



MEMORANDUM

TO: The Owners, Strata Plan LMS 3316

DATE: December 04, 2018

FROM: Steven Loo, Strata Manager

RE: ANNUAL GENERAL MEETING MINUTES

Attached are the minutes of the Annual General Meeting held on **Monday, November 26, 2018**. Please read and retain them for future reference.

STRATA FEES:

Strata fees have not increased.

BYLAWS:

NEW BYLAWS WERE PASSED. Please access FSR**Connect**™ Association Documents for the current Bylaws.

NEW COUNCIL:

- Courtenay Hoang
- David Mah
- Kin Leong
- Geoff DeGoey
- Lisa Chow
- Michel Gagnon
- Young Seok Lee

FSRConnect™ REGISTRATION

To benefit from **FSRConnect**™ and help your Strata save money, please contact Connect Customer Care at connect.bc@fsresidential.com to further assist you in your registration process.

Enclosure

SL/kc

**MINUTES
ANNUAL GENERAL MEETING
THE OWNERS STRATA PLAN LMS 3316
MERIDIAN BY THE PARK**

***Held on Monday, November 26, 2018
Within Nikkei Centre, 2nd Floor – Large Activity Room,
6688 Southoaks Crescent, Burnaby, BC***

The meeting was called to order at 7:00 p.m. by Council President, Kin Leong. He welcomed all the Owners and asked if there weren't any objections, he would like the Strata Manager to facilitate the meeting. Hearing no objections, the Strata Manager, Steven Loo, thanked the Owners and proceeded with the meeting. Steven Loo is representing FirstService Residential BC Ltd.

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 20 eligible voters in attendance and 4 represented by proxy for a total of 24 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 5, 2018, 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 General Meeting held November 28, 2017 as previously circulated. **MOTION CARRIED.**

PRESIDENT'S REPORT

LMS3316 Strata AGM – Nov. 26th, 2018

This past year has been somewhat of an uneventful year at our townhouse complex. This is a positive comment given the variety of issues from emergency repairs to security breaches that the Strata Council has had to manage in the past. We owe our thanks to many of the Owners and residents, both old and new, who has each contributed in some way to make our townhouse complex in a safe and peaceful community we call "our home."

Garage Gate Upgrade – Review

The garage gate upgrade in 2017 was perhaps the most significant safety improvement we have made to our complex. The change from 4 separate gates and 2 man-doors to the current single gate with single door has vastly improved security to our underground parking area.

Council would like to remind everyone that the greatest weakness with our new gate and door is each of us going in and out of the garage. Please be vigilant and never let a stranger – or an unfamiliar vehicle – enter the secured parking area. I think all of us has come to accept that it is OK for each vehicle to pause upon entry or exit to wait for the gate to close before proceeding.

Break-ins

While our garage area is well secured, our townhouse units are still prone to break-ins. We unfortunately have had a couple of break-ins via the 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 break-ins. 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 is aware that some Owners operate their own security cameras from their units to watch over nearby common areas. We have a few Owners to thank for their proactive support to monitor for stranger activities around the complex when we did have security issues. If you happen to see strangers loitering or suspicious persons wandering in our complex, please do call the RCMP non-emergency telephone number to report such activity. The Burnaby RCMP is aware of the security issue in our neighbourhood, but they cannot be watching our complex all the time. We need to do our part to report suspicious activity when we see it.

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. Michel (our Council Vice President) has 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 even though we know he likes to play in the snow. 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 who do clearing. 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 25 people come out to volunteer at our washing party representing 18 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

Council has received some positive and negative feedback regarding the green bin Food Scrap collection program. It seems that our system of rotating volunteers to help move the Food Scraps bins to the curbside each Tuesday night has not always been effective. We have witnessed and heard reports of some residents having forgotten their volunteer shift – resulting in the green bins not being emptied or their backup units rushing to move the bins. Council will review the process and Rules behind this volunteer-driven program in the upcoming weeks to ensure that process will become more effective.

Council 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 and correctly sort the recycled materials into their respective bins. I am sure that majority of us here make good use of the recycling bins provided by following the classifications and sorting the items correctly. We must work together to police the minority who do not utilize the recycling bins correctly. If you do see an incorrect item that does not belong, do help by removing the item and placing it to the correct recycling bin.

