

Date Delivered September 23, 2019 12:58PM
Strata Manager FIRST SERVICE RESIDENTIAL (HORNBY)
eStrataHub Order Number 323128
Folio Reference DIPIETRA
Requestor Company Park Georgia Realty Ltd.
Requested By Romeo DiPietra
Property Name Queen's Gate
Strata Plan # NWS3119
Strata Lot # 182
Civic Address 206 8580 General Currie Road, Richmond

Documents and Files in this Container for Order 323128(Folio:DIPIETRA)

Strata Plan

eSH323128-01-Strata Plan_StrataPlanNW3119PhaseI.pdf
eSH323128-02-Strata Plan_StrataPlanNW3119PhaseII.pdf
eSH323128-03-Strata Plan_StrataPlanNW3119PhaseIII.pdf

Form B - Information Certificate

eSH323128-04-Form B - Information Certificate_Rental Disclosure Statement-1989-09-07.PDF
eSH323128-05-Form B - Information Certificate_2019-2020 Approved Budget.pdf
eSH323128-41-Form B - Information Certificate_nw3119-sl0182-b.pdf

Bylaws

eSH323128-06-Bylaws_BYLAWS-2019-06-12.pdf

Rules

eSH323128-07-Rules_RULES-2018-09-26.pdf

Depreciation Report

eSH323128-08-Depreciation Report_DR-2014-06-09-Campbell and Pound.pdf

Engineering Report

eSH323128-09-Engineering Report_ER-2010-11-10-Roofing Condition-Levelton Consultants Ltd..pdf
eSH323128-10-Engineering Report_ER-2011-08-04-Water Piping Evaluation-BAE Ltd..pdf
eSH323128-11-Engineering Report_ER-Building Warranty Review-2004-07-29-Willis Canada.pdf

- eSH323128-12-Engineering Report_ER-Deckseal Membranes Limited Warranty-2004-06-25-DECKING.pdf
- eSH323128-13-Engineering Report_ER-Review of Damage-2019-06-11.pdf
- eSH323128-14-Engineering Report_ER-Vinyl Doors Structural Warranty-2004-07-09-Starline.pdf

Financial Statements (most recent)

- eSH323128-15-Financial Statements (most recent)_2019-08-Realtor Financial Statement.pdf

Annual General Meeting Minutes

- eSH323128-16-Annual General Meeting Minutes_AGM-M-2018-05-23.pdf
- eSH323128-17-Annual General Meeting Minutes_AGM-M-2019-06-04.pdf

Special General Meeting Minutes

- eSH323128-18-Special General Meeting Minutes_SGM-M-2017-11-22.pdf

Strata Council Meeting Minutes

- eSH323128-19-Strata Council Meeting Minutes_CM-M-2017-08-23.pdf
- eSH323128-20-Strata Council Meeting Minutes_CM-M-2017-09-28.pdf
- eSH323128-21-Strata Council Meeting Minutes_CM-M-2017-10-25.pdf
- eSH323128-22-Strata Council Meeting Minutes_CM-M-2017-11-29.pdf
- eSH323128-23-Strata Council Meeting Minutes_CM-M-2018-01-31.pdf
- eSH323128-24-Strata Council Meeting Minutes_CM-M-2018-02-28.pdf
- eSH323128-25-Strata Council Meeting Minutes_CM-M-2018-03-28.pdf
- eSH323128-26-Strata Council Meeting Minutes_CM-M-2018-04-25.pdf
- eSH323128-27-Strata Council Meeting Minutes_CM-M-2018-06-28.pdf
- eSH323128-28-Strata Council Meeting Minutes_CM-M-2018-07-24.pdf
- eSH323128-29-Strata Council Meeting Minutes_CM-M-2018-08-29.pdf
- eSH323128-30-Strata Council Meeting Minutes_CM-M-2018-09-26.pdf
- eSH323128-31-Strata Council Meeting Minutes_CM-M-2018-10-31.pdf
- eSH323128-32-Strata Council Meeting Minutes_CM-M-2018-11-28.pdf
- eSH323128-33-Strata Council Meeting Minutes_CM-M-2019-01-30.pdf
- eSH323128-34-Strata Council Meeting Minutes_CM-M-2019-02-27.pdf
- eSH323128-35-Strata Council Meeting Minutes_CM-M-2019-03-28.pdf
- eSH323128-36-Strata Council Meeting Minutes_CM-M-2019-05-01.pdf
- eSH323128-37-Strata Council Meeting Minutes_CM-M-2019-06-26.pdf
- eSH323128-38-Strata Council Meeting Minutes_CM-M-2019-07-31.pdf
- eSH323128-39-Strata Council Meeting Minutes_CM-M-2019-08-28.pdf

Insurance Summary

- eSH323128-40-Insurance Summary_2019-03-31-Summary.pdf

**STRATA PLAN OF PART OF LOT 1,
SECTION 16, BLK. 4 N. RGE. 6 W.
N. W. D., PLAN 81813
MUNICIPALITY OF RICHMOND.**

**PHASE I
STRATA PLAN N.W. 3119**

SCALE 1 : 1000
15 10 0 20 40

DEPOSITED AND REGISTERED IN THE LAND
TITLE OFFICE AT NEW WESTMINSTER B.C.
THIS 21st DAY OF DECEMBER 1989

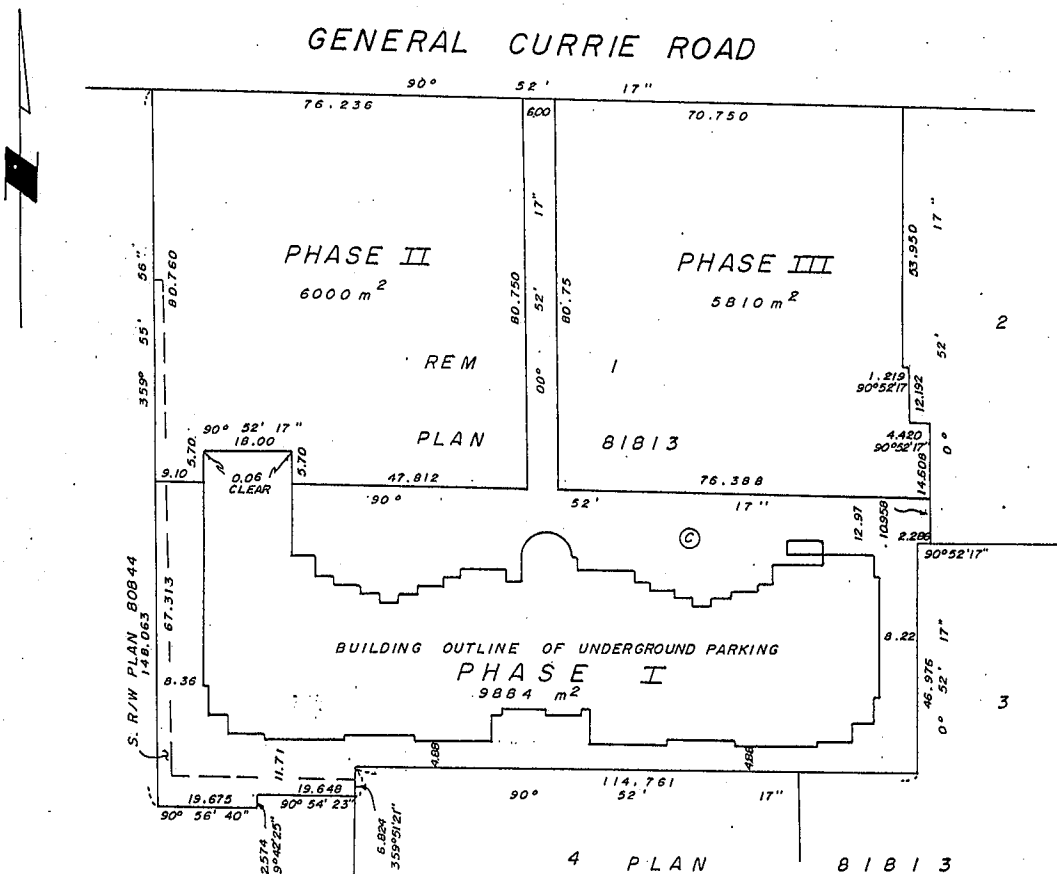
REGISTRAR

CIVIC ADDRESS :-

GENERAL CURRIE ROAD,
RICHMOND., B.C.

SEE SHEETS 2 AND 3

S.L. DENOTES STRATA LOT.
© DENOTES COMMON PROPERTY
m² DENOTES SQUARE METRES
(P-7) DENOTES PATIO BEING LIMITED COMMON
PROPERTY FOR THE EXCLUSIVE USE OF S.L. 7
(B-31) DENOTES BALCONY BEING LIMITED COMMON
PROPERTY FOR THE EXCLUSIVE USE OF S.L. 31
(CH-32) DENOTES CHIMNEY BEING LIMITED COMMON
PROPERTY FOR THE EXCLUSIVE USE OF S.L. 32



DECLARATION OF INTENTION TO CREATE
A STRATA PLAN BY PHASE DEVELOPMENT
(FORM 'E') FILED THIS
DAY OF 1989
UNDER NUMBER

THE ADDRESS FOR SERVICE OF DOCUMENTS
ON THE STRATA CORPORATION IS:
THE OWNERS, STRATA PLAN N.W. 3119

I D.J. DYCK OF LANGLEY, B.C. A BRITISH
COLUMBIA LAND SURVEYOR HEREBY CERTIFY
THAT THE BUILDING ERECTED ON THE PARCEL
DESCRIBED ABOVE IS WHOLLY WITHIN THE
EXTERNAL BOUNDARIES OF THAT PARCEL.

DATED AT SURREY, B.C.
THIS 10th DAY OF OCTOBER 1989

D.J. Dyck B.C.L.S.
DYCK AND ASSOCIATES
208-6846, KING GEORGE HWY.
SURREY, B.C. V3W 4Z9
594 - 7527

THIS PLAN LIES WITHIN THE GREATER
VANCOUVER REGIONAL DISTRICT

PHASE I
STRATA PLAN N.W.

CONDOMINIUM ACT.

LOT No.	SHEET No.	FORM 1	FORM 2	FORM 3	CIVIC ADDRESS
		SCHEDULE OF UNIT ENTITLEMENT	SCHEDULE OF INTEREST UPON DESTRUCTION	SCHEDULE OF VOTING RIGHTS	
		UNIT ENTITLEMENT	INTEREST UPON DESTRUCTION	No OF VOTES	
1	5	823	125		100
2	6	1115	178		101
3	6	732	107		103
4	6	1170	172		105
5	6	1170	172		106
6	6	732	107		107
7	6	998	147		109
8	6	1153	170		111
9	6	1118	169		113
10	7	1018	154		115
11	7	1122	169		117
12	7	1153	170		119
13	7	998	147		121
14	7	732	107		123
15	7	1170	172		124
16	7	1170	172		125
17	7	732	107		127
18	7	1115	178		129
19	7	1059	156		128
20	7	1282	194		126
21	7	743	109		122
22	7	757	112		120
23	7	1036	152		118
24	7	1180	173		116
25	6	1181	173		114
26	6	1035	152		112
27	6	757	112		110
28	6	743	109		108
29	6	1282	194		104
30	6	1036	156		102
31	8	1149	178		201
32	8	732	107		203
33	8	1152	172		205
34	8	1170	172		206
35	8	732	107		207
36	8	998	147		209
37	8	1153	170		211
38	8	1122	169		213
39	8	1021	154		215
40	9	1018	154		217
41	9	1122	169		219
42	9	1153	170		221
43	9	998	147		223
44	9	732	107		225
45	9	1170	172		226
46	9	1152	172		227
47	9	732	107		229
48	9	1115	178		231
49	9	1059	156		230
50	9	1282	194		228
51	9	743	109		224
52	9	757	112		222
53	9	1024	152		220
54	9	1180	173		218
55	8	993	149		216
56	8	1181	173		214
57	8	1017	152		212
58	8	757	112		210
59	8	743	109		208
60	8	1282	194		204
61	8	1075	156		202
62	10	1005	146		301
63	10	1074	167		304

PHASE I STRATA PLAN N.W.

CONDOMINIUM ACT

LOT No.	SHEET No.	FORM 1	FORM 2	FORM 3	CIVIC ADDRESS SUITE No
		SCHEDULE OF UNIT ENTITLEMENT UNIT ENTITLEMENTS	SCHEDULE OF INTEREST UPON DESTRUCTION INTEREST UPON DESTRUCTION	SCHEDULE OF VOTING RIGHTS No OF VOTES	
64	10	1170	184		305
65	10	732	115		306
66	10	998	157		308
67	10	1153	181		310
68	10	1127	181		312
69	10	1021	164		314
70	11	1018	164		316
71	11	1122	181		318
72	11	1153	181		320
73	11	998	157		322
74	11	732	115		324
75	11	1170	184		325
76	11	1074	167		326
77	11	1005	157		329
78	11	1034	167		328
79	11	1282	207		327
80	11	743	116		323
81	11	757	120		321
82	11	1034	163		319
83	11	1180	185		317
84	10	983	159		315
85	10	1181	185		313
86	10	1036	163		311
87	10	757	120		309
88	10	743	116		307
89	10	1282	207		303
90	10	1034	167		302
AGGREGATE		91,424	13,884		

APPROVED AS TO PHASE I OF A 3 PHASE
STRATA PLAN UNDER THE CONDOMINIUM ACT.
DATED THIS 29th DAY OF November 1989

B. A. Kennedy
APPROVING OFFICER
MUNICIPALITY OF RICHMOND

OWNER :
POLYGON VENTURES LTD.

P. J. J.
AUTHORIZED SIGNATORY. P. J. J.

A. J.
AUTHORIZED SIGNATORY. A. J.

I THE UNDERSIGNED DO SOLEMNLY DECLARE THAT
1. I THE UNDERSIGNED AM THE DULY AUTHORIZED
AGENT OF THE OWNER - DEVELOPER
2. THE STRATA PLAN IS ENTIRELY FOR RESIDENTIAL USE
I MAKE THIS SOLEMN DECLARATION CONSCIENTIOUSLY
BELIEVING IT TO BE TRUE AND KNOWING THAT IT IS OF
THE SAME FORCE AND EFFECT AS IF MADE UNDER OATH.

MORTGAGEE :
THE BANK OF NOVA SCOTIA.
BY ITS DULY APPOINTED ATTORNEY

B.N.S. Document
No. 4731
Approved by
Executive

P. J. J.
AUTHORIZED SIGNATORY. (A-066194)

AUTHORIZED SIGNATORY.

B. J. J.
WITNESS
650 W. GEORGIA ST.
ADDRESS
SECRETARY
OCCUPATION

DECLARED BEFORE ME AT Vancouver, B.C.
THIS 22nd DAY OF November 1989.

A COMMISSIONER FOR TAKING AFFIDAVITS WITHIN
THE PROVINCE OF BRITISH COLUMBIA

ACCEPTED AS TO FORMS 1, 2 AND 3
THIS 5th DAY OF December 1989

[Signature]
SUPERINTENDENT OF REAL ESTATE

I, D. J. DYCK OF LANGLEY, B.C. A BRITISH
COLUMBIA LAND SURVEYOR, HEREBY CERTIFY
THAT THE BUILDING SHOWN IN THIS
STRATA PLAN HAS NOT AS OF
THE 10th DAY OF OCTOBER 1989
BEEN PREVIOUSLY OCCUPIED.
DATED AT SURREY
THIS 10th DAY OF OCTOBER 1989

B.C.L.S.

BUILDING I - EAST HALF
BASEMENT

PHASE I
STRATA PLAN N.W.

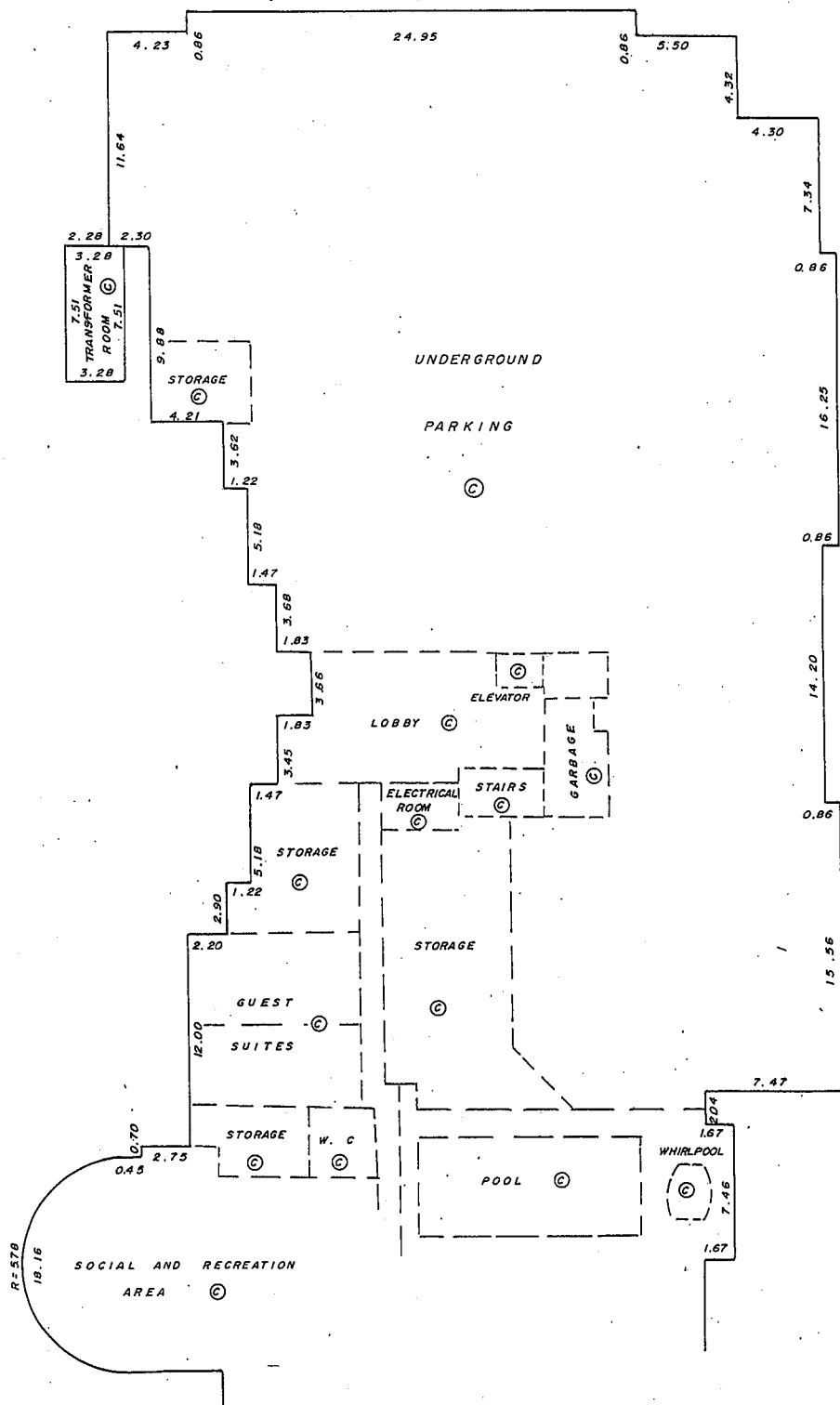
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3 2 1 0 5 10

A

B

C



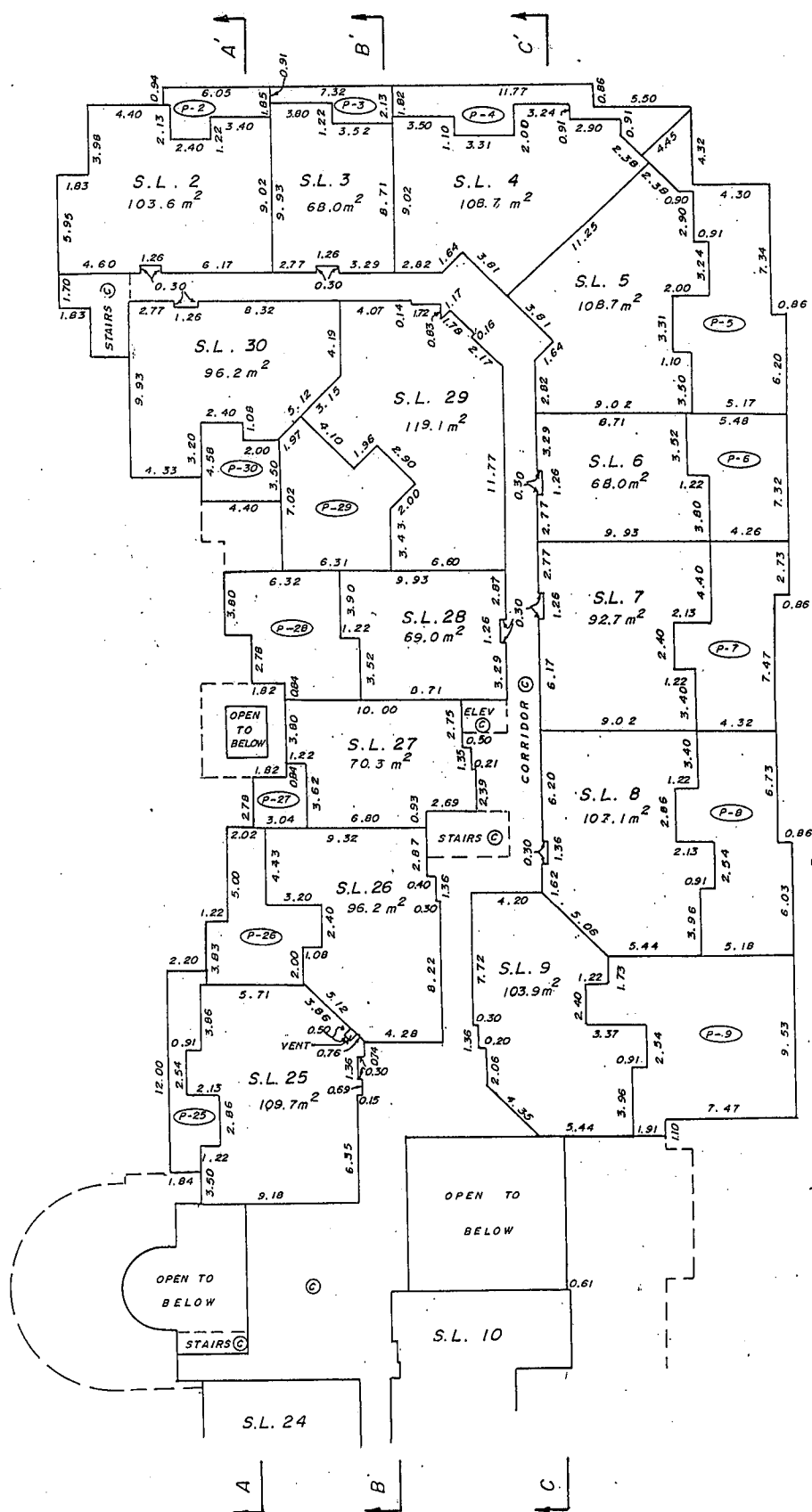
PHASE I
STRATA PLAN N.W.

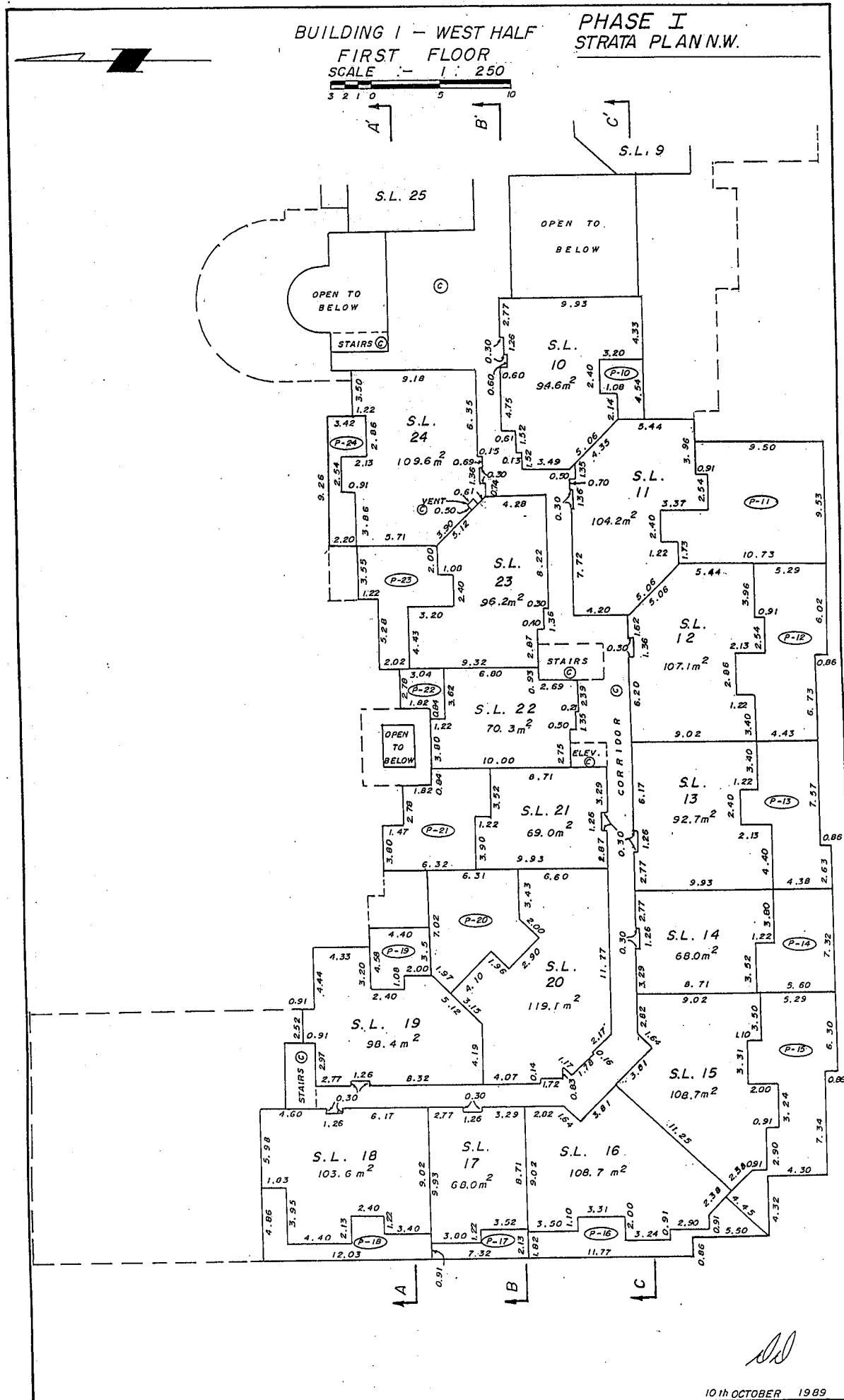


BUILDING I - EAST HALF

FIRST FLOOR

SCALE 1 : 250

PHASE I
STRATA PLAN N.W.

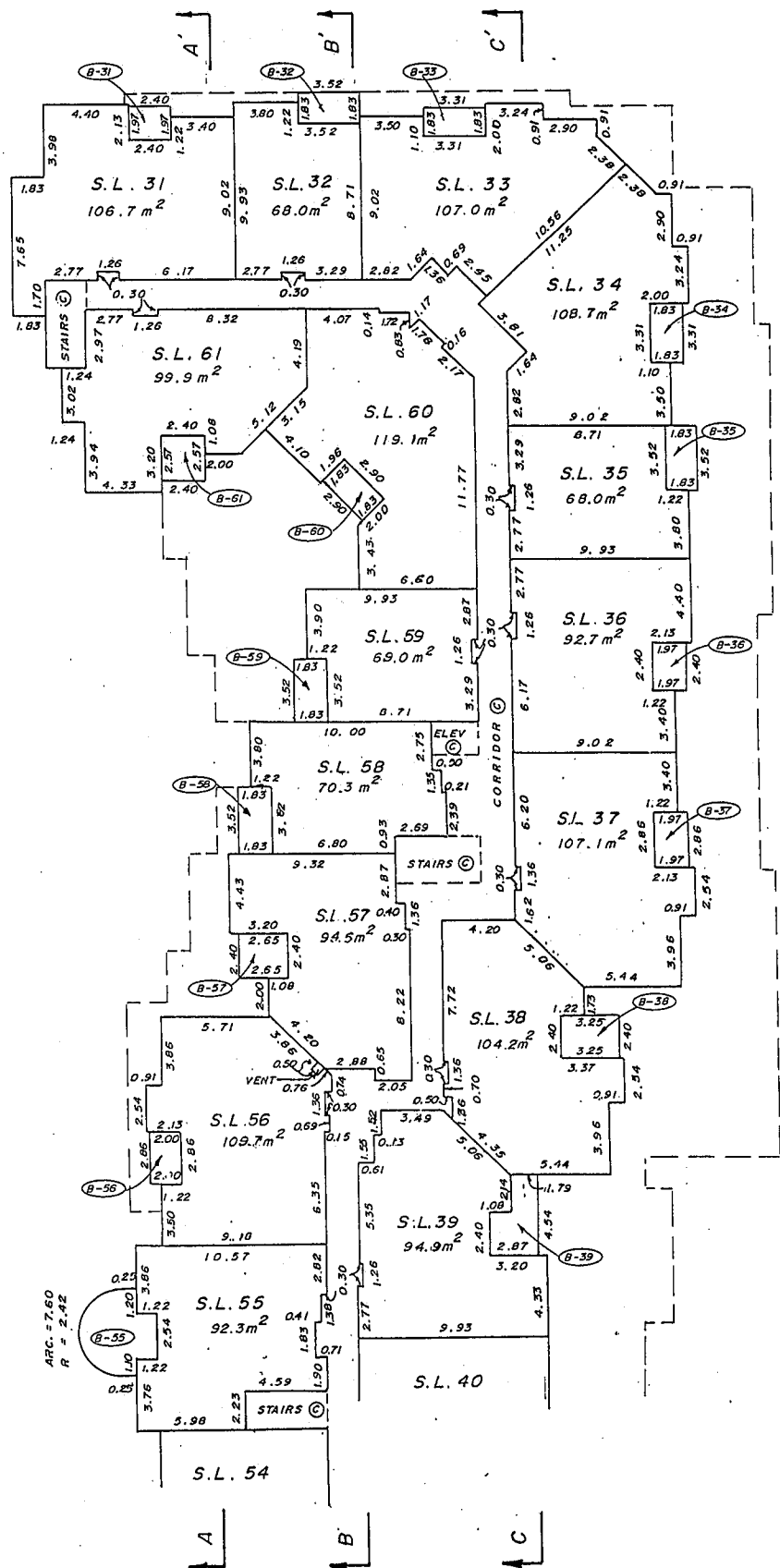


BUILDING I - EAST HALF

SECOND FLOOR

SCALE - 1 : 250

3 2 1 0 5 10

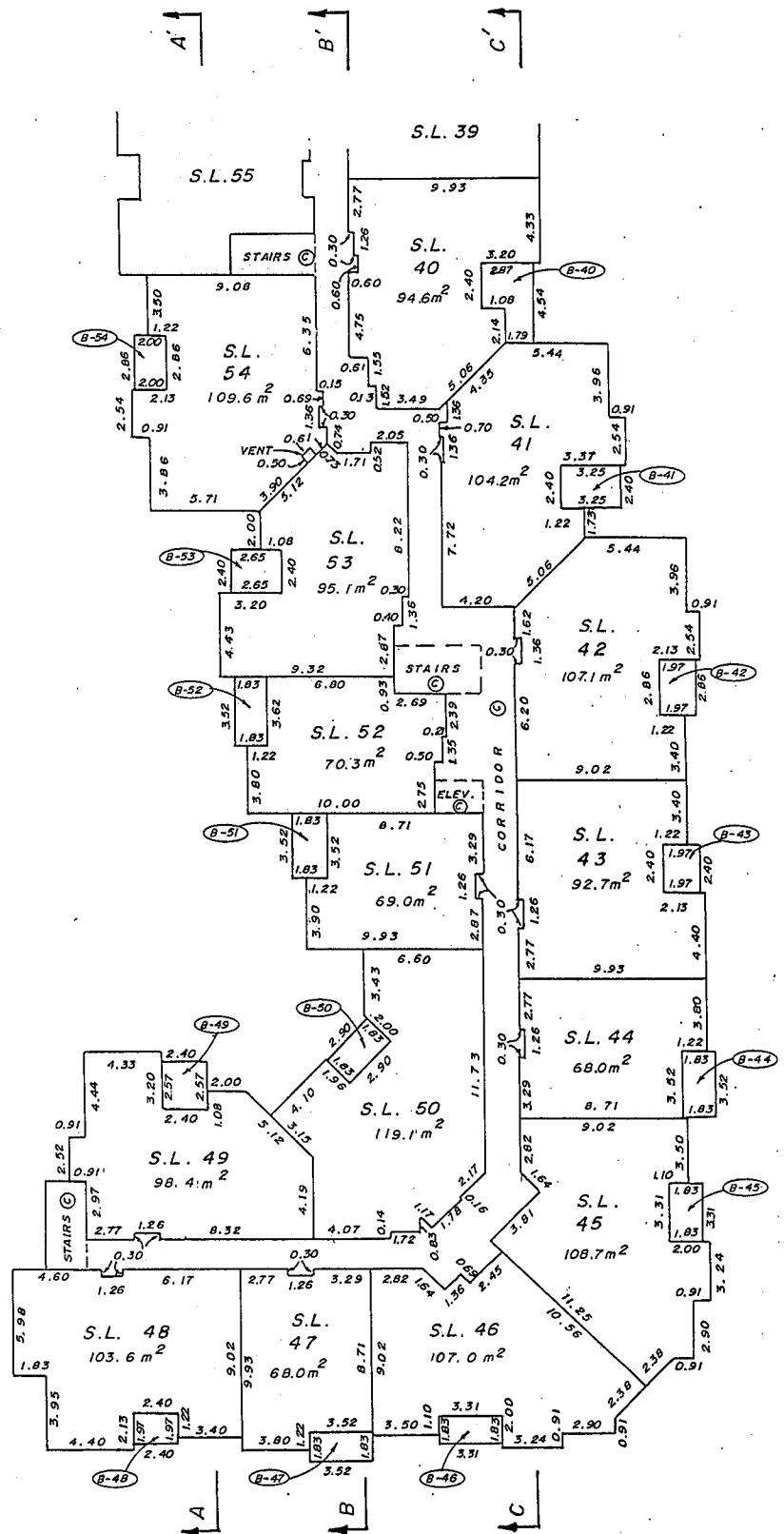
PHASE I
STRATA PLAN N.W.

BUILDING I - WEST HALF

SECOND FLOOR

SCALE 1:250

3 2 1 0 5 10

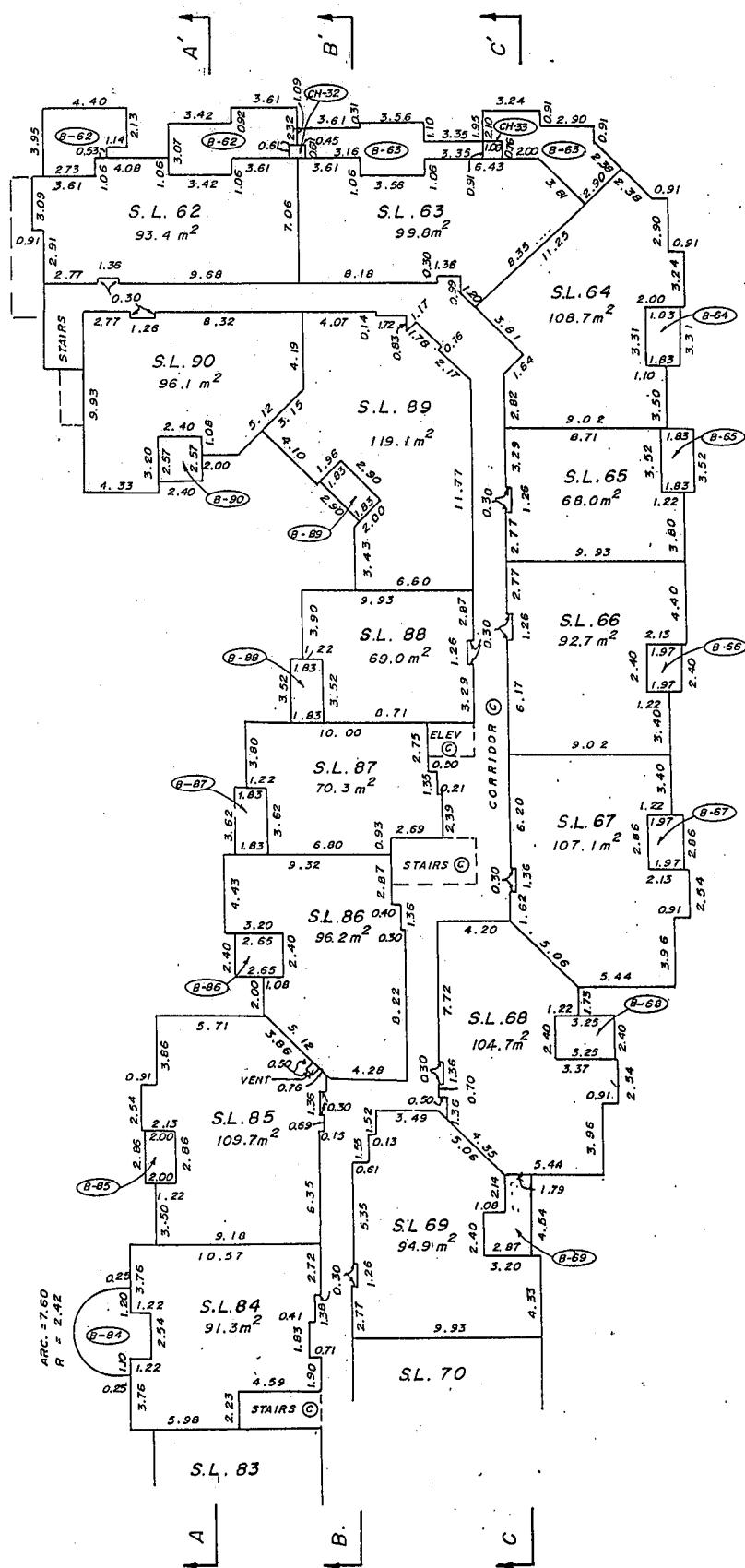
PHASE I
STRATA PLAN N.W.

BUILDING I - EAST HALF THIRD FLOOR

PHASE I STRATA PLAN N.W.

SCALE 1 : 250

3 2 1 0 5 10

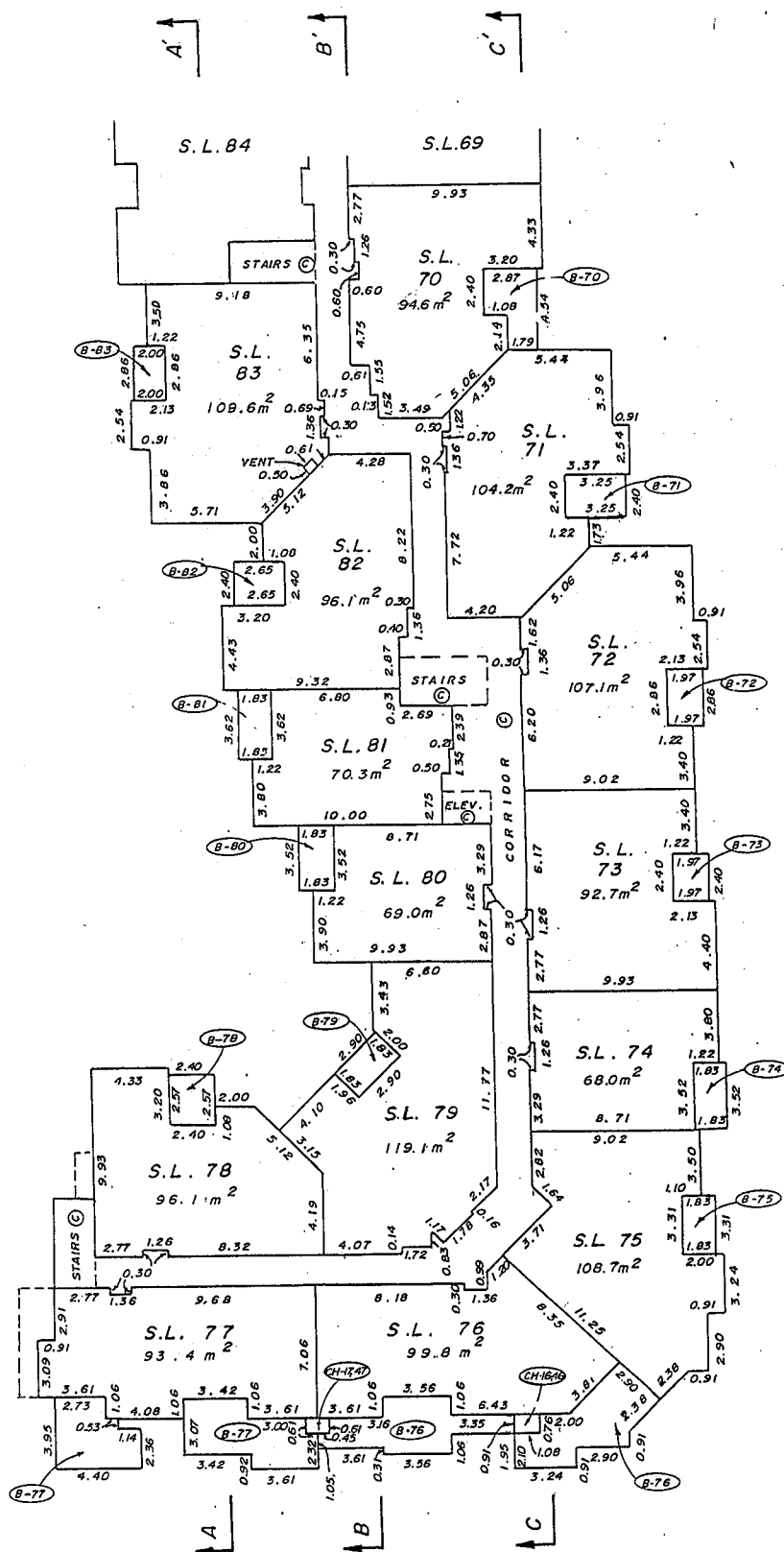


BUILDING 1 - WEST HALF

THIRD FLOOR

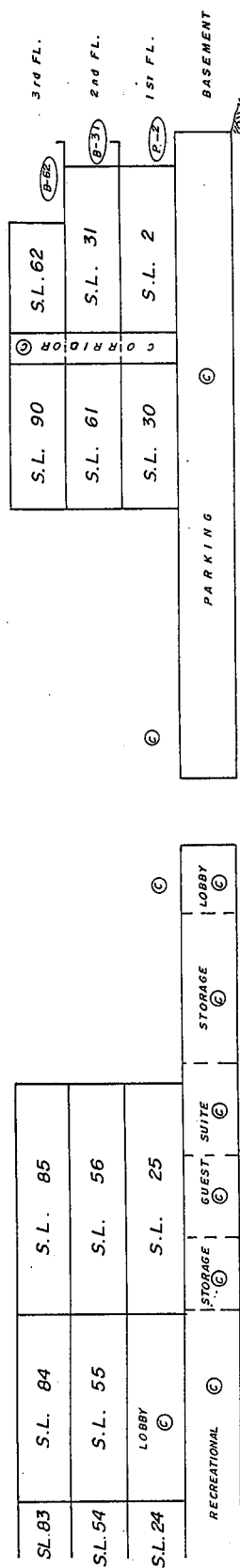
SCALE 1:250

3 2 1 0 5 10

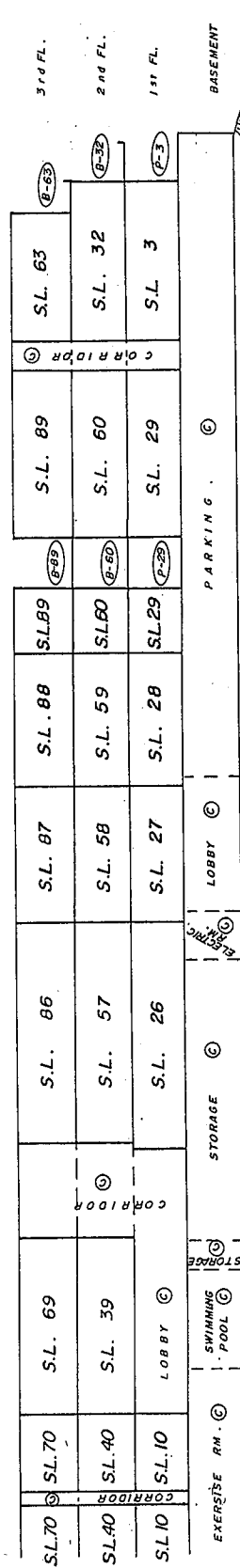
PHASE I
STRATA PLAN N.W.

