

MEMORANDUM

TO: Owners, Strata Plan LMS 3316

DATE: December 05, 2017

FROM: Steven Loo, Strata Manager

RE: ANNUAL GENERAL MEETING MINUTES

Attached are the minutes of the Annual General Meeting held on November 28, 2017. Please read and retain them for future reference.

STRATA FEES:

Please note: Strata fees have increased retroactive to October 2017. Please contact Accounts Receivable if you have any questions at 604.684.5329.

FSRConnect[™] REGISTRATION

To benefit from **FSR***Connect*[™] and help your Strata save money, please contact Connect Customer Care at <u>connect.bc@fsresidential.com</u> to further assist you in your registration process.

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Encl.

MINUTES ANNUAL GENERAL MEETING THE OWNERS STRATA PLAN LMS3316 MERIDIAN BY THE PARK

Held on Tuesday, November 28, 2017 Within Nikkei Centre, 2nd Floor – Large Activity Room 6688 Southoaks Cres., Burnaby, BC

The meeting was called to order at 7:02 p.m. by Council President, Kin Leong. He welcomed all the Owners and asked if anyone would mind if the Strata Manager chairs the meeting. Hearing no objections, the meeting proceeded with Steven Loo thanking the Owners for attending.

FirstService Residential BC Ltd. was represented by Steven Loo.

QUORUM STATUS

Subject to the Bylaws, a quorum for a general meeting is eligible voters holding one third of the Strata Corporation's votes, present in person or by proxy. As the Strata Corporation currently consists of 53 eligible voters, 18 represents quorum in this instance. At the commencement of the meeting there were 17 eligible voters in attendance and 6 represented by proxy for a total of 23 votes represented. The quorum requirements had been achieved and the meeting proceeded.

PROOF OF NOTICE

It was noted that the Notice of Meeting, dated November 6, 2017, complied with the notice requirements of the *Strata Property Act* and that the most recently approved financial statements had been received.

APPROVAL OF AGENDA

It was moved and seconded to approve the Agenda as distributed with the Notice of Meeting. **MOTION CARRIED**.

APPROVAL OF GENERAL MEETING MINUTES

It was moved and seconded to approve the Minutes of the Annual General Meeting held November 30, 2016 as previously circulated. **MOTION CARRIED**

NOTE: At this point of the meeting, 2 Owners registered, bringing the total number of eligible voters to 25.

President's Report

LMS3316 Strata AGM - Nov. 28th, 2017

Garage Gate Upgrade

This year has been a busy year for our Strata Council. One major project which all the residents would have noticed is our upgraded underground parking gate. By replacing our previous 4 garage gates and 3 man-doors with the new single gate and single man-door, all made of reinforced steel instead of soft aluminum, we have vastly improved security to our underground parking area. Council is aware of at least one failed attempt at a break-in to the secured parking as the fake door knob was literally ripped off while the man-door held securely closed with the high-security electronic locks.

Council would like to remind everyone that the greatest weakness with our new gate and door is us going in and out of the garage. I personally observed a stranger who loitered in our visitor parking area for more than an hour. During this time, at least 4 vehicles and 1 person entered or exited the secured area without ensuring this stranger did not gained access inside. I did report this stranger to the Burnaby RCMP. An officer showed up to investigate but this stranger ran off before the police arrived. Please, please, be vigilant and never let a stranger – or an unfamiliar vehicle – enter the secured parking. I'd rather be called rude or impolite by my neighbours than to be the person who allowed a thief into our secured parking.

Break-ins

While our garage area has seen improved security, our townhouse units are still prone to breakins. We unfortunately have had several break-ins via the patio doors and windows this past year.

Council reviewed each of the break-in incidents to try to find a suitable preventative measure. Due to the design and layout of our complex, there is no feasible way to prevent this type of breakins. Like individual detached houses, owners themselves must take preventative measures. These measures may include additional locking or jamming mechanisms on the patio door, employing a monitored alarm system, or even keeping a guard pet.

Council will also send out notices to the owners to update their contact information in the New Year. Having updated contact information is itself a good security measure as valuable time can be saved if our Property Manager or the Council members can contact the owners in any emergency situations.

