 149(1) (l), many strata corporation are tax-exempt from paying income taxes as it is a non-profit organization. To be in compliance, Strata Corporations are required to file a Form T2 corporate income tax return for every fiscal year.
9. Professional – Audit: Annual mandatory financial review of the Strata' Corporation's trust account as required by the Real Estate Service Act.
10. Professional – Engineering: Costs to hire a contractor or Engineer to update the Depreciation Report which expires next year. (This item will be deleted this year. The funds for the Depreciation Update will be taken from the CRF contribution.)
11. Professional – Legal: Costs for monthly legal retainer and additional services as needed.
12. Insurance: Policy period runs from June 6, 2016 to June 6, 2017. BFL Canada is the insurance broker.

### UTILITIES

13. Utilities – Electricity: Common area hydro costs based on 2016 usage.

### BUILDING MAINTENANCE

14. Garbage Disposal and Recycling: Garbage and recycling services from Waste Management. (The increase is related to the organics collection services; and it will also include the purchase of 25L totes for all the units.)
15. General Repairs and Maintenance: This category is reserved for the general repairs and maintenance that occur during the fiscal year.
16. Fire and Alarm Maintenance: This category covers the cost of the Annual fire inspection in the complex.
17. Gutters and Eaves: Cost to clean the exterior gutter system once a year.
18. Dryer Vent Cleaning: This amount is allocated for the cleaning and maintenance of the dryer vents once every two years. (This budget item will be removed this year since it won't be in the cycle this year. It will be included again in the following year fiscal period budget.)

### GROUNDS MAINTENANCE

19. Landscaping Services: Budgeted amount for the landscaping maintenance services from January to December.
20. Landscaping Improvements and upgrades: Budgeted amount to perform landscape upgrades.
21. Irrigation: For the winterization and start-up of the landscaping irrigation system.
22. Snow Removal: Costs for snow clearing and salting.



## **CONTINGENCY RESERVE FUND**

As stipulated under Section 92 of the Strata Property Act, common expenses that usually occur less often than once a year or that do not usually occur, can be financed by a withdrawal from the Contingency Reserve Fund.

Section 93 of the Strata Property Act and Section 6.1(3) of the Strata Property Regulations sets out the requirements for the amount of the annual contribution.

If the amount of money in the Contingency Reserve Fund at the end of any fiscal year is at least 25% but less than 100% of the total annual budgeted contribution to the Operating Fund for the fiscal year that just ended, the annual contribution to the Contingency Reserve fund may be of any amount.

The outgoing Council recommends the coming year's contribution be the same in the amount of \$97,500.

**BCS4115 -Winchester**  
**January 1, 2017 - December 31, 2017 Proposed Operating Budget**

<b>REVENUE</b>	<b>2016 Approved Budget</b>	<b>2016 Year-End</b>	<b>2017 Proposed Budget</b>
Strata Fees	217,522	217,522	223,034
Late Fees	0	1000	0
Interest Income	0	492	0
Miscellaneous Income	0	0	0
<b>TOTAL REVENUE</b>	<b>217,522</b>	<b>219,014</b>	<b>223,034</b>
<b>OPERATING EXPENSES</b>			
<b>ADMINISTRATIVE EXPENSES</b>			
Property Management	19,744	14,249	19,744
Bank Charges	300	215	300
Sundry, Postage & Photo Copies	650	841	750
Professional - Accounting	500	525	500
Professional - Audit	392	735	735
Professional - Engineering	4,500	2,745	0
Professional - Legal	500	210	500
Insurance	36,000	33,904	36000
<b>TOTAL ADMIN. EXPENSES</b>	<b>62,586</b>	<b>53,424</b>	<b>58,529</b>
<b>UTILITIES</b>			
Utilities - Electricity	2,241	1,804	2250
<b>TOTAL UTILITIES</b>	<b>2,241</b>	<b>1,804</b>	<b>2250</b>
<b>BUILDING MAINTENANCE</b>			
Garbage Disposal and Recycling	12,500	13,636	18,000
General Repairs and Maintenance	2,000	1759	5,000
Fire & Alarm Maintenance	3,500	3159	3,500
Gutters & Eaves	3,045	3,045	3,255
Dryer Vent Cleaning	1,600	1,286.00	0
<b>TOTAL BUILDING MAINTENANCE</b>	<b>22,645</b>	<b>22,885</b>	<b>29,755</b>
<b>GROUNDS MAINTENANCE</b>			
Landscaping Services	28,500	27,143	28,500
Landscaping Improvement & Upgrade	2,500	0	2,500
Irrigation	500	318	500
Snow Removal	1,050	3,150	3,500
<b>TOTAL GROUNDS MAINTENANCE</b>	<b>32,550</b>	<b>30,611</b>	<b>35,000</b>
<b>TOTAL OPERATING EXPENDITURE</b>	<b>120,022</b>	<b>108,724</b>	<b>125,534</b>
<b>TRANSFER TO RESERVES</b>			
Transfer to Contingency Fund	97,500	97,500	97,500
<b>TOTAL TRANSFER TO RESERVES</b>	<b>97,500</b>	<b>97,500</b>	<b>97,500</b>
<b>NET SURPLUS (DEFICIT)</b>	<b>0</b>	<b>12,790</b>	<b>0</b>