3 2 1 0 5 10

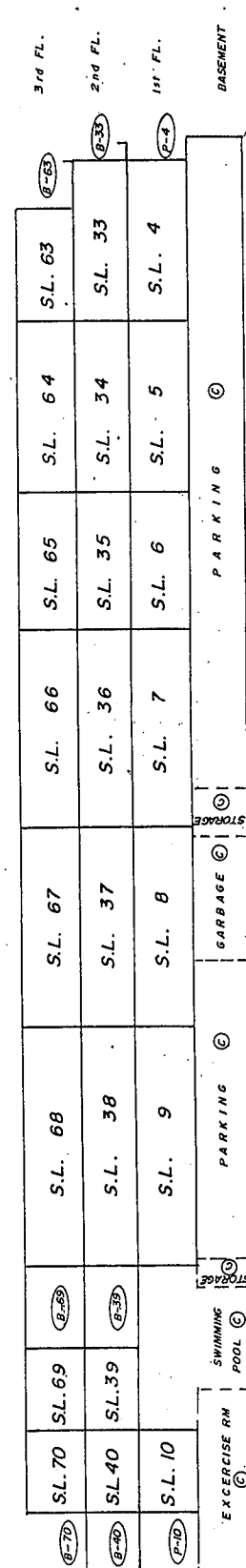
PHASE I
STRATA PLAN N.W.



SECTION A - A'



SECTION B - B'



SECTION C - C'

[illegible]

nd

STRATA PLAN NW

DEALINGS AFFECTING THE COMMON PROPERTY

[illegible]

Ed

DYCK AND ASSOCIATES
 208-6846, KING GEORGE HWY.
 SURREY, B.C. V3W 4Z9
 594 - 7527

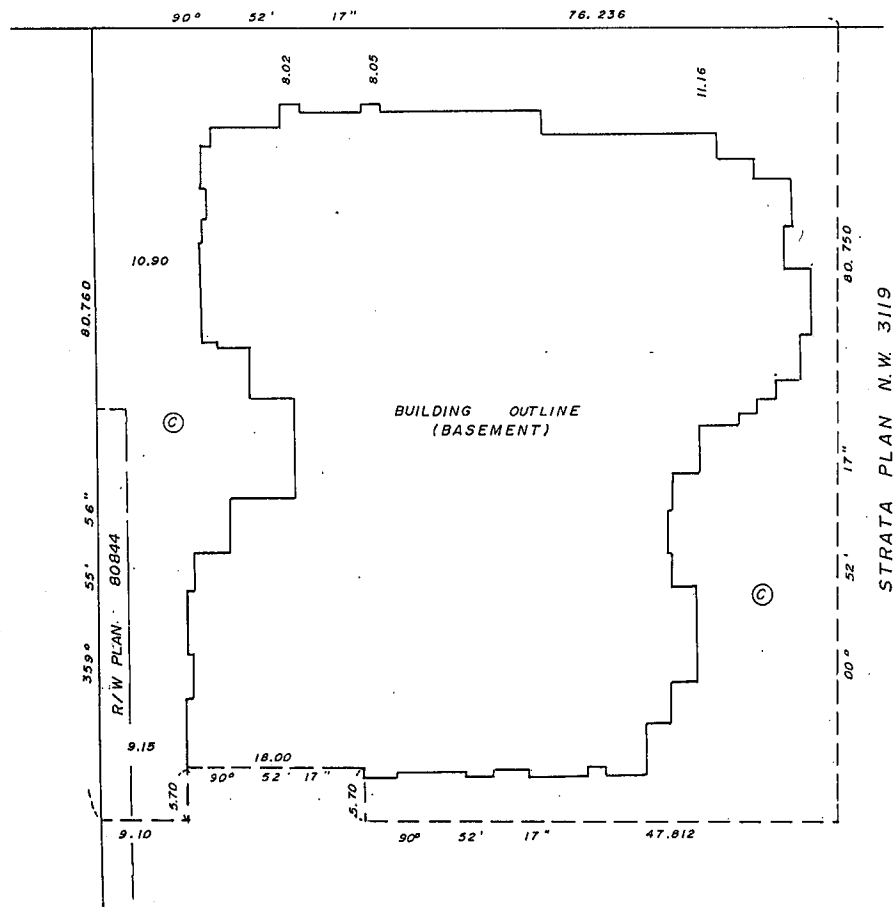
PHASE II
STRATA PLAN N.W. 3119

SITE PLAN

SCALE : 1:500



GENERAL CURRIE ROAD



PHASE I

STRATA PLAN N.W. 3119

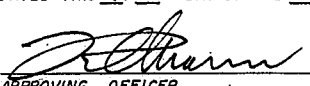
Handwritten signature

PHASE II
STRATA PLAN N.W. 3119

CONDOMINIUM ACT.

LOT No.	SHEET No.	FORM 1	FORM 2	FORM 3	CIVIC ADDRESS
		SCHEDULE OF UNIT ENTITLEMENT UNIT ENTITLEMENT	SCHEDULE OF INTEREST UPON DESTRUCTION INTEREST UPON DESTRUCTION	SCHEDULE OF VOTING RIGHTS No OF VOTES	
91	8	751	109		101
92	7	732	106		102
93	7	1305	189		103
94	7	1047	152		104
95	7	1144	166		105
96	7	1393	202		106
97	7	730	106		107
98	7	991	144		108
99	7	1299	188		109
100	7	1362	197		110
101	7	756	110		111
102	7	1079	156		112
103	7	1079	156		113
104	8	1237	179		114
105	8	1369	199		115
106	8	1369	199		116
107	8	1340	194		117
108	8	1400	203		118
109	8	1407	204		119
110	8	1048	152		120
111	8	1286	186		121
112	10	751	109		201
113	9	732	106		202
114	9	1305	189		203
115	9	1047	152		204
116	9	1144	166		205
117	9	1393	202		206
118	9	730	106		207
119	9	991	144		208
120	9	1299	188		209
121	9	1362	197		210
122	9	756	110		211
123	9	1079	156		212
124	9	1079	156		213
125	10	1237	179		214
126	10	1369	199		215
127	10	1369	199		216
128	10	1363	198		217
129	10	1400	203		218
130	10	1407	204		219
131	10	1048	152		220
132	10	1286	186		221
133	12	751	116		301
134	11	732	113		302
135	11	1305	202		303
136	11	1047	162		304
137	11	1000	155		305

I HEREBY CERTIFY THAT THE COMMON FACILITY,
RECREATION BUILDING WHICH ACCORDING TO
FORM E TO THE ACT WAS TO HAVE BEEN CONSTRUCTED
IN CONJUNCTION WITH THIS PHASE HAS BEEN
SATISFACTORILY PROVIDED FOR.
DATED THIS 15th DAY OF OCTOBER 1990


APPROVING OFFICER
MUNICIPALITY OF RICHMOND

21st SEPT. 1990

FILE : 89-1209

PHASE II
STRATA PLAN N.W. 3119

CONDOMINIUM ACT

LOT No.	SHEET No.	FORM 1	FORM 2	FORM 3	CIVIC ADDRESS SUITE No
		SCHEDULE OF UNIT ENTITLEMENT UNIT ENTITLEMENTS	SCHEDULE OF INTEREST UPON DESTRUCTION INTEREST UPON DESTRUCTION	SCHEDULE OF VOTING RIGHTS No OF VOTES	
138	11	1101	171		306
139	11	1024	159		308
140	11	1299	201		309
141	11	1375	213		310
142	11	756	117		311
143	11	1079	167		312
144	11	1079	167		313
145	12	1237	192		314
146	12	1372	213		315
147	12	1372	213		316
148	12	1377	213		317
149	12	1231	191		318
150	12	1238	192		319
151	12	1048	162		320
152	12	1286	199		321
AGGREGATE		70980	10516		

OWNER
POLYGON VENTURES LTD.

AUTHORIZED SIGNATORY P.R. GENEST

AUTHORIZED SIGNATORY R. SCHMIDTKE

WITNESS AS TO BOTH SIGNATURES J. WONG

PROTECT CO-ORDINATOR
OCCUPATION OF WITNESS

1800 SPYGLASS PLACE
ADDRESS OF WITNESS Vanc., B.C. V5Z 4K8

I THE UNDERSIGNED DO SOLEMNLY DECLARE THAT
1). I THE UNDERSIGNED AM THE DULY AUTHORIZED
AGENT OF THE OWNER - DEVELOPER
2). THE STRATA PLAN IS ENTIRELY FOR RESIDENTIAL USE
I MAKE THIS SOLEMN DECLARATION CONSCIENTIOUSLY
BELIEVING IT TO BE TRUE AND KNOWING THAT IT IS OF
THE SAME FORCE AND EFFECT AS IF MADE UNDER OATH.

DECLARED BEFORE ME AT Vancouver, B.C.
THIS 26th DAY OF September 1990

JOHN G.R. THIRD
A COMMISSIONER FOR TAKING AFFIDAVITS WITHIN
THE PROVINCE OF BRITISH COLUMBIA

ACCEPTED AS TO FORMS 1, 2 AND 3
THIS 23 DAY OF October 1990

[Signature]
SUPERINTENDENT OF REAL ESTATE

APPROVED AS PHASE II OF A THREE PHASE
STRATA PLAN UNDER THE CONDOMINIUM ACT.
DATED THIS 28th DAY OF September 1990

[Signature]
APPROVING OFFICER
MUNICIPALITY OF RICHMOND.

MORTGAGEE:
BANK OF NOVA SCOTIA

Robert A. Turnbull
AUTHORIZED SIGNATORY.
ROBERT A. TURNBULL

AUTHORIZED SIGNATORY

[Signature]
WITNESS AS TO BOTH SIGNATURES
ANGELA SHUM

Secretary
OCCUPATION OF WITNESS

3400 - 650 W. Georgia St.
ADDRESS OF WITNESS Vanc., B.C. V6B 4N7

I, D.J. DYCK OF LANGLEY, B.C. A BRITISH
COLUMBIA LAND SURVEYOR, HEREBY CERTIFY
THAT THE BUILDING SHOWN IN THIS
STRATA PLAN HAS NOT AS OF
THE 21st DAY OF SEPTEMBER 1990
BEEN PREVIOUSLY OCCUPIED.
DATED AT SURREY
THIS 21st DAY OF SEPTEMBER 1990

[Signature]
B.C.L.S.

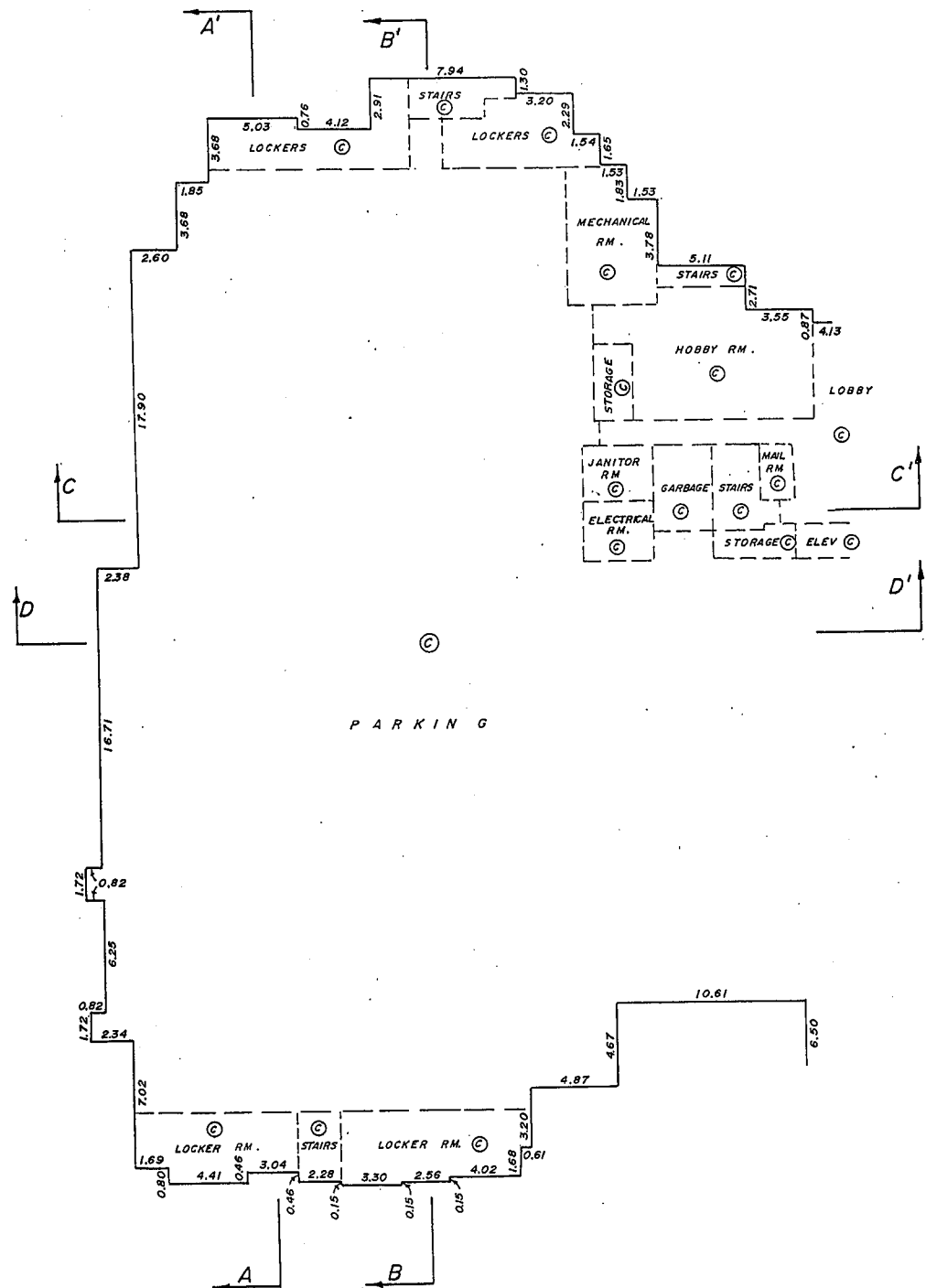
PHASE II STRATA PLAN N.W. 3119

FLOOR PLANS

SCALE: 1" = 250'



BASEMENT-NORTH HALF



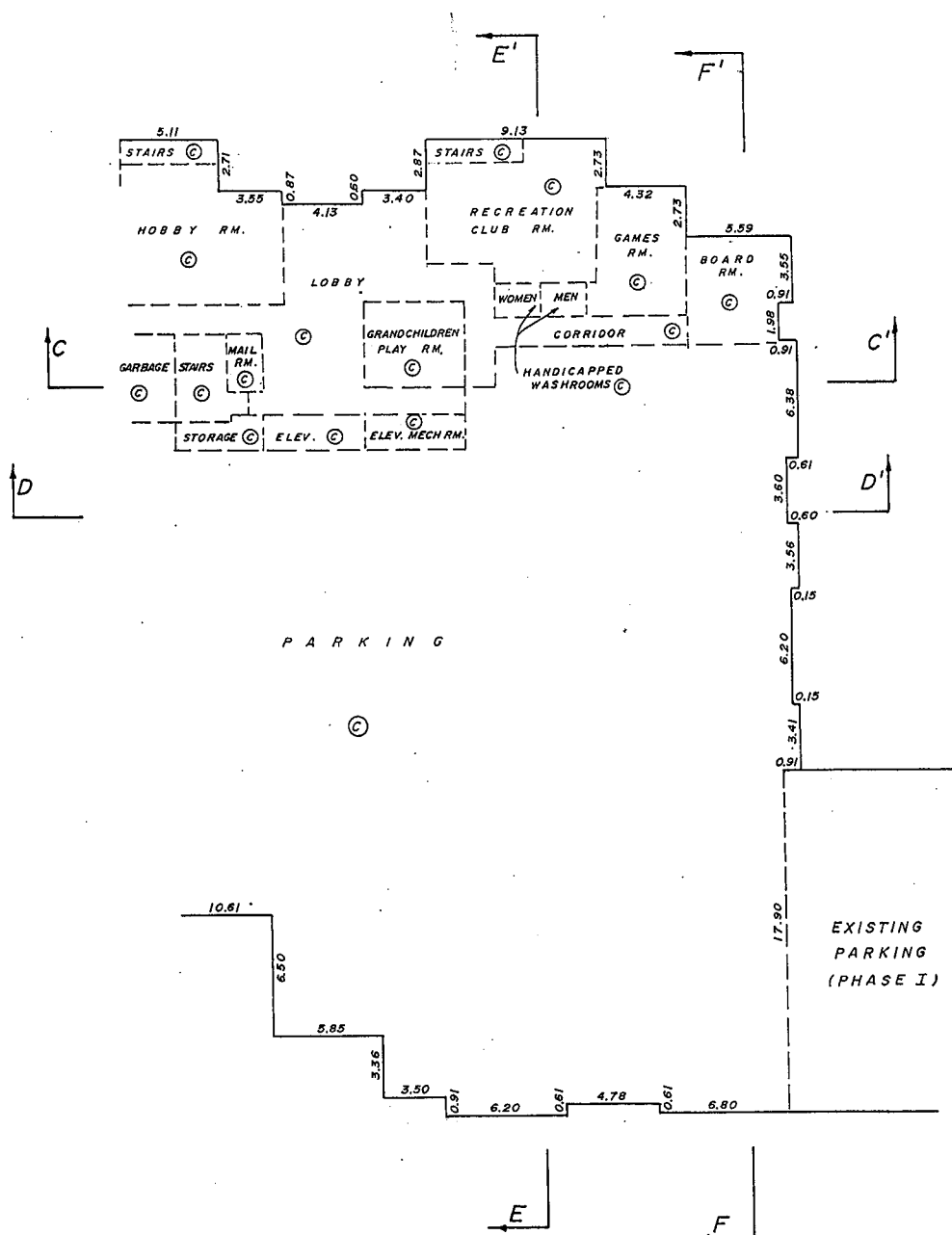
PHASE II
STRATA PLAN N.W. 3119

FLOOR PLANS

SCALE 1" = 250'



BASEMENT- SOUTH HALF



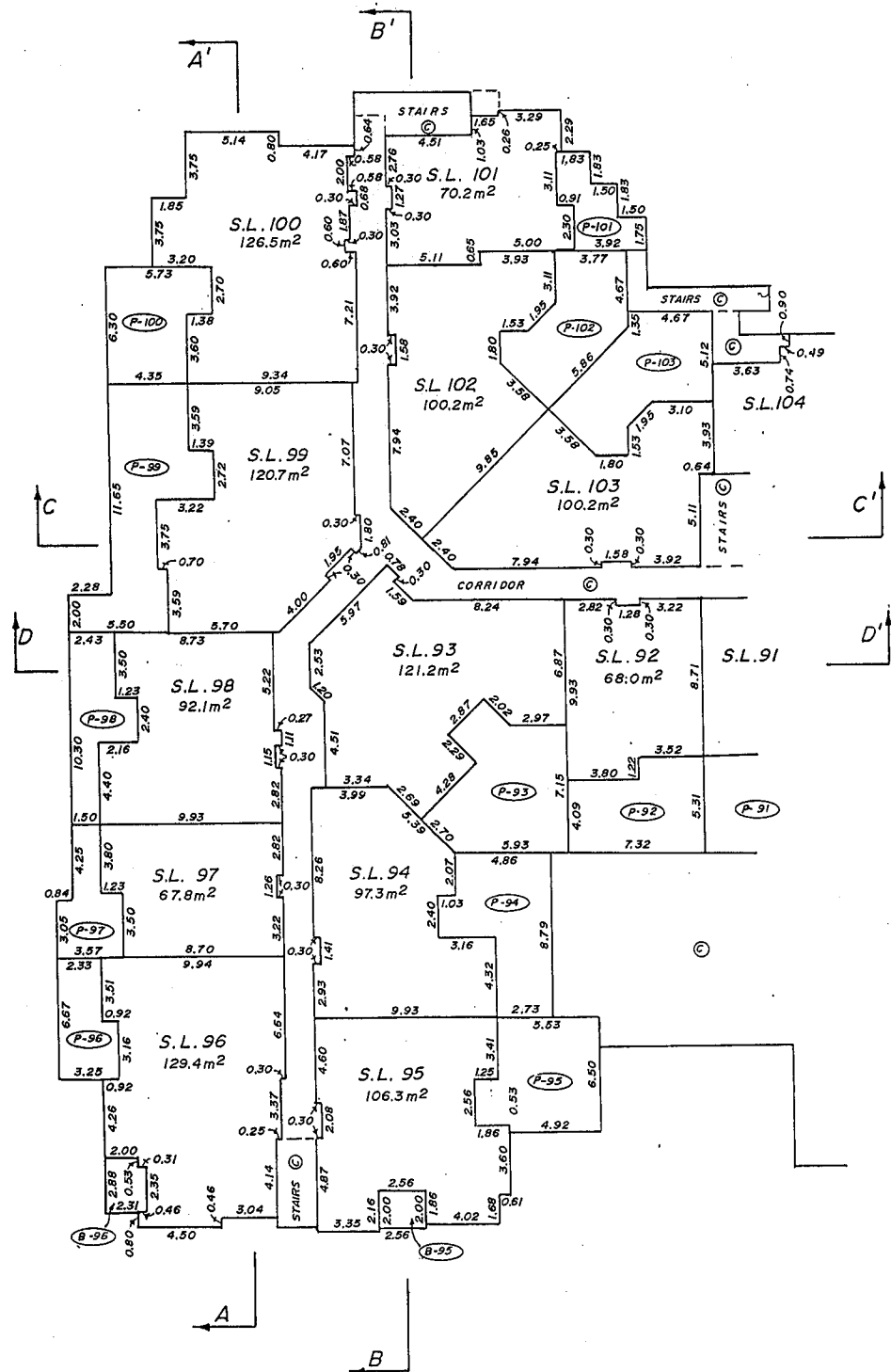
PHASE II STRATA PLAN N.W. 3119

FLOOR PLANS

SCALE 1:250



FIRST FLOOR- NORTH HALF



SCALE : — 1 : 250



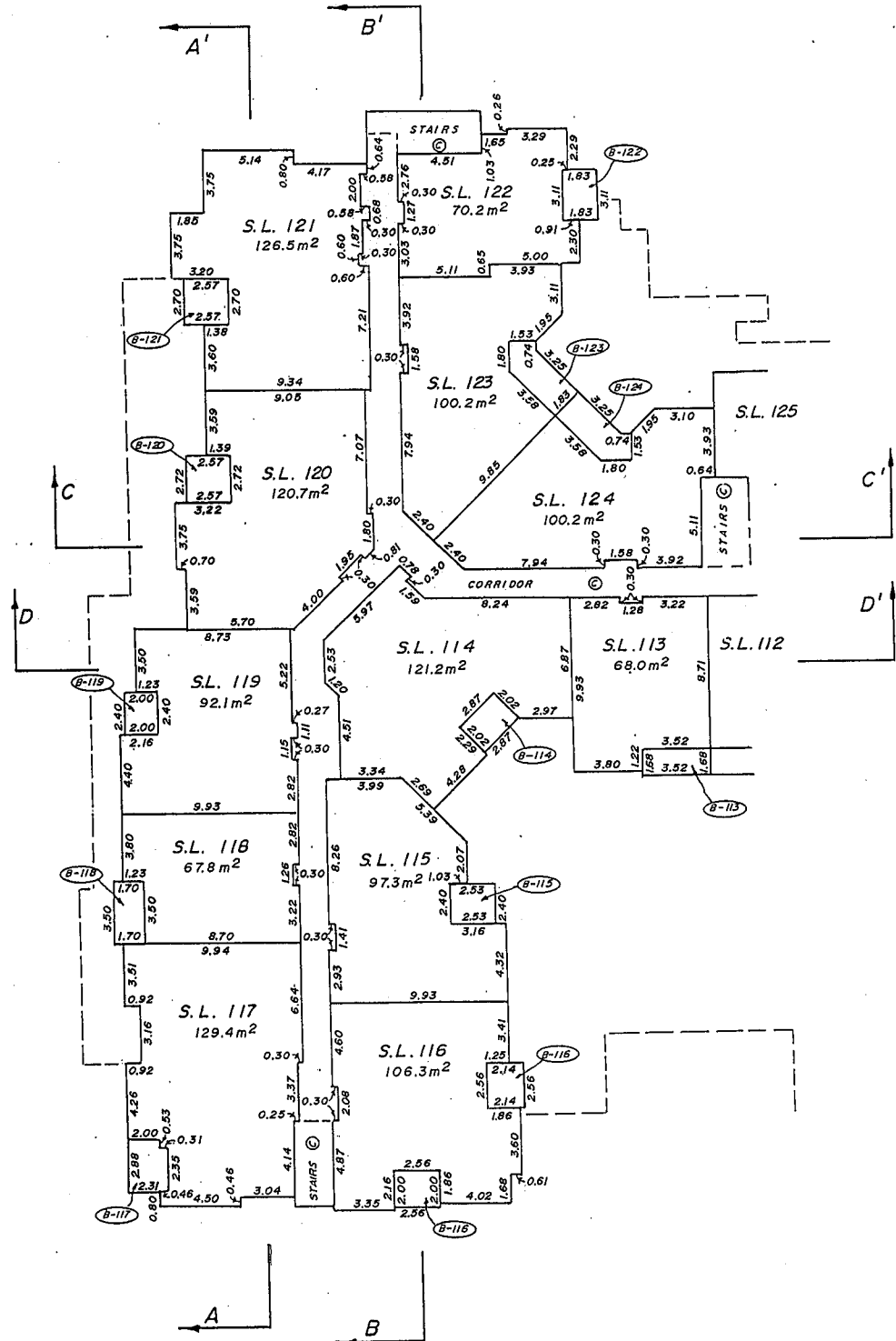
PHASE II
STRATA PLAN N.W. 3119

FLOOR PLANS

SCALE : - 1 : 250



SECOND FLOOR-NORTH HALF



SCALE : - 1 : 250

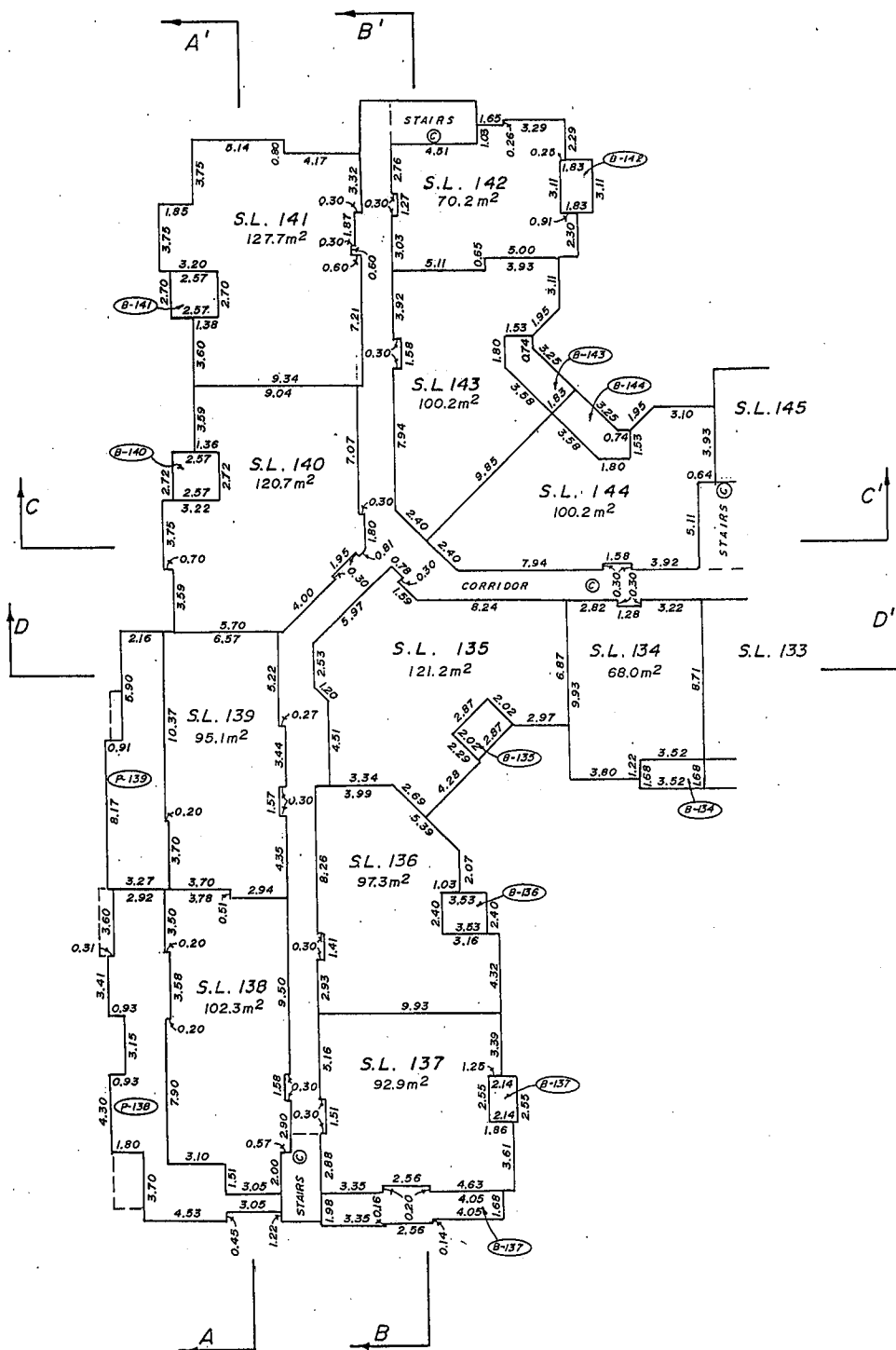
PHASE II STRATA PLAN N.W. 3119

FLOOR PLANS

SCALE :- 1 : 250



THIRD FLOOR-NORTH HALF



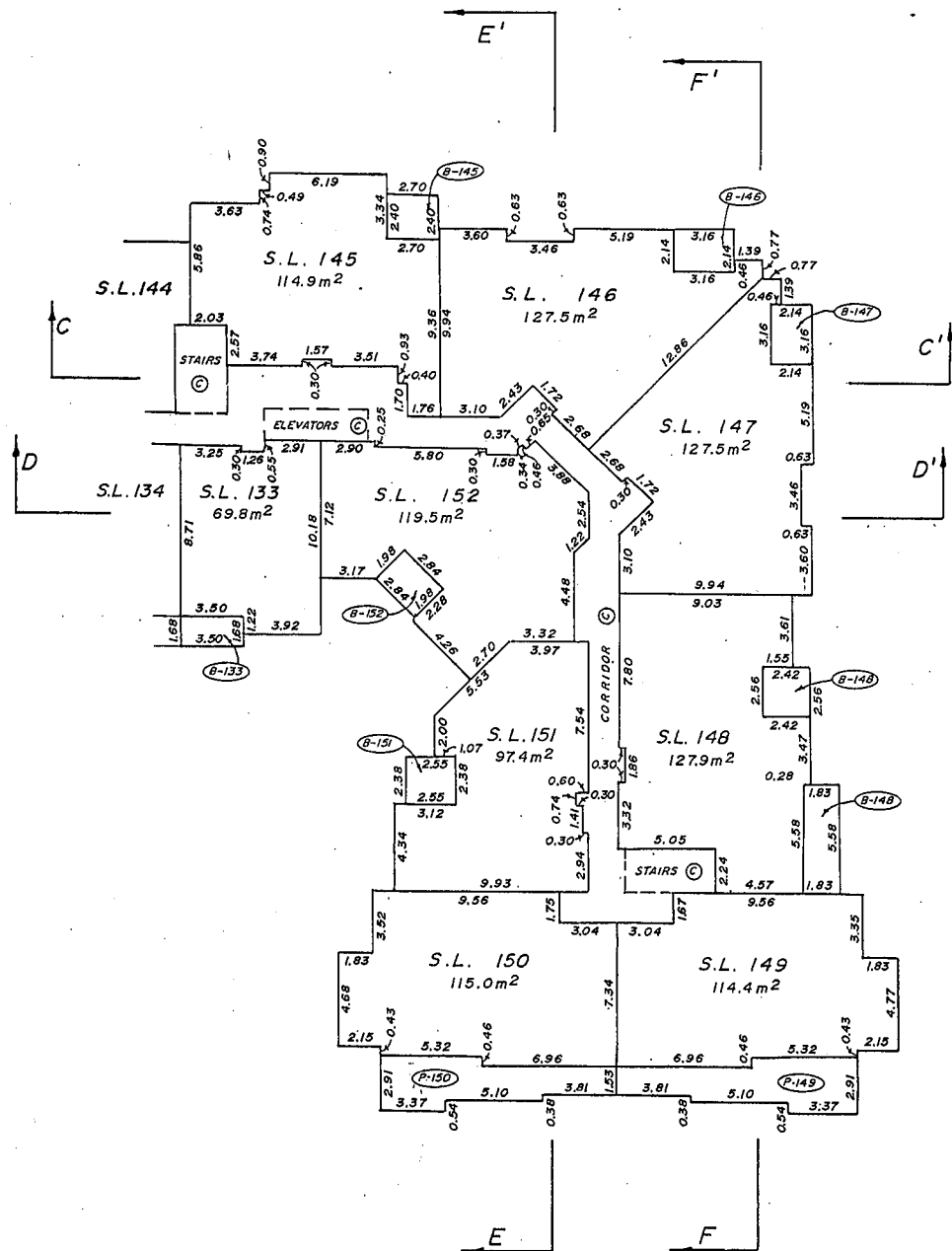
PHASE II STRATA PLAN N.W. 3119

FLOOR PLANS

SCALE: 1:250

3 2 1 0 5 10

THIRD FLOOR - SOUTH HALF



PHASE II
STRATA PLAN N.W. 3119

SCALE 1" = 250'

SECTIONS NORTH-HALF

P-139	S.L. 138	S.L. 139	S.L. 140	S.L. 141	3rd FLOOR
	S.L. 117	S.L. 118	S.L. 120	S.L. 121	2nd FLOOR
	S.L. 96	S.L. 97	S.L. 98	S.L. 100	1st FLOOR
PARKING ©					BASEMENT
LOCKERS ©					

SECTION A-A'

B-137	S.L. 137	S.L. 136	S.L. 135	S.L. 143	S.L. 142	3rd FLOOR
	S.L. 116	S.L. 115	S.L. 114	S.L. 123	S.L. 122	2nd FLOOR
	S.L. 95	S.L. 94	S.L. 93	S.L. 102	S.L. 101	1st FLOOR
PARKING ©						BASEMENT
LOCKERS ©						
CORRIDOR						
STAIRS ©						

SECTION B-B'

P-99	S.L. 140	S.L. 144	S.L. 139	S.L. 135	S.L. 134	S.L. 133	3rd FLOOR
	S.L. 120	S.L. 124	S.L. 119	S.L. 114	S.L. 113	S.L. 112	2nd FLOOR
	S.L. 99	S.L. 103	S.L. 98	S.L. 93	S.L. 92	S.L. 91	1st FLOOR
PARKING ©							BASEMENT
CORRIDOR							
STAIRS ©							
CORRIDOR							
ELECTRICAL ROOM							
GARBAGE							
LOBBY ©							
PARKING ©							

SECTION D-D'

SECTION C-C'

PHASE II
STRATA PLAN N.W. 3119

SCALE 1" = 250'

3 2 1 0 5 10

SECTIONS SOUTH-HALF

3rd FLOOR	2nd FLOOR	1st FLOOR	BASEMENT
S.L. 150	S.L. 151	S.L. 152	S.L. 146
S.L. 130	S.L. 131	S.L. 132	S.L. 126
S.L. 109	S.L. 110	S.L. 111	S.L. 105
CORRIDOR			
PARKING			
REC./CLUB RM.			
WASH. CORR.			

SECTION E-E'

3rd FLOOR	2nd FLOOR	1st FLOOR	BASEMENT
S.L. 149	S.L. 148	S.L. 147	S.L. 146
S.L. 129	S.L. 128	S.L. 127	S.L. 126
S.L. 108	S.L. 107	S.L. 106	S.L. 105
CORRIDOR			
PARKING			
BOARD RM.			