Snow Removal

As winter arrives, we must all prepare for any winter weather conditions. If last year was a hint of what we might encounter this year, we are going to need everyone to volunteer some time and effort to help clear the snow. Our Vice President Michel had personally cleared the snow from our sidewalk, walkways and driveway more than half of the time last winter. We thank him tremendously for his help as I am sure he thanks us for giving him the opportunity to do his daily cardio exercise. Council will ensure that snow shovels and ice melt salt will be stored in the storage room adjacent to our green bins so anyone can access these items in the case of snow accumulation. In particular, our strata is responsible to clear the city sidewalk on Rumble Street by 10am everyday. No one does this for us automatically.

It is always our volunteers (mostly Michel) who does this. I should add that we have professional snow removal service available via on-call basis should the snow accumulation become excessive to help clear and salt our main driveways.

Volunteers

On the topic of volunteers, many of our projects would not have been possible without the help of the many volunteers who contributed their time to help. On behalf of the Council and as an owner, I wish to thank all those who had helped over this past year. This year we had 30 people come out to volunteer at our washing party representing 25 strata units. All our volunteers had enjoyed the nice weather and the delicious lunch. A little bit of work by several volunteers equates to a significant savings in maintenance cost for everyone.

Garbage and Recycling

We have implemented City of Burnaby's new recycling program for over two years now. The green bin Food Scrap collection program seems to be working well with our system of rotating volunteers to help move the Food Scraps bins to the curbside each Wednesday night. This is changing to Thursday nights starting in December. We have had some residents who had forgotten their volunteer shift – resulting in the green bins not being emptied. If your unit is responsible as indicated on our posted schedule and also reminded via a posted notice, please ensure the food scrap bins are moved up to the curbside on Rumble Street whether your unit is the primary or back-up unit.

Unfortunately, we still find some residents disposing household items beside our garbage bins and in our fire lane area. Not only is this against our by-laws, it creates an unsightly appearance and attracts thieves to our complex. Council wishes to ask residents to report such improper garbage disposal incidents to Council or to our Property Manager if you know who dumped the items. We must all work together to enforce this by-law.

In addition, we must remind everyone that plastic bags and Styrofoam are absolutely prohibited from any of our recycling bins. Recycling of plastic bags and Styrofoam must be brought to a recycling depot (such as the Bottle Depot on Buller Street) or to the Burnaby Collection Station on Still Creek Avenue.

We must each do our part to help reduce the vast amount of garbage that is unnecessarily put into landfills. Let us make good use of the recycling bins provided by following the classifications and sorting the items correctly. Think before you dispose of your household garbage to see if the waste item can be recycled. Please help to reduce, re-use, and recycle.

<u>Caretaker</u>

We have employed a caretaker this past year to ensure common areas remain clean through the week. In particular, she has done an excellent job keeping the garbage bin and recycling bin areas clean. Most of us have seen the evidence of the caretaker's efforts keeping our common areas free of garbage including our visitor parking area and the fire exit stairwells. Our caretaker also helped Council to provide access to trades during working hours.

Council has again solicited the residents via our October meeting minutes for anyone who wishes to take on this resident caretaker position. Council wishes to emphasize that our caretaker does not assume the duties of our Property Manager. Any strata related issues should still be reported to Steven Loo or to Council directly.

As well, our caretaker's work does not alleviate our residents in doing their part to help maintain order and cleanliness of our complex. We thank our caretaker for contributing several hours each week to help with keeping our common areas look better.

Conclusion

I wish to conclude my report by thanking the Council members for their contribution in time and effort this past year. They have all contributed their time generously in the best interest of all owners and residents, to make our complex a safer place and to maintain good value for our properties.

We also thank our property manager Steven Loo for his continued support and excellent service with managing the issues professionally throughout the year. Steven's effort has made our job on Council easy and enjoyable. We hope Steven has enjoyed working with our Strata as much as we have enjoyed his service and hard work.

- End of President's Report -

INSURANCE REPORT

At this point in the meeting, the Chairperson took the opportunity to advise those in attendance of the following information regarding strata lot ownership and other matters concerning the Strata Corporation.

Strata Corporation Insurance

Please refer to the Insurance Summary included with your Notice of Meeting, which outlines the insured perils, the limits of coverage and the applicable deductibles. Please note the water damage deductible for the Strata Corporation is \$10,000.