**BCS 4115 - WINCHESTER**

**Strata Fee Schedule for the Period January 1, 2017 - December 31, 2017**

Unit #	Strata Lot	Unit Entitlement	Proposed Operating Fund Contribution	Proposed CRF Contribution	Prior Year Strata Fee Contribution	Proposed Strata Fee Contribution
1	1	124	\$ 137.44	\$ 106.75	\$ 238.16	\$ 244.19
2	2	119	\$ 131.90	\$ 102.44	\$ 228.55	\$ 234.35
3	3	119	\$ 131.90	\$ 102.44	\$ 228.55	\$ 234.35
4	4	119	\$ 131.90	\$ 102.44	\$ 228.55	\$ 234.35
5	5	119	\$ 131.90	\$ 102.44	\$ 228.55	\$ 234.35
6	6	124	\$ 137.44	\$ 106.75	\$ 238.16	\$ 244.19
7	7	133	\$ 147.42	\$ 114.50	\$ 255.44	\$ 261.92
8	8	127	\$ 140.77	\$ 109.33	\$ 243.92	\$ 250.10
9	9	128	\$ 141.88	\$ 110.19	\$ 245.84	\$ 252.07
10	10	127	\$ 140.77	\$ 109.33	\$ 243.92	\$ 250.10
11	11	128	\$ 141.88	\$ 110.19	\$ 245.84	\$ 252.07
12	12	133	\$ 147.42	\$ 114.50	\$ 255.44	\$ 261.92
13	13	133	\$ 147.42	\$ 114.50	\$ 255.44	\$ 261.92
14	14	127	\$ 140.77	\$ 109.33	\$ 243.92	\$ 250.10
15	15	128	\$ 141.88	\$ 110.19	\$ 245.84	\$ 252.07
16	16	127	\$ 140.77	\$ 109.33	\$ 243.92	\$ 250.10
17	17	128	\$ 141.88	\$ 110.19	\$ 245.84	\$ 252.07
18	18	133	\$ 147.42	\$ 114.50	\$ 255.44	\$ 261.92
19	19	126	\$ 139.66	\$ 108.47	\$ 242.00	\$ 248.13
20	20	120	\$ 133.01	\$ 103.31	\$ 230.47	\$ 236.31
21	21	122	\$ 135.23	\$ 105.03	\$ 234.32	\$ 240.25
22	22	120	\$ 133.01	\$ 103.31	\$ 230.47	\$ 236.31
23	23	124	\$ 137.44	\$ 106.75	\$ 238.16	\$ 244.19
24	24	201	\$ 222.79	\$ 173.04	\$ 386.05	\$ 395.83
25	25	212	\$ 234.98	\$ 182.51	\$ 407.17	\$ 417.49
26	26	201	\$ 222.79	\$ 173.04	\$ 386.05	\$ 395.83
27	27	126	\$ 139.66	\$ 108.47	\$ 242.00	\$ 248.13
28	28	120	\$ 133.01	\$ 103.31	\$ 230.47	\$ 236.31
29	29	123	\$ 136.33	\$ 105.89	\$ 236.24	\$ 242.22
30	30	121	\$ 134.12	\$ 104.17	\$ 232.40	\$ 238.28
31	31	123	\$ 136.33	\$ 105.89	\$ 236.24	\$ 242.22
32	32	126	\$ 139.66	\$ 108.47	\$ 242.00	\$ 248.13
33	33	198	\$ 219.47	\$ 170.45	\$ 380.20	\$ 389.92
34	34	206	\$ 228.33	\$ 177.34	\$ 395.65	\$ 405.67
35	35	200	\$ 221.68	\$ 172.18	\$ 384.12	\$ 393.86
36	36	200	\$ 221.68	\$ 172.18	\$ 384.12	\$ 393.86
37	37	199	\$ 220.57	\$ 171.32	\$ 382.20	\$ 391.89
38	38	123	\$ 136.33	\$ 105.89	\$ 236.24	\$ 242.22
39	39	122	\$ 135.23	\$ 105.03	\$ 234.32	\$ 240.25
40	40	120	\$ 133.01	\$ 103.31	\$ 230.47	\$ 236.31
41	41	122	\$ 135.23	\$ 105.03	\$ 234.32	\$ 240.25
42	42	126	\$ 139.66	\$ 108.47	\$ 242.00	\$ 248.13
43	47	126	\$ 139.66	\$ 108.47	\$ 242.00	\$ 248.13
44	48	120	\$ 133.01	\$ 103.31	\$ 230.47	\$ 236.31