SECTION F-F'

3rd FLOOR	2nd FLOOR	1st FLOOR	BASEMENT
S.L. 134	S.L. 133	S.L. 152	S.L. 147
S.L. 113	S.L. 112	S.L. 132	S.L. 127
S.L. 92	S.L. 91	S.L. 111	S.L. 106
CORRIDOR			
PARKING			

SECTION D-D'

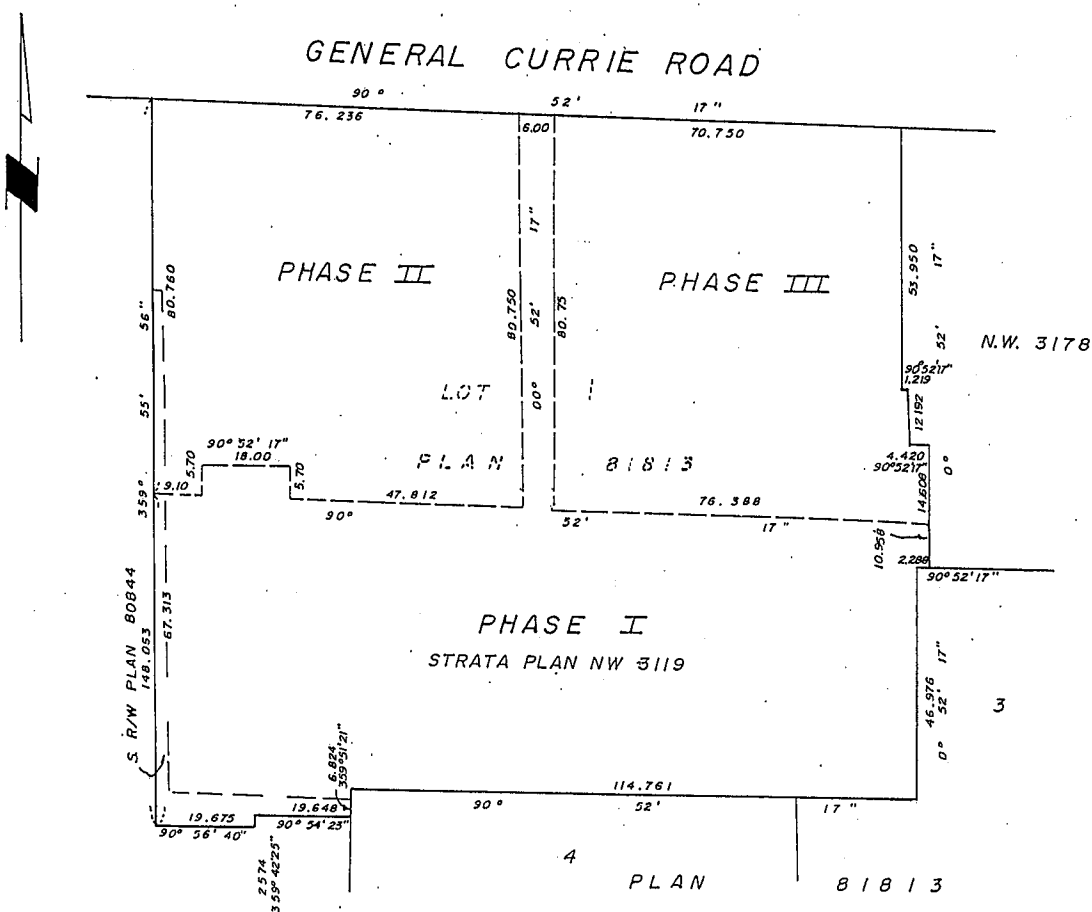
3rd FLOOR	2nd FLOOR	1st FLOOR	BASEMENT
S.L. 147	S.L. 146	S.L. 145	S.L. 144
S.L. 127	S.L. 126	S.L. 125	S.L. 124
S.L. 106	S.L. 105	S.L. 104	S.L. 103
CORRIDOR			
PARKING			
LOBBY			
PLAY RM.			
MAIL			
GARBAGE			

SECTION C-C'

STRATA PLAN OF LOT 1, EXCEPT :**FIRSTLY : PHASE ONE, STRATA PLAN N.W. 3119****SECONDLY : PHASE TWO, STRATA PLAN NW.3119****ALL OF SEC. 16, BLK. 4 N. RGE. 6W., N.W.D. PLAN 81813****CITY OF RICHMOND****PHASE III****STRATA PLAN N.W. 3119**DEPOSITED AND REGISTERED IN THE LAND
TITLE OFFICE AT NEW WESTMINSTER B.C.
THIS 31st DAY OF OCTOBER 1991SCALE : 1 : 1000
15 10 0 20 40 ALL DISTANCES ARE IN METRESS.L. DENOTES STRATA LOT
PT DENOTES PART
© DENOTES COMMON PROPERTY
m² DENOTES SQUARE METRES
(P-155) DENOTES PATIO BEING LIMITED COMMON
typical PROPERTY FOR THE EXCLUSIVE USE OF S.L. 155
(B-181) DENOTES BALCONY BEING LIMITED COMMON
typical PROPERTY FOR THE EXCLUSIVE USE OF S.L. 181

REGISTRAR

CIVIC ADDRESS

8580, GENERAL CURRIE ROAD,
RICHMOND, B.C.THE ADDRESS FOR SERVICE OF DOCUMENTS
ON THE STRATA CORPORATION IS :
THE OWNERS, STRATA PLAN L.M.S. ---1800 SPYGLASS PLACE,
VANCOUVER, B.C. V5Z 4K8THIS PLAN LIES WITHIN THE GREATER
VANCOUVER REGIONAL DISTRICT.I D.J. DYCK OF LANGLEY, B.C. A BRITISH
COLUMBIA LAND SURVEYOR HEREBY CERTIFY
THAT THE BUILDING ERECTED ON THE PARCEL
DESCRIBED ABOVE IS WHOLLY WITHIN THE
EXTERNAL BOUNDARIES OF THAT PARCEL.DATED AT SURREY, B.C.
THIS 31st DAY OF SEPTEMBER 1991*D.J. Dyck* B.C.L.S.
DYCK AND ASSOCIATES
208-6846, KING GEORGE HWY.
SURREY, B.C. V3W 4Z9
594-7527

PHASE III
STRATA PLAN N.W. 3119

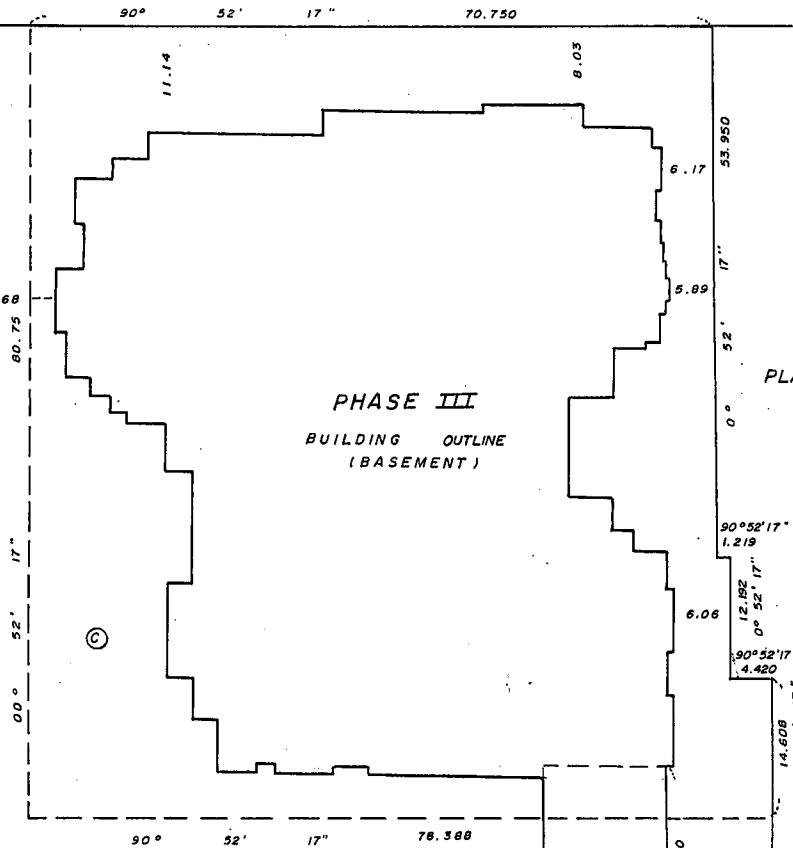
SITE PLAN

SCALE : 1:500



GENERAL CURRIE ROAD

PHASE
II
BLDG.



2
PLAN 81813

PARKING

PHASE
I
BLDG.

PHASE III
STRATA PLAN N.W. 3119

CONDOMINIUM ACT.


LOT No.	SHEET No.	FORM 1	FORM 2	FORM 3	CIVIC ADDRESS SUITE No
		SCHEDULE OF UNIT ENTITLEMENT UNIT ENTITLEMENT	SCHEDULE OF INTEREST UPON DESTRUCTION INTEREST UPON DESTRUCTION	SCHEDULE OF VOTING RIGHTS No OF VOTES	
153	8	744	108		101
154	7	733	106		102
155	7	1258	182		103
156	7	1054	153		104
157	7	1151	167		105
158	7	792	115		106
159	7	733	106		107
160	7	733	106		108
161	7	744	108		109
162	7	1039	151		110
163	7	743	108		111
164	7	961	139		112
165	7	750	109		113
166	7	1069	155		114
167	7	1089	158		115
168	8	1242	180		116
169	8	1356	197		117
170	8	1367	198		118
171	8	736	107		119
172	8	730	106		120
173	8	1229	178		121
174	8	1254	182		122
175	8	1053	153		123
176	8	1270	184		124
177	10	744	108		201
178	9	733	106		202
179	9	1258	182		203
180	9	1054	153		204
181	9	1151	167		205
182	9	792	115		206
183	9	733	106		207
184	9	733	106		208
185	9	744	108		209
186	9	1039	151		210
187	9	743	108		211
188	9	961	139		212
189	9	750	109		213
190	9	1069	155		214
191	9	1089	158		215
192	10	1242	180		216
193	10	1356	197		217
194	10	1367	198		218
195	10	736	107		219
196	10	847	123		220
197	10	1229	178		221
198	10	1254	182		222
199	10	1053	153		223
200	10	1270	184		224
201	12	744	115		301
202	11	733	114		302
203	11	1258	195		303
204	11	1054	163		304
205	11	1151	178		305
206	11	1160	180		306
207	11	1105	171		308

PHASE III STRATA PLAN N.W.3.119

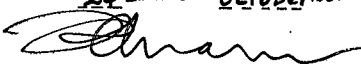
CONDOMINIUM ACT

LOT No.	SHEET No.	FORM 1	FORM 2	FORM 3	CMVC ADDRESS SUITE No
		SCHEDULE OF UNIT ENTITLEMENT UNIT ENTITLEMENTS	SCHEDULE OF INTEREST UPON DESTRUCTION INTEREST UPON DESTRUCTION	SCHEDULE OF VOTING RIGHTS No OF VOTES	
208	11	1039	161		310
209	11	743	115		311
210	11	974	151		312
211	11	750	116		313
212	11	1069	166		314
213	11	1089	169		315
214	12	1242	193		316
215	12	1363	211		317
216	12	1373	213		318
217	12	736	114		319
218	12	847	131		320
219	12	1229	190		321
220	12	1254	194		322
221	12	1053	163		323
222	12	1270	197		324
AGGREGATE		71,013	10,529		

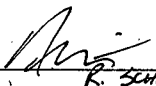
THE COMMON FACILITIES REFERRED TO IN FORM E
HAVE BEEN SATISFACTORILY PROVIDED FOR.
DATED THIS 24th DAY OF October 1991


APPROVING OFFICER
CITY OF RICHMOND

APPROVED AS PHASE III OF A 3 PHASE
STRATA PLAN UNDER THE CONDOMINIUM ACT.
DATED THIS 24th DAY OF October 1991


APPROVING OFFICER
CITY OF RICHMOND

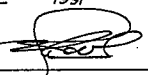
I THE UNDERSIGNED DO SOLEMNLY DECLARE THAT
1) I THE UNDERSIGNED AM THE DULY AUTHORIZED
AGENT OF THE OWNER - DEVELOPER
2) THE STRATA PLAN IS ENTIRELY FOR RESIDENTIAL USE
I MAKE THIS SOLEMN DECLARATION CONSCIENTIOUSLY
BELIEVING IT TO BE TRUE AND KNOWING THAT IT IS OF
THE SAME FORCE AND EFFECT AS IF MADE UNDER OATH.


DECLARED BEFORE ME AT VANCOUVER, B.C.
THIS 24th DAY OF September 1991

A COMMISSIONER FOR TAKING AFFIDAVITS WITHIN
THE PROVINCE OF BRITISH COLUMBIA
COLIN J. MCIVER
Barrister & Solicitor

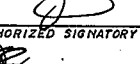
FRASER & BEATTY
1500 - 1040 West Georgia Street
VANCOUVER, B.C. V6E 4H3
Telephone (604) 687-4460

ACCEPTED AS TO FORMS 1, 2 AND 3
THIS 24th DAY OF October 1991


SUPERINTENDENT OF REAL ESTATE

OWNER :
POLYGON VENTURES LIMITED.


AUTHORIZED SIGNATORY


AUTHORIZED SIGNATORY


WITNESSES AS TO BOTH SIGNATURES: J. Wong

PROJECT CO-ORDINATOR

OCCUPATION OF WITNESS

1800 SPYGLASS PLACE VANCOUVER BC
ADDRESS OF WITNESS

MORTGAGEE :
BANK OF NOVA SCOTIA


AUTHORIZED SIGNATORY
D. P. GORMAN

Vice President

The Bank of Nova Scotia

AUTHORIZED SIGNATORY
Corporate & Real Estate Banking
34th Fl., 650 W. Georgia St.

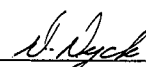
WITNESSES AS TO BOTH SIGNATURES: V. Dyck

OCCUPATION OF WITNESS

V. M. SEIFERT
Administration Officer

Address of Witness
The Bank of Nova Scotia
Corporate & Real Estate Banking
34th Fl., 650 W. Georgia St.
Vancouver, B.C. V6B 4N7

I, D.J. DYCK OF LANGLEY, B.C. A BRITISH
COLUMBIA LAND SURVEYOR, HEREBY CERTIFY
THAT THE BUILDING SHOWN IN THIS
STRATA PLAN HAS NOT AS OF
THE 3rd DAY OF SEPTEMBER 1991
BEEN PREVIOUSLY OCCUPIED.
DATED AT SURREY
THIS 3rd DAY OF SEPTEMBER 1991


D.J. DYCK

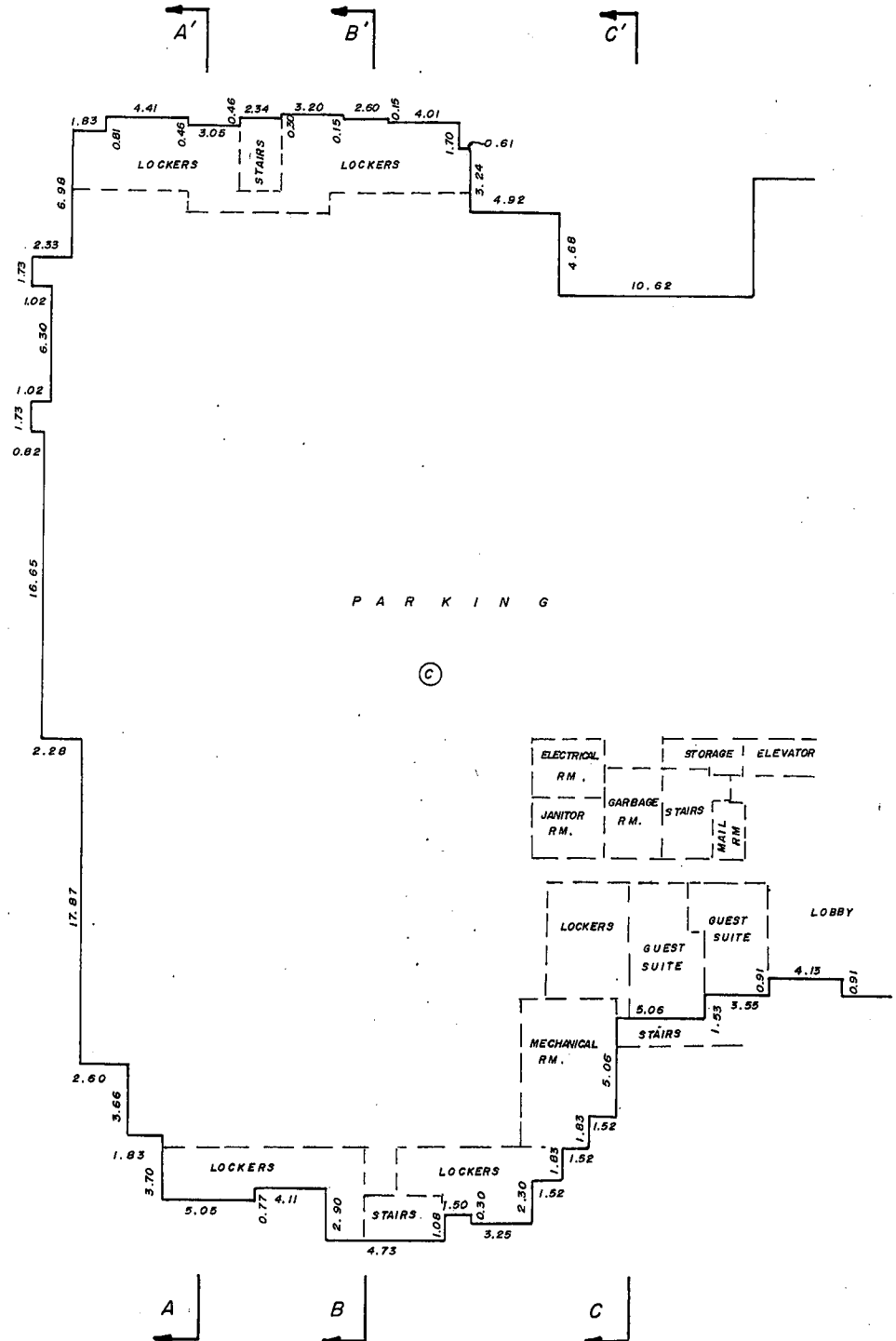
B.C.L.S

PHASE III
STRATA PLANNW 3119

FLOOR PLANS

SCALE 1" = 250'

BASEMENT NORTH HALF



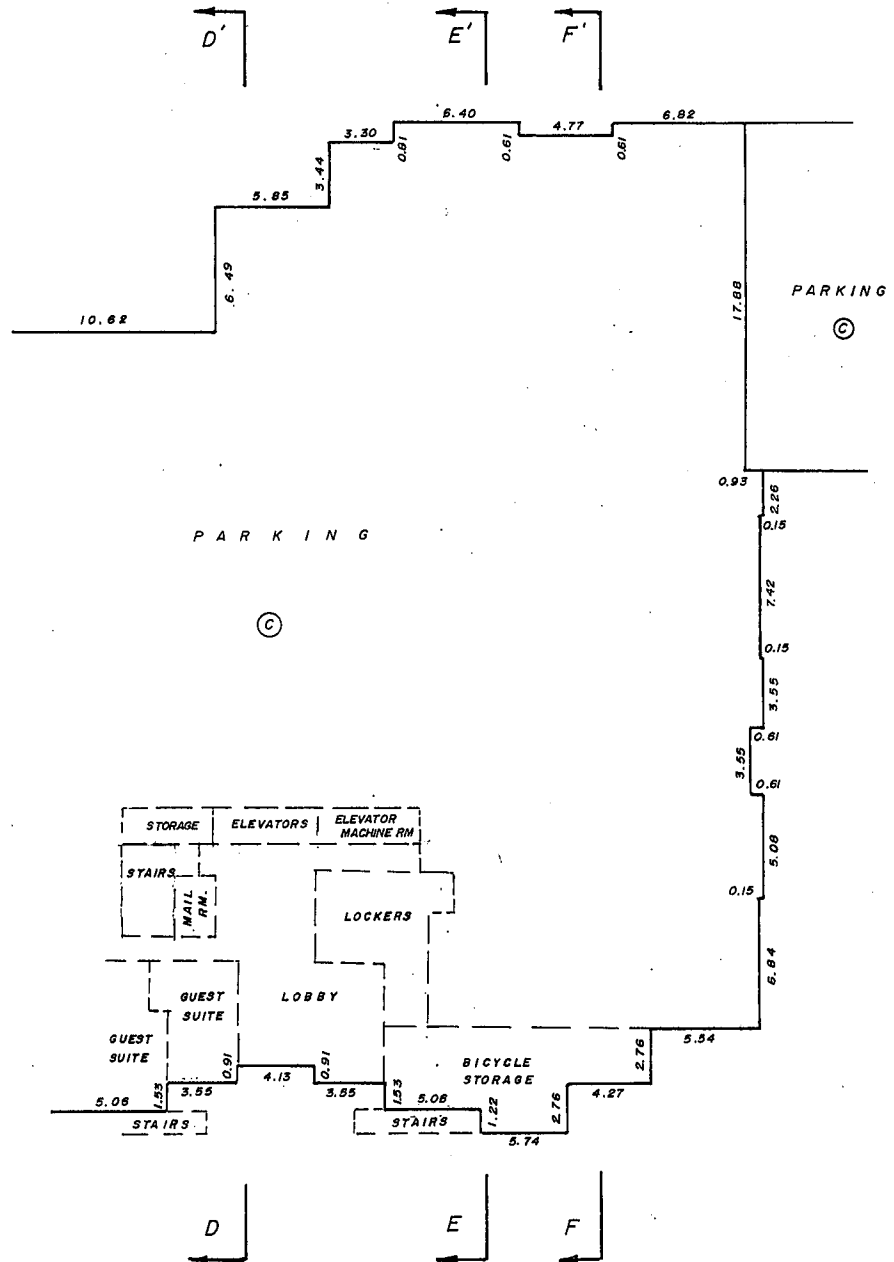
[Handwritten signature]

PHASE III
STRATA PLAN NW 3119

FLOOR PLANS

SCALE 1" = 250'
3 2 1 0 5 10

BASEMENT - SOUTH HALF



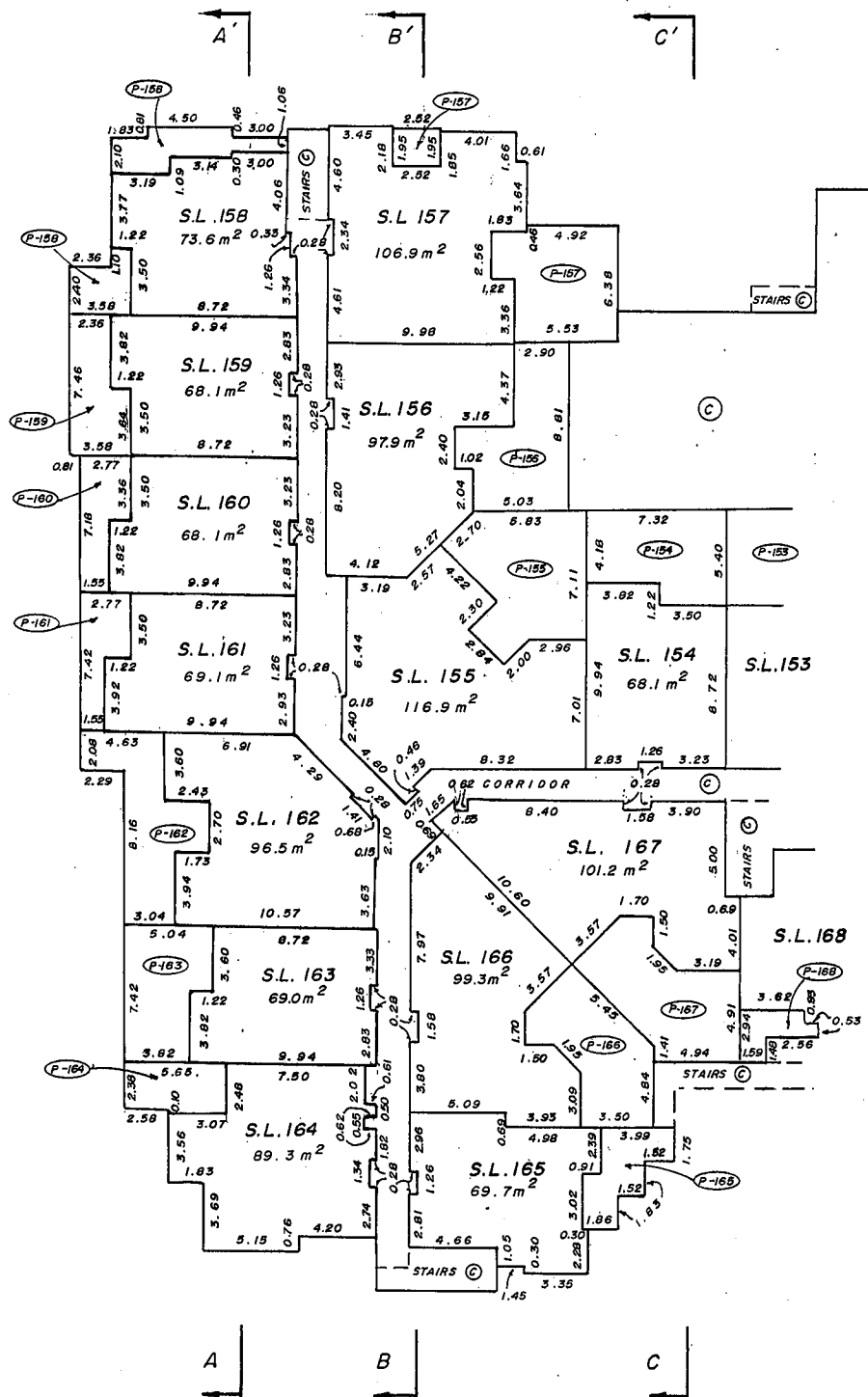
PHASE III STRATA PLAN N.W. 3119

FLOOR PLANS

SCALE 1" = 1' 250



FIRST FLOOR-NORTH HALF



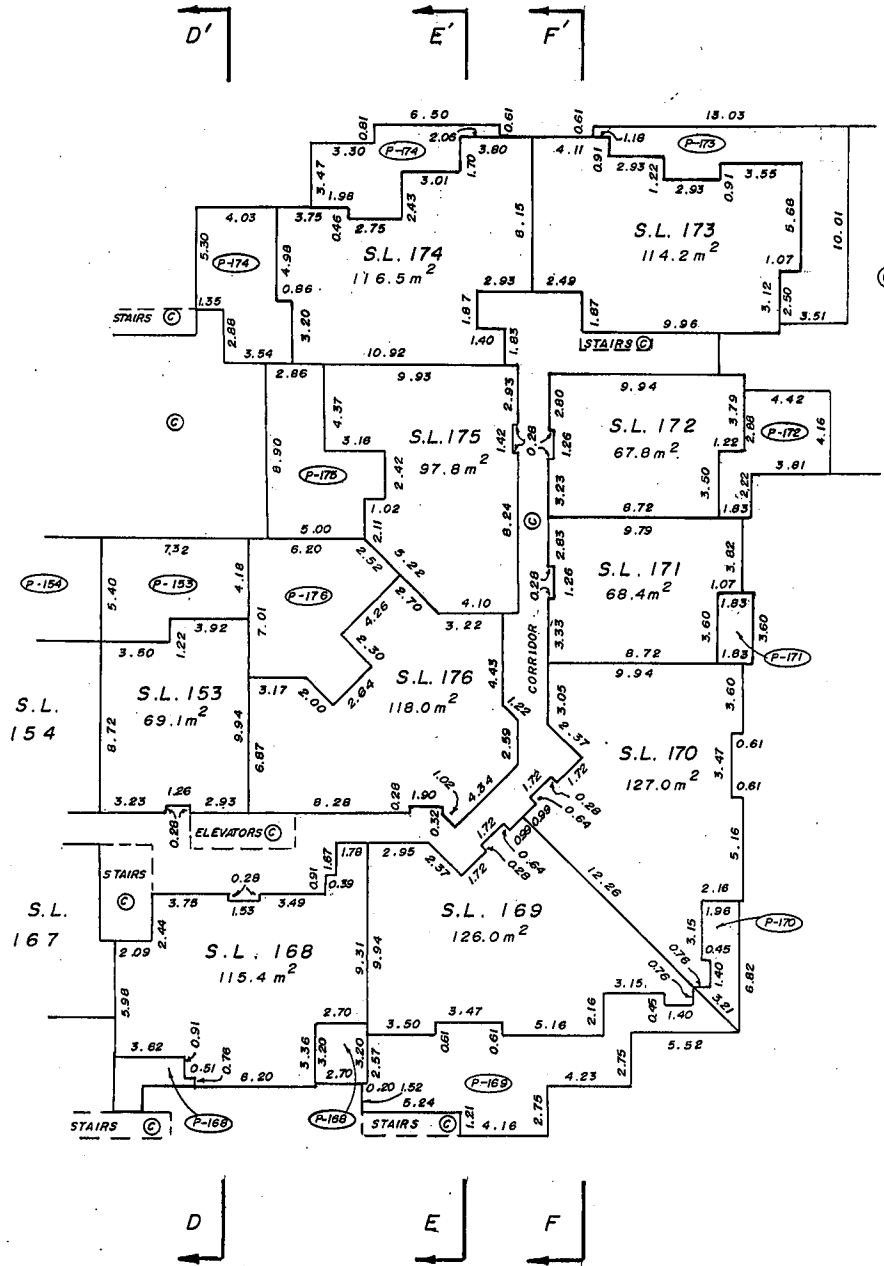
PHASE III
STRATA PLAN N.W. 3119

FLOOR PLANS

SCALE 1:250

3 2 1 0 5 10

FIRST FLOOR - SOUTH HALF



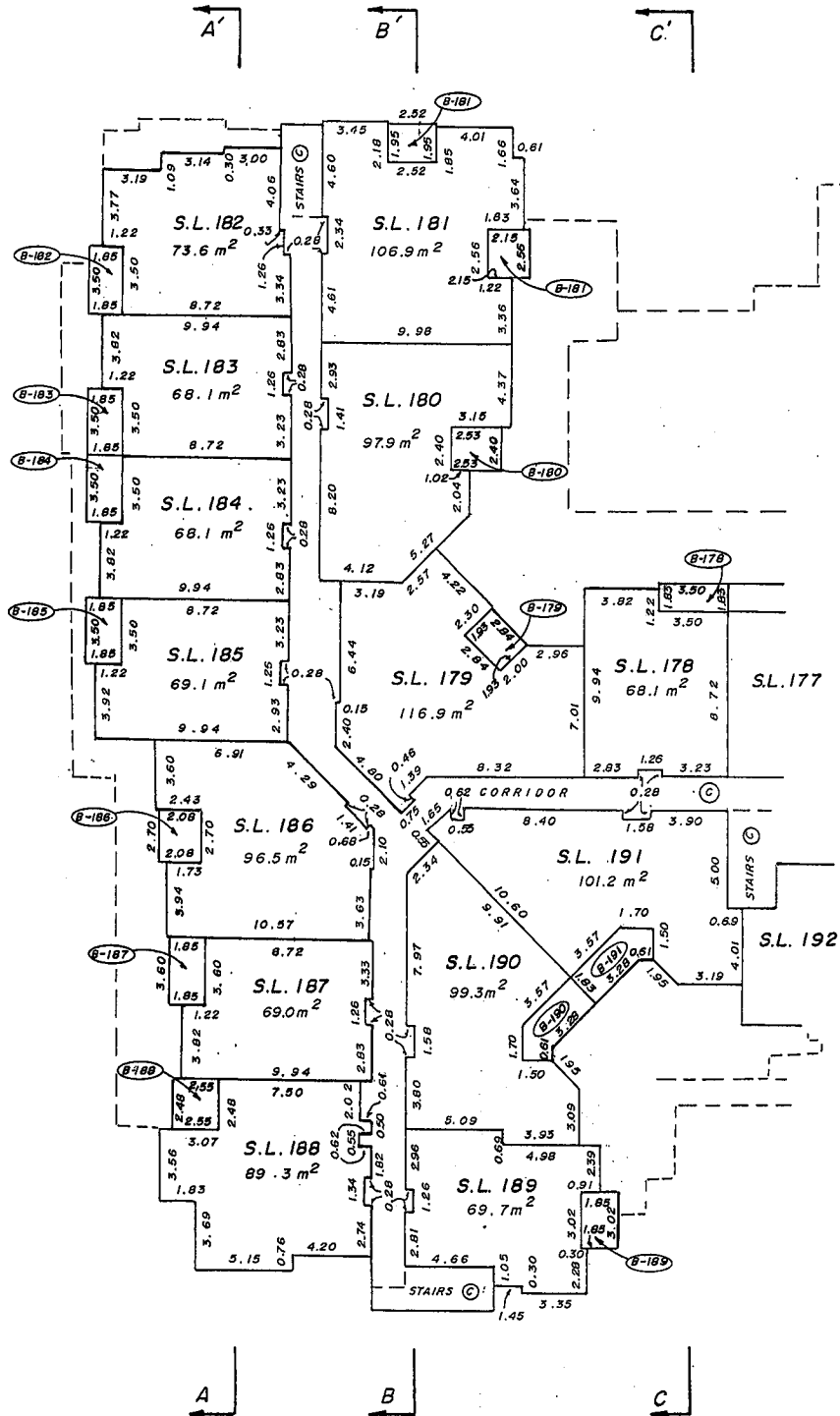
PHASE III
STRATA PLAN N.W. 3119

FLOOR PLANS

SCALE: 1:250



SECOND FLOOR-NORTH HALF



3rd SEPT. 1991

FILE: 89-1209

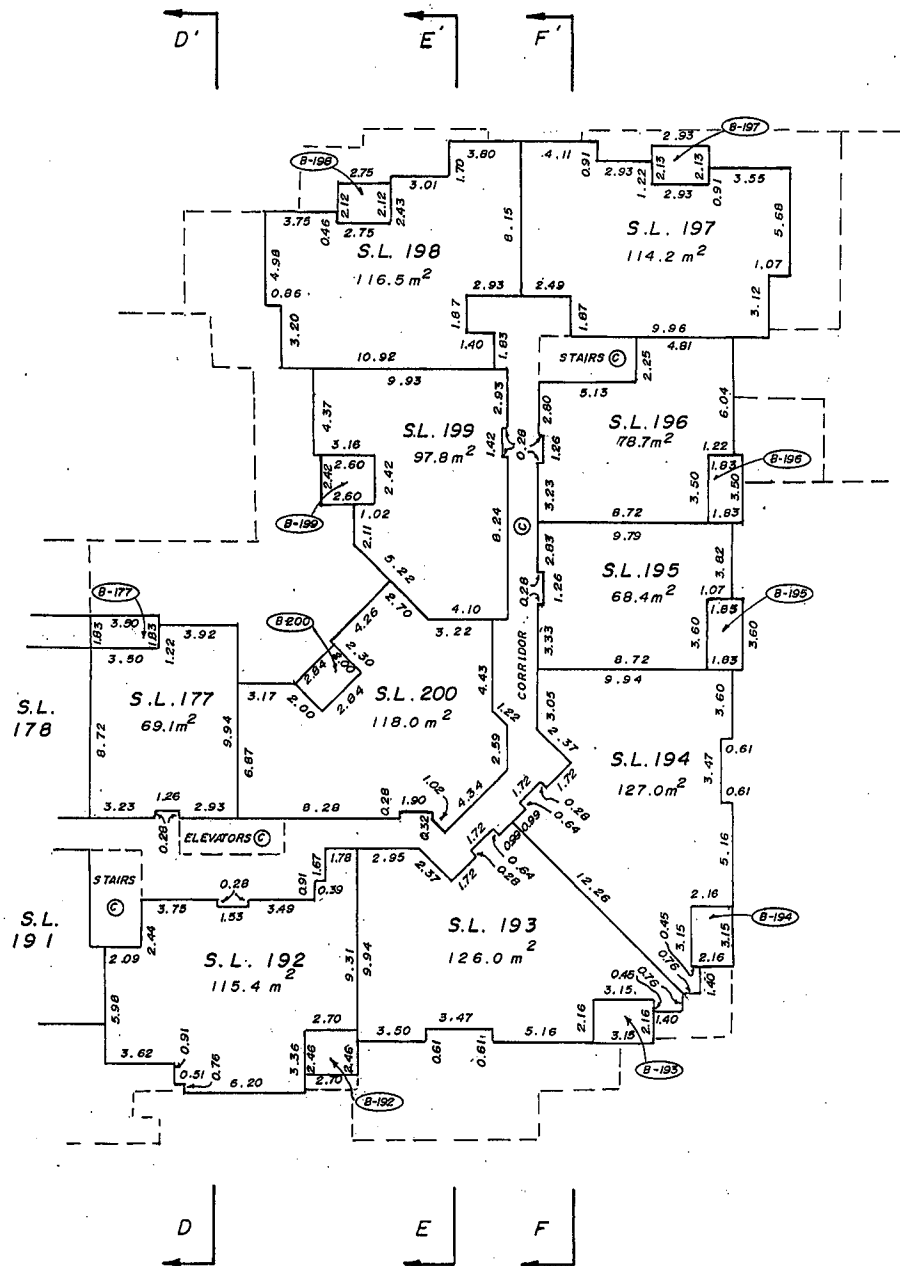
PHASE III
STRATA PLAN N.W. 3119

FLOOR PLANS

SCALE 1:250



SECOND FLOOR - SOUTH HALF



3rd SEPT. 1991

FILE: 89-1209

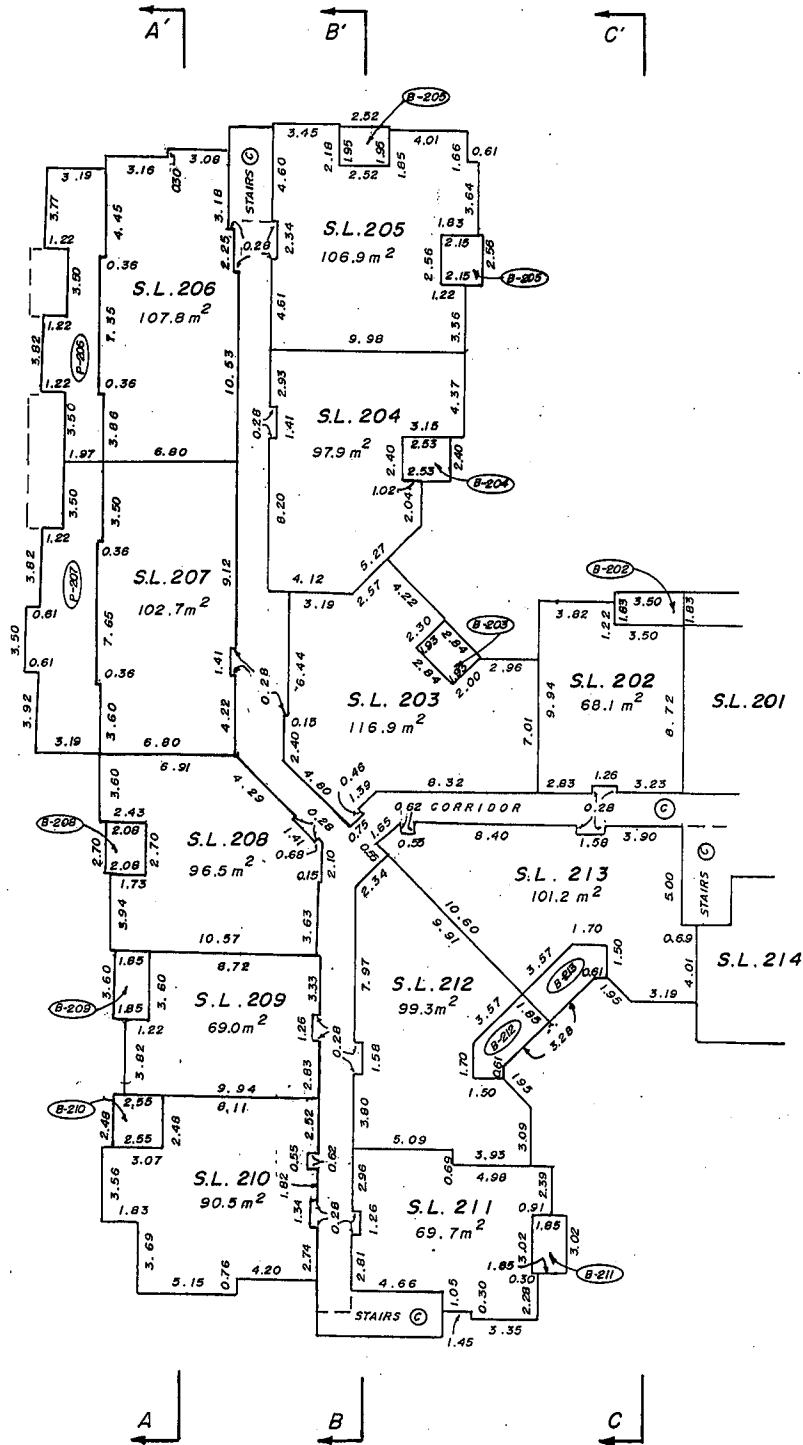
PHASE III
STRATA PLAN N.W. 3119

FLOOR PLANS

SCALE 1 : 250

3 2 1 0 5 10

THIRD FLOOR-NORTH HALF

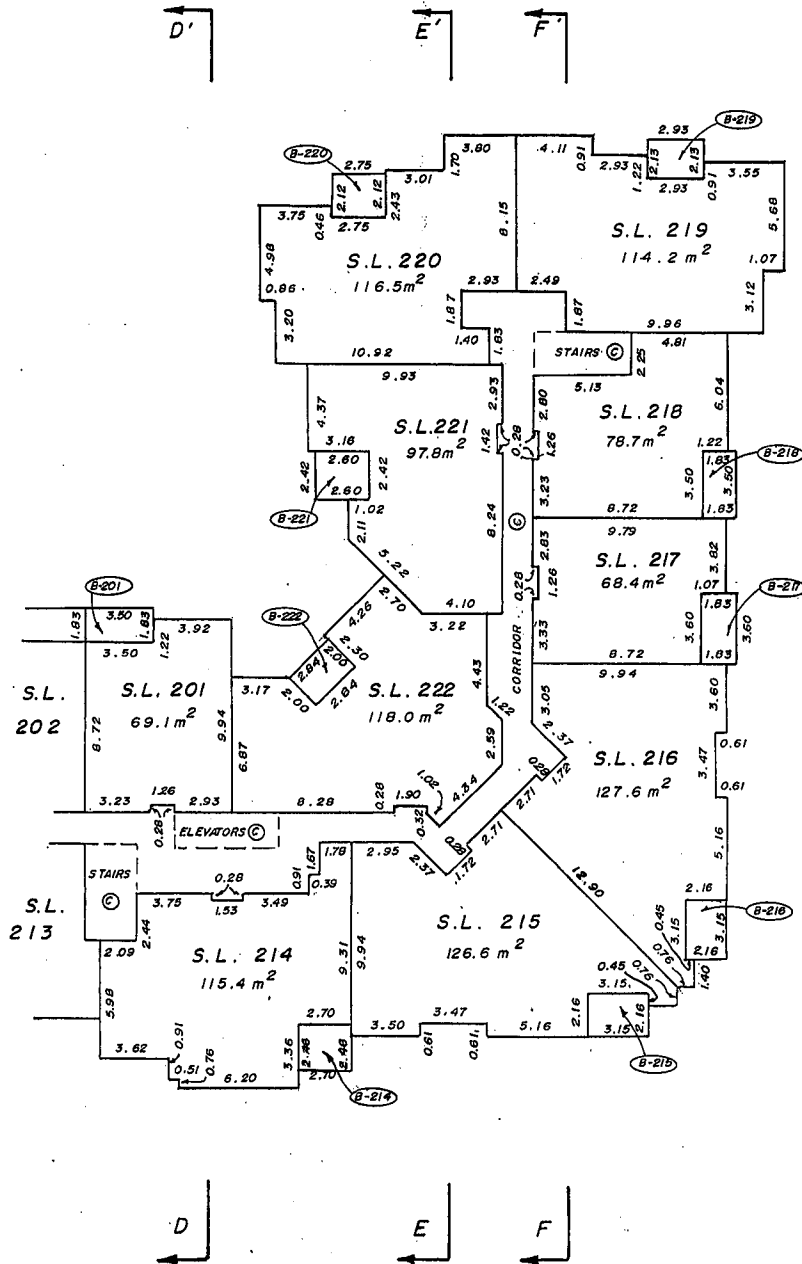


PHASE III
STRATA PLAN N.W. 3119

FLOOR PLANS

SCALE: 1:250
3 2 1 0 5 10

THIRD FLOOR - SOUTH HALF



3rd SEPT. 1991

FILE: 89-1209

PHASE III STRATA PLAN N.W. 3119

SECTIONS
SCALE 1" = 250'
NORTH HALF

3rd FL.	S.L. 210	S.L. 209	S.L. 208	S.L. 207	S.L. 206	
2nd FL.	S.L. 188	S.L. 187	S.L. 186	S.L. 185	S.L. 184	S.L. 182
1st FL.	S.L. 164	S.L. 163	S.L. 162	S.L. 161	S.L. 160	S.L. 158
BASEMENT	LOCKERS	PARKING				LOCKERS

SECTION A-A'

3rd FL.	S.L. 211	S.L. 212	S.L. 203	S.L. 204	S.L. 205	
2nd FL.	S.L. 189	S.L. 190	S.L. 179	S.L. 180	S.L. 181	
1st FL.	S.L. 165	S.L. 166	S.L. 155	S.L. 156	S.L. 157	
BASEMENT	LOCKERS	PARKING				LOCKERS

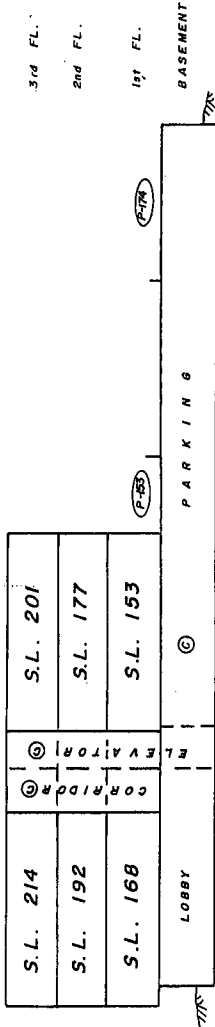
SECTION B-B'

3rd FL.	S.L. 213	S.L. 202	S.L. 202	
2nd FL.	S.L. 191	S.L. 178	S.L. 178	
1st FL.	S.L. 167	S.L. 154	S.L. 154	
BASEMENT	LOCKERS	PARKING		

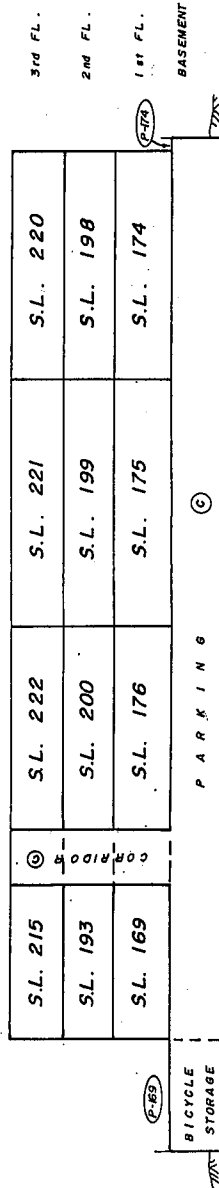
SECTION C-C'

PHASE III
STRATA PLAN NW 3/19

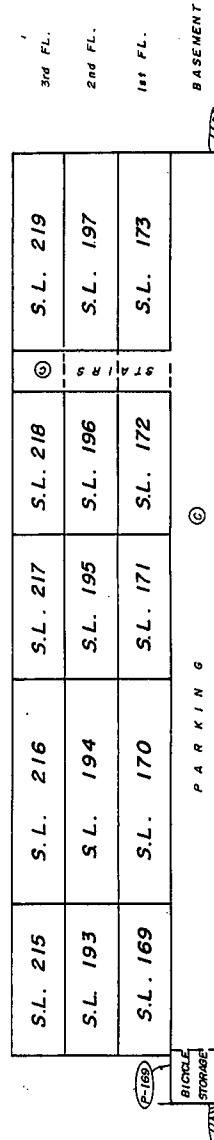
SECTIONS
SCALE 1" = 250'
SOUTH HALF



SECTION D-D'



SECTION E-E'

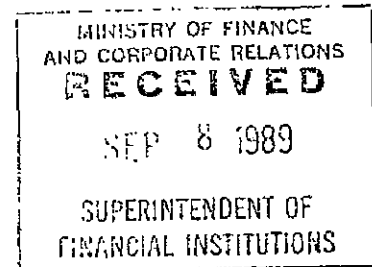


SECTION F-F'

N/A 3119

CONDOMINIUM ACT
(Section 31)

QUEEN'S GREEN
Rental Disclosure Statement



1. The strata plan in respect of which this statement is made is described as Proposed Strata Lots 1 to 230 Inclusive of Lot 1, Section 16, Block 4 North, Range 6 West, Plan 81813, New Westminster District and contains 230 residential strata lots.
2. The residential strata lots described below are under lease as of the date of this statement and the owner-developer intends to lease each strata lot until the date set out opposite its description.