Section 149 of the *Strata Property Act* requires the Strata Corporation to have adequate full replacement value insurance for the common property, common assets, buildings shown on the Strata Plan and fixtures built or installed on a strata lot. Your Strata Corporation's insurance policy is currently held with BFL Canada and is insured for a replacement value of \$19,018,000 based on information received from the Appraisal.

The Chairperson reminded all Owners to obtain their own insurance coverage for **personal property contents** as well as **third party liability coverage**. Individual homeowner or Tenant insurance coverage is strongly recommended. Owners should also obtain additional coverage if they make any major improvements within their strata lots, such as upgrading of appliances, fixtures, floor coverings, hardwood floors, etc. (subject to approval as outlined in the Strata Corporation Bylaws). Displacement coverage would also assist Owners or Tenants who would have to move out of their suites during a major loss, and **loss of rental coverage** is recommended for those individuals who rent out their units for investment purposes.

Non-resident Owners should be sure that their Tenants clearly understand that in the event of a fire, flood or some other incident, if a resident's possessions are damaged, that resident must make a claim for compensation to his/her own insurance. Personal belongings are NOT covered by the building insurance policy.

Strata Corporation Insurance Coverage

The Strata Corporation's policy typically "insures against all risks of direct physical loss or damage to the property insured", subject to exclusions and applicable deductible.

Insured property is the building as it was delivered by the developer at the time of completion of construction. Insured property includes the fixed structure, permanently installed original fittings and fixtures, mechanical equipment and machinery, fire suppression systems and common assets.

The Strata Corporation's policy notably does NOT provide coverage for loss or damage to:

- Strata lot Owner's and/or Tenant's personal property,
- Strata lot Owner's betterments and/or improvements to strata lot,
- Strata lot Owner's and/or Tenant's additional living expenses,
- Strata lot Owner's rental income loss.

Strata Lot Owner and/or Tenant Insurance Coverage Recommendation

It is recommended that all strata lot Owners and/or Tenants acquire the applicable coverage:

- Personal property, such as furniture, clothing and similar personal property in the strata lot or designated storage space in the building, subject to a deductible.
- Strata lot betterments and/or improvements completed at a strata lot Owner's expense, such as upgraded flooring, millwork, fixtures, etc.
- Additional living expenses incurred by a resident as a result of the insured premises being uninhabitable as a direct result of an insured loss or damage.
- Loss of rental income incurred by a strata lot Owner as a result of the insured premises being uninhabitable by the tenant as a result of an insured loss or damage.
- Strata Corporation's deductible chargeback (e.g. water, fire) incurred in the event of a claim that originated from within an Owner's strata lot.

Example

In a rental situation there are three separate parties therefore there should be three separate insurance policies (Strata Corporation Policy, Owner's Policy and Tenant's Policy).

CONSIDERATION OF 3/4 VOTE RESOLUTION "A" CHANGE OF USE FROM PLAYGROUND TO PICNIC AREA

It was moved and seconded to bring the proposed resolution to the floor for discussion. Resolution "A" reads as follows:

WHEREAS:

A. Pursuant to Section 71 of the *Strata Property Act*, S.B.C. 1998, c. 43, the Strata Corporation must approve a resolution by a 3/4 vote at a general meeting to significantly change the use or appearance of common property;

- B. It has been reported that the playground is in dire need of repair. The cost to bring the playground to a safe level is approximately \$6,000.00, inclusive of parts, labour, disposal costs and taxes;
- C. Council has suggested to change the area to a picnic area. The cost is approximately \$9,000.00, inclusive of taxes and installation costs;
- D. If this Resolution is Defeated, Council will only repair the playground. (Please see Budget Notes-Special Projects)
- E. If this Resolution is Approved, funding for the conversion is included in the Proposed Budget. (Please see Budget Notes-Special Projects)

BE IT RESOLVED by a 3/4 vote resolution of the Owners, Strata Plan LMS 3316, in person or by proxy at this General Meeting that the area currently containing the playground is approved to be converted to a picnic area.

Discussion

An Owner stated concerns about loitering and providing an area for strangers to stay.