45	49	122	\$ 135.23	\$ 105.03	\$ 234.32	\$ 240.25
46	50	120	\$ 133.01	\$ 103.31	\$ 230.47	\$ 236.31
47	51	124	\$ 137.44	\$ 106.75	\$ 238.16	\$ 244.19
48	52	126	\$ 139.66	\$ 108.47	\$ 242.00	\$ 248.13
49	53	121	\$ 134.12	\$ 104.17	\$ 232.40	\$ 238.28
50	54	122	\$ 135.23	\$ 105.03	\$ 234.32	\$ 240.25
51	55	126	\$ 139.66	\$ 108.47	\$ 242.00	\$ 248.13
52	56	124	\$ 137.44	\$ 106.75	\$ 238.16	\$ 244.19
53	57	120	\$ 133.01	\$ 103.31	\$ 230.47	\$ 236.31
54	58	122	\$ 135.23	\$ 105.03	\$ 234.32	\$ 240.25
55	59	120	\$ 133.01	\$ 103.31	\$ 230.47	\$ 236.31
56	60	148	\$ 164.04	\$ 127.41	\$ 284.25	\$ 291.46
57	61	149	\$ 165.15	\$ 128.27	\$ 286.17	\$ 293.42
58	62	148	\$ 164.04	\$ 127.41	\$ 284.25	\$ 291.46
59	68	123	\$ 136.33	\$ 105.89	\$ 236.24	\$ 242.22
60	69	122	\$ 135.23	\$ 105.03	\$ 234.32	\$ 240.25
61	70	148	\$ 164.04	\$ 127.41	\$ 284.25	\$ 291.46
62	63	148	\$ 164.04	\$ 127.41	\$ 284.25	\$ 291.46
63	64	128	\$ 141.88	\$ 110.19	\$ 245.84	\$ 252.07
64	65	128	\$ 141.88	\$ 110.19	\$ 245.84	\$ 252.07
65	66	128	\$ 141.88	\$ 110.19	\$ 245.84	\$ 252.07
66	67	130	\$ 144.09	\$ 111.91	\$ 249.68	\$ 256.01
67	43	124	\$ 137.44	\$ 106.75	\$ 238.16	\$ 244.19
68	44	120	\$ 133.01	\$ 103.31	\$ 230.47	\$ 236.31
69	45	120	\$ 133.01	\$ 103.31	\$ 230.47	\$ 236.31
70	46	124	\$ 137.44	\$ 106.75	\$ 238.16	\$ 244.19
TOTAL		9438	\$ 10,461.17	\$ 8,125.00	\$ 18,126.75	\$ 18,586.17
<b>ANNUAL TOTAL</b>			<b>\$ 125,534</b>	<b>\$ 97,500</b>	<b>\$ 217,522</b>	<b>\$ 223,034</b>