Description of Strata Lot	Date Lease Period Ends
---------------------------	------------------------

Nil

3. In addition to the number of residential strata lots described in paragraph 2, the owner-developer intends to lease all strata lots for an indefinite period of time.
4. There is no bylaw of the strata corporation which limits the number of strata lots that may be leased by the owners.

Dated this 7th day of September, 1989.

POLYGON VENTURES LIMITED

Per: 
(Owner-developer)

NW 3119 - QUEEN'S GATE

Approved Annual Budget Apr 01, 2019 to Mar 31, 2020

<u>A/C Description</u>	<u>Actual to</u> <u>31-Mar-19</u> <u>(12 Months)</u> \$	<u>2018/2019</u> <u>Budget</u> \$	<u>Approved</u> <u>2019/2020</u> <u>Budget</u> \$
<u>INCOME</u>			
<u>STRATA FEES</u>			
4002 Operating Fund Contribution	884,093	884,092	940,738
4003 Contingency Fund Contribution	60,000	60,000	60,000
TOTAL STRATA FEES	944,093	944,092	1,000,738
4523 Bylaw / Late Payment Fine	3,337	--	--
4543 Common Room / Guest Suite Income	31,570	30,000	31,000
4589 Facility / Lounge Income	3,300	2,500	3,000
4640 Interest Income	1,214	2,000	1,200
4660 Key	2,300	1,000	2,000
4700 Miscellaneous Income	18	--	--
4702 Move In / Move Out Fee	1,600	1,000	1,500
4720 Parking	18,375	5,000	12,000
4779 EV Car Charging	90	--	--
TOTAL INCOME	1,005,897	985,592	1,051,438
<u>EXPENSE</u>			
<u>GENERAL EXPENSE</u>			
5015 Audit	4,500	6,000	4,500
5019 Appraisal	--	750	750
5219 Building Manager	46,365	46,000	46,500
5400 Cable / Communications	3,126	3,000	3,200
5457 Computer / Office Equipments	1,747	2,500	2,000
5718 Employee Benefits	2,820	2,400	2,900
6017 Guest Suite	2,758	4,500	500
6300 Insurance	120,065	121,597	152,875
6402 Janitorial Services	21,471	21,500	22,000
6504 Legal Fees	--	1,000	1,500
6700 Management Fees	55,488	55,494	56,000
6705 Miscellaneous	2,400	3,000	2,500
7047 Photocopy & Miscellaneous	3,149	3,500	3,200
7235 Relief Manager	10,694	11,000	11,000
7449 Strata Contribution	5,374	6,000	5,500
7704 Uninsured Loss	1,531	2,000	1,000
TOTAL GENERAL EXPENSE	281,488	290,241	315,925

NW 3119 - QUEEN'S GATE

Approved Annual Budget

Apr 01, 2019 to Mar 31, 2020

<u>A/C Description</u>	<u>Actual to</u> <u>31-Mar-19</u> <u>(12 Months)</u> \$	<u>2018/2019</u> <u>Budget</u> \$	<u>Approved</u> <u>2019/2020</u> <u>Budget</u> \$
<u>BUILDING & GROUND EXPENS</u>			
5705 Electricity	53,369	54,000	56,000
5715 Elevator Maintenance	21,982	19,000	22,000
5725 Enterphone	1,957	1,500	2,000
5905 Fountain Repair	875	2,000	1,000
5918 Fire Equipment	25,177	40,000	38,550
6001 Garbage Removal	19,373	19,500	16,000
6005 Gas	289,661	150,000	172,500
6030 Garage Security Door	--	2,000	--
6204 HVAC Maintenance	14,154	10,000	15,000
6306 Irrigation System	8,134	5,000	8,500
6510 Locks and Keys	144	1,500	--
6511 Landscaping	43,370	41,450	44,000
7008 Parking Lot Maintenance	--	5,000	--
7031 Plumbing Repairs	33,217	15,000	30,085
7246 Repair - Exterior	30,040	40,000	30,000
7247 Repair - Interior	41,724	50,000	42,000
7258 Roof Maintenance / Repairs	2,474	10,000	5,500
7415 Snow Removal	3,689	5,000	4,000
7423 Supplies	5,656	5,000	6,000
7607 Tree Maintenance	5,612	6,500	6,000
7850 Water / Sewer	139,273	130,000	153,000
7853 Water Purification	18,948	2,901	17,600
7856 Window Repairs	7,268	7,500	7,500
TOTAL BUILDING & GROUND EXPENS	766,097	622,851	677,235
<u>REC. CENTRE EXPENS</u>			
7056 Pool / Sauna	635	5,000	1,000
7201 Recreation Facilities / Amenity - Chemicals	2,399	1,500	2,500
7208 Recreation Facilities / Amenity - Furniture / Equi	2,463	3,000	2,500
7214 Recreation Facilities / Amenity - Mechanical	614	3,000	600
TOTAL REC. CENTRE EXPENS	6,111	12,500	6,600
9010 Reserve - Contingency Fund	60,000	60,000	60,000
TOTAL EXPENSE:	1,113,696	985,592	1,059,760
CURRENT YR NET SURPLUS/(DEFIC	(107,799)	--	(8,322)
9990 Operating Surplus (Deficit) Balance Forward	229,121	228,620	8,322
9995 Transfer From / (To) CRF	(50,000)	(50,000)	--
9996 Transfer Surplus to Other Reserve	(63,000)	(63,000)	--

NW 3119 - QUEEN'S GATE

Approved Annual Budget
Apr 01, 2019 to Mar 31, 2020

<u>A/C Description</u>	<u>Actual to</u> <u>31-Mar-19</u> <u>(12 Months)</u> \$	<u>2018/2019</u> <u>Budget</u> \$	<u>Approved</u> <u>2019/2020</u> <u>Budget</u> \$
ENDING OP SURPLUS/(DEFICI	8,322	115,620	0



STRATA PLAN NW 3119 QUEEN'S GATE

BYLAWS

**STRATA PLAN NW 3119
QUEEN'S GATE BYLAWS**

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**QUEEN'S GATE
STRATA PLAN NW 3119**

INTERPRETATION

It is a basic principle underlying these bylaws that the Strata Corporation be maintained in perpetuity as an adult oriented community. The operating procedures of the Strata Corporation shall create and preserve conditions favoring the quiet enjoyment of the private and common facilities by mature adult owners and residents in their retirement and pre-retirement years. The interpretation of these bylaws shall be in accordance with this intent.

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

1 Payment of strata fees

- (1) An owner must pay strata fees on or before the first day of the month to which the strata fees relate. If an owner fails to pay monthly strata fees by the 10th day of the month the Strata Corporation may apply a fine of \$50.00 per month or portion thereof that the fee remains unpaid.
- (2) When strata fee payments are three (3) months in arrears and after notice has been served according to Section 112 of the Act, a lien will be placed on the strata lot in accordance with Section 116 of the Act at the owner's expense for the total monies due including all legal and other expenses.
- (3) If an owner fails to pay a special levy at the required time the strata corporation may apply a fine of \$50.00 per month or portion thereof that the special levy remains unpaid and after notice has been served according to Section 112 of the Act, a lien will be placed on the strata lot in accordance with Section 116 of the Act at the owner's expense for the total monies due including all legal and other expenses.
- (4) Any sums paid by an owner to the strata corporation will be applied firstly to any outstanding fines and then to outstanding strata fees.
- (5) Where an owner fails to pay a strata fee or special levy, outstanding fee and/or levy will be subject to an interest charge of 10% per annum, compounded annually. (May 26, 2009)

2 Repair and maintenance of property by owner

- (1) An owner must repair and maintain his strata lot, including pipes, wiring, cables, controls and fixtures within his strata lot except for repair and maintenance that is the responsibility of the strata corporation under these bylaws.
- (2) An owner who has the use of limited common property must repair and maintain it except for repair and maintenance that is the responsibility of the Strata Corporation under these bylaws.

- (3) An owner must promptly carry out all work that may be ordered by any public or local authority to his strata lot and pay all charges and assessments that may be payable in respect of his strata lot.

3 Use of property

An owner, tenant, occupant or visitor shall not:

- (1) Use his strata lot or permit the same to be used in a manner that is inconsistent with the intent of these bylaws.
- (2) Use a strata lot, limited common property, common property or common assets in a way that causes a nuisance or disturbance to another person.
- (3) Cause excessive noise between the hours 11.00 p.m. and 7.00 a.m., defined to include but not limited to:
 - (a) noise or vibration or other disturbance created or caused by household members or guests which can be detected by the unaided ear inside the boundaries of any other strata lot;
 - (b) Any musical instrument, amplifier, sound reproduction equipment or other device used within or about any strata lot, the common property or any limited common property that causes a disturbance or interferes with the comfort of any other owner, tenant or occupant.
- (4) Interfere with the rights of other persons to use and enjoy the common property, common assets or another strata lot.
- (5) Cause undue traffic or noise or that encourages loitering by persons in or about the strata lot or common property.
- (6) Perform illegal acts or any injurious actions to damage the reputation of the Strata Corporation.
- (7) A strata lot and the common property (including limited common property) must not be used, occupied or modified for the purpose of the growing, producing, harvesting, marketing, selling or distribution of cannabis or marijuana. Storage within a strata lot or transport through common property of cannabis or marijuana is also prohibited, except for quantities less than or equal to limits specified (if any) for legal personal possession of cannabis or marijuana under relevant Canadian or BC legislation.
- (8) Use his strata lot contrary to the purpose for which the strata lot or common property is intended as shown expressly or by necessary implication on or by the strata plan.
- (9) Shake mops or dusters of any kind from windows or balconies. No object shall be thrown out of a window, door, passage, or other part of a strata lot or from the common property.

- (10) Display from windows, patios, or balconies any laundry, clothing, bedding or other articles so that they are visible from outside of the building.
- (11) Permit his strata lot to be occupied as a place of residence by more than two persons in a one bedroom or four persons in a two-bedroom strata lot.
- (12) Use skateboards, roller blades or scooters on the common property.
- (13) Cause damage to trees, plants, bushes, flowers or lawns nor place chairs, tables, or other objects on lawns or grounds that will damage them or prevent their growth.
- (14) Allow his strata lot or limited common property assigned to that strata lot, or permit the same to become unsanitary or a source of odor or a fire hazard.
- (15) Erect or display without prior written consent of the strata council, signs, billboards, placards, advertising or notices of any kind on the common property or a strata lot, except signs for the sale or rental of a strata lot that are permitted on the bulletin board at the front entrance. This bylaw shall be interpreted in a manner consistent with election legislation.
- (16) Trespass on limited common property that is assigned to another strata lot.
- (17) Permit a material substance, especially burning material such as cigarettes or matches, to fall out of any window, balcony, door, patio, or other part of a strata lot or the common property.
- (18) Store in a strata lot or bring onto the common property any item which will in any way increase or tend to increase the risk of fire or the rate of fire insurance or -any other insurance policy held by the Strata Corporation, or which will invalidate any insurance policy.
- (19) Carry out carpentry or other work in a strata lot or on the common property except between the hours of 8:00 a.m. and 6:00 p.m. Monday through Saturday.
- (20) Store dangerous or hazardous materials in the locker assigned to each strata lot. Items stored in a locker must not protrude above the top of the locker wall.
- (21) Canvass door to door within the complex. Canvassing may be permitted in the entry foyers with the prior written authorization of the council. This bylaw shall be interpreted in a manner consistent with election legislation.
- (22) Allow cut Christmas trees in strata lots; however, exterior decorative lights and decorations on common property (lounge, pub and four (4) building lobbies) and limited common property are only permitted between November 15th and January 15th of the following year.
- (23) Cause false fire alarm to be generated in the strata lot. When the Fire Department or the R.C.M.P. are required to respond to a false alarm generated in an owner's suite, the owner of the applicable strata lot will be fined one hundred dollars (\$100.00) by the City of Richmond. Where the fine is levied against the Strata

Corporation for the owner's false alarm, the Strata Corporation will levy a \$100.00 fine against the owner's strata lot.

- (24) Cause loss or damage, other than reasonable wear and tear, to the common property, common asset, or those parts of strata lot which the Strata Corporation must maintain under these bylaws or insure under section 149 of the Act. The strata lot owner will be deemed responsible for the costs associated with replacement or repair of such loss or damages.
- (25) Install window or door screens unless the colour of the window and door screen frames matches that of the window or door frame.

An owner, tenant, occupant or visitor shall:

- (26) Remove ordinary household refuse and garbage from his strata lot and deposit it in the containers provided by the Strata Corporation for that purpose.
- (27) Ensure that all garbage is securely bagged in suitable plastic bags and securely tied before depositing in the common garbage containers.
- (28) Deposit recyclable materials into the appropriate blue boxes and place corrugated cardboard into the yellow containers.
- (29) Remove any materials other than ordinary household refuse and garbage including but not limited to appliances, mattresses, carpeting and furniture from the strata plan property at his own expense.
- (30) Store bicycles in the bicycle storage rooms. Bicycles are not permitted in the elevators, hallways, or on patios or balconies. Bicycles must be registered with the caretaker and tagged.
- (31) Obtain prior written approval of council before any tree or shrub can be donated to the common area.
- (32) Ensure that the surface of any window or door covering in a strata lot including drapes, blinds or shutters, that is immediately adjacent and parallel to the exterior windows and is visible from the outside of the strata lot, be cream or white in colour.
- (33) Common Property:
 - (a) Driveways, sidewalks, entrances, elevators, stairways, lobbies and hallways shall not be obstructed or used for any purpose other than for strata lot ingress or egress.
 - (b) Lockboxes are prohibited from being affixed in any way or manner, permanently or temporarily to any exterior part of the Queen's Gate common property, save and except for those lockboxes used by the Richmond Fire department.
 - (c) No litter, materials substances, or any other unauthorized articles shall be left on common property, including parking areas.

- (d) Residents are to keep common hallway suite doors closed.

3 A. Short Term Use Restriction

- (1) An Owner, Tenant or Occupant must not use or permit the use of all or part of a residential strata lot as short-term accommodation, by anyone who, directly or indirectly, pays or gives the owner, tenant or occupant any fee, compensation or other remuneration. Without restricting the generality of the foregoing, an owner, tenant or occupant must not:
 - (a) enter into a license for the use of all or part of a strata lot;
 - (b) permit any strata lot or part thereof to be used or occupied as vacation, travel or temporary accommodation (such as Airbnb or Vacation Rental By Owner) for any period of time; or
 - (c) directly or indirectly advertise, market, promote or license for use of any strata lot or part thereof as vacation, travel or temporary accommodation (such as Airbnb or Vacation Rental By Owner) for any period of time.
- (2) An owner, tenant or occupant who uses a strata lot in contravention of this bylaw may be subject to a maximum fine of \$1,000 for each day that the strata lot is used as short-term accommodation.

4 Barbecues

- (1) The only types of barbecue that are allowed in the complex are propane or electric barbecues. Barbecues may only be used on patios or balconies. Barbecues shall be used in a manner that does not interfere with another resident's enjoyment of a strata lot or the common property.

5 Patios and Balconies

- (1) No items shall be placed on any patio or balcony except:
 - (a) planters raised on feet or wheeled platforms;
 - (b) barbecues, summer furniture and accessories;
 - (c) self-contained trellis or arbors, which shall not be affixed to exterior walls.
- (2) Planters, barbecues, summer furniture and accessories shall be in keeping with the balance of the development in terms of design, quality, proportion and colour. Any hanging plants, baskets, planters, items or equipment must be maintained in a good and tidy condition by the owner, tenant or occupant entitled to the use of the limited common property on which the items are placed and all items must be contained inside the balcony railing line.
- (3) Plant feed and fertilizers on the patio or balcony surfaces must be removed promptly to avoid damage due to chemical reaction on the balcony surfaces. Remedial costs for such damage will be charged to the owner.

- (4) Wind chimes are not allowed.

6 Inform Strata Corporation

- (1) Within two weeks of becoming an owner, an owner must inform the Strata Corporation of the owner's name, strata lot number and mailing address outside the strata plan, if any.
- (2) Within two weeks of becoming a resident, occupant or tenant the Strata Corporation shall be provided with the occupant's name, strata lot number and telephone number.

7 Altering a strata lot

- (1) Changes to a strata lot must comply with Section 70 of the Act and
- (2) An owner must obtain written approval of council before making an alteration to a strata lot that involves any of the following:
 - (a) the structure of a building or interior walls;
 - (b) the exterior of a building;
 - (c) chimneys, stairs, balconies or other things attached to the exterior of a building;
 - (d) doors, windows or skylights on the exterior of a building, or that front on the common property;
 - (e) fences, railings or similar structures that enclose a patio, balcony or yard;
 - (f) common property located within the boundaries of a strata lot;
 - (g) those parts of the strata lot which the Strata Corporation must insure under section 149 of the Strata Property Act;
 - (h) antennas, satellite dishes, supplementary heating systems or air conditioning devices, awnings, smoke stacks, enclosures, retaining walls, greenhouses or canopies attached, placed or located on the outside of the building or the common property including but not limited to patios or balconies;
 - (i) changes to the wiring, plumbing, piping inside any wall;
 - (j) all hard surface flooring (including but not limited to hardwood, laminates, tiles) on party floors in hallways, living rooms, dining rooms or bedrooms must be installed with 6 mm (minimum) cork underlayment, or other sound deadening underlayment with TIC (Impact Insulation Class) rating of 70 or more. If underlayment other than cork is used, a copy of the underlayment specification must be submitted for approval.

- (3) Hours of work permitted are Monday to Saturdays from 8:00 a.m. to 6:00 p.m. No work on Sundays or Holidays is permitted.
- (4) Contractor is responsible for removing all debris, old carpet, boards, drywall, etc. No debris of any kind is to be placed in the garbage or recycling bin.\
- (5) Any damage to common property sustained because of the construction will be repaired by council and owners assessed accordingly. The onus is on owners to ensure that contractors do no damage to common property.
- (6) Owner and contractor are responsible for the security of the building at all times.
- (7) Elevator must be pre-booked to transport any construction material to and from the suite.
- (8) The owner will be responsible for obtaining all applicable permits before commencing the work and obtaining such permits is a condition of the council's approval.
- (9) The council may require as a condition of its approval that the owner agrees in writing to take responsibility for any expenses relating to the alteration.
- (10) The owner who receives approval may be required to sign an Assumption of Liability Agreement. On the sale of a strata lot owners must include all obligations and costs that may apply to alterations in any agreement of sale. If the subsequent owner refuses to sign an Assumption of Liability Agreement with the Strata Corporation, the alteration may be removed by council and the cost of removal will be charged to the new owner.
- (11) Owners who undertake alterations in accordance with these bylaws, and subsequent owners, are responsible for all costs relating to:
 - (a) the maintenance and repair of the alterations, and
 - (b) the effects on all adjacent strata lots or common property,
- (12) The council reserves the right to require, or to have an owner provide, specified professional supervision or inspection, or both, of the approved alterations. The council may include specified supervision or inspection as a requirement of approval.

8 Unauthorized alterations to a strata lot or common property

- (1) Any unauthorized alteration to a strata lot, limited common property or common property is prohibited and must be removed at the owner's expense if the council orders that alteration be removed.

9 Permit entry to strata lot

- (1) An owner, tenant, occupant or visitor must allow a person authorized by the strata corporation to enter the strata lot:

- (a) in an emergency, without notice, to ensure safety or prevent significant loss or damage,
 - (b) at a reasonable time, on 48 hours' written notice, to inspect, repair or maintain common property, common assets and any portions of a strata lot that are the responsibility of the strata corporation to repair and maintain under these bylaws or insure under section 149 of the Act, or
 - (c) to ensure compliance with the Strata Property Act and these bylaws including, but not limited to, the annual fire inspections.
- (2) The notice referred to in subsection (1) (b) must include the date and approximate time of entry, and the reason for entry.
 - (3) Any additional cost incurred resulting from lack of co-operation for access to a strata lot will be charged to the strata lot owner.
 - (4) The Caretaker may be provided with a duplicate key for each strata lot to be used in case of emergency. Failing this, in the event of any emergency emanating from a strata lot whose owner, occupants or the Caretaker cannot be contacted, access for protection of the common property or safety will be gained at the owner's expense.

Division 2 -- Powers and Duties of Strata Corporation

10 Notices

- (1) The word "notice" shall include any request, statement or other writing required or permitted to be given by the Strata Corporation to the owner of the strata lot.
- (2) Unless otherwise specifically stated in these bylaws, delivery of any notice required to be given under this Act or under these bylaws shall be well and sufficiently served if mailed to the owner at the address of his strata lot or if left with him or some adult person at that address.
- (3) A notice given by post shall be deemed to have been given four (4) days after it is posted.
- (4) An owner must advise the Strata Corporation in writing of a change of address at which notice shall be given.

11 Management of Contingency Reserve Fund

Subject to the Strata Property Act, the Strata Corporation must:

- (1) Determine the levy for the contingency reserve fund, which shall be not less than ten percent (10%) of the total contributions to the operating fund for the current fiscal year.
- (2) Arrange for any additional contribution to be approved by a resolution passed by a three quarter (3/4) vote at an annual or special general meeting if the amount in

the contingency reserve fund at the end of any fiscal year is equal to or greater than one hundred percent (100%) of the total annual budgeted contribution to the operating fund.

- (3) Account for money in the contingency reserve fund separately from other money of the Strata Corporation.
- (4) Invest all of the money in the contingency reserve fund in one or the other or a combination of the following:
 - (a) those investments permitted to a trustee under section 15 of the Trustee Act;
 - (b) insured accounts with savings institutions in British Columbia;
- (5) Ensure any interest or income earned on the money in the contingency reserve fund becomes part of the fund.

12 Repair and maintenance of property by Strata Corporation

The Strata Corporation must repair and maintain all of the following:

- (1) Common assets of the strata corporation.
- (2) Common property that has not been designated as limited common property; including but not limited to; pipes ducts cables and wiring.
- (3) Limited common property, but the duty to repair and maintain it is restricted to the repair and maintenance that in the ordinary course of events occurs less often than once a year.
- (4) A strata lot, but the duty to repair and maintain it is restricted to:
 - (a) the structure of a building;
 - (b) the exterior of a building;
 - (c) doors, windows and skylights on the exterior of a building or that front on the common property, or limited common property.
 - (d) railings and similar structures that enclose patios and balconies.

Division 3 — Council

13 Powers and duties of the Strata Council

The powers and duties of the Strata Corporation shall be subject to any restriction imposed or direction given by a resolution passed by a majority vote at an annual or special general meeting, be exercised and performed by the Council of the Strata Corporation.

14 Council size and membership

- (1) The council must have at least 3 and not more than 7 members.
- (2) An owner will not be entitled to be elected to councilor continue to stand on council if the strata corporation is entitled to register a lien against that strata lot under section 116 of the Strata Property Act.
- (3) Where more than one (1) person owns a strata lot, only one (1) owner of the strata lot shall be a member of the Council at anyone time.

15 Council members' terms

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

16 Removing council member

- (1) Unless all the owners are on the council the Strata Corporation may by a resolution passed by a majority vote at an annual or special general meeting, remove one or more council members for cause.
- (2) After removing a council member, the Strata Corporation must hold an election at the same annual or special general meeting to replace the council member for the remainder of the term.

17 Replacing council member

- (1) If a council member resigns or is unwilling or unable to act for a period of two or more months, the remaining members of the council may appoint a replacement council member for the remainder of the term.
- (2) A replacement council member may be appointed from any person eligible to sit on the council.
- (3) The council may appoint a council member under this section even if the absence of the member being replaced leaves the council without a quorum.
- (4) If all the members of the council resign or are unwilling or unable to act for a period of two or more months, persons holding at least 25% of the Strata Corporation's votes may hold a special general meeting to elect a new council by complying with the provisions of the Strata Property Act, the Regulations and the bylaws respecting the calling and holding of meetings.

18 Officers

- (1) At the first meeting of the council held after each annual general meeting of the Strata Corporation the council must elect from among its members a president, a vice president, and a treasurer.

- (2) The vice president has the powers and duties of the president while the president is absent or is unwilling or unable to act, or for the remainder of the president's term if the president ceases to hold office.
- (3) If an officer other than the president is unwilling or unable to act for a period of two or more months the council members may appoint a replacement officer from among themselves for the remainder of the term. In the absence of both the president and the vice president, the members present shall from among themselves appoint a president for that meeting, who shall have all the duties and powers of the president while so acting.

19 Calling council meetings

- (1) Any council member may call a council meeting by giving the other council members at least one week's notice of the meeting, specifying the reason for calling the meeting.
- (2) The notice does not have to be in writing.
- (3) A council meeting may be held on less than one week's notice if:
 - (a) all council members consent in advance of the meeting; or
 - (b) the meeting is required to deal with an emergency situation.

20 Requisition of council hearing

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

21 Quorum of council

- (1) A quorum of the council is:
 - (a) three (3), if the council consists of five (5) or six (6) members;
 - (b) four (4), if the council consists of seven (7) members.
- (2) Council members must be present in person at the council meeting to be counted in establishing a quorum.

22 Council meetings

- (1) The Council may meet together for the conduct of business, adjourn and otherwise regulate its meetings with sufficient notice to the Owners.

- (2) At the option of the Council, Council Meetings may be held by electronic means, so long as all Council Members and other participants can communicate with each other.
- (3) If a Council Meeting is held by electronic means, Council Members are deemed to be present in person.
- (4) Owners may attend Council Meetings as observers. Owners may attend and speak to Council on matters once communicated to Council in writing.
- (5) Despite Bylaw 22(4), no observers may attend those portions of Council Meetings that deal with any of the following:
 - (a) Bylaw contravention hearings under section 135 of the Act;
 - (b) any other matters if the presence of observers would, unreasonably interfere with an individual's privacy;

23 Voting at council meetings

- (1) At council meetings decisions must be made by a majority of council members present in person at the meeting.
- (2) If there is a tie vote at a council meeting the president may break the tie by casting a second deciding vote.
- (3) The results of all votes at a council meeting must be recorded in the council meeting minutes.

24 Council to inform owners of minutes

The council must provide owners minutes of all council meetings within two weeks of the meeting, whether or not the minutes have been approved.

25 Strata Council Duties

The specific duties of the Strata Council include but are not limited to the following:

- (1) keeping a list of the names of owners and tenants, and similar documents;
- (2) paying Strata Corporation bills;
- (3) making themselves accessible by providing a telephone number or some other method of contact;
- (4) entering into Strata Corporation contracts and supervising the performance of duties under those contracts;
- (5) hiring and supervising employees of the Strata Corporation;
- (6) keeping all Strata Corporation records;

- (7) making records available for inspection and copying for the owners for a charge of not more than 25 cents (25¢) per page;
- (8) calling and conducting general meetings;
- (9) completing "Information Certificates" (Form B) and "Certificates of Payment"(Form F);
- (10) preparing the budget and financial statements;
- (11) directing investments and expenditures;
- (12) collecting strata fees and other money owed to the Strata Corporation;
- (13) enforcing the bylaws and rules;
- (14) obtaining adequate Strata Corporation insurance;
- (15) exempting the application of rental restriction bylaws for individual owners-based on hardship;
- (16) may employ for and on behalf of the Strata Corporation agents and employees as it thinks proper for the control, management, administration and maintenance of the common property, facilities or other assets of the corporation and the exercise and performance of the powers and duties of the corporation.

26 Delegation of council's powers and duties

- (1) Subject to any restriction imposed or direction given by a resolution passed by a majority vote at a general meeting, delegate to one or more of its members, or to a member or committee of members of the Strata Corporation, or to its manager, those of -its powers and duties it thinks proper, and at any time revoke a delegation.
- (2) Subject to subsections (3) to (5), the council may delegate some or all of its powers and duties to one or more council members or persons who are not members of the council, and may revoke the delegation.
- (3) The council may delegate its spending powers or duties, but only by a resolution that:
 - (a) delegates the authority to make an expenditure of a specific amount for a specific purpose; or
 - (b) delegates the general authority to make expenditures in accordance with subsection (4).
- (4) A delegation of a general authority to make expenditures must:
 - (a) set a maximum amount that may be spent; and

- (b) indicate the purposes for which, or the conditions under which, the money may be spent.
- (5) The council may not delegate its powers to determine, based on the facts of a particular case:
 - (a) whether a person has contravened a bylaw or rule;
 - (b) whether a person should be fined, and the amount of the fine; or
 - (c) whether a person should be denied access to a recreational facility

27 Spending restrictions

- (1) A person may not spend the strata corporation's money unless the person has been delegated the power to do so in accordance with these bylaws.
- (2) The Strata Corporation may only make a non-approved expenditure out of the operating fund that does not exceed \$1,000 (one thousand dollars).
- (3) The total of all non-approved expenditures that are made from the operating fund in the same fiscal year whether of the same type or not must not exceed \$5,000 (five thousand dollars).
- (4) Despite subsections (1, 2 and 3), the Strata Council may spend the Strata Corporation's money to repair or replace common property or common assets if the repair or replacement is immediately required to ensure safety or prevent significant loss or damage.
- (5) The Strata Council must inform owners as soon as feasible about any non-approved expenditure.

28 Limitation on liability of council member

- (1) A council member who acts honestly and in good faith is not personally liable because of anything done or omitted in the exercise or intended exercise of any power or the performance or intended performance of any duty of the council.
- (2) Subsection (1) does not affect a council member's liability, as an owner, for a judgment against the Strata Corporation.

29 Committees

- (1) Separate committees may be formed to assist the Strata Council including but not limited to:
 - (a) A Bylaw Committee to make recommendations to the Council for the addition, deletion or change of bylaws and rules;
 - (b) A Finance Committee to make recommendations to the Council for the annual Budget and review income and expenses;

- (c) A Garden Landscape Committee to make recommendations to the Council for keeping the landscape well maintained;
 - (d) A Social/Recreational Committee to assist Council in the promotion of activities for the residents of Queen's Gate;
 - (e) A Building Committee to assist the Council by making recommendations for the maintenance of the common property and special projects;
 - (f) A Block Watch to assist Council in maintaining the security of the complex.
 - (g) An Emergency Response Committee to assist Council in the event of emergencies.
- (2) Each committee will consist of a minimum of three (3) people comprised of:
 - (a) one (1) member of Council as liaison with the committee; and
 - (b) any residents who wish to volunteer or others appointed by Council.
 - (3) A committee's annual financial report, where applicable, shall be submitted for the Annual General Meeting.
 - (4) Committees may meet monthly or more often as necessary.
 - (5) Each committee must elect a chairperson and other positions as necessary, unless otherwise determined by Council.
 - (6) A written committee meeting report is to be submitted to Council prior to the council monthly meeting.

Division 4 — Enforcement of Bylaws and Rules

30 Maximum fine

- (1) Unless otherwise provided for in the bylaws the Strata Corporation may fine an owner or tenant:
 - (a) \$200 for each contravention of a bylaw; and
 - (b) \$50 for each contravention of a rule.
- (2) The Strata Corporation must follow the procedure in the Strata Property Act Section 135 before imposing a fine.

31 Continuing Contravention

Unless otherwise provided for in the bylaws:

- (1) If an activity or lack of activity that constitutes a contravention of a bylaw continues without interruption for longer than seven (7) days, a fine of \$200.00 may be imposed every seven (7) days.

- (2) If an activity or lack of activity that constitutes a contravention of a rule continues without interruption for longer than seven (7) days, a fine of \$50.00 may be imposed every seven (7) days.

32 Annual General Meeting

- (1) An annual general meeting must be held no later than two (2) months after the Strata Corporations fiscal year end.
- (2) All business shall be deemed special that is on the agenda:
 - (a) at an annual general meeting, with the exception of the consideration of accounts, approving the budget, election of members to the strata council and ratification of the Rules.
 - (b) at a special general meeting, except the ratification of the Rules.

33 Quorum

- (1) Unless these bylaws provide otherwise business shall not be transacted at a general meeting unless a quorum of persons entitled to vote is present at the time when the meeting proceeds to business.
- (2) Unless otherwise provided in these bylaws one third (1/3) of the persons entitled to vote constitutes a quorum.
- (3) If at the time appointed for a general meeting a quorum is not present the meeting shall stand adjourned for a period of thirty minutes. The adjourned meeting shall be reconvened at the same place and the persons present in person or by proxy and entitled to vote shall constitute a quorum.
- (4) Notwithstanding section 48 (3) of the Act, if within one half (1/2) hour from the time appointed for a special general meeting a quorum is not present, the meeting shall be terminated if the meeting was convened upon the demand of members.

34 Person to chair meeting

- (1) The president of the council must chair annual and special general meetings.
- (2) If the president of the council is unwilling or unable to act the meeting must be chaired by the vice president of the council.
- (3) If neither the president nor the vice president of the council chairs the meeting, a chair must be elected by the eligible voters present in person or by proxy from those present at the meeting.

35 Participation by other than eligible voters

- (1) Tenants and occupants may attend annual and special general meetings, whether or not they are eligible to vote.

- (2) Persons who are not eligible to vote, including tenants and occupants, may participate in the discussion at the meeting, but only if permitted to do so by the chair of the meeting.
- (3) Persons who are not eligible to vote including tenants and occupants must leave the meeting if requested to do so by the chair of the meeting.

Division 5 — Annual and Special General Meetings

36 Proxies

- (1) A proxy stands in the place of the person appointing the proxy, and can do anything that person can do, including vote, propose and second motions and participate in the discussion unless limited in the appointment document.
- (2) A document appointing a proxy:
 - (a) must be in writing and be signed by the person appointing the proxy;
 - (b) may be either general or for a specific meeting or a specific resolution; and
 - (c) may be revoked at any time.
- (3) Subject to the Regulations any person may be a proxy except persons who provide strata management services and employees of the Strata Corporation.

37 Voting

- (1) At an annual or special general meeting, voting cards must be issued to eligible voters.
- (2) At an annual or special general meeting a vote is decided on a show of voting cards, unless an eligible voter requests a precise count.
- (3) If a precise count is requested, the chair must decide whether it will be by show of voting cards or by roll call, secret ballot or some other method.
- (4) The outcome of each vote, including the number of abstentions, votes for and against the resolution if a precise count is requested, must be announced by the chair and recorded in the minutes of the meeting.
- (5) If there is a tie vote at an annual or special general meeting, the president, or if the president is absent or unable or unwilling to vote, the vice president may break the tie by casting a second deciding vote.
- (6) Despite anything in this section an election of councilor any other vote must be held by secret ballot if an eligible voter requests the secret ballot.
- (7) An owner will not be entitled to vote at a general meeting except on matters requiring a unanimous vote if the strata corporation is entitled to register a lien against that strata lot under section 116 of the Strata Property Act..

38 Order of business

The order of business at annual and special general meetings is as follows:

- (1) Certify proxies and corporate representatives and issue voting cards.
- (2) Determine that there is a quorum.
- (3) Elect a person to chair the meeting, if necessary.
- (4) Present to the meeting proof of notice of meeting or waiver of notice.
- (5) Approve the agenda.
- (6) Approve minutes from the last annual or special general meeting.
- (7) Deal with unfinished business.
- (8) Receive reports of council activities and decisions since the previous annual general meeting, including reports of committees, if the meeting is an annual general meeting.
- (9) Ratify any new rules made by the Strata Corporation under section 125 of the Strata Property Act.
- (10) Report on insurance coverage in accordance with section 154 of the Strata Property Act, if the meeting is an annual general meeting.
- (11) Approve the budget for the coming year in accordance with section 103 of the Strata Property Act, if the meeting is an annual general meeting.
- (12) Deal with new business, including any matters about which notice has been given under section 45 of the Strata Property Act.
- (13) Elect a council if the meeting is an annual general meeting.
- (14) Terminate the meeting

Division 6 — Animals and Pets

39 Animals and Pets

- (1) An owner, tenant or occupant must not keep any pets on a strata lot other than:
 - (a) a reasonable number of fish or other small aquarium animals;
 - (b) up to 2 caged birds; ,
 - (c) one cat or one small dog that is not greater in height than 40 cm (15 % inches) when measured from floor to shoulder.
- (2) The owner of a pet shall be fully responsible for its behavior at all times.

- (3) An owner, tenant or occupant shall inform visitors of the rules concerning pets and will be responsible for the cost of any clean up or repair required because of pets being brought on to the common property by their visitor.
- (4) All owners of a strata lot shall ensure that pets kept in their strata lot are registered with the caretaker with a written description of the pet and the owner's strata lot number.
- (5) An owner, tenant, occupant or visitor must ensure that all pets are leashed or otherwise secured when on the common property. The owner is responsible for the immediate clean up of any pet excrement that occurs on common property and must dispose of it by sanitary means.
- (6) A pet shall not cause a nuisance to any resident.
- (7) Pets shall not be exercised on common property.
- (8) Pets are not allowed in any of the recreation areas.
- (9) If the council receives a written complaint about a pet, a bylaw enforcement hearing will be held in accordance with the provisions of the Strata Property Act. At the end of the hearing, the council may:
 - (a) take no action;
 - (b) fine the owner;
 - (c) require the owner to pay the costs of remedying the contravention; or
 - (d) order the immediate removal of the pet from the strata lot in which case the pet is to be removed within seven (7) days.
- (10) The owner of the pet will be advised about the outcome of the hearing in writing.
- (11) No wildlife shall be fed from the common property including a patio or balcony, or from a strata lot, including but not limited to birds or squirrels.

Division 7 — Marketing Activities by Owner Developer

40 Motor Vehicles

- (1) The speed limit within the complex is 10 km per hour.
- (2) Motor vehicles entering the garage have right of way.
- (3) Motor vehicles must use headlights when traveling in the garage.
- (4) Vehicles must not be parked in the fire lanes or at the building front entrances.
- (5) Motor vehicles owned or operated by residents of Queen's Gate are prohibited from parking in the courtyard and covered visitor parking at all times.

- (6) Uninsured motor vehicles, motorcycles, trailers, boats, and recreational vehicles are prohibited on the common property. Owners of unlicensed vehicles, trailers and boats must provide a copy of storage insurance with a minimum Third Party Liability coverage of two hundred thousand dollars (\$200,000.00) to the Property Manager. Motor vehicles must be in full working condition at all times. Failure to comply with the above will result in the vehicle being removed from the strata property at the owner's expense after notification.
- (7) Vehicles parked in violation of the Strata Corporation Bylaws or Rules will receive a written notice to correct the violation within fourteen (14) days unless otherwise stated in the Strata Corporation Bylaws.
- (8) An Owner may not rent an extra parking stall if their strata account is in arrears for unpaid strata fees or special levy payments. The Strata Corporation will revoke an existing rental parking agreement between the strata and the owner if the owner's account becomes and remains more than thirty (30) days overdue.
- (9) Any motor vehicles found parked in contravention of signage in place on Queen's Gate visitor's parking may be removed by Auto Towing Company authorized in writing by the council to do so. All costs to be paid by motor vehicle owner.
- (10) In order to rent an additional strata rental parking stall, an Owner must forward the request in writing.
- (11) Assigned parking stalls shall not be used in any way by a non-resident.
- (12) Residents are only permitted to use parking stalls assigned to their strata lot.
- (13) The owner of the strata lot is responsible for cleaning up any excessive oil or other spills in the parking stall that is assigned to that strata lot. Continuous oil spills will result in prohibition from parking on the common property until the motor vehicle is repaired. Offending motor vehicles will be removed at owner's expense.
- (14) Vehicles and/or other mechanical equipment shall not be repaired or serviced on common property.
- (15) No motor vehicle exceeding 5,000 kg G.V.W. or exceeding 35 feet (10.7M) in length shall be parked or brought onto the common property without the prior written consent of the council. No large articulated or semi-tractor trailer vehicles are permitted within the complex.
- (16) In addition to motorcycles, only automobiles, trailers, boats, and recreational motor vehicles not exceeding 20 feet (6.1M) in length are allowed in parking areas and only where it can be accommodated within the boundaries of a parking stall. Other items stored in an owner's assigned parking stall may be removed at the owner's expense.
- (17) Extra parking stall rentals are available to residents. These are for complete calendar months only, with rental fees due on the first day of each month and payable to the Strata Corporation. A rental agreement is available from the caretakers and must be signed for any extra parking stall. Either the Strata

Corporation or the resident may terminate the rental agreement upon one month written notice.