Another Owner cited her objections of the picnic area for a number of reasons. The first reason is security; non -residents using the area as a meeting spot and secondly, cleanliness; people leaving garbage on the picnic areas, which attracts rats and vermin. As the picnic area is front of her unit, she is expressing grave concerns. Council acknowledged the concerns and noted that Owners will decide if this project is to proceed.

An Owner asked if the rubber mats can be omitted; thus reducing the costs. The Strata Manager cited liability concerns because rubber mats is the current safety standard. Rubber pellets allow cigarette butts and needles to be hidden and require attention to remove. A number of residents confirmed they look for those items before allowing their children to use the playground.

What playground equipment is being considered? Council noted it was similar equipment as the neighbouring park.

With no further discussion, the vote was called. The results were as follows:

9 IN FAVOUR, 16 OPPOSED, 0 ABSTAINED. MOTION DEFEATED.

BUDGET APPROVAL

It was moved and seconded to bring the proposed operating budget(s) to the floor for discussion.

Discussion

The Strata Manager explained to the Owners that because the \$9,000.00 was not approved by the Owners, a decision is required on what to do with the funds.

An Owner (#59) made a motion to reduce the Operating Budget by \$9,000.00. The Special Projects line should be reduced by the identical amount of \$9,000, bringing the budget to \$30,400. The motion was seconded (#36).

An Owner asked what percent increase would the Strata fees be with the \$9,000 reduction? The Strata Manager calculated it would be approximately 10.1%.

With no further discussion, the vote was called. The results were as follows:

10 IN FAVOUR, 9 OPPOSED, 0 ABSTAINED. MOTION CARRIED.

(Note: the 6 proxies are not counted when an amendment is made; hence 19 votes)

NOTE: At this point, an Owner left the meeting, bringing the number of eligible voters to 24.

The Strata Manager asked Owners if there were further questions regarding the Budget.

With no further discussion, the vote was called. The results were as follows:

22 IN FAVOUR, 2 OPPOSED, 0 ABSTAINED. MOTION CARRIED.

Please note: Strata fees have increased, retroactive to October 2017

PAYMENT OPTIONS (MONTHLY STRATA FEES ONLY):

- 1. **Owners Currently On Pre-Authorized Payment (PAD)**: There is no action required from these Owners as any new strata fees and/or retroactive fees adjustments (if any) will be automatically adjusted.
- 2. **Owners Who Pay By Post-Dated Cheques**: Please send in 12 post-dated cheques payable to Strata Plan LMS 3316, as well as any retroactive payment if necessary, as per the attached fee schedule.
- 3. **Owners Who Pay By E-Banking**: Owners will have to re-submit the strata fee amount for future months, as well as any retroactive payment if necessary, as per the attached fee schedule.

If you have any questions regarding your account, please contact the Accounts Receivable Department at 604.684.5329.

CONSIDERATION OF 3/4 VOTE RESOLUTION "B" DEFERRING THE DEPRECIATION REPORT RENEWAL

(If Resolution "B" fails, Resolution "C" must be approved)

It was moved and seconded to bring the proposed resolution to the floor for discussion. Resolution "B" reads as follows:

WHEREAS The Owners, Strata Plan LMS 3316, wish to waive the requirement to update the existing Depreciation Report otherwise required every three years under Section 94 of the *Strata Property Act*,

BE IT RESOLVED by a 3/4 vote resolution of The Owners, Strata Plan LMS 3316, in person or by proxy at this General Meeting that in accordance with Section 94(3) (a) of the *Strata Property Act* the requirement to update the existing Depreciation Report is hereby waived until the next Annual General Meeting.

With no discussion, the vote was called. The results were as follows:

23 IN FAVOUR, 1 OPPOSED, 0 ABSTAINED. MOTION CARRIED.

MAJORITY VOTE RESOLUTION "C" APPROVAL OF THE DEPRECIATION REPORT RENEWAL

As Resolution "B" was approved, Resolution "C" will not be brought forth for a vote.

ELECTION OF COUNCIL

The Chairperson advised that under the Bylaws of the Strata Corporation the Council must consist of a minimum of 3 to a maximum of 7. Those persons elected to the Council at this meeting will hold office until the next Annual General Meeting.