Caretaker

Our Caretaker has done a great job at maintaining the cleanliness of our common areas each week. In particular, she has done an excellent job keeping the garbage bin and recycling bin areas clean. Our Caretaker also helped Council to provide access to trades during working hours.

Council will again solicit the residents 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 Report -

During the President's Report, an Owner signed in, bringing the total number of eligible voters to 25.

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 \$10,000.00.

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 and is insured for a replacement value of \$20,444,000.00 based on information received from the Appraisal. This is an increase from last year's assessment of \$19,018,000.00.

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).

BUDGET APPROVAL

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

Discussion

An Owner commented that insurance is due to a significant increase due to the California fires.

The Strata Manager agreed as he has been advised by BFL to expect an increase of 15 – 20%.

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

25 IN FAVOUR, 0 OPPOSED, 0 ABSTAINED. **MOTION CARRIED.**

There was no increase in strata fees.

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 "A"
WAIVER OF DEPRECIATION REPORT
3/4 投票決議“A”-延遲樓宇長遠規劃報告

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

Preamble

A Depreciation Report is a long-term financial planning tool that estimates the repair and replacement cost for major items in the Strata Corporation and the expected life of those items (elevator, boilers, windows, roof, etc.).

The *Strata Property Act* has mandated that Strata Corporations must obtain from a qualified person a Depreciation Report unless Strata Corporations, by a Resolution passed by a 3/4 vote at an Annual or Special General Meeting, waives that requirement.

WHEREAS the Owners, Strata Plan LMS 3316 – Meridian by the Park, wish to waive the requirement to obtain a Depreciation Report otherwise required under Section 94 of the *Strata Property Act*.

BE IT RESOLVED by a 3/4 Vote Resolution of the Owners, Strata Plan LMS 3316 – Meridian by the Park, in person or by proxy, that in accordance with Section 94(3) of the *Strata Property Act*, the requirement to obtain a Depreciation Report is hereby waived until the next Annual General Meeting.

END OF RESOLUTION

Discussion

An Owner stated that he has heard that Buyers prefer a property that has acquired the Depreciation Report (DR). The Strata Manager reminded the Owners that the Strata has already acquired a DR. The Resolution is discussing the renewal that is required every three (3) years.

The Strata Manager (SM) stated that he likes the DR as it is a reference tool for budgeting. It gives Council a tool to know what maintenance is required and at what timeframe. The SM also encouraged Owners to log onto CONNECT to view the DR.

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

25 IN FAVOUR, 0 OPPOSED, 0 ABSTAINED. **MOTION CARRIED.**

CONSIDERATION OF MAJORITY VOTE RESOLUTION "B"
DEPRECIATION REPORT
多數投票議案“B” - 樓宇長遠規劃報告 (使用\$25,000儲備金)

(ONLY TO BE CONSIDERED IF 3/4 VOTE “A” IS DEFEATED)
(如果投票議案“A”被打敗才需要考慮)

As Resolution "A" was passed, Resolution "B" was not brought to the floor for discussion.

**CONSIDERATION OF 3/4 VOTE RESOLUTION "C"
BYLAW AMENDMENT – RENTALS**

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

WHEREAS The Owners, Strata Plan LMS 3316 – Meridian by the Park, pursuant to Division 2 of Part 7 of the *Strata Property Act*, S.B.C. 1998, may amend the Bylaws of their Strata Corporation;

AND WHEREAS The Owners, Strata Plan LMS 3316 – Meridian by the Park wish to amend the Bylaws of their Strata Corporation;

BE IT RESOLVED by a 3/4 Vote Resolution of The Owners, Strata Plan LMS 3316 – Meridian by the Park, in person or by proxy at this Annual General Meeting, that the Bylaws of their Strata Corporation be amended as follows, such amendment to be effective upon the filing of an Amendment to Bylaws in prescribed form in Land Title Office;

by **repealing** *Bylaw 42.10 and 42.11*, which currently reads:

42.10 *The term of rental of a strata lot must be a minimum of one (1) year, and the agreement is to be reviewed yearly by the Strata Council, with known infractions by tenants and concerns brought to the attention of the landlord.*

42.11 *An Owner wishing to lease a strata lot must apply in writing to the Council for permission to rent before entering into a tenancy agreement. The procedure to be followed is detailed below.*

and **replacing** with the following:

42.10 *The period of time for which a strata lot may be rented is set a minimum of six (6) months.*

42.11 *An owner, tenant or occupant must not rent less than all of a strata lot.*

42.12 *A strata lot must not be used for short-term accommodation purposes, such as a bed-and-breakfast, lodging house, hotel, airbnb, home exchange, time share or vacation rental. Without limiting the generality of the foregoing, a resident must not enter into a license for the use of all or part of a strata lot.*

42.13 *Effective November 30, 2018, any breach of Bylaw 42.12 is subject to a fine of \$1,000, which fine may be levied on a daily basis.*

By amending Bylaw 42, all Bylaws are hereby re-numbered sequentially.

END OF RESOLUTION

Discussion

An Owner made a comment that Bylaw 42.11 was omitted and should be kept. The SM advised Owners on the process to amend the Resolution.

An Owner made a motion to keep Bylaw 42.11 and amend it to Bylaw 42.14, as follows:

Bylaw 42.14 An Owner wishing to lease a strata lot must apply in writing to the Council for permission to rent before entering into a tenancy agreement.

This motion was seconded.

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

24 IN FAVOUR, 1 OPPOSED, 0 ABSTAINED. **MOTION CARRIED.**

An Owner made a comment that Bylaw 42.10 should be kept at one year. If the idea of the Bylaw is to eliminate short term rental, then it would make sense to revert the Bylaw back to the original term. The Owner made a motion to amend Bylaw 42.10 as follows:

Bylaw 42.10 The period of time for which a strata lot may be rented is set at a minimum of one year.

This motion was seconded.

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

24 IN FAVOUR, 1 OPPOSED, 0 ABSTAINED. **MOTION CARRIED.**

The Strata Manager asked the Owners if there were any further questions on the amended Resolution. With no further discussion, the vote was called. The results were as follows:

24 IN FAVOUR, 1 OPPOSED, 0 ABSTAINED. **MOTION CARRIED.**

**CONSIDERATION OF 3/4 VOTE RESOLUTION "D"
MARIJUANA AND CONTROLLED SUBSTANCES**

大麻和受管制物質附例

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

WHEREAS The Owners, Strata Plan LMS 3316 – Meridian by the Park, pursuant to Division 2 of Part 7 of the *Strata Property Act*, S.B.C. 1998, may amend the Bylaws of their Strata Corporation;

AND WHEREAS The Owners, Strata Plan LMS 3316 – Meridian by the Park, wish to amend the Bylaws of their Strata Corporation;

BE IT RESOLVED by a 3/4 Vote Resolution of The Owners, Strata Plan LMS 3316 – Meridian by the Park, in person or by proxy at this Annual General Meeting, that the Bylaws of their Strata Corporation be amended as follows, such amendment to be effective upon the filing of an Amendment to Bylaws in prescribed form in Land Title Office;

by **adding Bylaws 4.3, 4.4 and 4.5** to read as follows:

- 4.3 *An owner, tenant, occupant or visitor must not use a strata lot for any purpose which may be injurious to the reputation of the building.*
- 4.4 *A strata lot and the common property (including limited common property) must not be used, occupied or modified for the purpose of cultivating, producing, processing, manufacturing, harvesting, marketing, selling or the distribution of cannabis and cannabis related products. Storage within a strata lot or transport through common property of cannabis or cannabis related products is also prohibited, except for quantities less than or equal to limits specified (if any) for legal personal possession of cannabis or related products under relevant Canadian or BC legislation.*
- 4.5 *An owner, tenant, occupant or visitor must not use occupy or modify a strata lot, common property or limited common property for the growing, producing, harvesting, storing, marketing, selling, or distribution of marijuana or any "controlled substance" as that term is defined in the Controlled Drugs and Substances Act, S.C. 1996, c. 19.*

By adding Bylaws 4.3, 4.4 and 4.5, all Bylaws are hereby re-numbered sequentially.