- (18) The car wash area is for Queen's Gate residents' use only. Motor vehicles shall be washed only in the designated car wash area. The car wash area must be left in a clean and tidy condition after use.

Division 8 - Age Restriction

41 Age Restriction

- (1) The strata lot shall be used exclusively as a private dwelling home with one member of the residence to be aged 55 years or more.
- (2) A visitor under the age of 19 years must not stay in a strata lot in excess of 90 days in any one-year period, except with the prior written consent of the council. Visitors of any age must not stay in a strata lot in excess of 30 consecutive days unless a resident aged 55 years or older is residing with them in the strata lot at the same time.
- (3) No owner, tenant or occupant of a strata lot shall permit any person under the age of 19 years to reside in his strata lot except as defined in subsection (2).
- (4) Any owner with a resident in his strata lot in violation of the age restriction bylaw will be liable to a fine of \$200.00 a month.

Division 9 - Rental Restriction

42 Rental Restrictions

- (1) The rental of strata lots in the complex is prohibited. Any owner in breach of the rental restriction Bylaws may be fined \$500.00 (Five Hundred Dollars). If the contravention continues without interruption for longer than seven (7) days, a fine of \$500 may be imposed every seven (7) days.
- (2) Notwithstanding the preceding paragraph, an owner may apply in writing for an exemption on the grounds that this bylaw causes hardship to the owner pursuant to section 144 of the Strata Property Act. An exemption allowed on the grounds of hardship will be for a period not exceeding one year.
- (3) Where the council grants an exemption to an owner to rent his or her strata lot on the grounds of hardship, the owner must re-apply for an exemption on or before the one-year anniversary of the last approval. When permission to rent is granted on the grounds of hardship, the owner must rent his or her strata lot within 60 days, or the exemption is withdrawn.
- (4) Within two weeks after renting his or her strata lot, an owner must give the Strata Corporation a copy of the Notice of Tenant's Responsibilities (Form K) signed by the tenant.

- (5) Notwithstanding the above paragraphs, the Strata Corporation is permitted to rent the Unit 100-8520 exclusively for the accommodation of On-site Managers **or in the absence of said On-site Managers, the Strata Corporation is permitted to use Unit 100-8520 as a Guest Suite for short-term stays per the Bylaws.**
- (6) For the purposes of this bylaw the terms "rent" and "rental" shall include any and all forms of tenancy or license relating to the occupancy or non-owner occupancy of a strata lot.
- (7) An owner who plans to be absent may allow friends or family to reside in their unit for up to 90 days within any one year period. Owners must inform the Strata Council with Name and Phone contact of occupants prior to departure, and must provide Unit access for inspection in the event of emergency.

Division 10 - Security

43 Security

- (1) Owners, tenants and occupants are responsible for anyone they admit into the building.
- (2) Owners, tenants and occupants shall not admit anyone who calls on the enterphone unless they are satisfied that the person is correctly identified and wishes to enter the premises for legitimate reasons.
- (3) No owner, tenant, occupant or visitor shall give any keys, combinations, security cards or other means of access to the building, the parking garage or common areas to any person other than an employee, contractor, occupant or visitor of the strata lot.
- (4) Owners, tenants and occupants shall ensure that they are thoroughly familiar with the operation of the in-suite security alarm system to minimize false alarms and the disturbance of others.

Division 11 - Move In / Move Out

44 Moving

- (1) It will be the express responsibility of the owner to ensure that all moves in or out, or by a resident of his strata lot, conform to the bylaws and rules in force.
- (2) A strata lot owner is responsible for all damage caused by residents moving into or out of his strata lot.
- (3) An owner, tenant or occupant must provide at least seven (7) days' notice to the Caretaker prior to a move taking place in order that padding and servicing of the appropriate elevator can be arranged. This applies to moving in or out of the building or from one strata lot to another within the strata property. Failure to do so will result in having the movers denied access to the property.

- (4) Furniture moving is permitted only on Monday through Sunday between the hours of 8:00 a.m. and 8:00 p.m. (May 31, 2011)
- (5) A move in fee and move-out fee of one hundred dollars (\$100.00) each will be assessed against the strata lot when there is a change of residency and is payable on or prior to the day of the move.
- (6) An Owner/Resident must pay a refundable damage deposit of five hundred dollars (\$500.00) for each move out. Any expenses incurred by the Strata Corporation attributable to the Owner/Resident and all fines levied will be deducted from the deposit. (November 22, 2017)

Division 12 - Legal

45 Insurance and Indemnity

- (1) An owner is deemed to be responsible for any loss or damage caused to the common property, limited common property, common assets or to any strata lot, and/or personal injury or death, where the cause of such loss or damage originated within the owner's strata lot and the loss or damage is not covered and paid by any insurance policy.
- (2) An owner is also deemed to be responsible for any loss or damage to the common property, limited common property, common assets or to any strata lot, and/ or personal injury or death, where the cause of such loss or damage is the result of an act, omission, negligence or carelessness of the owner, and/or owner's tenants, co-occupants, family members, employees, agents, contractors, guests or invitees and the loss or damage is not covered and paid by any insurance policy.
- (3) If any loss or damage deemed to be the responsibility of an owner under subsection (a) and/or (b) of this bylaw results in a claim against any insurance policy held by the strata corporation, that owner shall save harmless and indemnify, and is strictly liable to reimburse the strata corporation for the full amount of any insurance deductible, any portion of insurance coverage declined and/ or any amount by which the loss or damage exceeds the insurance coverage.
- (4) If any loss or damage deemed to be the responsibility of an owner under subsection (a) and or (b) of this bylaw does not exceed the insurance deductible for an insurance policy held by the strata corporation, that owner is strictly liable and shall fully indemnify and save harmless the strata corporation for any resulting expense for maintenance, repair or replacement rendered necessary, including legal costs incurred in relation to defending any claim against the strata corporation, and/ or prosecuting any claim made against the owner, such indemnity to be on a solicitor and client basis, including disbursements, expenses, taxes, filing and / or Court fees, all on a full indemnity basis.

45.2 Small Claims

- (1) Pursuant to section 171 of the Strata Property Act, the Council on behalf of the Strata Corporation may commence a proceeding under the Small Claims Act against an owner or other person, to collect money owing to the Strata Corporation without further authorization.
- (2) The council may commence the proceedings to collect monies owing to the Strata Corporation for any reason including but not limited to, monies owing by an owner or tenant for a fine, or to recover the deductible portion of an insurance claim if the person is responsible for the loss or damage that gave rise to the claim. The council has full authority to negotiate a settlement, to discontinue or dismiss the action.

Division 13 - Voluntary Dispute Resolution

46 Voluntary Dispute Resolution

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

Division 14 - Conditions

47 Severability

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

48 Description

For the purposes of all bylaws, wherever the singular or masculine is used it shall be understood as meaning the plural or feminine or body corporate where the context is

required. The terms "resident" or "residents" refer to those individuals residing in the building, whether as owners, tenants or other occupants.

Division 15 – Recreation Facilities

49 Guest Suites

- (1) Reservations for the guest suites must be made with the Building Managers. Reservations cannot be made more than three (3) months in advance.
- (2) The fee for using a guest suite per night is as follows:
 - (i) Manor (Maximum 6 guests) - \$90.00 (an additional \$25.00 cleaning fee applies when renting the Manor suite for less than 3 consecutive days)
 - (ii) Buckingham, Sandringham (Maximum 4 guests) - \$60.00
 - (iii) Balmoral. Canterbury (Maximum 2 guests) - \$50.00
- (3) The guest suite can be used for a maximum of seven (7) nights per month subject to availability. A maximum of fourteen (14) nights is permitted for the Manor Suite only.
- (4) Check-in is 5:00 p.m., and check-out is 11:00 a.m. The key to the guest suite is available to pick-up during office hours on the date of occupancy.
Monday through Friday: 5:00 p.m. to 6:00 p.m.
Saturday, Sunday, Statute Holidays: 1:00 p.m. to 2:00 p.m.
- (5) Smoking is not permitted in the guest suites.
- (6) Pets are not permitted in the guest suites.
- (7) The cost to repair any damage or deficiency in the guest suite will be paid for by the Owner who rented the suite.
- (8) A twenty-five dollars (\$25.00) refundable damage deposit will be collected at the same time payment is made on guest suite rental.
- (9) Cancellation of guest suite rentals within seven (7) days of check-in date is subject to a cancellation fee of \$25.00

50 The Hobby Room

- (1) The hobby room is to be used for the benefits of the Owners and the Strata Corporation.
- (2) The hobby room is only for the use of residents who are nineteen (19) years of age and older.
- (3) Power tools, saws, sanders etc., can only be used between the hours 8.00 a.m. to 8.00 p.m.

- (4) Residents using the hobby room must take all necessary safety precautions and avoid injuring themselves or others, or damaging the building.
- (5) The hobby room is used at each owner's risk and the Strata Corporation will not be held liable for any accidents or the theft of any item.
- (6) Residents are responsible to pay for the cost to repair any damage resulting from their negligence or misuse of the hobby room, or the equipment therein.
- (7) Residents must ensure all personal items left in the workshop are identified and dated to confirm when they were left in this area. Items must be removed within a period of ten (10) days of this date, failing which these items will be removed and disposed of by the Strata Corporation.
- (8) Tools shall be signed out if they are being removed from the hobby room and must be returned immediately after they have been used. If a resident breaks a tool, the resident is responsible to fix or replace it as necessary. The Building Manager must be advised about any tool that is damaged, broken or malfunctioning.
- (9) After use the hobby room must be left in a clean and tidy condition, residents must put away all tools and materials, disconnect all power tools, and report any unusual situations to the Building Manager.
- (10) The last person to leave the hobby room must make sure all windows and doors are locked, the thermostat is turned down and the lights are out.

51 Lounge

- (1) The lounge is for the exclusive use of owners and tenants of Queen's Gate and their guests. Only ten (10) invited guests per strata lot are allowed in the Lounge and must be accompanied by the Owner at all times. If an owner wants to use the lounge and they have more than ten (10) guests, the Lounge must be rented for a private function as set out in these rules.
- (2) The lounge cannot be used for commercial functions of any kind except if the council deems the commercial function will be of benefit to all of the owners.
- (3) The lounge must be booked through the Building Manager and is available for private functions held between the hours of 9:00 a.m. and midnight, Sunday to Saturday. The function must terminate no later than 11:00 p.m. and the lounge must be vacated no later than midnight.
- (4) The fee for renting the lounge is One Hundred Dollars (\$100.00) per function and the damage deposit is One Hundred Dollars (\$100.00). The damage deposit will be forfeited for damage to the lounge or furniture or for violation of any of the rules regarding the lounge.
- (5) During private functions the upper level of the lounge may only be used for the storage of hats and coats.
- (6) A maximum of sixty (60) persons may attend a private function in the lounge.

- (7) The Coordinator and the owner of the strata lot renting the lounge shall complete a checklist immediately prior to and after the function, listing deficiencies and/or damage.
- (8) The owner or tenant renting the lounge for a private function is fully responsible cleaning up after the event, ensuring there is no smoking inside the building and controlling the noise outside the lounge including noise in the parking lot immediately outside the lounge.
- (9) Guests attending private functions in the lounge shall not park in the visitor parking areas except for those entitled to use handicapped parking. Vehicles will be towed from the visitor parking areas if they are parked in contravention to this rule.
- (10) No loud music is permitted in the lounge.
- (11) Guests attending a private function in the lounge are not permitted in any other recreational area including the swimming pool, hot tub, gymnasium, games room, hobby room or the pub areas.

52 Pub

- (1) The pub is for the use of Queen's Gate owners, tenants and their invited guests only. Only four (4) invited guests per strata lot are allowed in the pub at one time and the guests must be accompanied by the host residents at all times.
- (2) The hours of the pub are Friday and Saturday from 9:00 a.m. to 12 a.m. midnight and Sunday through to Thursday from 9:00 a.m. to 11:00 p.m.
- (3) The pub shall be left in a clean, neat and tidy condition. Any damage to the pub must be reported to the Building Manager.

53 Recreation Areas

- (1) The Strata Corporation will not be held liable for any accident, injury or death resulting from the use of the recreation areas.
- (2) The Strata Corporation is not responsible for loss of personal property in the recreation areas.

54 Gymnasium

- (1) Gymnasium is for the use of residents only.
- (2) Glassware, glass bottles, other breakable items and food are not permitted in the gymnasium.
- (3) All equipment shall be used in a manner for which it is designed.
- (4) Persons under nineteen (19) years of age are prohibited from using the exercise equipment.
- (5) Footwear with soft, non-marking soles must be worn when using the facilities.

55 Swimming Pool and Hot Tub

- (1) The swimming pool and hot tub are for the use of the residents and their invited guests. Guests using the pool and tub must be accompanied at all times by the Owner.
- (2) All safety equipment in the swimming pool and hot tub, including but not limited to hot tub covers, shall only be used for the purposes it was designed.
- (3) Glassware, glass bottles, other breakable items or food or drink are not permitted in the pool area.
- (4) Windows shall not be opened in the pool area.
- (5) The maximum number of guests that can use these facilities at one time is four (4) per strata lot.
- (6) Use of the pool by persons under nineteen (19) years of age shall be restricted to 10:30 a.m. to 7:00 p.m. daily and they must be accompanied at all times by an adult resident.
- (7) Everyone is required to take a shower before entering the swimming pool or hot tub.
- (8) The changing room facilities, such as toilets, showers, sinks, lockers etc., are to be used in conjunction with the use of the pool, or exercise facilities, and not for daily grooming.
- (9) Anyone who has a communicable disease or open wound shall not use the pool or hot tub.
- (10) Diving in the pool and boisterous or rough play in the pool area are not allowed.
- (11) Air mattresses/inflatables (except personal floatation devices) are not allowed in the pool area.
- (12) Everyone shall wear a swimsuit while they are in the pool or the hot tub.
- (13) All individuals shall cooperate so that maximum cleanliness and tidiness in the swimming pool area can be maintained.
- (14) A child wearing diapers, or who is not toilet trained, is not permitted in the pool or hot tub.
- (15) No personal hygiene/grooming (hair dying, shaving, etc.) is permitted in the pool, hot tub or change room facilities.

56 Games Room

- (1) Visitors are not permitted to use the games room facilities at any time, unless accompanied by an adult resident.

57 Guest Parking

- (1) Guests may park in the courtyard except between the hours of 12.00 a.m. (midnight) and 7.00 a.m.
- (2) Blank passes for overnight visitors' covered parking are available from the caretaker. All guest parking in the visitors' covered parking between the hours 12.00 a.m. (midnight) and 7.00 a.m. must display the pass face up on the vehicle dashboard. The pass must be clearly filled out with the date(s) the pass will be used for, the suite and building number of the resident. Each stay is limited to a maximum of seven (7) days per car per month.
- (3) Extended guest parking for up to thirty (30) days may be available for rent by application to the Building Manager. The monthly rental fee is \$25.00.
- (4) The guest parking is governed by the Owners, Strata Plan NW 3119, Schedule of Bylaws.

58 Mats

- (1) Mats are not permitted in the hallways in front of suite entrances.

59 Parking Stall Rentals

- (1) The monthly rental fee is twenty-five dollars (\$25.00) payable in advance to the Building Manager or the Property Manager.

60 Playroom

- (1) Children using the playroom must be supervised by an adult resident at all times.

61 Exemption

- (1) The strata council may grant an exemption from the operation of a bylaw or rule in order to accommodate a disability in accordance with the BC Human Rights Code.



STRATA PLAN NW 3119 QUEENS GATE

RULES

**QUEENS GATE
STRATA PLAN NW 3119**

APPROVED RULES

SMOKING

1. No Smoking
 - (a) Smoking is not permitted on the common property including parkade areas.

USER FEES

1. User Fees:
 - (a) Any vehicle that uses a common area plug will be charged \$30.00 a month, for electrical charging of electrical vehicles using common area electrical outlets, payable in advance.

DEPRECIATION REPORT

**Strata Corporation NWS3119
Queens Gate**



Located at
8500-8580 General Currie Road, BC

Prepared For
Strata Council - Strata Corporation NWS3119

Date of Inspection

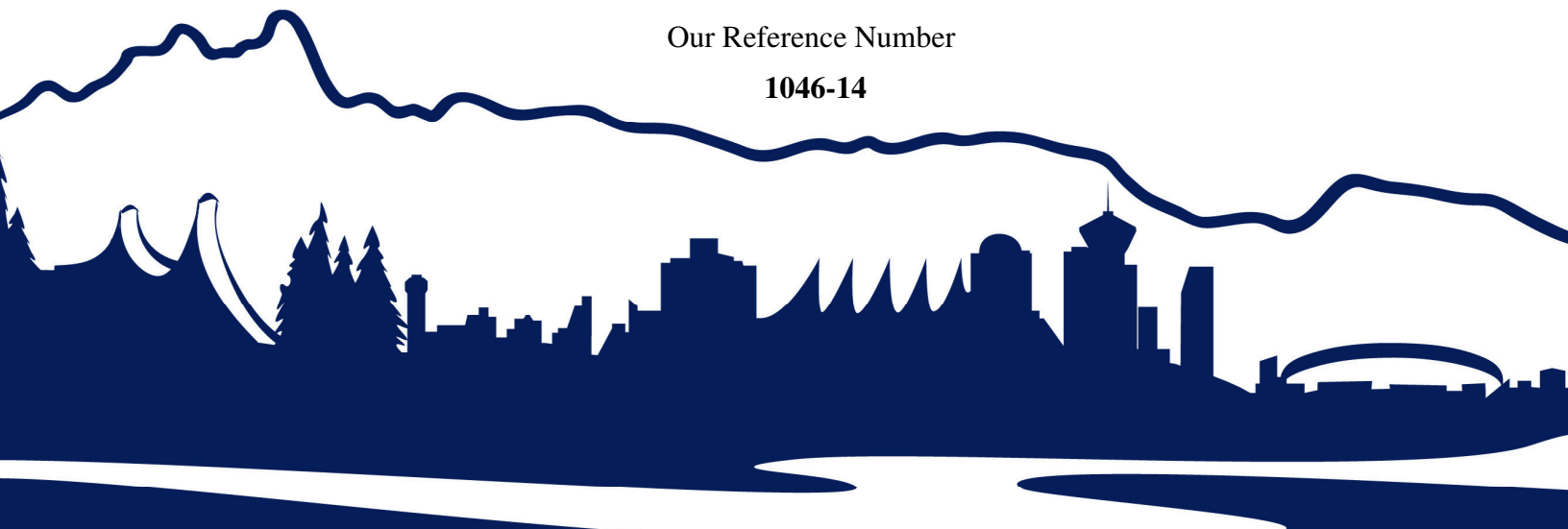
June 9, 2014

Appraised by

**Kelvin Coley-Donohue, AACI P.App., RI(BC), CRP
Simon Poon, AACI, P.App, B.Comm, CRP**

Our Reference Number

1046-14



CAMPBELL & POUND LTD.
Est. 1939

REAL ESTATE CONSULTANTS
AND ACCREDITED APPRAISERS

November 12, 2014**File No: 1046-14**

Strata Corporation NWS3119
8500-8580 General Currie Road
Richmond, BC

Dear Strata Council:

Re: Depreciation Report for 8500-8580 General Currie Road-Strata Corporation NWS3119

Pursuant to your request for a Depreciation Report of the within described property, Campbell & Pound Commercial Ltd has prepared and submits to you this report.

The Depreciation Report describes the reserve fund concepts and major reserve fund items. It provides current and future replacement reserve estimates and recommends reserve fund actions. The Depreciation Report is a complex document and should be reviewed in detail and within the context of this report.

We recommend that a reserve fund plan and strategy be adopted and implemented, and that reserve fund contributions of approximately \$50,000 in the fiscal year ended Mar 31, 2015, be increased to according to the attached schedule. As outlined in this report, the current reserve fund and proposed contributions will ensure reserve funds are adequate to cover potential expenditures required to repair or replace common elements or assets of the corporation when needed.

Campbell & Pound Commercial Ltd would be pleased to provide you with complete review and updating services for the reserve fund of the corporation, as required in the future. We appreciate the opportunity to perform this Depreciation Report for you. If you have any questions, please do not hesitate to contact the undersigned.

This report has been prepared in accordance with the "Code of Ethics and Canadian Uniform Standards of Professional Appraisal Practice (CUSPAP)" of the Appraisal Institute of Canada. Additionally, disclosure of the contents of this report is governed by the By-Laws and Regulations of the Appraisal Institute of Canada. The report also conforms to the guidelines set out by the Real Estate of Canada and the Certified Reserve Fund Planner program. Neither all nor any part of the contents of this report or copies thereof shall be used for any purpose by anyone but the client specified in this report.

Respectfully submitted,
Campbell & Pound Commercial Ltd

Kelvin Coley-Donohue,
AACI, P.App, RI(BC), CRP

Simon Poon,
AACI, P.App, B.Comm, CRP



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EXECUTIVE SUMMARY

This executive summary has been prepared as a quick reference of pertinent facts and estimates of this Depreciation Report, and it is provided as convenience only. Readers are advised to refer to the full text of this Depreciation Report for detailed information.

Property	Queens Gate
Client	Strata Corporation NWS3119
Property Address	8500-8580 General Currie Road
Total Strata Units	222
Total Components	41
Inflation Factor	2.65%
Interest Rate	1.75%
Date of Study/Completion Date	June 9, 2014
Fiscal Year End	Mar 31
Financial Planning Commencement Date for this Depreciation Report	April 1, 2015
CRF Opening Balance	\$242,680
Annual CRF Contributions	\$50,000

Significant Reserve Fund Estimates

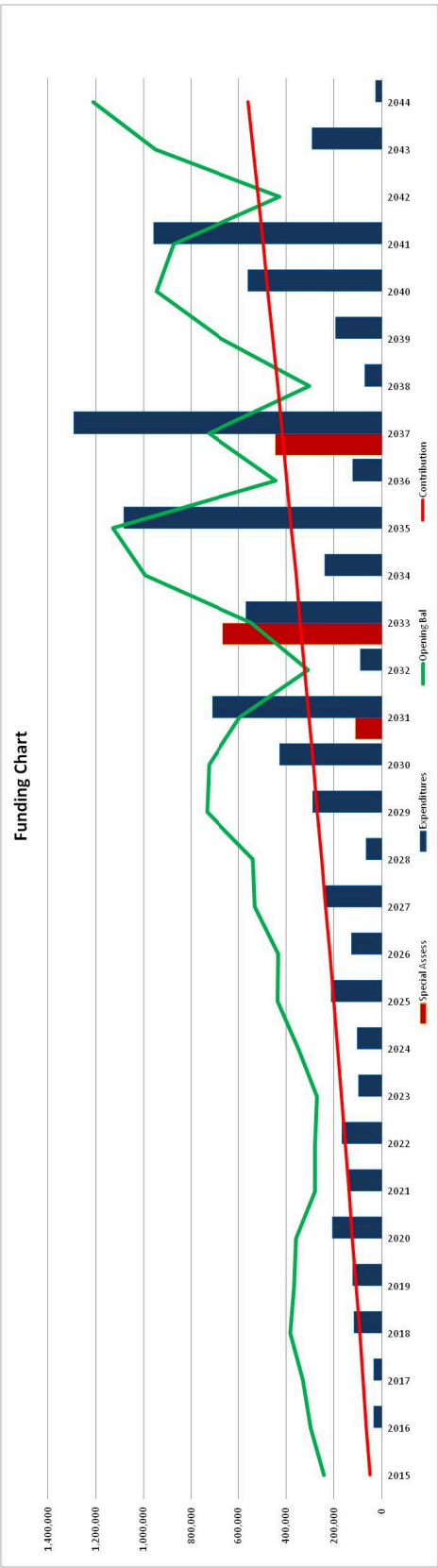
Current Replacement Costs	\$4,627,287
Future Replacement Costs	\$7,962,504
Current Reserve Fund Requirements	\$1,970,185
Future Reserve Fund Accumulation	\$2,564,017
Future Reserve Fund Requirements	\$5,398,487

RECOMMENDED 30 YEAR CASH FLOW

Campbell & Pound Commercial Ltd has prepared the following Cash Flow Table, which projects minimum annual funding requirements proposed to meet estimated Reserve Fund expenditures. Dates indicate Fiscal year ending Mar 31

30 Year Cash Flow Table

NWS3119 Cash Flow Table										
Year	Opening Balance	Recommended Annual Contribution	Special Assessment	Estimated Interest Earned 1.50%	Estimated Inflation Adjusted Expenditures	% Increase in Recommended Annual Contributions	Closing Balance	CRF Contribution (per unit, per month)	Strata Fees (per unit, per month)	% Increase in Strata Fees
2015	242,680	50000	0	3,640	0	n/a	296320	\$ 18.77	\$ 354.39	
2016	296,320	64161	0	4,445	34,304	28.32%	330623	\$ 24.08	\$ 359.70	1.50%
2017	330,623	78535	0	4,959	32,461	22.40%	381656	\$ 29.48	\$ 365.10	1.50%
2018	381,656	93125	0	5,725	115,089	18.58%	365416	\$ 34.96	\$ 370.58	1.50%
2019	365,416	107933	0	5,481	120,555	15.90%	358275	\$ 40.52	\$ 376.14	1.50%
2020	358,275	122963	0	5,374	207,018	13.93%	279594	\$ 46.16	\$ 381.78	1.50%
2021	279,594	138219	0	4,194	141,757	12.41%	280251	\$ 51.88	\$ 387.50	1.50%
2022	280,251	153704	0	4,204	165,839	11.20%	272319	\$ 57.70	\$ 393.32	1.50%
2023	272,319	169421	0	4,085	97,892	10.23%	347932	\$ 63.60	\$ 399.22	1.50%
2024	347,932	185373	0	5,219	102,071	9.42%	436454	\$ 69.58	\$ 405.20	1.50%
2025	436,454	201565	0	6,547	211,244	8.73%	433322	\$ 75.66	\$ 411.28	1.50%
2026	433,322	218000	0	6,500	126,325	8.15%	531497	\$ 81.83	\$ 417.45	1.50%
2027	531,497	234682	0	7,972	234,579	7.65%	539572	\$ 88.09	\$ 423.71	1.50%
2028	539,572	251613	0	8,094	65,373	7.21%	733906	\$ 94.45	\$ 430.07	1.50%
2029	733,906	268799	0	11,009	288,440	6.83%	725274	\$ 100.90	\$ 436.52	1.50%
2030	725,274	286242	0	10,879	426,427	6.49%	595968	\$ 107.45	\$ 443.07	1.50%
2031	595,968	303947	111,000	8,940	710,282	6.19%	309572	\$ 114.09	\$ 449.71	1.50%
2032	309,572	321918	0	4,644	89,710	5.91%	546423	\$ 120.84	\$ 456.46	1.50%
2033	546,423	340158	666,000	8,196	567,635	5.67%	993142	\$ 127.69	\$ 463.31	1.50%
2034	993,142	358672	0	14,897	237,070	5.44%	1129641	\$ 134.64	\$ 470.26	1.50%
2035	1,129,641	377463	0	16,945	1,080,853	5.24%	443195	\$ 141.69	\$ 477.31	1.50%
2036	443,195	396536	0	6,648	122,199	5.05%	724181	\$ 148.85	\$ 484.47	1.50%
2037	724,181	415896	444,000	10,863	1,293,047	4.88%	301892	\$ 156.12	\$ 491.74	1.50%
2038	301,892	435546	0	4,528	71,010	4.72%	670956	\$ 163.49	\$ 499.11	1.50%
2039	670,956	455490	0	10,064	191,995	4.58%	944516	\$ 170.98	\$ 506.60	1.50%
2040	944,516	475734	0	14,168	559,622	4.44%	874796	\$ 178.58	\$ 514.20	1.50%
2041	874,796	496281	0	13,122	957,106	4.32%	427093	\$ 186.29	\$ 521.91	1.50%
2042	427,093	517137	0	6,406	0	4.20%	950636	\$ 194.12	\$ 529.74	1.50%
2043	950,636	538305	0	14,260	291,404	4.09%	1211797	\$ 202.07	\$ 537.69	1.50%
2044	1,211,797	559791	0	18,177	24900	3.99%	1764865	\$ 210.13	\$ 545.75	1.50%
2044	1,764,865	559791	0	26,473	0	0.00%	2351129	\$ 210.13	\$ 545.75	0.00%



Graph of Recommended 30 Year Cash Flow

Reserve Components Benchmark Analysis	Date of Acquisition	Expenditures	Chono- Age	Lifespan	Effective Age	Remaining Life	Budget Replacem. Year	Allowance	Current Replacement Cost	Future Replacement Cost	Current Reserve Fund Requirements	Future Reserve Fund Accumulation	Future Reserve Fund Requirements	Annual Reserve Fund Assessment	Reserve Fund Assessment Allocation
A2010 - Parkade Membrane	2005	-	10	12	8	4	2019	25%	106,180	117,890	70,787	75,130	42,760	10,452	3.96%
A2020 - Parkade Maintenance	2005	7,000	10	10	8	2	2017	100%	30,807	32,461	24,643	25,390	7,071	3,509	1.33%
A2030 - Garage Doors and Mechanisms	1991	-	24	14	6	8	2023	100%	12,000	14,793	5,143	5,793	8,999	1,067	0.40%
B2012 - Exterior Walls, Succo	2002	?	13	30	8	22	2037	100%	296,317	530,351	79,551	110,382	419,982	16,255	6.16%
B2110 - Exterior Window Assemblies	1991	15,200	24	35	24	11	2026	100%	378,966	505,299	259,862	306,104	199,195	16,791	6.37%
B2120 - Exterior Skylights	2013	-	2	25	2	23	2038	100%	27,248	49,726	2,180	46,656	1,714	1,714	0.65%
B2210 - Exterior Doors	1991	1,388	24	40	24	16	2031	100%	139,590	212,128	83,754	106,283	108,845	5,902	2.24%
B2310 - Balcony Membranes	2002	?	13	25	8	17	2032	100%	57,510	89,710	18,403	23,704	66,007	3,438	1.30%
B2320 - Balcony Railings	2002	-	13	50	13	37	2032	100%	36,174	95,208	18,403	16,316	78,892	1,611	0.61%
B3010 - Roof - Flat Membrane	2013	905,427	2	22	2	20	2035	100%	508,294	614,959	46,209	62,336	795,382	34,397	13.04%
B3015 - Roof - Pitched, Metal	2013	-	2	40	2	38	2053	100%	227,618	614,959	11,381	20,039	594,919	11,730	4.45%
B3110 - Eavestroughs and Downspouts	2013	-	2	40	2	38	2053	100%	5,512	14,892	276	485	14,407	284	0.11%
B4020 - Caulking and Weatherstripping	2002	-	13	15	8	7	2022	100%	43,352	52,062	23,121	25,661	26,401	3,605	1.37%
B5000 - Exterior Painting	2002	-	13	10	5	5	2020	100%	181,641	207,018	90,821	97,840	109,179	21,190	8.04%
C2010 - Lobby Redecoration	1991	-	24	15	5	10	2025	100%	61,875	80,372	20,625	23,936	56,436	5,273	2.00%
C2012 - Common Area Amenity Rooms	1991	-	24	15	5	10	2025	25%	47,503	61,703	15,834	18,376	43,327	4,048	1.54%
C2015 - Swimming Pool	1991	50,601	24	15	9	6	2021	100%	70,555	82,544	42,333	46,289	36,255	5,820	2.21%
C3010 - Interior Painting and Décor	1991	1,000	24	16	8	8	2023	100%	33,488	41,282	16,744	18,862	22,420	2,659	1.01%
C3020 - Interior Doors	1991	4,230	24	40	24	16	2031	25%	20,475	31,115	12,285	15,589	15,525	866	0.33%
C3100 - Carpeting and Tile	1991	-	24	24	8	16	2031	100%	190,600	289,645	63,533	80,623	209,022	11,656	4.42%
D1011 - Elevator Interior	1991	6,930	24	40	20	20	2035	100%	36,000	60,741	18,000	24,243	36,498	1,578	0.60%
D1011 - Elevator Modernization	1991	109,464	24	30	16	14	2029	67%	200,000	288,440	106,667	131,387	157,053	10,165	3.86%
D2010 - Piping	1991	69,885	24	50	24	26	2031	100%	1,028,482	2,030,176	493,676	727,042	1,303,135	41,351	15.88%
D2100 - Boiler & Hot Water Tank	1991	6,920	24	15	6	9	2024	100%	69,000	87,313	27,600	31,558	55,756	5,833	2.21%
D3010 - Makeup Air Units	1991	21,806	24	20	14	6	2021	100%	38,951	46,569	27,265	29,813	15,756	2,529	0.96%
D4010 - Sprinklers	1991	-	24	40	24	16	2031	100%	171,150	260,088	102,690	130,312	129,776	7,237	2.74%
D4100 - Fire panel and Emergency Lighting	1991	-	24	30	20	10	2025	100%	24,000	31,175	16,000	18,569	12,606	1,178	0.45%
D5010 - Electrical Services and Distribution	1991	-	24	70	24	46	2061	100%	112,000	373,018	38,400	76,167	296,851	4,527	1.72%
D5030 - Exterior Lighting	1991	-	24	15	11	4	2019	100%	2,400	2,665	1,760	1,868	797	195	0.07%
D5040 - Access Control and Security	1991	-	24	30	18	12	2027	100%	60,000	82,122	36,000	43,042	39,080	2,997	1.14%
E1010 - Fencing - Wood	1991	2,905	24	25	24	1	2016	100%	33,418	34,476	32,081	32,562	1,741	1,741	0.66%
E2010 - Patios and Walkways	1991	5,451	24	35	15	20	2035	50%	64,292	108,476	27,554	37,111	71,365	3,086	1.17%
E2055 - Fencing, Gates & Privacy Screens	1991	-	24	40	24	16	2031	100%	27,764	42,192	16,658	21,139	21,052	1,174	0.45%
E2210 - Pavement Asphalt	1991	-	24	25	13	12	2027	100%	68,919	94,329	35,838	42,848	51,481	3,948	1.50%
E3010 - Hard Landscaping	1991	-	24	25	15	10	2025	100%	29,250	37,994	17,550	20,367	17,627	1,647	0.62%
E3020 - Soft Landscaping	1991	77,140	24	30	10	20	2035	20%	20,353	34,341	6,784	9,138	25,203	1,090	0.41%
E3030 - Irrigation	1991	7,000	24	20	12	8	2023	100%	33,922	41,817	20,353	22,928	18,889	2,240	0.85%
E4010 - Perimeter Drains	1991	-	24	50	24	26	2041	100%	58,010	114,509	27,845	41,008	73,501	2,332	0.88%
E5000 - Services and UG Piping	1991	-	24	70	24	46	2061	100%	60,000	199,831	20,571	40,804	159,027	2,425	0.92%
F1010 - Reserve Updates	2015	-	0	3	0	3	2018	100%	4,900	5,300	-	0	5,300	1,740	0.66%
F1011 - Periodic Maintenance (3 years)	2015	3,539	0	3	0	3	2018	100%	6,763	7,315	-	0	7,315	2,402	0.91%
TOTAL RESERVES									4,627,287	7,962,504	1,970,185	2,564,017	5,398,487	263,682	100%

‘BENCHMARK’ SCHEDULE OF RESERVE FUND ESTIMATES

RECOMMENDATIONS

The Reserve Fund for the Strata Corporation adequately funded for current capital expenditures. The current strata fees with modest increase would provide adequate funds for future expenditures, but does not reach a fully funded level.

Campbell & Pound Commercial Ltd recommendations, set out below and detailed in this report, will assist the corporation to achieve and maintain an adequate reserve fund. In our opinion, the current reserve fund balance, recommended annual contributions and earned investment income will adequately fund immediate and future reserve fund expenditures.

1. Major repairs and replacements should be recorded in, and funded from, a reserve fund account separate from the existing operating account. The two accounts currently appear to be separate. The Strata should continue to plan for capital expenditures with funds from the Reserve Fund.
2. With recent amendments to the Strata Property Act, expenditures from the contingency reserve fund related to the repair and maintenance of common assets require only a majority vote. When determining each year's budget, major capital expenditures for the year should be identified and corresponding expenditures from the CRF should be voted on.
3. The reserve fund contribution of \$50,000 per annum should be increased incrementally over the first 30 years by the amounts detailed in the Cash Flow Table.
4. Currently average strata fees for the budgeted 2014 year is \$354 per month per unit. Over the first 10 years, the minimum average strata would increase to \$454 with stepped annual increases under the recommended cashflow model.
5. Under the recommended cashflow model, the reserve fund will not require special assessments to cover major expenditures, until sometime around 2030, when three special assessment would be required between 2030 and 2036.
6. The reserve fund should be fully invested in guaranteed securities, yielding at least 1% to 1.75% per annum. Historic data shows good returns on current reserve fund investments. The current balance of \$242680 should be invested in short term securities, with longer term laddering as the balance increases and expenditures are less frequent. The current investment appears to be earning a rate of interest of about 0.73%. The corporation should review the newly amended Strata Property regulation pertaining to the allowed investment vehicles for Contingency Reserve Funds. Changes to this rule are in effect July 2014. See the appendix for details.
7. The corporation should make such expenditures, including any unforeseen expenditures, as necessary to maintain the property in optimum condition.
8. The reserve fund should be reviewed every year to ensure that the underlying assumptions are still valid and that the estimates remain current.
9. The corporation is required under the Act to update the Depreciation Report every three (3) years.

ASSUMPTIONS AND LIMITING CONDITIONS

1. The legal and survey descriptions of the property as stated herein are those which are recorded by the Registrar of the requisite Land Titles Office and are assumed to be correct.
2. All buildings and improvements are deemed to have been constructed and finished in accordance with submitted plans and specifications, unless otherwise noted.
3. Sketches, drawings, diagrams, photographs, if any, presented in this report are included for the sole purpose of illustration. No legal survey, soil tests, engineering investigations, detailed quantity survey compilations, nor exhaustive physical examinations have been made. Accordingly, no responsibility is assumed concerning these matters or other technical and engineering techniques, which would be required to discover any inherent or hidden condition of the property.
4. In order to arrive at supportable replacement cost estimates, it was found necessary to utilize both documented and other cost data. A concerted effort has been put forth to verify the accuracy of the information contained herein. Accordingly, the information is believed to be reliable and correct, and it has been gathered to standard professional procedures, but no guarantee as to the accuracy of the data is implied.
5. The distribution of cost and other estimates in this report apply only under the programme of utilization as identified in this report. The estimates herein must not be used in conjunction with any other appraisal or Depreciation Report and may be invalid if so used.
6. The client to whom this report is addressed may use it in deliberations affecting the subject property only, and in so doing, the report must not be abstracted; it must be used in its entirety.
7. Possession of this report or any copy thereof does not carry with it the right of publication nor may it be used for any purpose by anyone but the Strata Corporation specified in this report without the written consent of the author, and in any event, only with the proper qualifications.
8. The agreed compensation for services rendered in preparing this report does not include fees for consultations and/or arbitrations, if any. Should personal appearances be required in connection with this report, additional fees will have to be negotiated. Unless otherwise noted, all estimates are expressed in Canadian currency.
9. Limiting Conditions: See Section 3.4 for any exclusions requested by Council.

EXTRAORDINARY ASSUMPTIONS AND LIMITING CONDITIONS

- None

DEPRECIATION REPORT

1.0 PURPOSE OF DEPRECIATION REPORT

This Depreciation Report is a financial document. The purpose of a Depreciation Report is to provide cost estimates for various reserve components that are subject to major repairs and/or replacement over the lifetime of the property, and to estimate the funding required for such major repairs and replacement in accordance with the provisions of Section 6.1 and 6.2 of the Strata Property Act.

The Effective Date of this Depreciation Report is **June 8, 2014**. The report was completed and delivered to Strata Council for review on November 12, 2014.

1.1 BC's Strata Property Act – Reserve Fund

This Depreciation Report complies with the reserve fund provisions of Section 6.2 of the Strata Property Act. Details of the Bylaw are included in the appendix.

2.0 METHODOLOGY

2.1 Depreciation Report

A Depreciation Report is a financial document, which provides the basis for funding major repairs and replacement of the common elements and assets of the corporation.

This Depreciation Report comprises the following elements:

- (1) it identifies the reserve components and assesses their quality, normal life span, and present condition;
- (2) it estimates the remaining serviceable years for each of the reserve components and proposes a time schedule for repairs and/or replacement
- (3) it provides current replacement cost estimates including the cost of removing worn-out items and special safety provisions;
- (4) it projects the future value of current replacement costs at an appropriate and compounded inflation rate;
- (5) it projects the future value of current reserve funds compounded at a long term interest rate;
- (6) it calculates current reserve fund contributions required and to be invested in interest bearing securities in order to fund future reserve fund expenditures.

The Depreciation Report is a practical guide to assist the Strata Council to plan budgets and maintenance programs.

2.2 Certified Reserve Fund Planning Standards

Regulation 43/2000 under the Strata Property Act requires that a reserve fund consist of a physical analysis and a financial analysis.

Real Estate Institute of Canada has established Reserve Fund Planning Standards that exceed the regulatory requirements and are now recognized and emulated across Canada. These standards, presented throughout this Report, consist of investigations, analyses and calculations that provide realistic and supportable reserve fund estimates.