The following persons agreed to stand for Council:

- Kin Leong
 Young Seok Lee
 Courtenay Hoang
- David Mah
 Michel Gagnon
 Geoff deGoey
- Lisa Chow
 Shirley Yang

After the ballots were counted, the following were elected by majority vote:

- Kin Leong
- David Mah

Lisa Chow

Courtenay Hoang

Geoff deGoey

Michel Gagnon

• Young Seok Lee

An Owner made a motion to destroy the ballots. This was seconded. **MOTION CARRIED**.

An Owner made a comment that Council has gone far and beyond the call of duty and expressed her gratitude. A round of applause ensued.

As Natalie deGoey has decided not to seek re-election, the Strata Corporation wishes to extend their appreciation for her time and contributions.

DISCUSSION

Bikes should not be placed against the wall. This is in the event of a fire as first responders "feel" the wall when there is a fire. The bikes impede access to first responders.

Bikes should be placed on racks and there are many bikes improperly stored on common property.

North side is "beeping". The fire alarm system is connected to a phone line, which is not working. The Strata Manager says that Telus and Vancouver Fire is currently working on a repair.

An Owner asked about other units having mice inside their unit. Council noted Owners are responsible for addressing mice inside their unit. If mice are accessing holes, Owners should try to plug the holes with steel wool. Failing this, please contact the Strata Manager ASAP.

An Owner asked if anyone else was getting murky water from the taps. No other unit replied.

An Owner (#35) advised of a foggy window. Council noted the deficiency and confirmed the unit on the replacement list.

TERMINATION OF MEETING

There being no further business, it was moved to terminate the meeting at 8:45p.m. **MOTION CARRIED.**

FirstService Residential BC Ltd.

Steven Loo Strata Manager Per the Owners Strata Plan LMS 3316

SL/cm

Email:steven.loo@fsresidential.comDirect Line:604.689.6969General:604.683.8900 (24 hours emergencies)Customer Care Centre:1.855.273.1967 (24 hours non-emergency)www.fsresidential.com

Please keep a copy of these minutes for future reference, which will be required at the time of sale. A charge, as per the *Strata Property Act*, will be assessed for replacement copies.

FIRSTSERVICE OFFERS CONVENIENCE!

1. **Pre-Authorized Debit Payment (PAD)**

For Owners who wish to enroll in our PAD for the 1st time, a copy of our PAD Agreement can be downloaded from our website at www.fsresidential.com under the "Forms" section.

2. Online/Telephone Banking

FirstService offers convenience! Our office has established electronic banking relationships with the major chartered banks and all participating credit unions in BC (i.e. Vancity, Coast Capital Savings, etc.) to make it easier for you to remit your Strata fees, special levies, etc.

I'M INTERESTED, HOW DO I DO THIS?

- 1. Go to bill payment option and set up "FirstService Residential (Strata)" as a vendor.
- 2. You will be required to provide your FirstService personally assigned unique reference number (without dashes or spaces). This number can be found in your FirstService correspondence.
- 3. Enter your payment amount and payment date. You should also be able to set this up as a recurring payment every month.

WHEN SHOULD I MAKE MY PAYMENTS?

It takes 1 to 3 business days for us to receive your payment depending on your financial institution. Please note it is the customer's responsibility to ensure that payments are received by FirstService Residential by the due date to avoid any late payment fines.

LMS 3316-MERIDIAN BY THE PARK Approved Budget Oct 01, 2017 to Sep 30, 2018

INCOME

FEES Operating Fund Contribution	147,563
Contingency Fund Contribution TOTAL FEES	37,297 184,860
	104,000
TOTAL INCOME	184,860
EXPENSES	
OPERATING EXPENSES	
Audit	210
Caretaker Wages & Benefits	3,120
Door / Gate	1,500
Electricity	9,000
Fire Prevention	2,400
Garbage Removal Grounds-Improvements	2,400 5,000
Grounds-Maintenance	29,000
Insurance	48,972
Legal Fees	189
Management Fees	13,931
Miscellaneous	1,500
Pest Control	1,500
Repair and Maintenance	8,500
Snow Removal	2,500
Special Projects	30,400
Supplies	1,200
TOTAL OPERATING EXPENSES	161,322
Reserve - Contingency Fund	37,297
TOTAL EXPENSES	198,619
CURRENT YEAR SURPLUS / (DEFICIT)	(13,759)
Operating Surplus (Deficit) Balance Forward	13,759
ENDING OPERATING SURPLUS / (DEFICIT)	0