END OF RESOLUTION

After some discussion, the vote was called. The results were as follows:

25 IN FAVOUR, 0 OPPOSED, 0 ABSTAINED. **MOTION CARRIED.**

CONSIDERATION OF 3/4 VOTE RESOLUTION "E"
BYLAW AMENDMENT – SMOKING

禁止吸煙附例

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

WHEREAS The Owners, Strata Plan LMS 3316 – Meridian by the Park, pursuant to Division 2 of Part 7 of the *Strata Property Act*, S.B.C. 1998, may amend the Bylaws of their Strata Corporation;

AND WHEREAS The Owners, Strata Plan LMS 3316 – Meridian by the Park wish to amend the Bylaws of their Strata Corporation;

BE IT RESOLVED by a 3/4 Vote Resolution of The Owners, Strata Plan LMS 3316 – Meridian by the Park, in person or by proxy at this Annual General Meeting, that the Bylaws of their Strata Corporation be amended as follows, such amendment to be effective upon the filing of an Amendment to Bylaws in prescribed form in Land Title Office;

by **repealing Bylaws 39.10 and 44.1**, which currently reads:

39.10 *A resident or visitor must not smoke while in the parking area including inside a vehicle.*

44.1 *A resident or visitor must not smoke on Common or Limited Common property.*

and **replacing Bylaw 39.10** with the following:

39.10 *Smoking and vaping are prohibited in the following areas:*

- (a) *in and on all interior limited common property and common property, including but not limited to hallways, elevators, parking garages, electrical and mechanical rooms, stairs, storage locker areas, amenity rooms, gym, party room, patios and balconies; and*
- (b) *within six meters of a door, window or air intake.*

For purposes of this Bylaw 39.10, the following definitions apply:

- (c) **"smoking"** *includes inhaling, exhaling, burning or carrying of a lighted cigarette, cigar, pipe, hookah pipe or other lighted smoking equipment that burns tobacco or other weed substances;*
- (d) **"vaping"** *includes inhaling, exhaling, vapourizing or carrying or using an activated e-cigarette.*

Bylaw numbering will be amended sequentially, as required.

END OF RESOLUTION

An Owner made a comment that Bylaw 39.10(a) should be simplified to reference only common property and limited common property instead of listing areas that are not applicable to Meridian By The Park. The Owner also commented that the distance cited in 39.10(b) is over restrictive given the typical layout and size of the private units at Meridian By The Park. The Owner made a motion to amend Bylaw 39.10 as follows:

Bylaw 39.10 Smoking and vaping are prohibited in the following areas:

- (a) in and on all limited common property and common property, and*
- (b) within three meters of a door, window or air intake.*

This motion was seconded.

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

25 IN FAVOUR, 0 OPPOSED, 0 ABSTAINED. **MOTION CARRIED.**

An Owner made a comment that the definition of smoking should be amended as follows:

- (c) “**smoking**” includes inhaling, exhaling, burning or carrying of a lighted cigarette, cigar, pipe, hookah pipe or other lighted smoking equipment that burns tobacco or other ~~weed~~ substances;*

This motion was seconded.

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

25 IN FAVOUR, 0 OPPOSED, 0 ABSTAINED. **MOTION CARRIED.**

The Strata Manager asked the Owners if there were any further questions on the amended Resolution. With no further discussion, the vote was called. The results were as follows:

25 IN FAVOUR, 0 OPPOSED, 0 ABSTAINED. **MOTION CARRIED.**

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:

- Courtenay Hoang • Geoff DeGoey • Young Seok Lee
- David Mah • Lisa Chow
- Kin Leong • Michel Gagnon

Hearing no objections, the above-noted were elected by majority vote.

GENERAL DISCUSSION

An Owner commented that it is extremely dangerous when turning out of the driveway. Their vehicle was hit when exiting the property. Many Owners agreed. Council made some recommendations and encourage Owners to contact the traffic division of the City.

An Owner asked Council if they think the current process for each unit to bring out the Garbage bins was working. Council acknowledged the process is not working, but there are no alternatives as there are no other options to ensure the garbage is brought out for collection. Council is investigating other options.

TERMINATION OF MEETING

There being no further business, it was moved to terminate the meeting at 8:30 p.m. **MOTION CARRIED.**

FirstService Residential BC Ltd.