2.3 General Conditions and Assumptions

Reserve fund estimates are subjective, and they are based on an understanding of the life cycle of building components and our experience gained from observing buildings over a 30 year period. It must be appreciated that reserve fund budgeting and projections are not exact sciences. They are, at best, prudent provisions for all possible contingencies, if, as and when they arise. Reserve fund requirements are subject to change and must be reviewed and modified over time, not less than every three years.

2.4 Reserve Fund Projection Factors

The Regulation 43/2000 under the Strata Property Act, requires that the financial analysis include the following:

(3)(a) the anticipated maintenance, repair and replacement costs for common expenses that usually occur less often than once a year or that do not usually occur, projected over 30 years, beginning with the current or previous fiscal year of the strata corporation, of the items listed in subsection (2) (b),

*(3)(b) a description of the factors and **assumptions**, including interest rates and **rates of inflation**, used to calculate the costs referred to in paragraph (a),*

In our opinion, the notion of an “assumed” annual inflation rate and an “assumed” interest rate in the Regulation is not realistic, as assumptions are personal perceptions or judgments, and therefore, subjective.

What is required is an objective basis for any estimates of inflation factors and interest rates. Inflation factors and interest rates must be derived from an economic analysis of the marketplace.

The estimated inflation factor and the selected interest rate are powerful factors in projecting reserve fund contributions and requirements. They can vary dramatically over time and must be periodically reviewed to ensure their relevance and accuracy.

Although the Regulations require a reserve fund plan to be projected over a period of at least 30 consecutive years, a long-term horizon in every respect, reserve fund projection factors can only be based on short-term economic conditions because of their volatility over time. The reserve fund projection factors must be periodically reviewed and adjusted in accordance with changing economic conditions as part of the reserve fund updating process, as mandated by the Regulations. Our assumptions for both interest rates and construction inflation rates are updated periodically, with support included in the appendix of this report.

3.0. SUBJECT PROPERTY

3.1 Property Description

The Subject was originally constructed in in three phases starting in 1991. The complex consists of a 222 unit, 3 storey, strata-titled apartment complex over an at grade parkade.

The property is known collectively as ‘Queens Gate’. The property is managed by First Service Residential BC Ltd.

3.2 Building Plans

The following plans were examined in the performance of the Depreciation Report:

- Architectural Plans
- Mechanical Plans
- Structural Plans
- Landscape Plan
- Strata plans

The plans consisted of two sets: the Construction Drawings and Strata Plans. The drawings were available in digital format.

Most quantities were estimated or measured on site or from the plans and are considered estimates. The buildings and site improvements were viewed on June 9, 2014.

Documents were retrieved from Richmond City Hall on July 9, 2014. Various construction details, facilities, equipment installations and improvements have been noted for consideration in the cost estimates herein.

3.3 Property Data, Site Plan and Basic Construction

Project Data

The following data and information have been compiled from the available plans, and the walkthrough of the buildings and improvements. The data have been calculated using dimensions taken from the plans.

Building Height	3 storey, strata-titled apartment complex
Occupancy	222 strata lots, with 222 units



3.3 Basic Construction Components

The project originally was constructed in 1991 in accordance with applicable building codes, fire codes, city by-laws, and construction practices in existence at that time. The quality of construction, materials and workmanship is considered to be good.

Excavation and Foundations

Property includes excavation and concrete foundations and footings; insulation and drainage system installations. The property is built over a single level, concrete parking garage.

Structure & Exterior Walls

The building includes exterior EIFS Stucco siding, rainscreened in 2002 over a wood frame structure. Exterior enclosures include double paned, aluminum framed window assemblies, exterior sliding patio doors, man access doors.

Roof and Drainage Construction

The roof is comprised of original “torch-on for the flat sections, and metal panels for the pitched sections, with aluminum gutters and downspouts.

Amenities

The property does include an indoor pool, games room, several rec rooms, 4 guest suites, a gym, offices, and meeting rooms. Outdoor amenity areas include a central courtyard with walkways and a central fountain.

Site

The site includes concrete aggregate walkway and paved central driveway. There is also a mix of concrete retaining walls, concrete walkways, and mature landscaping. There is wood fencing at the side and rear lot lines and metal fencing at the front.

Other features include standard site services, irrigation and perimeter drainage system.

3.4 Exclusions

No exclusions were made for this report.

4.0. RESERVE COMPONENT ANALYSIS AND ESTIMATED COSTS

4.1 Property Inspection

The property was viewed for the purposes of preparing this report on June 9, 2014, by:

- Kelvin Coley-Donohue, AACI, P.App, RI(BC), CRP
- Simon Poon, AACI, P.App, CRP

4.2 Reserve Fund Studies

To our knowledge, no reserve fund studies have been previously completed for this corporation.

4.3 Component Classification

Reserve Fund Components are conveniently classified in terms of building groups, common element facilities and site improvements. The component inventory consists of the reserve components, described and analyzed hereinafter, and shown in Schedules “A”, “B” and “C”.

There are a total of 41 components for the strata complex, divided into the following categories:

- A. Substructure – includes garage components
- B. Shell – includes roof windows, doors, exterior cladding, weatherproofing, etc
- C. Interior – includes any interior finishing items
- D. Services – includes mechanical, fire safety and conveyance
- E. Site Improvements- includes all exterior site components
- F. Periodic Expenditures – includes regular 3 to 6 year reoccurring items, include reserve fund updates and maintenance items which are not included in the other individual components

4.4 Life Span Analysis

Each reserve component has been analyzed in terms of life cycle condition and expected remaining useful life. The life span analysis considers the following factors:

- Type of Component
- Utilization
- Material
- Workmanship
- Quality
- Exposure to Weather Conditions
- Functional Obsolescence
- Environmental Factors
- Regular Maintenance
- Preventive Maintenance
- Observed Condition

The critical aspect in a Life Span Analysis is the Effective Age or Observed Condition of each

reserve component, which includes is based on:

- Actual age of the component
- Maintenance of the component
- Observed deficiencies of the component
- Repair and replacement experience
- Probability of hidden conditions
-

The Life Span Analysis culminates in component life span estimates, as follows:

1. Normal Life Span

Each reserve component is analyzed in terms of component type, quality of construction, statistical records and normal life experience.

2. Effective Age or Observed Condition Analysis

This is the critical analysis of a reserve component and consists of determining the effective age of the reserve component within its normal life cycle based on the observed condition of the reserve component. The validity of this analysis depends on the experience of the reserve fund planner or analyst, as this is a subjective estimate rather than an objective assessment.

3. Remaining Economic Life or Remaining Life Span

Given a normal life span estimate and a sound estimate of the effective age, the remaining life span of a reserve component is determined by subtracting the observed condition estimate from the normal life span estimate. This does not mean that reserve expenditures should only be made at the end of the remaining life. Reserve expenditures should and must be made during the remaining life span to maintain building components and facilities in good condition.

A life span analysis is a subjective, or empirical, assessment of the life cycle status of a reserve component, and as such, it is only as good as the considered opinion of the reserve fund planner. Furthermore, the life span of a reserve component is subject to change due to numerous factors.

4.5 Current Cost Estimates

Reserve Fund component assessments and current cost estimates are based on our investigation, observation, analyses and our extensive experience in performing reserve fund studies.

Cost data have been calculated using construction cost services, including Marshall & Swift/Boeckh Commercial Building Valuation System, the RS Means Repair & Remodelling, modified as to time, location and quality of construction.

We also verified some estimates by seeking quotations from contractors, fabricators and suppliers. Moreover, we have used our own computer programs and extensive cost compilations and databases.

All costs are strictly estimates and are subject to confirmation at the time competitive bids are obtained from contractors specializing in the repair or replacement work required.

The following factors have been considered in calculating the Repair and Replacement Costs Estimates:

1) Quality of construction

Replacement cost estimates are based on the assumption of using quality materials, as specified or built, or in the case of older developments, as required under current building code regulations, at contractors' prices, using union labour and current construction techniques, and including contractors' overhead and profit.

The costs of repairs and/or replacements of many reserve components are invariably higher than original building costs when contractors have considerable latitude in planning their work and can utilize economies of scale to keep costs within construction budgets. In contrast, repair work must frequently be performed in an expedient manner with proper safety precautions and within certain constraints.

Cost estimates take into account such additional costs as special construction, safety installations, limited access, noise abatements, and the convenience of the occupants.

2) Demolition and Disposal Costs

The estimates herein include provisions for demolition and disposal costs including dumping fees. These costs have been rising in recent years. Particularly, dumping of certain materials has become problematic and very costly. It appears that certain codes and environmental regulations will become more stringent in future years, all of which will further increase disposal costs.

3) Goods and Services Tax and Provincial Sales Tax

The Goods and Services Tax ("GST") applies to all repairs and replacements including disposal costs. Some Provincial taxes are included. Therefore, these costs are included in the reserve fund estimates hereinafter.


4) Reserves


It is frequently impossible to forecast the incidence of repairs or replacements of various reserve components, particularly, major components, such as road pavement, sewer and water systems. Therefore, reserve estimates are of a contingency nature, and as such, they are subject to changing conditions and repair experience over time.


5.0 RESERVE FUND COMPONENT ESTIMATES


The following lists each reserve fund component and provides the following information:


- Description
- Reserve Fund expenditure history
- Potential Deterioration
- Life Span Analysis
- Current Repair or Replacement Costs
- Deficiency Analysis


Reserve Component: A2010 - Parkade Membrane	
	
Physical Description	This component includes the parkade ceiling and the parkade roof membrane which is the exposed area outside of the superstructure. This prevents moisture penetration into the roof slab and into the parkade. The membrane consists of a mix of vinyl and liquid applied membrane the 1st floor, above the parkade. The above ground parkade in the complex means the the membrane doubles as a deck flooring for many of the open patios.
Financial Analysis	Most of the patio membranes appear ot have been replaced in 2002/2005. This is a contingency reserve allowance for the eventual full replacement of the membrane, as well for sealing cracks of the parkade ceiling. We have divided the allowances into 4 cycles, spaced 12 years apart. The 2005 report estimates \$295,000 with a service life of 15 years. Our benchmark estimates for costs are lower than in the report.
Potential Deterioration	Water infiltration into slab causing spalling, cracking and corrosion of rebar. Exposed membranes are suseptible to impact damage and lifting. Most of the parkade membranes are exposed, which makes finding leaks easier but also tends to shorten the life of the materials.
Condition & Deficiency Analysis	Council commissioned a report from TROW Associates, dated April 2005 which detailed the condition and composition of the parkade membrane. As detailed in the report, there is evidence of past epoxy injection repairs. The report states that most of the patios were remediated in 2005, with estimated future costs of \$295,000 every 15 years. The vinyl membranes form the surface of the patios, while there are others which are below concrete patios. There appear to be some recent patches observed throughtout. Some lifting and separation of the membranes were noted, although we did not conduct a thourough viewing of all the decks. Council also notes missing spray on insulation within the parkade in the 2013/2014 minutes. It is suggested that Council obtain multiple quotes for this work.
Life Cycle Analysis	<div> Date of Acquisition: 2005 Normal Life Span: 12 years Effective Age: 8 years Estimated Remaining Life Span: 4 years </div>
Unit Quantity And Cost Estimates	<div> Current Repair or Replacement Cost Estimate : \$106,180* Estimated Year of Major Repair or Replacement: 2019*phased </div>


Reserve Component: A2020 - Parkade Maintenance	
	
Physical Description	This component may includes painting of lines and possibly walls, sealant re-coating of the floor and sealing of cracks on the floor of the parkade
Financial Analysis	This is a reserve allowance for crack leveling and resealing of the parkade floor every 10 years. The allowance also allows for repainting of the parking stall lines. No historical expenditure were reported for resealing.
Potential Deterioration	General wear and tear from vehicle traffic, salts and oils will erode the sealant on the floor of the parkade
Condition & Deficiency Analysis	The parkade floor shows minor cracks and typical signs of wear. Periodic power washing was conducted in 2014 at a cost of about \$3000, and is reported to be annual (power washing is a Operations expense). Although this is not as important as the membrane seals above, strata should consider resealing the floors as well sometime in the intermediate future,
Life Cycle Analysis	<div> Date of Acquisition: Normal Life Span: Effective Age: Estimated Remaining Life Span: </div> <div> 2005 10 years 8 years 2 years </div>
Unit Quantity And Cost Estimates	<div> Current Repair or Replacement Cost Estimate : Estimated Year of Major Repair or Replacement: </div> <div> \$30,807 2017 </div>


Reserve Component: A2030 - Garage Doors and Mechanisms	
	
Physical Description	This component includes the roll up door, motor, sensors, rails and chain.
Financial Analysis	This is a reserve allowance to replace components as they fail. The allowance would mainly be the motor and sensors for the garage doors. No Historical Expenditures were noted.
Potential Deterioration	Wear and tear on the moving components, impact damage Damage to doors from impact, wear on the tracks, chains, gears, and motors, as well as mechanical failure.
Condition & Deficiency Analysis	The metal roll up doors generally don't require replacing with property maintenance. The motor is the main component that would require periodic replacement and repairs.
Life Cycle Analysis	<div> Date of Acquisition: Normal Life Span: Effective Age: Estimated Remaining Life Span: </div> <div> 1991 14 years 6 years 8 years </div>
Unit Quantity And Cost Estimates	<div> Current Repair or Replacement Cost Estimate : Estimated Year of Major Repair or Replacement: </div> <div> \$12,000 2023 </div>


Reserve Component: B2012 - Exterior Walls, Stucco									
									
Physical Description	The upper floors of the building include an acrylic stucco siding with EIFS trim and rainscreen.								
Financial Analysis	The stucco appears to have been replaced in 2002 by Trow Engineering, although no financials or records were received for that period. The contingency allowance is for the replacement of the stucco on building at the end of its service life.								
Potential Deterioration	Impact damage, and settlement of foundation may cause cracks; resulting in potential water ingress. Regular painting will extend the life of this component.								
Condition & Deficiency Analysis	No water ingress was observed or reported in minutes. The stucco appeared to be well maintained.								
Life Cycle Analysis	<table> <tr> <td>Date of Acquisition:</td><td>2002</td></tr> <tr> <td>Normal Life Span:</td><td>30 years</td></tr> <tr> <td>Effective Age:</td><td>8 years</td></tr> <tr> <td>Estimated Remaining Life Span:</td><td>22 years</td></tr> </table>	Date of Acquisition:	2002	Normal Life Span:	30 years	Effective Age:	8 years	Estimated Remaining Life Span:	22 years
Date of Acquisition:	2002								
Normal Life Span:	30 years								
Effective Age:	8 years								
Estimated Remaining Life Span:	22 years								
Unit Quantity And Cost Estimates	<table> <tr> <td>Current Repair or Replacement Cost Estimate :</td><td>\$298,317</td></tr> <tr> <td>Estimated Year of Major Repair or Replacement:</td><td>2037</td></tr> </table>	Current Repair or Replacement Cost Estimate :	\$298,317	Estimated Year of Major Repair or Replacement:	2037				
Current Repair or Replacement Cost Estimate :	\$298,317								
Estimated Year of Major Repair or Replacement:	2037								


Reserve Component: B2110 - Exterior, Window Assemblies									
									
Physical Description	The window assemblies are the exterior windows that are installed in living areas of owners' units and are a combination of picture windows and bay windows with double panes with a complete sliding portion or casements.								
Financial Analysis	We have divided the allowances into 4 phases, spaced 5 years apart, allowing for full replacement in a 20 year period. Actual replacement would be as the window seals fail. Costs would be for the sealed units only, not replacement of the entire window frames. The earliest allowance is in 2017, although actual expenditures may begin being incurred as early as 2015.								
Potential Deterioration	The windows are double pane and are primarily susceptible to impact damage, broken seals or tearing of screening materials. Broken seals will allow the escape of the gas between the glass panes allowing condensation to form which will cause clouding. Other deterioration, of frames and sliders can be caused by elements and sunlight causing oxidation and deterioration								
Condition & Deficiency Analysis	Generally well maintained. \$15,200 had been spent/budgeted in the 2014/2014 year. Windows were observed to be in above average condition, although they are approaching the age at which some will begin to lose their seals.								
Life Cycle Analysis	<table> <tr> <td>Date of Acquisition:</td><td>1991</td></tr> <tr> <td>Normal Life Span:</td><td>35 years</td></tr> <tr> <td>Effective Age:</td><td>24 years</td></tr> <tr> <td>Estimated Remaining Life Span:</td><td>11 years</td></tr> </table>	Date of Acquisition:	1991	Normal Life Span:	35 years	Effective Age:	24 years	Estimated Remaining Life Span:	11 years
Date of Acquisition:	1991								
Normal Life Span:	35 years								
Effective Age:	24 years								
Estimated Remaining Life Span:	11 years								
Unit Quantity And Cost Estimates	<table> <tr> <td>Current Repair or Replacement Cost Estimate :</td><td>\$378,966*</td></tr> <tr> <td>Estimated Year of Major Repair or Replacement:</td><td>2026*</td></tr> <tr> <td></td><td>*phased</td></tr> </table>	Current Repair or Replacement Cost Estimate :	\$378,966*	Estimated Year of Major Repair or Replacement:	2026*		*phased		
Current Repair or Replacement Cost Estimate :	\$378,966*								
Estimated Year of Major Repair or Replacement:	2026*								
	*phased								

Reserve Component: B2120 - Exterior, Skylights		
		
Physical Description	The complex includes skylights on the upper floor units in buildings 2 and 3.	
Financial Analysis	Like windows, periodic replacement of "blown" sealed units as windows fail. The allowance would be for the eventual replacement of all the skylights. The actual replacement schedule may be more or less often, as required.	
Potential Deterioration	The glass is double pane and is primarily susceptible to impact damage, broken seals. Broken seals will allow the escape of the gas between the glass panes allowing condensation to form which will cause clouding. Other deterioration, of frames and seals can be caused by elements and sunlight causing oxidation and deterioration	
Condition & Deficiency Analysis	The skylights viewed appeared fairly new and in good condition. The trim and seals appeared to be intact. We are advised that a number of the skylights were replaced with the roof replacement.	
Life Cycle Analysis	Date of Acquisition: Normal Life Span: Effective Age: Estimated Remaining Life Span:	2012 25 years 3 years 22 years
Unit Quantity And Cost Estimates	Current Repair or Replacement Cost Estimate : Estimated Year of Major Repair or Replacement:	\$27,248 2037


Reserve Component: B2210 - Exterior Doors	
	
Physical Description	This component includes all exterior service doors, patio swing doors, balcony doors. The exterior serviced doors are metal fire rated and insulated. The main lobby doors consist of aluminum and glass double doors with a glass surround. The patio doors consist of aluminum/wood framed units with glass inserts.
Financial Analysis	The reserve includes an allowance for the eventual replacement of all the doors and any rotted or deteriorating frames. Reserve is typically for replacement of the doors only, not including any hardware.
Potential Deterioration	Sills rot from water, insect, or impact damage. Door skins suffer impact damage or weathering. Most exterior metal are protected from elements, due to recess in building.
Condition & Deficiency Analysis	Average to Good. Generally well maintained. These components could last for far longer than 40 years given proper care and maintenance
Life Cycle Analysis	<div> Date of Acquisition: Normal Life Span: Effective Age: Estimated Remaining Life Span: </div> <div> 1991 40 years 24 years 16 years </div>
Unit Quantity And Cost Estimates	<div> Current Repair or Replacement Cost Estimate : Estimated Year of Major Repair or Replacement: </div> <div> \$139,590* 2031* *phased </div>


Reserve Component: B2310 - Balcony Membranes									
									
Physical Description	This reserve item is for the above ground floor balcony membranes. The deck cover is comprised of polyvinyl chloride (PVC) sheets. Majority of exposed membrane assemblies are relatively well protected by the elements by overhead covers with the exception of the upper floor balconies. There are also areas over the ground floor common areas where the membranes are covered with concrete pavers.								
Financial Analysis	Previous balcony repairs have been done as per need basis. We have allowed for replacement of the balconies at the end of their life cycle.								
Potential Deterioration	The bolts that secure the rails are directly attached to the balcony assembly through the deck's membrane. The manner in which the rails are secured to the balconies pose potential water ingress issues if not checked and sealed periodically around the bolts.								
Condition & Deficiency Analysis	Balcony membranes appeared to be in good condition, although no direct access was available to the balconies. The membranes were all reported to have been replaced in 2002, with the siding replacement. We were not able to view this component directly.								
Life Cycle Analysis	<table> <tr> <td>Date of Acquisition:</td><td>2002</td></tr> <tr> <td>Normal Life Span:</td><td>25 years</td></tr> <tr> <td>Effective Age:</td><td>8 years</td></tr> <tr> <td>Estimated Remaining Life Span:</td><td>17 years</td></tr> </table>	Date of Acquisition:	2002	Normal Life Span:	25 years	Effective Age:	8 years	Estimated Remaining Life Span:	17 years
Date of Acquisition:	2002								
Normal Life Span:	25 years								
Effective Age:	8 years								
Estimated Remaining Life Span:	17 years								
Unit Quantity And Cost Estimates	<table> <tr> <td>Current Repair or Replacement Cost Estimate :</td><td>\$57,510</td></tr> <tr> <td>Estimated Year of Major Repair or Replacement:</td><td>2032</td></tr> </table>	Current Repair or Replacement Cost Estimate :	\$57,510	Estimated Year of Major Repair or Replacement:	2032				
Current Repair or Replacement Cost Estimate :	\$57,510								
Estimated Year of Major Repair or Replacement:	2032								


Reserve Component: B2320 - Balcony Railings	
	
Physical Description	This reserve item accounts for the aluminum decorative railings situated above the ground floors. The rails are bolted to supporting walls.
Financial Analysis	No historical expenditures noted. A allowance has been made for replacement where necessary over the life of the component.
Potential Deterioration	The bolts that secure the rails are directly attached to the PCV decking pose potential water ingress issues if not checked and sealed periodically.
Condition & Deficiency Analysis	Rails appeared to be in good condition. It is unclear whether these have been replaced with the balcony membranes.
Life Cycle Analysis	<div> Date of Acquisition: Normal Life Span: Effective Age: Estimated Remaining Life Span: </div> <div> 1991/2002 50 years 15 years 37 years </div>
Unit Quantity And Cost Estimates	<div> Current Repair or Replacement Cost Estimate : Estimated Year of Major Repair or Replacement: </div> <div> \$36,174 2052 </div>


Reserve Component: B3010 - Roof - Flat, Membrane	
	
Physical Description	The roof structures of the three buildings included a two-ply SBS membrane with pitched and flat metal sections.
Financial Analysis	The roof membrane has completely been replaced in phases over the past 2 years by RDR roofing. The project included a special assessment in 2012 in the amount of \$1.27 million.
Potential Deterioration	Penetrations for roof vents or stacks, seagull nesting, wind damage, or exposure to foot traffic cause premature failures of the material. Over time the membrane will deteriorate as a result of UV Damage, heat, age, and lose flexibility resulting in shrinkage, curling and cracking requiring eventual replacement.
Condition & Deficiency Analysis	A roof assessment report was conducted in 2010 by Levelton Consultants, indicating the need for re-roofing throughout the three buildings. The reroofing was subsequently performed in three phases. Minutes indicate completion dates as follow: Phase 1 (Building 8520/8560) in August 2013. Phase II (8500) in Feb 2014, and Phase III (8580) sometime in 2014.
Life Cycle Analysis	<div> Date of Acquisition: 2013/2014 Normal Life Span: 22 years Effective Age: 2 years Estimated Remaining Life Span: 20 years </div>
Unit Quantity And Cost Estimates	<div> Current Repair or Replacement Cost Estimate : \$508,294 Estimated Year of Major Repair or Replacement: 2035 </div>


Reserve Component: B3015 Roof – Pitched, Metal		
		
Physical Description	This component refers to standing seam metal roofing with a membrane under these sections.	
Financial Analysis	This reserve refers to a full replacement of the standing seam metal roof, new ridge vents, caps, and snow retaining system. The reserve also includes removal of cladding.	
Potential Deterioration	Loose seams and cracked penetrations; natural expansion and contraction of the metal can cause screws and fasteners to loosen over time; metal will pull at seams, leading to crack formation around stacks and other penetrations; exposure to elements will eventually lead to rust and corrosion on metal which can lead to holes in the metal; cold temperatures from under-insulated metal roof can cause condensation on the inside of the metal, causing leaks in the building.	
Condition & Deficiency Analysis	The roof was completely surfaced in 2013/2014. It is unclear whether the metal sheets were reused as some rusting is evident at the seams. Flashing was completely replaced. Metal roofs typically last 40+ years with proper installation and maintenance.	
Life Cycle Analysis	Date of Acquisition: Normal Life Span: Effective Age: Estimated Remaining Life Span:	2013/2014 40 years 2 years 38 years
Unit Quantity And Cost Estimates	Current Repair or Replacement Cost Estimate : Estimated Year of Major Repair or Replacement:	\$227,618 2053

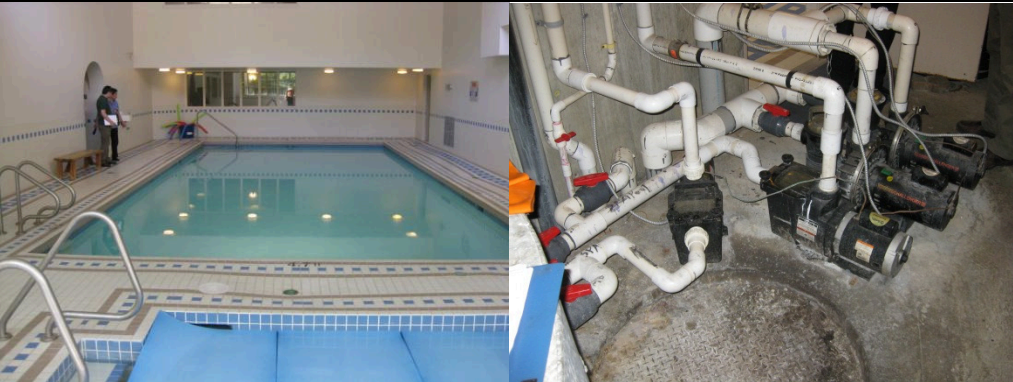
Reserve Component: B3110 - Eavestroughs and Downspouts	
	
Physical Description	Aluminum gutters at the sloped roof system, with some in-deck drains, transitioning to exterior downspouts. There are also a number of interior drains emptying through the parkade.
Financial Analysis	Periodic Replacement required, approximately every 25 years, at time of roof replacement.
Potential Deterioration	Impact damage from ladders or trees. Periodic Painting as colour schemes is changed.
Condition & Deficiency Analysis	Average condition. The interior drains will likely not need to be replaced but the exterior gutters and downspouts will eventually require replacement. The aluminum can last through one or two roof replacement cycles.
Life Cycle Analysis	<div> Date of Acquisition: Normal Life Span: Effective Age: Estimated Remaining Life Span: </div> <div> 2013/2014 40 years 2 years 38 years </div>
Unit Quantity And Cost Estimates	<div> Current Repair or Replacement Cost Estimate : Estimated Year of Major Repair or Replacement: </div> <div> \$5,512 2053 </div>

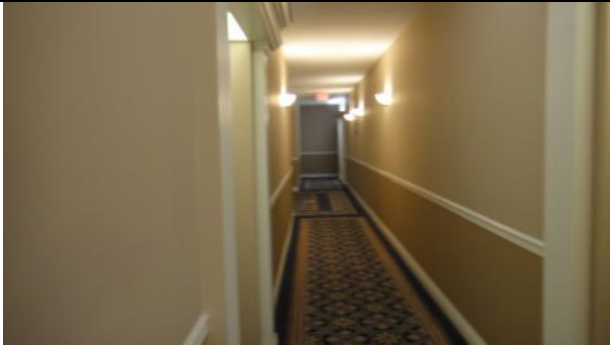
Reserve Component: B4020 - Caulking and Weatherstripping									
									
Physical Description	Building caulking and silicone sealants would be installed around windows and exterior doors, at interface with wall materials. The primary function of this component is to fill gaps where weather or moisture can penetrate the building envelope. Weatherstripping around moving components of doors, sliders, and opening portions of windows. The primary function of this component is to prevent drafts, heat losses, moisture penetration around door opening.								
Financial Analysis	Periodic replacement. Complete removal of old materials, then re-application of new material. Doors and opening parts of windows will need periodic replacement of weather stripping.								
Potential Deterioration	Potential deterioration of caulking and weather proofing is predominantly from age and exposure to elements with UV radiation and water as key contributors. Caulking relies on flexibility to maintain seals between building materials and is attacked and gradually succumbs to elements such as sunlight, rain and temperature fluctuations. The weatherstripping also relies on flexibility and could be damaged or torn by moving components.								
Condition & Deficiency Analysis	Inspection should be conducted on a regular basis to ensure that caulking and weather-stripping is still effective. We have assumed that the caulking has been renewed at the time of the full siding replacement. If this is the case, the caulking is now 13 years old, and typically has a life of up to 15 years. It is typical to recaulk with painting. This items should be revisited in the medium term.								
Life Cycle Analysis	<table> <tr> <td>Date of Acquisition:</td><td>2002</td></tr> <tr> <td>Normal Life Span:</td><td>15 years</td></tr> <tr> <td>Effective Age:</td><td>8 years</td></tr> <tr> <td>Estimated Remaining Life Span:</td><td>7 years</td></tr> </table>	Date of Acquisition:	2002	Normal Life Span:	15 years	Effective Age:	8 years	Estimated Remaining Life Span:	7 years
Date of Acquisition:	2002								
Normal Life Span:	15 years								
Effective Age:	8 years								
Estimated Remaining Life Span:	7 years								
Unit Quantity And Cost Estimates	<table> <tr> <td>Current Repair or Replacement Cost Estimate :</td><td>\$43,352</td></tr> <tr> <td>Estimated Year of Major Repair or Replacement:</td><td>2022</td></tr> </table>	Current Repair or Replacement Cost Estimate :	\$43,352	Estimated Year of Major Repair or Replacement:	2022				
Current Repair or Replacement Cost Estimate :	\$43,352								
Estimated Year of Major Repair or Replacement:	2022								


Reserve Component: B5000 - Exterior Painting	
	
Physical Description	Exterior stucco and fencing. The primary function of painting is to enhance the curb appeal of property and to help sustain the life expectancy of the components. Painting is a low cost protective covering over various materials
Financial Analysis	Periodic painting of the exterior should be undertaken every 7-10 years. Longer periods in between paint jobs generally leads to higher costs.
Potential Deterioration	Paint deterioration is caused by the degradation of certain pigments and the film-forming component of the paint caused by prolonged exposure to sunlight, moisture and freeze-thaw cycles. Early signs of deterioration include loss of gloss or sheen, change in colour and increased chalkiness.
Condition & Deficiency Analysis	The paint appeared in good condition. No expenditures were reported since the property had its siding replaced in 2002. Although the paint appears in good condition, council should consider repainting as
Life Cycle Analysis	<div> Date of Acquisition: Normal Life Span: Effective Age: Estimated Remaining Life Span: </div> <div> 2002 10 years 5 years 5 years </div>
Unit Quantity And Cost Estimates	<div> Current Repair or Replacement Cost Estimate : Estimated Year of Major Repair or Replacement: </div> <div> \$181,641 2020 </div>

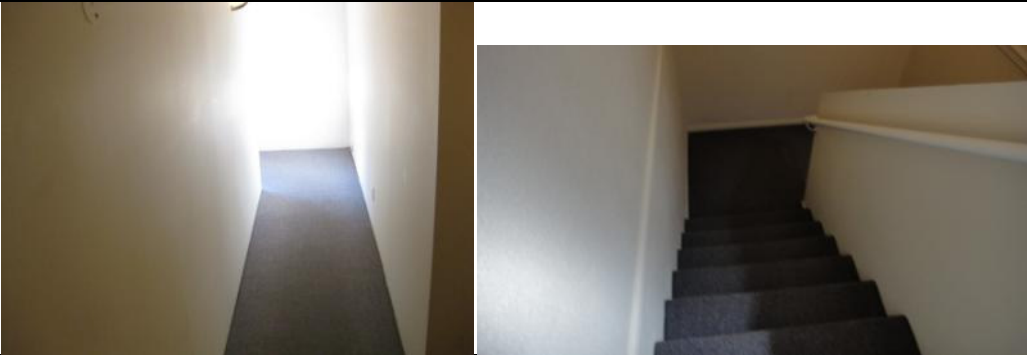
Reserve Component: C2010 - Lobby Redecoration	
	
Physical Description	Each of the common area lobbies in each of the buildings includes basic furnishing and decorations. Flooring consisted of tile and carpets.
Financial Analysis	No significant expenditures were reported for the lobbies. The interior of the each lobby is original. Typically, the interior furnishings and décor is update to suite the residents, and the life cycle can vary widely. We have used a replacement cycle of 15 years for redecoration.
Potential Deterioration	The entry lobby flooring is subject to high traffic volumes on a daily basis; therefore, susceptible to wear at a greater rate than most other common areas.
Condition & Deficiency Analysis	The lobby areas viewed appeared well maintained and in good condition.
Life Cycle Analysis	<div> Date of Acquisition: Normal Life Span: Effective Age: Estimated Remaining Life Span: </div> <div> 1991 15 years 5 years 10 years </div>
Unit Quantity And Cost Estimates	<div> Current Repair or Replacement Cost Estimate : Estimated Year of Major Repair or Replacement: </div> <div> \$61,875 2025 </div>


Reserve Component: C2012 - Common Area Amenity Rooms									
									
Physical Description	There are several common area amenity rooms located throughout the three buildings. These include hobby rooms, rec rooms, guest suites, a large Social/Rec room with a mezzanine, offices, a gym as well as washrooms and change rooms. Plans also show a caretaker suite in Building 1, which has been included. This component does not include the pool or mechanical equipment or the lobby.								
Financial Analysis	An allowance has been made for the eventual refurbishment and periodic renovation of each of these areas, including an allowance for furnishings, cosmetic changes, appliance replacement and plumbing fixtures.								
Potential Deterioration	The common amenity rooms are not subject to high traffic volumes on a daily basis; therefore, are less susceptible to wear than common hallways and lobby areas. Changes for aesthetic purposes are more likely than changes due to wear. Other factors include vandalism and general wear from use.								
Condition & Deficiency Analysis	Amenity rooms, washrooms and changerooms appeared in good condition. The areas viewed were well maintained. Expenditures are likely for ongoing updating, maintenance and eventual replacement of furnishings, fixtures, paint etc.								
Life Cycle Analysis	<table> <tr> <td>Date of Acquisition:</td><td>1991</td></tr> <tr> <td>Normal Life Span:</td><td>15 years</td></tr> <tr> <td>Effective Age:</td><td>5 years</td></tr> <tr> <td>Estimated Remaining Life Span:</td><td>10 years</td></tr> </table>	Date of Acquisition:	1991	Normal Life Span:	15 years	Effective Age:	5 years	Estimated Remaining Life Span:	10 years
Date of Acquisition:	1991								
Normal Life Span:	15 years								
Effective Age:	5 years								
Estimated Remaining Life Span:	10 years								
Unit Quantity And Cost Estimates	<table> <tr> <td>Current Repair or Replacement Cost Estimate :</td><td>\$47,503</td></tr> <tr> <td>Estimated Year of Major Repair or Replacement:</td><td>2025</td></tr> </table>	Current Repair or Replacement Cost Estimate :	\$47,503	Estimated Year of Major Repair or Replacement:	2025				
Current Repair or Replacement Cost Estimate :	\$47,503								
Estimated Year of Major Repair or Replacement:	2025								


Reserve Component: C2015 - Swimming Pool		
		
Physical Description	The swimming pool area includes the swimming pool deck surface and whirlpool, as well as associated mechanical equipment. Note that the plans did not show design details the pool and whirlpool or the equipment.	
Financial Analysis	An allowance has been made for partial replacement of the mechanical equipment possible regrouting of the pool and deck. Reported expenditures included expenditures for regrouting and mechanical repairs over the past 4 years, totalling about \$50,600.	
Potential Deterioration	Pool decks and lining may develop cracks and leaks through settlement which will require sealing/regrouting or liner replacement. Pool equipment is highly sensitive to chemical imbalances. Improper maintenance may severely shorten the life of some components. The mechanical equipment is subject to normal wear over time. Typical life spaces are between 20 to 25 years. The life is also dependent on the level of use.	
Condition & Deficiency Analysis	Council advises that the pool fans appear to be underperforming and may need to be upgraded to a higher capacity unit. Costs will depend on whether ducts and other components will need to be replaced as well. The equipment in the complex is assumed to be original, and thus about 24 years old. As with most mechanical equipment, the service life can be extended with regular maintenance and replacement of worn out parts.	
Life Cycle Analysis	Date of Acquisition: Normal Life Span: Effective Age: Estimated Remaining Life Span:	1991 15 years 9 years 6 years
Unit Quantity And Cost Estimates	Current Repair or Replacement Cost Estimate : Estimated Year of Major Repair or Replacement:	\$70,555 2021


Reserve Component: C3010 - Interior Painting and Décor									
									
Physical Description	This component includes the painting of the interior walls and trim in the hallways, stairs, landings higher traffic common areas								
Financial Analysis	The component includes allowances for repainting/re-wallpapering the interior common area hallways and stairs.								
Potential Deterioration	Repainting is more a matter of aesthetic preference of the residents than physical deterioration. Repainting and redecorating generally varies with the preferences of the residents.								
Condition & Deficiency Analysis	The interior paint and trim appear to be in good condition. Minor expenditures for furniture/equipment replacement are budgeted annually.								
Life Cycle Analysis	<table> <tr> <td>Date of Acquisition:</td><td>1991</td></tr> <tr> <td>Normal Life Span:</td><td>16 years</td></tr> <tr> <td>Effective Age:</td><td>8 years</td></tr> <tr> <td>Estimated Remaining Life Span:</td><td>8 years</td></tr> </table>	Date of Acquisition:	1991	Normal Life Span:	16 years	Effective Age:	8 years	Estimated Remaining Life Span:	8 years
Date of Acquisition:	1991								
Normal Life Span:	16 years								
Effective Age:	8 years								
Estimated Remaining Life Span:	8 years								
Unit Quantity And Cost Estimates	<table> <tr> <td>Current Repair or Replacement Cost Estimate :</td><td>\$33,488</td></tr> <tr> <td>Estimated Year of Major Repair or Replacement:</td><td>2023</td></tr> </table>	Current Repair or Replacement Cost Estimate :	\$33,488	Estimated Year of Major Repair or Replacement:	2023				
Current Repair or Replacement Cost Estimate :	\$33,488								
Estimated Year of Major Repair or Replacement:	2023								


Reserve Component: C3020 - Interior Doors		
		
Physical Description	This component includes the ground level service doors and upper floor stairwell and fire doors. We have not includes individual suite doors. All the doors are fire rated and insulated metal designs.	
Financial Analysis	An allowance has been made for a partial replacement of the common area interior fire doors and amenity room doors. No allowance has been made for the suite doors.	
Potential Deterioration	Impact Damage, or vandalism. Hardware will need replacement in far future, if well maintained.	
Condition & Deficiency Analysis	The interior doors appeared functional and in good condition. Two doors were reported to be replaced in 2014 at the cost of \$4230, with some of the cost attributed to concrete work around the frame. The remainder are assumed to be original.	
Life Cycle Analysis	Date of Acquisition: Normal Life Span: Effective Age: Estimated Remaining Life Span:	1991 40 years 24 years 16 years
Unit Quantity And Cost Estimates	Current Repair or Replacement Cost Estimate : Estimated Year of Major Repair or Replacement:	\$20,475 2031


Reserve Component: C3100 - Carpeting and Tile									
									
Physical Description	Component includes the flooring in the higher traffic common areas, including the hallways and stairs. Does not include the lobbies and amenity rooms. Upper floor hallways and stairs all included carpeting.								
Financial Analysis	Replacement cycles depend on the amount of traffic and preferences of the residents. High traffic areas may need premature replacement, whereas upper floor carpets may last well beyond the typical expected life. We have included this allowance in 2 phases spaced 3 years apart.								
Potential Deterioration	The carpets are subject to normal wear patterns in high traffic areas. Regular cleaning would extend the life of the carpets.								
Condition & Deficiency Analysis	The carpeting appeared in good condition throughout the areas viewed. The carpets are reported to be cleaned annually.								
Life Cycle Analysis	<table> <tr> <td>Date of Acquisition:</td><td>1991</td></tr> <tr> <td>Normal Life Span:</td><td>24 years</td></tr> <tr> <td>Effective Age:</td><td>8 years</td></tr> <tr> <td>Estimated Remaining Life Span:</td><td>16 years</td></tr> </table>	Date of Acquisition:	1991	Normal Life Span:	24 years	Effective Age:	8 years	Estimated Remaining Life Span:	16 years
Date of Acquisition:	1991								
Normal Life Span:	24 years								
Effective Age:	8 years								
Estimated Remaining Life Span:	16 years								
Unit Quantity And Cost Estimates	<table> <tr> <td>Current Repair or Replacement Cost Estimate :</td><td>\$190,600</td></tr> <tr> <td>Estimated Year of Major Repair or Replacement:</td><td>2031</td></tr> </table>	Current Repair or Replacement Cost Estimate :	\$190,600	Estimated Year of Major Repair or Replacement:	2031				
Current Repair or Replacement Cost Estimate :	\$190,600								
Estimated Year of Major Repair or Replacement:	2031								


Reserve Component: D1010 - Elevator Cab	
	
Physical Description	This component addresses the periodic, cosmetic updates of elevator cab interior.
Financial Analysis	Typically, elevator manufacturer or service company will modernize the wall panels, floor, lighting, and controls.
Potential Deterioration	Typically wear and tear from use and moving, or possible vandalism. Strata may wish to update the look at the time of a lobby upgrade.
Condition & Deficiency Analysis	The interior of the elevator cabs appeared in good condition, and are assumed to be original. Phone systems were reported to be installed in the cabs in 2013 at a cost of \$6930.
Life Cycle Analysis	<div> Date of Acquisition: Normal Life Span: Effective Age: Estimated Remaining Life Span: </div> <div> 1991 40 years 20 years 20 years </div>
Unit Quantity And Cost Estimates	<div> Current Repair or Replacement Cost Estimate : Estimated Year of Major Repair or Replacement: </div> <div> \$36,000 2035 </div>