LMS 3316-MERIDIAN BY THE PARK

Approved Strata Fee Schedule Oct 01, 2017 to Sep 30, 2018

<u>Strata</u> Lot #	Unit Address	<u>Unit</u> Entitlement	<u>Monthly</u> <u>Strata Fees</u>
1	#1 - 6670 Rumble Street	149	\$ 303.58
2	#2 - 6670 Rumble Street	149	303.58
3	#3 - 6670 Rumble Street	149	303.58
4	#5 - 6670 Rumble Street	149	303.58
5	#6 - 6670 Rumble Street	149	303.58
6	#7 - 6670 Rumble Street	149	303.58
7	#8 - 6670 Rumble Street	149	303.58
8	#9 - 6670 Rumble Street	149	303.58
9	#10 - 6670 Rumble Street	153	311.73
10	#11 - 6670 Rumble Street	143	291.35
11	#12 - 6670 Rumble Street	138	281.17
12	#15 - 6670 Rumble Street	138	281.17
13	#16 - 6670 Rumble Street	143	291.35
14	#17 - 6670 Rumble Street	173	352.48
15	#18 - 6670 Rumble Street	174	354.51
16	#19 - 6670 Rumble Street	145	295.43
17	#20 - 6670 Rumble Street	130	264.87
18	#21 - 6670 Rumble Street	130	264.87
19	#22 - 6670 Rumble Street	135	275.05
20	#23 - 6670 Rumble Street	146	297.46
21	#25 - 6670 Rumble Street	131	266.90
22	#26 - 6670 Rumble Street	134	273.02
23	#27 - 6670 Rumble Street	126	256.72
24	#28 - 6670 Rumble Street	131	266.90
25	#29 - 6670 Rumble Street	140	285.24
26	#30 - 6670 Rumble Street	139	283.20
27	#31 - 6670 Rumble Street	129	262.83
28	#32 - 6670 Rumble Street	132	268.94
29	#33 - 6670 Rumble Street	124	252.64
30	#35 - 6670 Rumble Street	132	268.94
31	#36 - 6670 Rumble Street	129	262.83
32	#37 - 6670 Rumble Street	138	281.17
33	#38 - 6670 Rumble Street	140	285.24
34 25	#39 - 6670 Rumble Street	140	285.24
35	#40 - 6670 Rumble Street	138	281.17
36 27	#41 - 6670 Rumble Street	138	281.17
37	#42 - 6670 Rumble Street	140	285.24
38	#43 - 6670 Rumble Street	140	285.24
39 40	#45 - 6670 Rumble Street	138	281.17
40 41	#46 - 6670 Rumble Street #47 - 6670 Rumble Street	135	275.05
41 42	#47 - 6670 Rumble Street #48 - 6670 Rumble Street	125	254.68
42 43	#48 - 6670 Rumble Street #40 - 6670 Rumble Street	138	281.17
	#49 - 6670 Rumble Street #50 - 6670 Rumble Street	140 140	285.24
44 45	#50 - 6670 Rumble Street	140	285.24
45	#51 - 6670 Rumble Street	128	260.79

LMS 3316-MERIDIAN BY THE PARK Approved Strata Fee Schedule Oct 01, 2017 to Sep 30, 2018

<u>Strata</u> Lot #	Unit Address	<u>Unit</u> Entitlement		<u>Monthly</u> trata Fees
46	#52 - 6670 Rumble Street	159	\$	323.95
47	#53 - 6670 Rumble Street	156	•	317.84
48	#55 - 6670 Rumble Street	156		317.84
49	#56 - 6670 Rumble Street	155		315.80
50	#57 - 6670 Rumble Street	159		323.95
51	#58 - 6670 Rumble Street	156		317.84
52	#59 - 6670 Rumble Street	156		317.84
53	#60 - 6670 Rumble Street	159		323.95
	Total =	7,561	\$	15,405.06

Total Annual Strata Fees (X 12 months) =

\$ 184,860.72

The monthly strata fee includes a 23.82% contribution to the Contingency Reserve Fund.