Steven Loo
Strata Manager
Per the Owners
Strata Plan LMS 3316

SL/kc

Email: Steven.Loo@fsresidential.com
Direct Line: 604.689.6996
General: 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 Annual Budget Oct 01, 2018 to Sep 30, 2019

<u>A/C Description</u>	<u>Approved 2018/2019 Budget</u> \$
<u>INCOME</u>	
<u>STRATA FEES</u>	
4002 Operating Fund Contribution	147,563
4003 Contingency Fund Contribution	37,297
TOTAL STRATA FEES	<hr/> 184,860
4523 Bylaw / Late Payment Fine	--
4640 Interest Income	--
4700 Miscellaneous Income	--
4702 Move In / Move Out Fee	--
4720 Parking	--
TOTAL INCOME	<hr/> 184,860
<u>EXPENSES</u>	
<u>GENERAL EXPENSES</u>	
5015 Audit	210
5445 Caretaker Wages & Benefits	3,328
6300 Insurance	48,972
6504 Legal Fees	189
6700 Management Fees	13,931
6705 Miscellaneous	1,500
TOTAL GENERAL EXPENSES	<hr/> 68,130
<u>BUILDING & GROUND EXPENSES</u>	
5602 Door / Gate	1,500
5705 Electricity	9,450
5903 Fire Prevention	4,900
6001 Garbage Removal	2,600
6011 Grounds-Improvements	10,000
6015 Grounds-Maintenance	29,000
7015 Pest Control	1,600
7240 Repair and Maintenance	15,000

LMS 3316-MERIDIAN BY THE PARK

Approved Annual Budget
Oct 01, 2018 to Sep 30, 2019

<u>A/C Description</u>	<u>Approved 2018/2019 Budget</u> \$
7415 Snow Removal	2,500
7416 Special Projects	--
7423 Supplies	1,000
TOTAL BUILDING & GROUND EXPENSES	77,550
9010 Reserve - Contingency Fund	37,297
9053 Reserve- Special Projects	30,000
TOTAL EXPENSES	212,977
CURRENT YR NET SURPLUS/(DEFICIT)	(28,117)
9990 Operating Surplus (Deficit) Balance Forward	36,841
ENDING OP SURPLUS/(DEFICIT)	8,724

LMS 3316-MERIDIAN BY THE PARK
Approved Strata Fee Schedule
Oct 01, 2018 to Sep 30, 2019

Strata Lot Number	Civic Address	Unit Entitlement	Op. Fund Monthly Contribution \$	CRF Monthly Contribution \$	Total Monthly Strata Fees \$	OLD Monthly Strata Fees \$	Monthly Difference *
1	# 1 - 6670 RUMBLE STREET	149	242.33	61.25	303.58	303.58	-
2	# 2 - 6670 RUMBLE STREET	149	242.33	61.25	303.58	303.58	-
3	# 3 - 6670 RUMBLE STREET	149	242.33	61.25	303.58	303.58	-
4	# 5 - 6670 RUMBLE STREET	149	242.33	61.25	303.58	303.58	-
5	# 6 - 6670 RUMBLE STREET	149	242.33	61.25	303.58	303.58	-
6	# 7 - 6670 RUMBLE STREET	149	242.33	61.25	303.58	303.58	-
7	# 8 - 6670 RUMBLE STREET	149	242.33	61.25	303.58	303.58	-
8	# 9 - 6670 RUMBLE STREET	149	242.33	61.25	303.58	303.58	-
9	#10 - 6670 RUMBLE STREET	153	248.84	62.89	311.73	311.73	-
10	#11 - 6670 RUMBLE STREET	143	232.57	58.78	291.35	291.35	-
11	#12 - 6670 RUMBLE STREET	138	224.44	56.73	281.17	281.17	-
12	#15 - 6670 RUMBLE STREET	138	224.44	56.73	281.17	281.17	-
13	#16 - 6670 RUMBLE STREET	143	232.57	58.78	291.35	291.35	-
14	#17 - 6670 RUMBLE STREET	173	281.37	71.11	352.48	352.48	-
15	#18 - 6670 RUMBLE STREET	174	282.98	71.53	354.51	354.51	-
16	#19 - 6670 RUMBLE STREET	145	235.83	59.60	295.43	295.43	-
17	#20 - 6670 RUMBLE STREET	130	211.43	53.44	264.87	264.87	-
18	#21 - 6670 RUMBLE STREET	130	211.43	53.44	264.87	264.87	-
19	#22 - 6670 RUMBLE STREET	135	219.56	55.49	275.05	275.05	-
20	#23 - 6670 RUMBLE STREET	146	237.44	60.02	297.46	297.46	-
21	#25 - 6670 RUMBLE STREET	131	213.05	53.85	266.90	266.90	-
22	#26 - 6670 RUMBLE STREET	134	217.94	55.08	273.02	273.02	-
23	#27 - 6670 RUMBLE STREET	126	204.93	51.79	256.72	256.72	-
24	#28 - 6670 RUMBLE STREET	131	213.05	53.85	266.90	266.90	-
25	#29 - 6670 RUMBLE STREET	140	227.69	57.55	285.24	285.24	-
26	#30 - 6670 RUMBLE STREET	139	226.06	57.14	283.20	283.20	-
27	#31 - 6670 RUMBLE STREET	129	209.80	53.03	262.83	262.83	-
28	#32 - 6670 RUMBLE STREET	132	214.68	54.26	268.94	268.94	-
29	#33 - 6670 RUMBLE STREET	124	201.67	50.97	252.64	252.64	-