Reserve Component: D1011 - Elevator Modernization									
									
Physical Description	This component is assumed to be comprised of a typical hydraulic elevator system, which includes the elevator cab, rail system, braking system controller, dispatcher, motor, hydraulic fluid holding tank, and hydraulic pump.								
Financial Analysis	According to historical financials, monthly maintenance invoices were up-to-date. Typically, monthly maintenance contracts will account for the replacement of any out-of-date or malfunctioning parts. The elevator cylinder and PVC sleeve was reported to be replaced in 8580 at a cost of \$109,464. We have given a standardized allowance for each of the remaining elevators over a 30 year period.								
Potential Deterioration	Wear and tear from continuous use, and quality of maintenance. Likely replacement would be for major components on an as required basis, rather than a total re-build.								
Condition & Deficiency Analysis	Assumed good; hidden component. Only work in the elevator in building 8580 was reported. Consultation regarding the condition of the elevators is beyond the scope of our work. No reports for these components were received.								
Life Cycle Analysis	<table> <tr> <td>Date of Acquisition:</td><td>1991</td></tr> <tr> <td>Normal Life Span:</td><td>30 years</td></tr> <tr> <td>Effective Age:</td><td>16 years</td></tr> <tr> <td>Estimated Remaining Life Span:</td><td>14 years</td></tr> </table>	Date of Acquisition:	1991	Normal Life Span:	30 years	Effective Age:	16 years	Estimated Remaining Life Span:	14 years
Date of Acquisition:	1991								
Normal Life Span:	30 years								
Effective Age:	16 years								
Estimated Remaining Life Span:	14 years								
Unit Quantity And Cost Estimates	<table> <tr> <td>Current Repair or Replacement Cost Estimate :</td><td>\$200,000</td></tr> <tr> <td>Estimated Year of Major Repair or Replacement:</td><td>2029</td></tr> </table>	Current Repair or Replacement Cost Estimate :	\$200,000	Estimated Year of Major Repair or Replacement:	2029				
Current Repair or Replacement Cost Estimate :	\$200,000								
Estimated Year of Major Repair or Replacement:	2029								


Reserve Component: D2010 - Piping		
		
Physical Description	Components include water distribution lines and vertical stacks running throughout the interior of the three buildings	
Financial Analysis	These are long lived components with eventual replacement of all piping systems. Long term costing of complete pipe replacement is difficult and would require a more accurate onsite quote. The figures provided is a benchmark based on piping plans. The 2011 Besant report estimates a complete retrofit of the three buildings would cost \$1.6 million. Historical expenditures show intermittent repair expenses, with \$35,000 budgeted for repairs in the 2015 fiscal year. In addition, we have budgeted allowances in 3 phases over 12 years (between roughly 2033 and 2041) to allow for possible replacement.	
Potential Deterioration	Corrosion causing pinholing in water supply, cavetation and corrosion of waste lines. Possible damage due to settlement, or damage due to freezing, impact, or vandalisim in parkade with suspended piping.	
Condition & Deficiency Analysis	As most lines are hidden between floors and within walls. An evaluation of the domestic water pipes, conducted by Besant & Associates Engineers in August 2011 found localized pin-hole leaks in some areas. A water treatment system was installed to mitigate these problems. The typical lifespan of domestic water pipes varies between 40 to 50 years typically before complete repalcement is required. As noted in the report, if there appears to be significant repair costs for leaks, this timetable would need to be moved forward.	
Life Cycle Analysis	Date of Acquisition: Normal Life Span: Effective Age: Estimated Remaining Life Span:	1991 50 years 24 years 26 years
Unit Quantity And Cost Estimates	Current Repair or Replacement Cost Estimate : Estimated Year of Major Repair or Replacement:	\$1,028,492* 2041* *phased


Reserve Component: D2100 - Boiler & Hot Water Tank									
									
Physical Description	This component includes the domestic hot water tanks, water pump, recirculating pump and boilers.								
Financial Analysis	These components typically have life spans of 7 to 15 years, with maintenance and replacement at the end of the life cycles. The CRF allowance is for the replacement of these components. No financial history was received.								
Potential Deterioration	Deterioration may arise from stress induced corrosion resulting in cracks, overheating, and impurities within the water causing internal corrosion								
Condition & Deficiency Analysis	One hot water tank was replaced in 2013 at a cost of \$3970. There was a repair to another in 2014 at a cost of \$2950. 3 tanks were reported to have been replaced between 2008 and 2010. The remainder are assumed to have been replaced at various points over the last 10 years.								
Life Cycle Analysis	<table> <tr> <td>Date of Acquisition:</td><td>1991</td></tr> <tr> <td>Normal Life Span:</td><td>15 years</td></tr> <tr> <td>Effective Age:</td><td>6 years</td></tr> <tr> <td>Estimated Remaining Life Span:</td><td>9 years</td></tr> </table>	Date of Acquisition:	1991	Normal Life Span:	15 years	Effective Age:	6 years	Estimated Remaining Life Span:	9 years
Date of Acquisition:	1991								
Normal Life Span:	15 years								
Effective Age:	6 years								
Estimated Remaining Life Span:	9 years								
Unit Quantity And Cost Estimates	<table> <tr> <td>Current Repair or Replacement Cost Estimate :</td><td>\$69,000</td></tr> <tr> <td>Estimated Year of Major Repair or Replacement:</td><td>2024</td></tr> </table>	Current Repair or Replacement Cost Estimate :	\$69,000	Estimated Year of Major Repair or Replacement:	2024				
Current Repair or Replacement Cost Estimate :	\$69,000								
Estimated Year of Major Repair or Replacement:	2024								

Reserve Component: D3010 - Makeup Air Units	
	
Physical Description	This component is comprised of the makeup air unit (MAU) supplying heated airflow within the main corridors within the building, as well as the ventilation fans throughout the building.
Financial Analysis	The MAU and ventilator units are assumed to be serviced and replaced appropriately. The parkade exhaust fans were in serviceable operation at the time of site review.
Potential Deterioration	The MAU is exposed to the environment and the exterior components will eventually deteriorate from wind, rain and UV rays.
Condition & Deficiency Analysis	Historical financials show \$6147 spent in 2013 and \$3659 spent in 2014 for repair work.
Life Cycle Analysis	<div> Date of Acquisition: Normal Life Span: Effective Age: Estimated Remaining Life Span: </div> <div> 1991 20 years 14 years 6 years </div>
Unit Quantity And Cost Estimates	<div> Current Repair or Replacement Cost Estimate : Estimated Year of Major Repair or Replacement: </div> <div> \$38,951 2021 </div>


Reserve Component: D4010 - Sprinklers	
	
Physical Description	This component is comprised of a dry distribution system which includes standpipes and sprinkler heads. Sprinklers are located in the basement locker areas and parkades, with standpipes located throughout the building; mainly in exit stairwells
Financial Analysis	Annual fire inspections should be performed. Historical financials do not indicate any replacements.
Potential Deterioration	Valves can leak and pipework can become disconnected. The enclosed sprinkler rooms must remain closed to precipitation from corroding the metal components and warm enough to prevent water from freezing. Air compressor for dry standpipes, needs replacement periodically.
Condition & Deficiency Analysis	Average. Minimal surface corrosion was observed on the piping and valve components.
Life Cycle Analysis	<div> Date of Acquisition: Normal Life Span: Effective Age: Estimated Remaining Life Span: </div> <div> 1991 40 years 24 years 16 years </div>
Unit Quantity And Cost Estimates	<div> Current Repair or Replacement Cost Estimate : Estimated Year of Major Repair or Replacement: </div> <div> \$171,150 2031 </div>

Reserve Component:	D4100 - Fire panel and Emergency Lighting	
		
Physical Description	This item includes the fire annunciator panel, pull stations, smoke and heat detectors and other devices such as public address systems if there is one. Emergency lighting and controls systems are also included. Life safety systems consist of the main panel, sub-panel, wiring and end devices. These end devices include heat detectors, smoke detectors, pull stations and flow switches. For items affecting life safety it activates an alarm within the building to warn occupants to evacuate.	
Financial Analysis	Ongoing maintenance from fire safety inspections is typical. The fire control panel generally has a long lifespan. This is a contingency reserve item.	
Potential Deterioration	Technological and safety code changes will cause any part(s) of the system to be replaced.	
Condition & Deficiency Analysis	The system appeared in good shape and operational at site visit. The annunciator panels appeared older but functional.	
Life Cycle Analysis	Date of Acquisition: Normal Life Span: Effective Age: Estimated Remaining Life Span:	1991 30 years 20 years 10 years
Unit Quantity And Cost Estimates	Current Repair or Replacement Cost Estimate : Estimated Year of Major Repair or Replacement:	\$24,000 2025

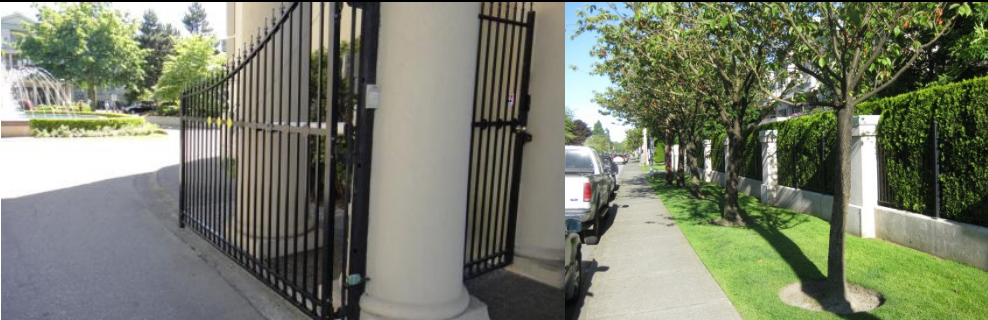
Reserve Component: D5010 - Electrical Services and Distribution	
	
Physical Description	This reserve includes the incoming electrical service, various distribution panels, electrical cables and wiring, connections in the complex. The distribution to the common element equipment and end devices is included within this component, while the distribution within the individual units is the individual owners' responsibility.
Financial Analysis	The reserve is a long-term reserve provision and consists of a contingency estimate for the electrical systems which is deemed to be sufficient for any electrical repairs or electric component replacements. It is not a total replacement estimate, as the electrical systems should last the lifetime of the building.
Potential Deterioration	This component requires distribution wiring and connection points which generally last the lifetime of the building. High voltage wiring connections should be tight as over time, due to metal fatigue or corrosion, the screws holding the wire to their terminals can become loose. If electrical current arcs across the resultant gap, fire can result. Loose connections cause heat to build up and also increase the potential for a large scale power failure. The electrical systems should be regularly inspected and thermo-graphically analyzed and any 'hot spots' corrected. End devices such as receptacles and light fixtures are generally affected by electrical component failures, vandalism or misuse.
Condition & Deficiency Analysis	The observed condition of the electrical components is assumed to show little signs of damage or misuse. Periodic replacement of fixtures is expected to have been undertaken as part of stratas' safety measures. Electrical panels are properly covered.
Life Cycle Analysis	<div> Date of Acquisition: Normal Life Span: Effective Age: Estimated Remaining Life Span: </div> <div> 1991 70 years 24 years 46 years </div>
Unit Quantity And Cost Estimates	<div> Current Repair or Replacement Cost Estimate : Estimated Year of Major Repair or Replacement: </div> <div> \$112,000 2061 </div>


Reserve Component: D5030 - Exterior Lighting									
									
Physical Description	This component includes all the exterior ceiling mounted, wall mounted, and free standing light fixtures found outside the building.								
Financial Analysis	The reserve is for replacement of fluorescent and wall mounted units. Periodic replacement is more likely than wholesale change. For this reason, a partial allowance is included.								
Potential Deterioration	Since the system is comprised of electrical components and assuming on going maintenance, deterioration is primarily due to change and possible difficulty in finding spare parts. Wholesale re-decoration, or improvement in power use efficiency may dictate a change in the future fixtures being used.								
Condition & Deficiency Analysis	The lighting fixtures appear in good condition.								
Life Cycle Analysis	<table> <tr> <td>Date of Acquisition:</td><td>1991</td></tr> <tr> <td>Normal Life Span:</td><td>15 years</td></tr> <tr> <td>Effective Age:</td><td>11 years</td></tr> <tr> <td>Estimated Remaining Life Span:</td><td>4 years</td></tr> </table>	Date of Acquisition:	1991	Normal Life Span:	15 years	Effective Age:	11 years	Estimated Remaining Life Span:	4 years
Date of Acquisition:	1991								
Normal Life Span:	15 years								
Effective Age:	11 years								
Estimated Remaining Life Span:	4 years								
Unit Quantity And Cost Estimates	<table> <tr> <td>Current Repair or Replacement Cost Estimate :</td><td>\$2,400</td></tr> <tr> <td>Estimated Year of Major Repair or Replacement:</td><td>2019</td></tr> </table>	Current Repair or Replacement Cost Estimate :	\$2,400	Estimated Year of Major Repair or Replacement:	2019				
Current Repair or Replacement Cost Estimate :	\$2,400								
Estimated Year of Major Repair or Replacement:	2019								

Reserve Component: D5040 - Access Control and Security		
		
Physical Description	This component encompasses the enterphone access systems, the new fob access systems, as well as the CCTV security system.	
Financial Analysis	Allowances are made for replacement and repair of this system. Although generally not prone to failure, replacement is often for increased security or to upgrade to newer technology, as is the case with the installation of the fob system.	
Potential Deterioration	Access control and security systems fail due to electrical problems and wear, vandalism and accidental damage. Functional obsolescence is also sometimes a factor as newer and better systems come available.	
Condition & Deficiency Analysis	Installed Fob system and security cameras in 2014. No records were received regarding the amount spent on this upgrade. The access control panels at the entrance of each lobby and at the front gate appear to be original.	
Life Cycle Analysis	Date of Acquisition: Normal Life Span: Effective Age: Estimated Remaining Life Span:	1991 30 years 18 years 12 years
Unit Quantity And Cost Estimates	Current Repair or Replacement Cost Estimate : Estimated Year of Major Repair or Replacement:	\$60,000 2027

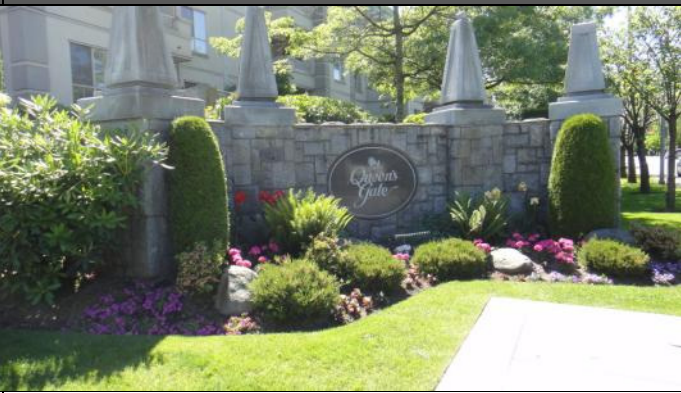
Reserve Component: E1010 Fencing - Wood	
	
Physical Description	Cedar panel perimeter fencing found along the rear and side lot lines of the complex.
Financial Analysis	Periodic painting required to combat weathering. Reserve is for full replacement. Alternatives would be for periodic allowances.
Potential Deterioration	This component is subject to rotting caused by mildew, exposure to moisture and age. Wet/Dry cycle as well as string trimmer use, destroys posts prematurely at ground level. Panels are subject to rot, vandalism, and impact damage. Regular painting or staining. To lengthen the lifespan of this component, it is advisable to regularly stain or paint the wood with a quality outdoor product that provides good protective properties. Protection of post bottoms at grass level will extend the life, aluminum flashing works effectively.
Condition & Deficiency Analysis	The wood perimeter fence appears to be in fair condition. Some of the beams showed visible sagging and some of the posts were leaning significantly. Council reports partial replacement in 2012 at a cost of \$2905. Full fence replacement was proposed in the 2012 minutes but appears to be deferred.
Life Cycle Analysis	<div> Date of Acquisition: Normal Life Span: Effective Age: Estimated Remaining Life Span: </div> <div> 1991 25 years 24 years 1 years </div>
Unit Quantity And Cost Estimates	<div> Current Repair or Replacement Cost Estimate : Estimated Year of Major Repair or Replacement: </div> <div> \$33,418 2016 </div>


Reserve Component:	E2010 - Patios and Walkways	
		
Physical Description	This component encompasses the exterior common area concrete and concrete stairs, walkways, and patios comprised of brick pavers.	
Financial Analysis	Typically, replacement or repair for this component is as required; unlikely to replace all in a single occurrence. A partial allowance has been allocated for this component for minor replacement and repair work as deemed necessary	
Potential Deterioration	Deterioration caused by weathering, usage, lack of regular repairs, freeze-thaw cycles.	
Condition & Deficiency Analysis	Sidewalk and stair crack repairs are ongoing. \$5451 was spent in 2013. The pavers, concrete steps and sidewalks appeared in above average condition.	
Life Cycle Analysis	Date of Acquisition: Normal Life Span: Effective Age: Estimated Remaining Life Span:	1991 35 years 15 years 20 years
Unit Quantity And Cost Estimates	Current Repair or Replacement Cost Estimate : Estimated Year of Major Repair or Replacement:	\$64,292 2035


Reserve Component: E2055 - Fencing, Gates & Privacy Screens									
									
Physical Description	This compoennt includes a fence ant the entrance, posts ast the entrance fences, perimeter fencing, the main entry gate and a gate at the fire access entry. This component also includes all exterior handrails located on site. Balcony rails not included.								
Financial Analysis	No financial expenditure were reported for these components. The allowance is for replacemnt of the fences, gates and rails.								
Potential Deterioration	Deterioration from external elements and oxidation will cause rails to rust comprised of metal. Corrosion of interface with concrete, loosening of the bolts and possible safety concerns arising from loosening.								
Condition & Deficiency Analysis	The metal fencing generally does not need to be replaced, only maintained. The stucco posts may need painting/upkeep over its life.								
Life Cycle Analysis	<table> <tr> <td>Date of Acquisition:</td><td>1991</td></tr> <tr> <td>Normal Life Span:</td><td>40 years</td></tr> <tr> <td>Effective Age:</td><td>24 years</td></tr> <tr> <td>Estimated Remaining Life Span:</td><td>16 years</td></tr> </table>	Date of Acquisition:	1991	Normal Life Span:	40 years	Effective Age:	24 years	Estimated Remaining Life Span:	16 years
Date of Acquisition:	1991								
Normal Life Span:	40 years								
Effective Age:	24 years								
Estimated Remaining Life Span:	16 years								
Unit Quantity And Cost Estimates	<table> <tr> <td>Current Repair or Replacement Cost Estimate :</td><td>\$27,764</td></tr> <tr> <td>Estimated Year of Major Repair or Replacement:</td><td>2031</td></tr> </table>	Current Repair or Replacement Cost Estimate :	\$27,764	Estimated Year of Major Repair or Replacement:	2031				
Current Repair or Replacement Cost Estimate :	\$27,764								
Estimated Year of Major Repair or Replacement:	2031								


Reserve Component: E2210 - Pavement Asphalt	
	
Physical Description	This component is for the asphalt driveways throughout the complex which also includes all concrete curbing.
Financial Analysis	Long term replacement item, with more frequent, periodic crack sealing. Crack sealing is included in the periodic maintenance allowances.
Potential Deterioration	Settlement, wear and tear, U/V damage, and water infiltration into cracks. Freeze and thaw cycle will cause asphalt to breakup, or "alligator" crack. Crack sealing will greatly extend the life of the surface by preventing water infiltration into subsurface. Contractor considered repair and filling of alligatored areas, followed by a 2" overlay as a better solution than removing the existing surface and repaving. The former takes advantage of the fact the subsurface is well compacted and has finished settling.
Condition & Deficiency Analysis	Appears to be in good condition overall. Crack sealing and leveling is necessary at intermittent cycles in between full repaving.
Life Cycle Analysis	<div> Date of Acquisition: Normal Life Span: Effective Age: Estimated Remaining Life Span: </div> <div> 1991 25 years 13 years 12 years </div>
Unit Quantity And Cost Estimates	<div> Current Repair or Replacement Cost Estimate : Estimated Year of Major Repair or Replacement: </div> <div> \$68,919 2027 </div>

Reserve Component: E3010 - Hard Landscaping	
	
Physical Description	Hard landscaping consists mainly of the rail ties, brick retaining walls, a central fountain, several wood gazebos, and wood benches found throughout the complex. tc
Financial Analysis	This item includes an allowance for replacement of any wood components, and long term repair allowance for the fountain equipment and regrouting of the brickwork.
Potential Deterioration	This component is subject to rotting caused by exposure to moisture and age. The retaining railroad wood ties and wooden of this component are subject to rotting caused by exposure to moisture and age.
Condition & Deficiency Analysis	No expenditures have been reported. The fountain is reported to be in good working condition, and the other components appeared in average condition. Some of the wood may need replacement/resealing earlier.
Life Cycle Analysis	<div> Date of Acquisition: 1991 Normal Life Span: 25 years Effective Age: 15 years Estimated Remaining Life Span: 10 years </div>
Unit Quantity And Cost Estimates	<div> Current Repair or Replacement Cost Estimate : \$29,250 Estimated Year of Major Repair or Replacement: 2025 </div>

Reserve Component:	E3020 - Soft Landscaping	
		
Physical Description	This component includes removal of existing greeneries, resodding and reseeding as turf, trees, shrubs and plants die off or become unsightly.	
Financial Analysis	The reserve fund includes an allowance for periodic replacement of plants and landscaping. Typical 20% allowance for this component.	
Potential Deterioration	Plants reach the end of their life, or become too large. Turf can also acquire powdery mildew or be overtaken by weeds.	
Condition & Deficiency Analysis	Appears to be in good condition. Strata indicates a landscaping contract in place. A modest allowance for resodding and some plant replacements are recommended and implemented for the purposes of this report.	
Life Cycle Analysis	Date of Acquisition: Normal Life Span: Effective Age: Estimated Remaining Life Span:	1991 30 years 10 years 20 years
Unit Quantity And Cost Estimates	Current Repair or Replacement Cost Estimate : Estimated Year of Major Repair or Replacement:	\$20,353 2035

Reserve Component: E3030 - Irrigation									
									
Physical Description	The sprinkler system is situated above ground with comprised of PVC tubing, heads, and assumed PVC fittings.								
Financial Analysis	This item is a contingency allowance for replacement of the irrigation system control equipment and partial replacement of the lines over a 20 year cycle.								
Potential Deterioration	Vandalism, misuse, or occasional impact damage caused by regular landscape maintenance workers will limit its life expectancy.								
Condition & Deficiency Analysis	Assumed to be in good condition in reflection to its chronological age.								
Life Cycle Analysis	<table> <tr> <td>Date of Acquisition:</td><td>1991</td></tr> <tr> <td>Normal Life Span:</td><td>20 years</td></tr> <tr> <td>Effective Age:</td><td>12 years</td></tr> <tr> <td>Estimated Remaining Life Span:</td><td>8 years</td></tr> </table>	Date of Acquisition:	1991	Normal Life Span:	20 years	Effective Age:	12 years	Estimated Remaining Life Span:	8 years
Date of Acquisition:	1991								
Normal Life Span:	20 years								
Effective Age:	12 years								
Estimated Remaining Life Span:	8 years								
Unit Quantity And Cost Estimates	<table> <tr> <td>Current Repair or Replacement Cost Estimate :</td><td>\$33,922</td></tr> <tr> <td>Estimated Year of Major Repair or Replacement:</td><td>2023</td></tr> </table>	Current Repair or Replacement Cost Estimate :	\$33,922	Estimated Year of Major Repair or Replacement:	2023				
Current Repair or Replacement Cost Estimate :	\$33,922								
Estimated Year of Major Repair or Replacement:	2023								

Reserve Component: E4010 - Perimeter Drains									
									
Physical Description	This reserve includes replacement of perimeter drains around the base of each townhouse units, excluding porches/decks and carports. Plans indicate 6" diameter PVC drain pipe surrounded by drain rock wrapped in filter cloth.								
Financial Analysis	Historical financials provided did not indicate any replacement expenditures incurred within the past 5 years. Perimeter drains should be periodically flushed to avoid potential blockages; included in the ongoing maintenance component for reference.								
Potential Deterioration	Drain tile fills over time with sediment and roots. Result will be water infiltration into building.								
Condition & Deficiency Analysis	Assumed to be adequate, although this is a hidden component. Council indicates that the drains and catch basins were flushed in 2014 at a cost of \$3539.								
Life Cycle Analysis	<table> <tr> <td>Date of Acquisition:</td><td>1991</td></tr> <tr> <td>Normal Life Span:</td><td>50 years</td></tr> <tr> <td>Effective Age:</td><td>24 years</td></tr> <tr> <td>Estimated Remaining Life Span:</td><td>26 years</td></tr> </table>	Date of Acquisition:	1991	Normal Life Span:	50 years	Effective Age:	24 years	Estimated Remaining Life Span:	26 years
Date of Acquisition:	1991								
Normal Life Span:	50 years								
Effective Age:	24 years								
Estimated Remaining Life Span:	26 years								
Unit Quantity And Cost Estimates	<table> <tr> <td>Current Repair or Replacement Cost Estimate :</td><td>\$58,010</td></tr> <tr> <td>Estimated Year of Major Repair or Replacement:</td><td>2041</td></tr> </table>	Current Repair or Replacement Cost Estimate :	\$58,010	Estimated Year of Major Repair or Replacement:	2041				
Current Repair or Replacement Cost Estimate :	\$58,010								
Estimated Year of Major Repair or Replacement:	2041								

Reserve Component: E5000 - Services and UG Piping									
									
Physical Description	This component consists of main shut offs and associated piping, providing domestic water from the municipal water main to the strata. It also consists of: sanitary and storm sewer piping.								
Financial Analysis	Historical financials did not reveal any expenditures incurred within the past 5 years. The reserve fund includes an allowance for long term replacement of all the onsite service systems. Underground piping and valves have a life expectancy of typically 50 years.								
Potential Deterioration	Seismic pressure, tree root invasion, and seizing of valves are all factors that lead to deterioration and failure of this component. In addition frost heaving and freeze thaw can also cause breakage.								
Condition & Deficiency Analysis	Assumed to be average.								
Life Cycle Analysis	<table> <tr> <td>Date of Acquisition:</td><td>1991</td></tr> <tr> <td>Normal Life Span:</td><td>70 years</td></tr> <tr> <td>Effective Age:</td><td>24 years</td></tr> <tr> <td>Estimated Remaining Life Span:</td><td>46 years</td></tr> </table>	Date of Acquisition:	1991	Normal Life Span:	70 years	Effective Age:	24 years	Estimated Remaining Life Span:	46 years
Date of Acquisition:	1991								
Normal Life Span:	70 years								
Effective Age:	24 years								
Estimated Remaining Life Span:	46 years								
Unit Quantity And Cost Estimates	<table> <tr> <td>Current Repair or Replacement Cost Estimate :</td><td>\$60,000</td></tr> <tr> <td>Estimated Year of Major Repair or Replacement:</td><td>2061</td></tr> </table>	Current Repair or Replacement Cost Estimate :	\$60,000	Estimated Year of Major Repair or Replacement:	2061				
Current Repair or Replacement Cost Estimate :	\$60,000								
Estimated Year of Major Repair or Replacement:	2061								

Reserve Component:	F1010 - Reserve Updates	
Physical Description	Depreciation Reports are required under the Strata Property Act. It is mandated that an update is performed every three (3) years, after the initial report. Each update looks at a financial Plan for the next 30 years.	
Financial Analysis	The base Depreciation Report was completed in 2014, by Campbell and Pound Commercaill Ltd. Updates, if performed by the same firm should result in a lower fee per update, than a new report if a new firm must take over.	
Potential Deterioration	The previous recommendations within the current Depreciation Report will be revised by an updated Depreciation Report. As the scheduled repairs, replacement, and maintenance are undertaken in the interval between the Depreciation Reports, the Financial Plan and future financial requirements change.	
Condition & Deficiency Analysis	n/a	
Life Cycle Analysis	Date of Acquisition: Normal Life Span: Effective Age: Estimated Remaining Life Span:	2015 3 years 0 years 3 years
Unit Quantity And Cost Estimates	Current Repair or Replacement Cost Estimate : Estimated Year of Major Repair or Replacement:	\$4,900 2018

Reserve Component:	F1011 - Periodic Maintenance (3 years)	
Physical Description	<p>Annual maintenance items are included in the Strata Corporation's operating budget. However, there are numerous items which are not required on an annual basis. These items are included in a regular 3 to 6 year cycle. These items include power washing of decks and concrete patios/steps, and periodic gutter cleaning. Less frequent items, which can be done on a rotating 5 to 6 year cycle include drain flushing, checks and securing of the metal bolt on the railings and roof, and driveway crack repairs</p> <p>Dryer vent cleaning, carpet cleaning, power washing of the parkade and general landscaping are annual operating items in the Strata and not covered in the contingency allowances.</p>	
Financial Analysis	Although fairly frequent in comparison to the replacement reserves, these are relatively inexpensive and mainly for extending the life of the components.	
Potential Deterioration	Mildew, debris or dirt can build up on siding and on concrete areas, detracting from curb appeal and accelerating deterioration. Bolts can come loose and require tightening or replacement due to corrosion. This is especially important for the metal roof component.	
Condition & Deficiency Analysis	\$3539 was spent in 2014 for the flushing of the parkade drains and catch basins.	
Life Cycle Analysis	Date of Acquisition: Normal Life Span: Effective Age: Estimated Remaining Life Span:	2015 3 years 0 years 3 years
Unit Quantity And Cost Estimates	Current Repair or Replacement Cost Estimate : Estimated Year of Major Repair or Replacement:	\$6,763 2018

5.1 Benchmark Analysis

The Benchmark Analysis shows the physical aspects of the various reserve components, including the life cycle analysis and the cost estimates on a single spreadsheet for convenient examination and easy reference. The cost estimates are pursuant to prudent reserve fund practices, which provide for inflationary cost increases over time and interest income from reserve fund investments.

The reserve fund estimates have been prepared without regard to the current financial position of the corporation or the current reserve fund contributions by unit owners, and as such, they represent the optimum reserve fund operation, which assumes that the corporation has continuously assessed adequate reserve funding from the beginning.

This Benchmark Analysis is the foundation of the Certified Reserve Fund Planner System, as it provides the basis for comparison to the actual reserve fund operation. The Benchmark Analysis provides the standard for reserve fund planning and property maintenance, and as such, it is a valuable management and maintenance resource document.

The foregoing program represents the practical application of reserve fund budget planning and management. When applied, as outlined, the reserve fund will cover anticipated reserve fund expenditures and any contingencies.

5.2 Schedule A – Schedule Reserve Fund Component Estimates

The following Schedule of Reserve Fund Component Estimates shows detailed computations for the various reserve items using the projection factors explained in Section 2.4 of this Report:

Long-term inflation rate: 2.65%

Long-term interest rate: 1.75%

Due to rounding automatically executed by computer, there may be minor discrepancies in the data, which are not deemed significant.

'BENCHMARK' SCHEDULE OF RESERVE FUND ESTIMATES

Reserve Components Benchmark Analysis	Date of Acquisition	Expenditures	Chono- Age	Lifespan	Effective Age	Remaining Life	Budget Replacem. Year	Allowance	Current Replacement Cost	Future Replacement Cost	Current Reserve Fund Requirements	Future Reserve Fund Accumulation	Future Reserve Fund Requirements	Annual Reserve Fund Assessment	Reserve Fund Assessment Allocation
A2010 - Parkade Membrane	2005	-	10	12	8	4	2019	25%	106,180	117,890	70,787	75,130	42,760	10,452	3.96%
A2020 - Parkade Maintenance	2005	7,000	10	10	8	2	2017	100%	30,807	32,461	24,643	25,390	7,071	3,509	1.33%
A2030 - Garage Doors and Mechanisms	1991	-	24	14	6	8	2023	100%	12,000	14,793	5,143	5,793	8,999	1,067	0.40%
B2012 - Exterior Walls, Stucco	2002	?	13	30	8	22	2037	100%	298,317	530,365	79,551	110,382	419,982	16,255	6.16%
B2110 - Exterior, Window Assemblies	1991	15,200	24	35	24	11	2026	100%	378,966	505,299	259,862	308,104	199,195	16,791	6.37%
B2120 - Exterior, Skylights	2013	-	2	25	2	23	2038	100%	27,248	49,726	2,180	3,070	46,656	1,714	0.65%
B2210 - Exterior Doors	1991	1,385	24	40	24	16	2031	100%	139,590	212,128	83,754	106,283	105,845	5,902	2.24%
B2310 - Balcony Membranes	2002	?	13	25	8	17	2032	100%	57,510	89,710	18,403	23,704	66,007	3,438	1.30%
B2320 - Balcony Railings	2002	-	13	50	13	37	2052	10%	36,174	95,208	9,405	16,316	78,892	1,611	0.61%
B3010 - Roof - Flat, Membrane	2013	905,427	2	22	2	20	2035	100%	508,294	857,618	46,209	62,236	795,382	34,397	13.04%
B3015 - Roof - Pitched, Metal	2013	-	2	40	2	38	2053	100%	227,618	614,959	11,381	20,039	594,919	11,730	4.45%
B3110 - Eavesroughs and Downspouts	2013	-	2	40	2	38	2053	100%	5,512	14,892	276	485	14,407	284	0.11%
B4020 - Caulking and Weatherstripping	2002	-	13	15	8	7	2022	100%	43,352	52,062	23,121	25,661	26,401	3,605	1.37%
B5000 - Exterior Painting	2002	-	13	10	5	5	2020	100%	181,641	207,018	90,821	97,840	109,179	21,190	8.04%
C2012 - Lobby Redecoration	1991	-	24	15	5	10	2025	100%	61,875	80,372	20,625	23,936	56,436	5,273	2.00%
C2015 - Common Area Amenity Rooms	1991	-	24	15	5	10	2025	25%	47,503	61,703	15,834	18,376	43,327	4,048	1.54%
C2015 - Swimming Pool	1991	50,601	24	15	9	6	2021	100%	70,555	82,544	42,333	46,289	36,255	5,820	2.21%
C3010 - Interior Painting and Décor	1991	1,000	24	16	8	8	2023	100%	33,488	41,282	16,744	18,862	22,420	2,659	1.01%
C3020 - Interior Doors	1991	4,230	24	40	24	16	2031	25%	20,475	31,115	12,285	15,589	15,525	866	0.33%
C3100 - Carpeting and Tile	1991	-	24	24	8	16	2031	100%	190,600	289,645	63,533	80,623	209,022	11,656	4.42%
D1010 - Elevator Interior	1991	6,930	24	40	20	20	2035	100%	36,000	60,741	18,000	24,243	36,498	1,578	0.60%
D1011 - Elevator Modernization	1991	109,464	24	30	16	14	2029	67%	200,000	288,440	106,667	131,387	157,053	10,165	3.86%
D2010 - Piping	1991	69,885	24	50	24	26	2041	100%	1,028,492	2,030,176	493,676	727,042	1,303,135	41,351	15.68%
D2100 - Boiler & Hot Water Tank	1991	6,920	24	15	6	9	2024	100%	69,000	87,313	27,600	31,568	55,756	5,833	2.21%
D3010 - Makeup Air Units	1991	21,806	24	20	14	6	2021	100%	38,951	45,569	27,285	29,813	15,756	2,529	0.96%
D4010 - Sprinklers	1991	-	24	40	24	16	2031	100%	171,150	260,088	102,690	130,312	129,776	7,237	2.74%
D4100 - Fire panel and Emergency Lighting	1991	-	24	30	20	10	2025	100%	24,000	31,175	16,000	18,569	12,606	1,178	0.45%
D5010 - Electrical Services and Dstribution	1991	-	24	70	24	46	2061	100%	112,000	373,018	38,400	76,167	296,851	4,527	1.72%
D5030 - Exterior Lighting	1991	-	24	15	11	4	2019	100%	2,400	2,665	1,760	1,868	797	195	0.07%
D5040 - Access Control and Security	1991	-	24	30	18	12	2027	100%	60,000	82,122	36,000	43,042	39,080	2,997	1.14%
E1010 - Fencing - Wood	1991	2,905	24	25	24	1	2016	100%	33,418	34,304	32,081	32,562	1,741	1,741	0.66%
E2010 - Patios and Walkways	1991	5,451	24	35	15	20	2035	50%	64,292	108,476	27,554	37,111	71,365	3,086	1.17%
E2055 - Fencing, Gates & Privacy Screens	1991	-	24	40	24	16	2031	100%	27,764	42,192	16,658	21,139	21,052	1,174	0.45%
E2210 - Pavement Asphalt	1991	-	24	25	13	12	2027	100%	68,919	94,329	35,838	42,848	51,481	3,948	1.50%
E3010 - Hard Landscaping	1991	-	24	25	15	10	2025	100%	29,250	37,994	17,550	20,367	17,627	1,647	0.62%
E3020 - Soft Landscaping	1991	77,140	24	30	10	20	2035	20%	20,353	34,341	6,784	9,138	25,203	1,090	0.41%
E3030 - Irrigation	1991	7,000	24	20	12	8	2023	100%	33,922	41,817	20,353	22,928	18,889	2,240	0.85%
E4010 - Perimeter Drains	1991	-	24	50	24	26	2041	100%	58,010	114,509	27,845	41,008	73,501	2,332	0.88%
E5000 - Services and UG Piping	1991	-	24	70	24	46	2061	100%	60,000	199,831	20,571	40,804	159,027	2,425	0.92%
F1010 - Reserve Updates	2015	-	0	3	0	3	2018	100%	4,900	5,300	-	0	5,300	1,740	0.66%
F1011 - Periodic Maintenance (3 years)	2015	3,539	0	3	0	3	2018	100%	6,763	7,315	-	0	7,315	2,402	0.91%
TOTAL RESERVES															
									4,627,287	7,962,504	1,970,185	2,564,017	5,398,487	263,682	100%

5.3 Summary of Reserve Fund Estimates

The Reserve Fund position and estimated requirements of the Strata Corporation are as outlined above. The definitions are as follows:

Current Replacement Reserves or Costs

which are provisions for all major repairs and replacements at current prices

Future Replacement Reserves or Costs

which are provisions for all major repair and replacement costs in the future at the end of the expected life span

Current Reserve Fund Requirements

which are reserve fund estimates based on the notion of effective age and should have been contributed by unit owners

Future Reserve Fund Accumulations

which are the current reserve fund requirements together with interest compounded over the remaining life span

Future Reserve Fund Requirements

which are to be funded by unit owners' payments to the reserve fund plus any interest earned

Annual Reserve Fund Assessments

which are the annual reserve fund payments to be made by unit owners

In accordance with these estimates, the corporation should have a closing balance of **\$242,680** in its reserve fund at the end of its current fiscal year 2014/2015, and the assessed annual payments or contributions to the reserve fund by unit owners are **\$50,000**.

6.0 ANALYSIS OF RESERVE FUND OPERATIONS

Reviewing and analyzing the reserve fund operation of Strata Corporation NWS3119, we have examined financial documents received from Strata. The Corporation's year end is Mar 31.

Statements were received from the fiscal year ended March 31, 2014. The statements have been prepared by the strata council, and are unaudited. We have also received a proposed budget for 2014/2015, a statement of CRF schedules for March 31, 2014, and operating statements for the 2013/2014 fiscal year.

6.1 Corporation's Financial Statements

A series of Balance Sheets and Income Statements, from 2014 were submitted from the Strata Corporation. We have adopted the date of Mar 31 as the Corporation's fiscal year end. The balance sheet shows \$140,985 in the operating account, and \$207,513 in the CRF account, with numerous other accounts in mainly reserves. Of note is the \$436,927 remaining in the Roofing Reserve account.

Budgeted income included \$944,092 in total strata fees for the 2014/2015 fiscal year. This is an average of \$354.39 per unit. Of this amount \$50,000 was contributed to the CRF, or roughly 5%.

6.2 Schedule B - Statement of Reserve Fund Operations

Information available indicates that there will be a contribution from common expenses to a reserve fund of **\$50,000** from strata fees. The contribution is the equivalent of about \$18.77 per unit per month. In our experience, this is generally insufficient to cover capital replacement costs.

Major capital replacements over the past few years included a full roofing replacement at a cost of over \$1 million. There was a special assessment in 2012 in the amount of \$1.27 million to cover the projected costs of the roofing project.

Previous to this, there was a significant amount spent on elevator refurbishment and piping repairs. In 2002, a full envelope repair was completed on the property. The amount of this expenditure was not received.

As we proceed to update the Corporation's Depreciation Reports in the future, a more detailed expenditure history will be constructed.