**STRATA PLAN BCS 4115 - WINCHESTER**  
**SUMMARY OF RESERVES - DECEMBER 31, 2016**

<b>Operating Fund Detail</b>	<b>2016</b>	<b>2017</b>
Operating Fund - Prior Year	39,603	0
Operating Fund - Current Year	12,791	52,394
Prior year Surplus Brought forward	0	0
Operating Fund - Ending Balance	<u>52,394</u>	<u>52394</u>
<b>Contingency Reserve Fund Detail</b>	<b>2016</b>	<b>2017</b>
CRF Balance Opening Balance	188,433	277,541
Transfer to Contingency Reserve	97,500	97,500
CRF Interest Earned (est.)	2,724	3,000
CRF Expense - Current Year	-11,116	0
CRF - Ending Balance	<u>277,541</u>	<u>378,041</u>
<b>Total Reserves</b>	<b><u><u>329,935</u></u></b>	<b><u><u>430,435</u></u></b>

**RESOLUTION “1”  
( $\frac{3}{4}$  Vote Resolution)**

**STRATA PLAN BCS 4115  
“WINCHESTER”  
21867 50<sup>TH</sup> AVENUE, LANGLEY BC**

**ANNUAL GENERAL MEETING – THURSDAY, FEBRUARY 9<sup>TH</sup>, 2017**

**APPROVAL OF EXPENDITURE FROM CONTINGENCY RESERVE FUND:  
DEPRECIATION REPORT UPDATE AND TREE ASSESSMENT & SAFETY  
MEASURES**

**WHEREAS:**

- The current Depreciation Report expires in May 2017. The *Strata Property Act* requires that a Depreciation Report be updated every three years;
- Some of the tall trees along the playground area are either distressed or dying. There has been an incident in the past where a branch fell and damaged the chain-link fence.
- As a proactive and safety measure, Council recommends to have a tree assessment done and conduct tree pruning where recommended.

**BE IT RESOLVED, BY A  $\frac{3}{4}$  VOTE RESOLUTION THAT:**

The Owners, Strata Plan BCS4115, “Winchester”, that pursuant to Section 96 of the Strata Property Act, the Strata Corporation is authorized to expend from the contingency reserve fund an amount not to exceed Twelve Thousand Dollars (\$12,000.00) for the purpose of updating the Depreciation Report; and to conduct a tree assessment and subsequent safety measures to address the tree concerns surrounding the property.

**END OF RESOLUTION “1”**



*Strata Property Act*  
**Form A**  
**PROXY APPOINTMENT**

**RE: STRATA LOT # \_\_\_\_\_, UNIT # \_\_\_\_\_ OF STRATA PLAN BCS 4115**

I/We, the Owner(s) of the strata lot described above, hereby appoint \_\_\_\_\_ as my/our proxy to vote on my/our behalf at the Annual General Meeting of the Owners of Strata Plan BCS 4115 to be held on **February 9, 2017**.

I/We wish to be recorded as voting on the items of business outlined in the Agenda as follows:

	<b>In Favour</b>	<b>Against</b>	<b>At Proxy's Discretion</b>	<b>Abstain</b>
<b>Majority Vote – Proposed 2017 Operating Budget</b>				
<b>¾ Vote Resolution #1 – Contingency Reserve Fund Expense – Depreciation Report Update and Tree Condition Assessment and Safety Measures</b>				
<b>2017 Strata Council Election</b>				

*The proxy holder may vote at the proxyholder's discretion in the absence of voting instructions or on any resolution amendments or any other business that arises at the meeting.*

\_\_\_\_\_  
**OWNER'S SIGNATURE**

\_\_\_\_\_  
**CO-OWNER'S SIGNATURE (IF APPLICABLE)**

\_\_\_\_\_  
**PRINT NAME**

\_\_\_\_\_  
**PRINT NAME**

**DATED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2017.**