**The retroactive fee adjustment is calculated as the difference between the new strata fees and old strata fees, multiplied by the number of months subsequent to the year end in which the old strata fees were assessed.*

LMS 3316-MERIDIAN BY THE PARK
Approved Strata Fee Schedule
Oct 01, 2018 to Sep 30, 2019

Strata Lot Number	Civic Address	Unit Entitlement	Op. Fund Monthly Contribution \$	CRF Monthly Contribution \$	Total Monthly Strata Fees \$	OLD Monthly Strata Fees \$	Monthly Difference *
30	#35 - 6670 RUMBLE STREET	132	214.68	54.26	268.94	268.94	-
31	#36 - 6670 RUMBLE STREET	129	209.80	53.03	262.83	262.83	-
32	#37 - 6670 RUMBLE STREET	138	224.44	56.73	281.17	281.17	-
33	#38 - 6670 RUMBLE STREET	140	227.69	57.55	285.24	285.24	-
34	#39 - 6670 RUMBLE STREET	140	227.69	57.55	285.24	285.24	-
35	#40 - 6670 RUMBLE STREET	138	224.44	56.73	281.17	281.17	-
36	#41 - 6670 RUMBLE STREET	138	224.44	56.73	281.17	281.17	-
37	#42 - 6670 RUMBLE STREET	140	227.69	57.55	285.24	285.24	-
38	#43 - 6670 RUMBLE STREET	140	227.69	57.55	285.24	285.24	-
39	#45 - 6670 RUMBLE STREET	138	224.44	56.73	281.17	281.17	-
40	#46 - 6670 RUMBLE STREET	135	219.56	55.49	275.05	275.05	-
41	#47 - 6670 RUMBLE STREET	125	203.30	51.38	254.68	254.68	-
42	#48 - 6670 RUMBLE STREET	138	224.44	56.73	281.17	281.17	-
43	#49 - 6670 RUMBLE STREET	140	227.69	57.55	285.24	285.24	-
44	#50 - 6670 RUMBLE STREET	140	227.69	57.55	285.24	285.24	-
45	#51 - 6670 RUMBLE STREET	128	208.17	52.62	260.79	260.79	-
46	#52 - 6670 RUMBLE STREET	159	258.59	65.36	323.95	323.95	-
47	#53 - 6670 RUMBLE STREET	156	253.71	64.13	317.84	317.84	-
48	#55 - 6670 RUMBLE STREET	156	253.71	64.13	317.84	317.84	-
49	#56 - 6670 RUMBLE STREET	155	252.08	63.72	315.80	315.80	-
50	#57 - 6670 RUMBLE STREET	159	258.59	65.36	323.95	323.95	-
51	#58 - 6670 RUMBLE STREET	156	253.71	64.13	317.84	317.84	-
52	#59 - 6670 RUMBLE STREET	156	253.71	64.13	317.84	317.84	-
53	#60 - 6670 RUMBLE STREET	159	258.59	65.36	323.95	323.95	-
			7,561	3,108.11	15,405.06	15,405.06	-

Total Annual Strata Fees (x 12 months) =

184,860.72 **184,860.72**

**The retroactive fee adjustment is calculated as the difference between the new strata fees and old strata fees, multiplied by the number of months subsequent to the year end in which the old strata fees were assessed.*