	Source	2010	2011	2012	2013	2014	2015	Total	Notes
							Budget		
Average Strata Fee /unit, /month						\$	354.39		
Average CRF Contribution /unit, /month						\$	18.77		
% Contribution							5%		
OPENING BALANCE					0	268,297	242,680		as per minutes/budget Plus reserves
General CRF Contributions					-	50000	50,000		as per 2014/2015 budget
Special assessment				1,270,000					
Notes				Roof					
Emergency Expenditures						-2,423			
Transfer to Reserves						-108,887			
Transfer from Reserves						33723			
Interest Income						1,971			
Computed Interest Rate						0.73%	0.00%		
Total Cash Resources					0	242,681	292,680		
RESERVE FUND EXPENDITURES									
A2010 - Parkade Membrane								-	
A2020 - Parkade Maintenance	Budget					3500	3500	7,000	Power Washing \$2989
A2030 - Garage Doors and Mechanisms								-	
B2012 - Exterior Walls, Stucco								-	
B2110 - Exterior, Window Assemblies	Budget					1,200	14,000	15,200	
B2120 - Exterior, Skylights								-	Replaced with roof
B2210 - Exterior Doors				1,385				1,385	8560 Door replacement
B2310 - Balcony Membranes								-	
B2320 - Balcony Railings								-	
B3010 - Roof - Flat, Membrane	Budget			899,827		2,600	3,000	905,427	Phase I \$338732 RDR Phase II \$264595 RDR Phase III \$296500
B3015 - Roof - Pitched, Metal								-	
B3110 - Eavestroughs and Downspouts								-	
B4020 - Caulking and Weatherstripping								-	
B5000 - Exterior Painting								-	
C2010 - Lobby Redecoration								-	
C2012 - Common Area Amenity Rooms								-	
C2015 - Swimming Pool	Budget			2,400	3,109	16,950	28,142	50,601	Pool/Jacuzzi/Sauna & Mechanical 2013 Boiler repair, minor regrot/retile, replaced chlorine pump 2012 regrot/retile
C3010 - Interior Painting and Décor	Budget						1,000	1,000	Rec Facilities - Furniture/Equipment
C3020 - Interior Doors	Minutes					4,230		4,230	Replaced 2 doors and bracing
C3100 - Carpeting and Tile	Minutes							-	Annual Carpet Cleaning
D1010 - Elevator Interior					6,930			6,930	Installed phones in cabs
D1011 - Elevator Modernization				109,464				109,464	8580 vault upgrade (cylinder and PVC sleeve)
D2010 - Piping	Budget				9,885	25,000	35,000	69,885	Plumbing, 2014 Pile Leak, 8580 First floor ceiling repiping in 8520 2013 emergency pipe repairs 8520 domestic water pipe repairs, 8500, 8520, 8580
D2100 - Boiler & Hot Water Tank	Minutes				3,970		2,950	6,920	Repair HW Tank & Seismic Restraints HW Tank replacement HVAC Maintenance
D3010 - Makeup Air Units	Budget/min				6,147	3,659	12,000	21,806	Replaced a cracked heat exchange in MUA
D4010 - Sprinklers								-	
D4100 - Fire panel and Emergency Lighting								-	
D5010 - Electrical Services and Distribution								-	
D5030 - Exterior Lighting								-	
D5040 - Access Control and Security	Minutes						?	-	Fob and Security System
E1010 Fencing - Wood				2,905				2,905	Partial fence replacement
E2010 - Patios and Walkways					5,451			5,451	Sidewalk crack repairs
E2055 - Fencing, Gates & Privacy Screens								-	
E2210 - Pavement Asphalt								-	
E3010 - Hard Landscaping								-	Fountain/Irrigation Startup \$1095
E3020 - Soft Landscaping	Budget							-	Landscaping Contract
E3030 - Irrigation	Budget					3,500	3,500	7,000	Fountain/Irrigation Startup \$815
E4010 - Perimeter Drains								-	
E5000 - Services and UG Piping								-	
F1010 - Reserve Updates								-	
F1011 - Periodic Maintenance (3 years)						3,539		3,539	Flushing of parkade drains and catch basins
Unspecified Reserve Fund Expenditures	Budget						29,412	29,412	General Exterior Repairs
	Budget						55,000		General Interior Repairs
	Budget					25,000	25,000	50,000	Repairs - Uninsured Loss
								-	
Total Reserve Fund Expenditures		0	0	1,014,596	36,877	64,178	132,504		0

History of Reserve Expenditures

6.3 Benchmark Deficiency Analysis

The Benchmark Deficiency Analysis shows the difference between the actual reserve fund balance and the current reserve fund requirement, as calculated in the Benchmark Analysis.

The current reserve fund requirement is an estimate of a fully funded reserve fund, based on the Benchmark calculation.

The Benchmark Deficiency Analysis has been developed as a guide for property managers and the Strata Council to ensure that the reserve fund is neither under-funded nor over-funded. The estimated Reserve Fund Deficiency is \$1,673,865

The deficiency should be eliminated over time, as shown in Schedule “A” -30 Year Reserve Fund Cash Flow Projections and Deficiency Analysis hereinafter.

6.4 Adequacy of Reserve Fund

Adequacy of Reserve Fund may be defined as the reserve fund balance together with regular contributions and investment income, which constitutes sufficient cash resources available for all possible and potential reserve fund expenditures, required repairing or replacing common elements or assets of the corporation when needed.

The most direct and stringent measure of the adequacy of reserve fund is the reserve fund deficiency analysis, whereby the actual closing reserve fund balance is compared with the currently required reserve fund balance, as estimated by a competent reserve fund planner.

Any significant difference between the actual reserve fund balance and the required reserve fund balance will show the amount of a reserve fund surplus or reserve fund deficiency (shortfall).

A reserve fund surplus, particularly when such surplus is increased by excessive reserve fund contributions, means that unit owners have contributed too much to the reserve fund, a situation which should be corrected to eliminate such reserve fund surplus.

A reserve fund deficit or shortfall indicates that unit owners have not contributed enough to the reserve fund, causing the discrepancy between a fully funded reserve fund and the actual reserve fund balance.

The adequacy of a reserve fund does not require the test of an estimated fully funded reserve fund. The test as to the adequacy of a reserve fund should be sufficient cash resources to fund all potential repairs and replacements, including unforeseen events and contingencies.

Therefore, a reserve fund deficiency or shortfall does not automatically mean that the reserve fund is not adequate. It is the judgment of the reserve fund planner to conclude whether the reserve fund is adequate or not.

In our opinion, the current reserve fund and proposed contributions for the Strata Corporation require adherence to the recommendations listed in this report to remain adequate for future reserve fund expenditures.

7.0 RESERVE FUND– 30 YEAR PROJECTIONS

30 Year Projected Cash Flows –Models

The Reserve Fund - Projected Cash Flow and Deficiency Analysis presents a 30 year reserve fund projection showing cash positions, cash flows and cash expenditures in a form and detail, which conforms to financial statement presentation of reserve fund operations.

Opening Cash Balance

This is the reserve fund position at the beginning of each and every fiscal year showing the cash resources available, which consist of (1) bank deposits, (2) qualified investments, and (3) accrued interest earned.

Cash Flows

These are the regular reserve fund contributions, special assessments, and interest income based on 1.75% of the opening balance.

Opening Cash Funds

These represent the total cash resources available in any fiscal year and include the current year's cash flow.

Cash Expenditures

These are annual expenditures listed in the categories established by the Depreciation Report. Records or ledger accounts of these expenditure categories should be kept showing reserve fund allocations and charges in a chronological order for control and reference.

The spreading of the expenditures over numerous years allows for the spreading of these large expenditure over a few phases and over a longer period of time, avoiding large spikes in the budget that would drain the reserve fund. This also allows the projects to be planned and executed on a more realistic basis. Note that at times, a contract will be negotiated at the beginning of the project, fixing the costs over time. For our expenditure forecast, we have not fixed these costs, but have continued to apply inflation to any costs that stretch over 1 year.

Closing Cash Fund

This is the reserve fund position at the end of each and every fiscal year, which is carried forward to the next year.

Deficiency Analysis

The Reserve Deficiency has been projected by formula taking into account the inflation factor, interest rates and reserve fund expenditures. Therefore, any reserve fund expenditures will not affect the reserve fund deficiency because such expenditures will also affect the reserve requirements.

Reserve Fund 30 year Cash Flow Models

Multiple funding models are included and described on the following pages:

Schedule A – Adequate Funding Model

Schedule B - Minimal Fee Increase Model 1% per Annum

Schedule C - Minimal Fee Increase Model 1.5% per Annum

Schedule D - Minimal Fee Increase Model 2.0% per Annum

Schedule E – Full Funding Model

7.1 Schedule A - Adequate Funding Model

The first funding model includes moderate level of increases in the reserve fund contributions and a low level of special assessments required. The adequate funding model involves a moderate amount of funding increases while retaining an adequate cash balance for all expenditures. This funding model does not achieve full funding in the 30 year window.

Reserve Contribution Increases

The current reserve fund contribution is \$50,000 per annum, or about \$19 per unit per month, with a current average monthly maintenance fee of \$354 per unit.

Proposed increases are front loaded, with 1% to 3% increases annually through the first 14 years of the budget. The CRF contributions would increase to \$30 per unit per month in 2016, with a resulting increase in Strata Fees to \$366 (or about 3%). This is assuming the base (Operations) portion of the Strata Maintenance Fee remains static.

Over the first 10 years, the proposed CRF contributions would increase to \$77 per unit per month. The resulting increase to the Strata Fees in the year 2025 would result in a monthly fee of \$413 per unit per month, on the average.

Special Assessments, Loans

This funding model includes three special assessments within the 30 year window. The special assessments are project based, with each to subsidize funding for major capital replacement projects. The first would be in 2033, coinciding with the first allowance for piping replacement. The second is in 2035, for roof replacement. The last would be in 2037 for replacement of the siding and the second allowance for piping. Each special assessment would about \$666,000, or roughly \$3000 per unit per assessment.

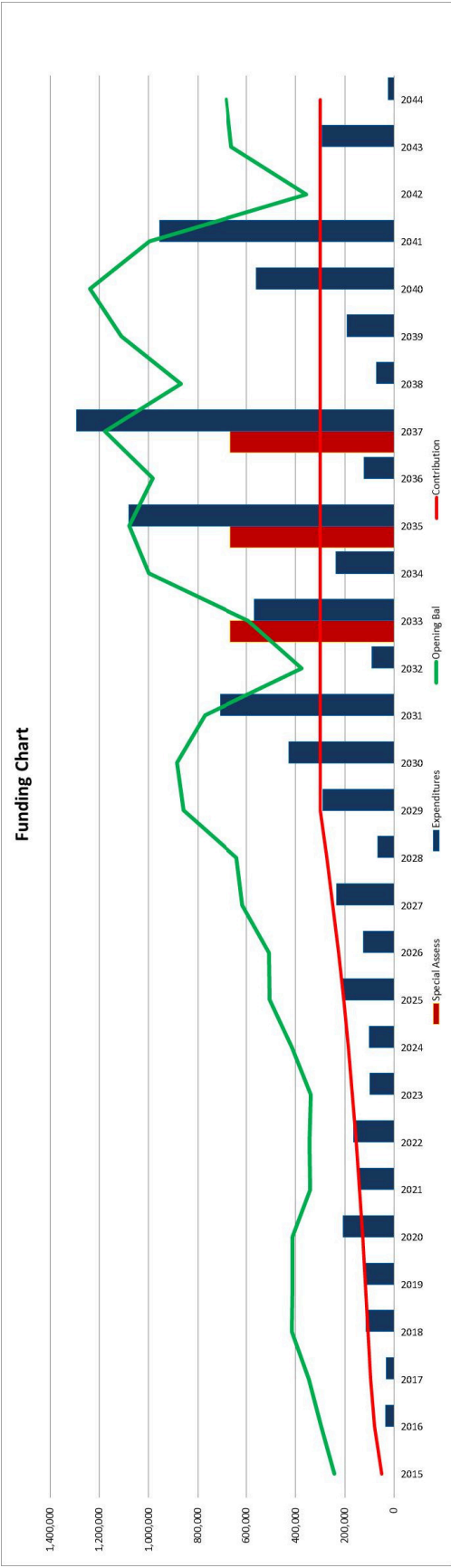
Expenditures/ Reserve Fund Balance

Expenditures under this model are relatively spread out. The highest expenditure year is in 2035 and 2034. This is mainly for the replacement of the siding, roof, and piping. The CRF balance never falls below a minimum threshold level and maintains healthy balance throughout the 30 years.

7.1 Schedule A - 30 YEAR RESERVE FUND CASH FLOW PROJECTION

30 Year Projection																																
	Year	Year	Year	Year	Year	Year	Year	Year	Year	Year	Year	Year	Year	Year	Year	Year	Year	Year	Year	Year	Year	Year	Year	Year	Year	Year	Year	Year	Year	Year	Year	
	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037	2038	2039	2040	2041	2042	2043	2044	2045	
Budgeted	242,680	296,320	346,461	415,197	411,936	413,720	340,693	344,590	338,529	415,795	507,027	509,174	616,950	640,520	859,657	884,386	772,514	375,108	592,313	1,000,852	1,090,085	982,722	1,176,553	868,442	1,111,749	1,237,719	997,952	357,104	683,750	683,592	970,235	
OPENING BALANCE																																
Reserve Fund Contributions	50,000	80,000	96,000	105,600	116,160	127,776	140,554	154,690	170,070	187,077	205,785	226,363	248,999	273,899	301,289	301,289	301,289	301,289	301,289	301,289	301,289	301,289	301,289	301,289	301,289	301,289	301,289	301,289	301,289	301,289		
Special Assessment																				660,000	660,000	660,000	660,000	660,000	660,000	660,000	660,000	660,000	660,000	660,000	660,000	
Reserve Fund Interest Income	3,640	4,445	5,197	6,228	6,179	6,206	5,110	5,169	5,078	6,237	7,605	7,638	9,293	9,608	12,890	13,266	11,588	5,827	8,865	15,013	16,201	14,741	17,648	13,027	16,676	18,566	14,969	5,357	9,956	10,254	14,554	
Total Cash Resources	296,320	380,765	447,658	527,025	534,275	547,702	486,347	504,368	513,677	609,098	720,417	743,174	875,102	924,030	1,172,826	1,198,941	1,085,390	682,024	1,568,487	1,317,154	2,063,575	2,168,751	2,161,690	1,182,758	1,429,714	1,557,574	1,314,211	683,750	974,995	995,135	1,286,077	
RESERVE FUND EXPENDITURES																																
A2010 - Periodic Membrane																	161,356															
A2020 - Periodic Maintenance			32,461										421,65																220,848			
A2030 - Garage Doors and Mechanisms																																
B2012 - Exterior Walls, Stucco																																
B2110 - Exterior, Window Assemblies				102,475													140,257															
B2120 - Exterior, Skylights																																
B2130 - Exterior, Siding																																
B2310 - Balcony Membranes																	70,709	89,710		76,481												
B2320 - Balcony Railings																																
B2330 - Balcony Railings																																
B3010 - Roof - Flat, Membrane																																
B3015 - Roof - Flat, Membrane																																
B3110 - Eavestroughs and Downspouts																																
B4020 - Caulking and Weatherstripping																																
B5000 - Exterior Painting						207,018																										
C2010 - Lobby Redeclaration																																
C2012 - Common Area Amenity Rooms											80,372																					
C2015 - Swimming Pool											61,703																					
C3020 - Interior Painting and Decor							82,544																									
C3030 - Interior Doors																																
C3100 - Carpeting and Tile																	31,115															
D1010 - Elevator Interior																	144,823															
D1011 - Elevator Modernization																																
D2010 - Piping																																
D2100 - Boiler & Hot Water Tank																																
D3010 - Makeup Air Units																																
D4010 - Sprinklers							45,569																									
D4100 - Fire panel and Emergency Lighting																																
D5010 - Electrical Services and Distribution											31,175						280,088															
D5020 - Exterior Lighting																																
D5030 - Exterior Lighting																																
D5040 - Exterior Lighting																																
E1010 - Fencing - Wood																																
E1016 - Fencing - Wood																																
E2010 - Patios and Walkways																																
E2015 - Patios and Walkways																	42,192															
E2055 - Fencing, Gates & Privacy Screens																																
E2210 - Pavement Asphalt													94,329																			
E3010 - Hard Landscaping											37,994																					
E3020 - Soft Landscaping																																
E3030 - Irrigation																																
E4010 - Perimeter Drains																																
E5000 - Services and UG Piping																																
F1010 - Reserve Updates							5,733						6,707																			
F1011 - Periodic Maintenance (3 years)							7,312						9,236																			
TOTAL EXPENDITURES	0	34,304	32,461	115,089	120,555	207,018	141,757	165,839	97,892	102,071	211,244	126,325	234,579	65,373	288,440	426,427	710,282	89,710	567,635	237,070	1,090,853	122,199	1,293,047	71,010	191,995	559,622	957,106	0	291,404	24,900	0	
CLOSING BALANCE	296,320	346,461	415,197	411,936	413,720	340,693	344,590	338,529	415,795	507,027	509,174	616,950	640,520	856,657	884,386	772,514	375,108	592,313	1,000,852	1,080,085	982,722	1,176,553	868,442	1,111,749	1,237,719	997,952	357,104	683,750	683,592	970,235	1,286,077	
DEFICIENCY ANALYSIS																																
Reserve Requirements	1,970,185	2,229,116	2,493,774	2,679,773	2,863,096	2,962,706	3,129,072	3,273,851	3,498,748	3,702,690	3,910,669	4,005,186	4,094,367	4,354,091	4,394,644	4,297,819	3,915,685	4,148,392	3,906,665	3,991,877	3,234,584	3,424,585	2,446,589	2,675,960	2,787,786	1,878,243	2,170,099	2,174,929	2,446,334	2,746,711		
Reserve Fund Surplus	-1,673,865	-1,882,655	-2,078,577	-2,267,837	-2,449,377	-2,622,023	-2,784,482	-2,935,322	-3,072,864	-3,195,663	-3,301,495	-3,398,337	-3,453,844	-3,495,434	-3,510,259	-3,525,305	-3,540,578	-3,556,079	-2,905,813	-2,911,793	-2,251,862	-2,248,033	-1,578,146	-1,564,211	-1,550,067	-1,521,139	-1,506,349	-1,491,337				

7.1 Schedule A Cash Flows Chart



7.1 Schedule A - Cash Flows

NWS3119 Cash Flow Table										
Year	Opening Balance	Recommended Annual Contribution	Special Assessment	Estimated Interest Earned 1.50%	Estimated Inflation Adjusted Expenditures	% Increase in Recommended Annual Contributions	Closing Balance	CRF Contribution (per unit, per month)	Strata Fees (per unit, per month)	% Increase in Strata Fees
2015	242,680	50000	0	3,640	0	n/a	296320	\$ 18.77	\$ 354.39	
2016	296,320	80000	0	4,445	34,304	60.00%	346461	\$ 30.03	\$ 365.65	3.18%
2017	346,461	96000	0	5,197	32,461	20.00%	415197	\$ 36.04	\$ 371.66	1.64%
2018	415,197	105600	0	6,228	115,089	10.00%	411936	\$ 39.64	\$ 375.26	0.97%
2019	411,936	116160	0	6,179	120,555	10.00%	413720	\$ 43.60	\$ 379.22	1.06%
2020	413,720	127776	0	6,206	207,018	10.00%	340683	\$ 47.96	\$ 383.58	1.15%
2021	340,683	140554	0	5,110	141,757	10.00%	344590	\$ 52.76	\$ 388.38	1.25%
2022	344,590	154609	0	5,169	165,839	10.00%	338529	\$ 58.04	\$ 393.66	1.36%
2023	338,529	170070	0	5,078	97,892	10.00%	415785	\$ 63.84	\$ 399.46	1.47%
2024	415,785	187077	0	6,237	102,071	10.00%	507027	\$ 70.22	\$ 405.84	1.60%
2025	507,027	205785	0	7,605	211,244	10.00%	509174	\$ 77.25	\$ 412.87	1.73%
2026	509,174	226363	0	7,638	126,325	10.00%	616850	\$ 84.97	\$ 420.59	1.87%
2027	616,850	248999	0	9,253	234,579	10.00%	640523	\$ 93.47	\$ 429.09	2.02%
2028	640,523	273899	0	9,608	65,373	10.00%	858657	\$ 102.82	\$ 438.44	2.18%
2029	858,657	301289	0	12,880	288,440	10.00%	884386	\$ 113.10	\$ 448.72	2.35%
2030	884,386	301289	0	13,266	426,427	0.00%	772514	\$ 113.10	\$ 448.72	0.00%
2031	772,514	301289	0	11,588	710,282	0.00%	375108	\$ 113.10	\$ 448.72	0.00%
2032	375,108	301289	0	5,627	89,710	0.00%	592313	\$ 113.10	\$ 448.72	0.00%
2033	592,313	301289	666,000	8,885	567,635	0.00%	1000852	\$ 113.10	\$ 448.72	0.00%
2034	1,000,852	301289	0	15,013	237,070	0.00%	1080085	\$ 113.10	\$ 448.72	0.00%
2035	1,080,085	301289	666,000	16,201	1,080,853	0.00%	982722	\$ 113.10	\$ 448.72	0.00%
2036	982,722	301289	0	14,741	122,199	0.00%	1176553	\$ 113.10	\$ 448.72	0.00%
2037	1,176,553	301289	666,000	17,648	1,293,047	0.00%	868442	\$ 113.10	\$ 448.72	0.00%
2038	868,442	301289	0	13,027	71,010	0.00%	1111749	\$ 113.10	\$ 448.72	0.00%
2039	1,111,749	301289	0	16,676	191,995	0.00%	1237719	\$ 113.10	\$ 448.72	0.00%
2040	1,237,719	301289	0	18,566	559,622	0.00%	997952	\$ 113.10	\$ 448.72	0.00%
2041	997,952	301289	0	14,969	957,106	0.00%	357104	\$ 113.10	\$ 448.72	0.00%
2042	357,104	301289	0	5,357	0	0.00%	663750	\$ 113.10	\$ 448.72	0.00%
2043	663,750	301289	0	9,956	291,404	0.00%	683592	\$ 113.10	\$ 448.72	0.00%
2044	683,592	301289	0	10,254	24900	0.00%	970235	\$ 113.10	\$ 448.72	0.00%
2045	970,235	301289	0	14,554	0	0.00%	1286077	\$ 113.10	\$ 448.72	0.00%

7.2 Schedule B - Minimal Fee Increase Model 1%

The second funding model is a minimum funding model. The funding model involves the least amount of funding increases while retaining an adequate cash balance for all expenditures. While maintenance fees are kept low, there are multiple special assessments.

Reserve Contribution Increases

The current reserve fund contribution is \$50,000 per annum, or about \$19 per unit per month, with a current average monthly maintenance fee of \$354 per unit.

Proposed increases are 1.0% annually through the projection. The CRF contributions would increase to \$22 per unit per month in 2016, with a resulting increase in Strata Fees to \$358. This is assuming the base portion of the Strata Maintenance Fee remains static.

Over the first 10 years, the proposed CRF contributions would increase to \$56 per unit per month. The resulting increase to the Strata Fees in the year 2025 would result in a monthly fee of \$391 per unit per month, on the average.

Special Assessments, Loans

This funding model includes multiple special assessments as follows:

- \$210,000 (\$946 per unit average) in 2025 for interior common area renovations and phase 3 of the window replacement
- \$430,000 (\$1937 per unit average) in 2030 for painting and repiping
- \$666,000 (\$3000 per unit average) in 2033 for repiping
- \$444,000 (\$2000 per unit average) in 2035 for roofing
- \$888,000 (\$4000 per unit average) in 2037 for exterior cladding
- \$444,000 (\$2000 per unit average) in 2041 for repiping

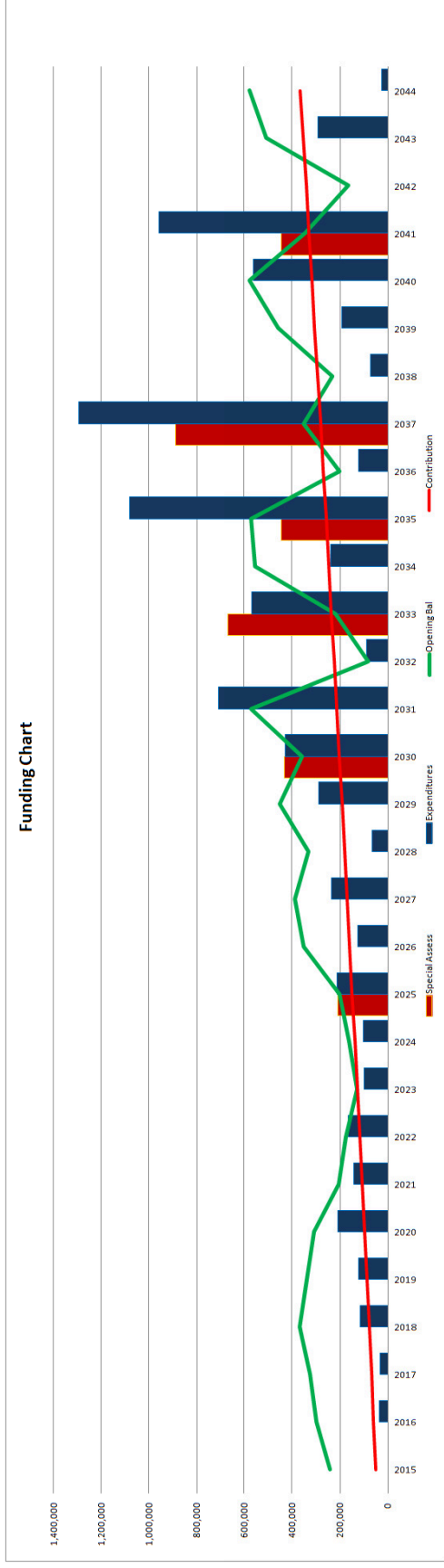
Expenditures/ Reserve Fund Balance

Expenditures under this model are relatively spread out. The highest expenditure year is in 2035 and 2034. This is mainly for the replacement of the siding, roof, and piping. The CRF balance never falls below a minimum threshold level and maintains healthy balance throughout the 30 years.

7.2 Schedule B - 30 YEAR RESERVE FUND CASH FLOW PROJECTION

30 Year Projection	Year 2015	Year 2016	Year 2017	Year 2018	Year 2019	Year 2020	Year 2021	Year 2022	Year 2023	Year 2024	Year 2025	Year 2026	Year 2027	Year 2028	Year 2029	Year 2030	Year 2031	Year 2032	Year 2033	Year 2034	Year 2035	Year 2036	Year 2037	Year 2038	Year 2039	Year 2040	Year 2041	Year 2042	Year 2043	Year 2044	Year 2045		
	Budgeted																																
OPENING BALANCE	296,320	296,320	325,902	367,306	336,333	309,157	204,934	174,332	129,211	161,481	200,280	350,813	389,952	329,942	449,891	359,317	570,249	81,450	216,962	553,763	571,474	201,072	351,288	232,545	457,809	577,335	343,015	163,803	507,238	576,771	926,325		
Reserve Fund Contributions	242,680	242,680	242,680	242,680	242,680	242,680	242,680	242,680	242,680	242,680	242,680	242,680	242,680	242,680	242,680	242,680	242,680	242,680	242,680	242,680	242,680	242,680	242,680	242,680	242,680	242,680	242,680	242,680	242,680	242,680	242,680		
Special Assessment	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000		
Reserve Fund Interest Income	3,640	4,445	4,889	5,510	5,045	4,637	3,074	2,615	1,938	2,422	3,004	5,262	5,634	4,949	6,748	430,000	8,554	1,222	666,000	8,306	444,000	3,016	888,000	5,269	6,867	8,660	5,145	2,457	7,609	8,652	13,895		
Total Cash Resources	296,320	360,206	399,767	451,422	429,712	411,952	316,089	295,050	259,373	302,351	562,057	515,277	564,521	515,264	647,757	996,676	791,733	306,672	1,121,398	808,543	1,281,925	473,487	1,525,592	528,818	769,330	902,637	1,120,910	507,238	868,175	951,225	1,306,022		
RESERVE FUND EXPENDITURES																																	
A2010 - Parade Membrane					117,890												161,356													220,848			
A2030 - Garage Doors and Mechanisms									14,793				42,165										54,770										
B2012 - Exterior Walls, Stucco																																	
B2110 - Exterior, Window Assemblies												126,325																					
B2120 - Exterior, Skylights				102,475				113,777								140,257									49,726								
B2210 - Exterior Doors																	70,709			76,481													
B2310 - Balcony Membranes																		89,710															
B2320 - Balcony Railings																																	
B3010 - Roof - Flat, Membrane																																	
B3015 - Roof - Pitched, Metal																																	
B3110 - Eave troughs and Downspouts																																	
B3200 - Caulking and Weatherstripping																																	
B4020 - Caulking and Weatherstripping																																	
B5000 - Exterior Painting																																	
C2010 - Lobby Redecoration						207,018		52,062								268,905																	
C2012 - Common Area Amenity Rooms											80,372																						
C2015 - Swimming Pool							82,544				61,703																						
C3010 - Interior Painting and Decor									41,282																								
C3020 - Interior Doors																																	
C3100 - Carpeting and Tile																																	
D1010 - Elevator																																	
D1011 - Elevator Modernization																																	
D2010 - Paving																																	
D2100 - Boiler & Hot Water Tank																																	

7.2 Schedule B Cash Flows Chart



7.2 Schedule B Cash Flows

NWS3119 Cash Flow Table										
Year	Opening Balance	Recommended Annual Contribution	Special Assessment	Estimated Interest Earned 1.50%	Estimated Inflation Adjusted Expenditures	% Increase in Recommended Annual Contributions	Closing Balance	CRF Contribution (per unit, per month)	Strata Fees (per unit, per month)	% Increase in Strata Fees
2015	242,680	50000	0	3,640	0	n/a	296320	\$ 18.77	\$ 354.39	
2016	296,320	59441	0	4,445	34,304	18.88%	325902	\$ 22.31	\$ 357.93	1.00%
2017	325,902	68976	0	4,889	32,461	16.04%	367306	\$ 25.89	\$ 361.51	1.00%
2018	367,306	78607	0	5,510	115,089	13.96%	336333	\$ 29.51	\$ 365.13	1.00%
2019	336,333	88334	0	5,045	120,555	12.37%	309157	\$ 33.16	\$ 368.78	1.00%
2020	309,157	98158	0	4,637	207,018	11.12%	204934	\$ 36.85	\$ 372.47	1.00%
2021	204,934	108081	0	3,074	141,757	10.11%	174332	\$ 40.57	\$ 376.19	1.00%
2022	174,332	118102	0	2,615	165,839	9.27%	129211	\$ 44.33	\$ 379.95	1.00%
2023	129,211	128224	0	1,938	97,892	8.57%	161481	\$ 48.13	\$ 383.75	1.00%
2024	161,481	138448	0	2,422	102,071	7.97%	200280	\$ 51.97	\$ 387.59	1.00%
2025	200,280	148773	210,000	3,004	211,244	7.46%	350813	\$ 55.85	\$ 391.47	1.00%
2026	350,813	159202	0	5,262	126,325	7.01%	388952	\$ 59.76	\$ 395.38	1.00%
2027	388,952	169734	0	5,834	234,579	6.62%	329942	\$ 63.71	\$ 399.33	1.00%
2028	329,942	180373	0	4,949	65,373	6.27%	449891	\$ 67.71	\$ 403.33	1.00%
2029	449,891	191117	0	6,748	288,440	5.96%	359317	\$ 71.74	\$ 407.36	1.00%
2030	359,317	201970	430,000	5,390	426,427	5.68%	570249	\$ 75.81	\$ 411.43	1.00%
2031	570,249	212930	0	8,554	710,282	5.43%	81450	\$ 79.93	\$ 415.55	1.00%
2032	81,450	224000	0	1,222	89,710	5.20%	216962	\$ 84.08	\$ 419.70	1.00%
2033	216,962	235181	666,000	3,254	567,635	4.99%	553763	\$ 88.28	\$ 423.90	1.00%
2034	553,763	246474	0	8,306	237,070	4.80%	571474	\$ 92.52	\$ 428.14	1.00%
2035	571,474	257880	444,000	8,572	1,080,853	4.63%	201072	\$ 96.80	\$ 432.42	1.00%
2036	201,072	269399	0	3,016	122,199	4.47%	351288	\$ 101.13	\$ 436.75	1.00%
2037	351,288	281034	888,000	5,269	1,293,047	4.32%	232545	\$ 105.49	\$ 441.11	1.00%
2038	232,545	292786	0	3,488	71,010	4.18%	457809	\$ 109.90	\$ 445.52	1.00%
2039	457,809	304654	0	6,867	191,995	4.05%	577335	\$ 114.36	\$ 449.98	1.00%
2040	577,335	316642	0	8,660	559,622	3.93%	343015	\$ 118.86	\$ 454.48	1.00%
2041	343,015	328749	444,000	5,145	957,106	3.82%	163803	\$ 123.40	\$ 459.02	1.00%
2042	163,803	340978	0	2,457	0	3.72%	507238	\$ 127.99	\$ 463.61	1.00%
2043	507,238	353328	0	7,609	291,404	3.62%	576771	\$ 132.63	\$ 468.25	1.00%
2044	576,771	365802	0	8,652	24900	3.53%	926325	\$ 137.31	\$ 472.93	1.00%
2045	926,325	365802	0	13,895	0	0.00%	1306022	\$ 137.31	\$ 472.93	0.00%

7.3 Schedule C - Minimal Fee Increase Model 1.5% (Recommended)

The third funding model is a minimum funding model. The funding model involves the least amount of funding increases while retaining an adequate cash balance for all expenditures. While maintenance fees are kept low, there are three special assessments.

Reserve Contribution Increases

The current reserve fund contribution is \$50,000 per annum, or about \$19 per unit per month, with a current average monthly maintenance fee of \$354 per unit.

Proposed increases are 1.5% annually through the projection. The CRF contributions would increase to \$24 per unit per month in 2016, with a resulting increase in Strata Fees to \$360. This is assuming the base portion of the Strata Maintenance Fee remains static.

Over the first 10 years, the proposed CRF contributions would increase to \$76 per unit per month. The resulting increase to the Strata Fees in the year 2025 would result in a monthly fee of \$411 per unit per month, on the average.

Special Assessments, Loans

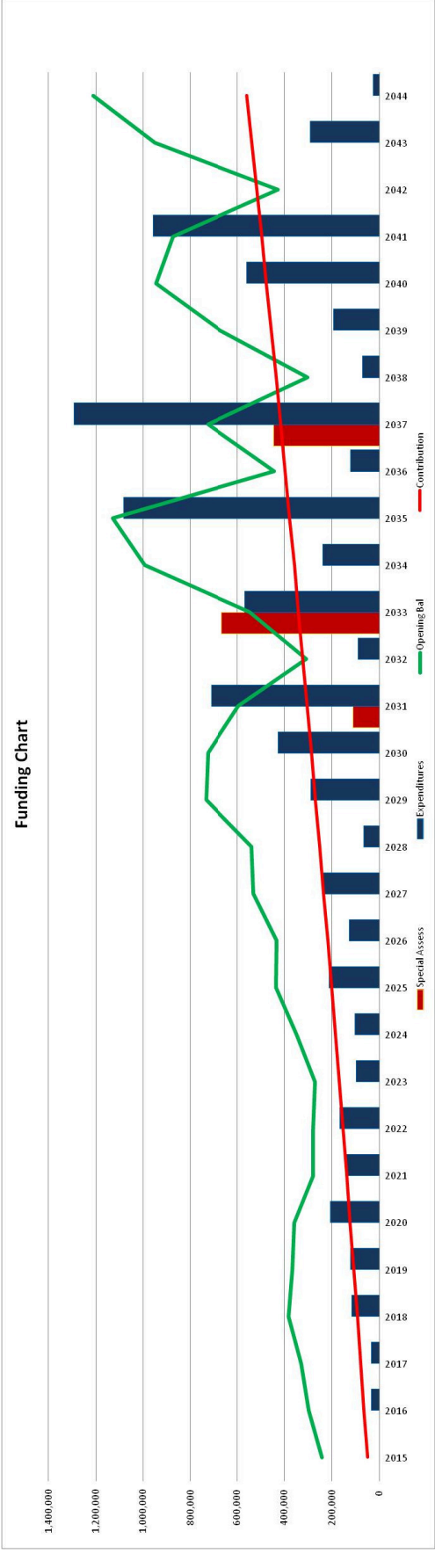
This funding model includes multiple special assessments as follows:

- \$111,000 (\$500 per unit average) in 2031 for painting and repiping
- \$666,000 (\$3000 per unit average) in 2033 for repiping
- \$444,000 (\$2000 per unit average) in 2037 for exterior cladding

Expenditures/ Reserve Fund Balance

Expenditures under this model are relatively spread out. The highest expenditure year is in 2035 and 2034. This is mainly for the replacement of the siding, roof, and piping. The CRF balance never falls below a minimum threshold level and maintains healthy balance throughout the 30 years.

7.3 Schedule C Cash Flows Chart



7.3 Schedule C Cash Flows

NWS3119 Cash Flow Table										
Year	Opening Balance	Recommended Annual Contribution	Special Assessment	Estimated Interest Earned 1.50%	Estimated Inflation Adjusted Expenditures	% Increase in Recommended Annual Contributions	Closing Balance	CRF Contribution (per unit, per month)	Strata Fees (per unit, per month)	% Increase in Strata Fees
2015	242,680	50000	0	3,640	0	n/a	296320	\$ 18.77	\$ 354.39	
2016	296,320	64161	0	4,445	34,304	28.32%	330623	\$ 24.08	\$ 359.70	1.50%
2017	330,623	78535	0	4,959	32,461	22.40%	381656	\$ 29.48	\$ 365.10	1.50%
2018	381,656	93125	0	5,725	115,089	18.58%	365416	\$ 34.96	\$ 370.58	1.50%
2019	365,416	107933	0	5,481	120,555	15.90%	358275	\$ 40.52	\$ 376.14	1.50%
2020	358,275	122963	0	5,374	207,018	13.93%	279594	\$ 46.16	\$ 381.78	1.50%
2021	279,594	138219	0	4,194	141,757	12.41%	280251	\$ 51.88	\$ 387.50	1.50%
2022	280,251	153704	0	4,204	165,839	11.20%	272319	\$ 57.70	\$ 393.32	1.50%
2023	272,319	169421	0	4,085	97,892	10.23%	347932	\$ 63.60	\$ 399.22	1.50%
2024	347,932	185373	0	5,219	102,071	9.42%	436454	\$ 69.58	\$ 405.20	1.50%
2025	436,454	201565	0	6,547	211,244	8.73%	433322	\$ 75.66	\$ 411.28	1.50%
2026	433,322	218000	0	6,500	126,325	8.15%	531497	\$ 81.83	\$ 417.45	1.50%
2027	531,497	234682	0	7,972	234,579	7.65%	539572	\$ 88.09	\$ 423.71	1.50%
2028	539,572	251613	0	8,094	65,373	7.21%	733906	\$ 94.45	\$ 430.07	1.50%
2029	733,906	268799	0	11,009	288,440	6.83%	725274	\$ 100.90	\$ 436.52	1.50%
2030	725,274	286242	0	10,879	426,427	6.49%	595968	\$ 107.45	\$ 443.07	1.50%
2031	595,968	303947	111,000	8,940	710,282	6.19%	309572	\$ 114.09	\$ 449.71	1.50%
2032	309,572	321918	0	4,644	89,710	5.91%	546423	\$ 120.84	\$ 456.46	1.50%
2033	546,423	340158	666,000	8,196	567,635	5.67%	993142	\$ 127.69	\$ 463.31	1.50%
2034	993,142	358672	0	14,897	237,070	5.44%	1129641	\$ 134.64	\$ 470.26	1.50%
2035	1,129,641	377463	0	16,945	1,080,853	5.24%	443195	\$ 141.69	\$ 477.31	1.50%
2036	443,195	396536	0	6,648	122,199	5.05%	724181	\$ 148.85	\$ 484.47	1.50%
2037	724,181	415896	444,000	10,863	1,293,047	4.88%	301892	\$ 156.12	\$ 491.74	1.50%
2038	301,892	435546	0	4,528	71,010	4.72%	670956	\$ 163.49	\$ 499.11	1.50%
2039	670,956	455490	0	10,064	191,995	4.58%	944516	\$ 170.98	\$ 506.60	1.50%
2040	944,516	475734	0	14,168	559,622	4.44%	874796	\$ 178.58	\$ 514.20	1.50%
2041	874,796	496281	0	13,122	957,106	4.32%	427093	\$ 186.29	\$ 521.91	1.50%
2042	427,093	517137	0	6,406	0	4.20%	950636	\$ 194.12	\$ 529.74	1.50%
2043	950,636	538305	0	14,260	291,404	4.09%	1211797	\$ 202.07	\$ 537.69	1.50%
2044	1,211,797	559791	0	18,177	24900	3.99%	1764865	\$ 210.13	\$ 545.75	1.50%
2044	1,764,865	559791	0	26,473	0	0.00%	2351129	\$ 210.13	\$ 545.75	0.00%

7.4 Schedule D - Minimal Fee Increase Model 2%

The fourth funding model is a minimum funding model. The funding model involves a moderate amount of funding increases while retaining an adequate cash balance for all expenditures. There are no special assessments.

Reserve Contribution Increases

The current reserve fund contribution is \$50,000 per annum, or about \$19 per unit per month, with a current average monthly maintenance fee of \$354 per unit.

Proposed increases are 2.0% annually through the projection. The CRF contributions would increase to \$26 per unit per month in 2016, with a resulting increase in Strata Fees to \$361. This is assuming the base portion of the Strata Maintenance Fee remains static.

Over the first 10 years, the proposed CRF contributions would increase to \$96 per unit per month. The resulting increase to the Strata Fees in the year 2025 would result in a monthly fee of \$432 per unit per month, on the average.

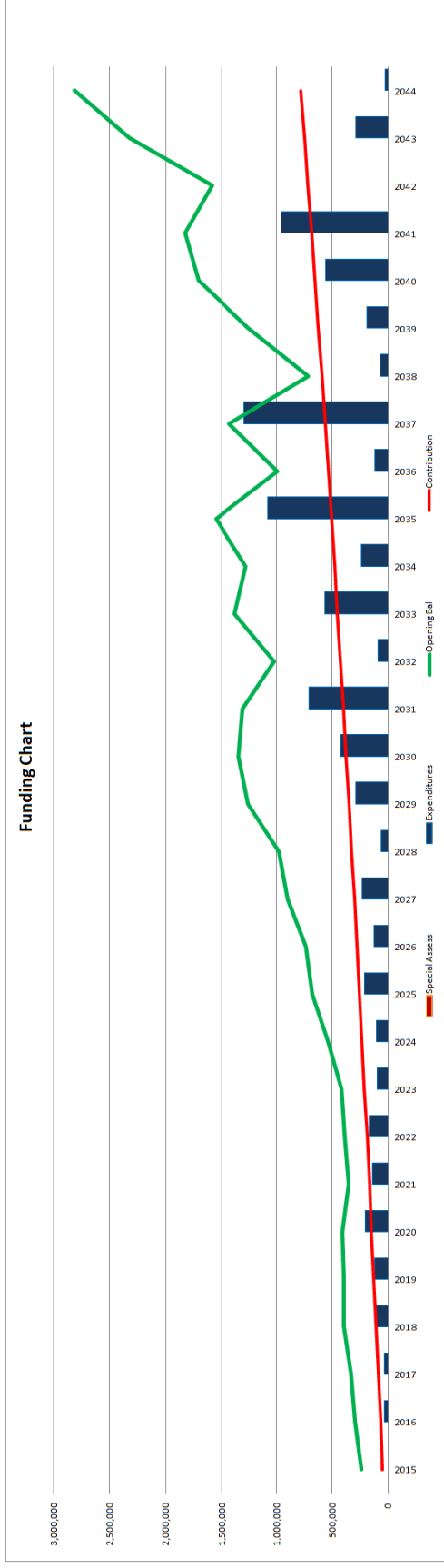
Special Assessments, Loans

This funding model includes no special assessments.

Expenditures/ Reserve Fund Balance

Expenditures under this model are relatively spread out. The highest expenditure year is in 2035 and 2034. This is mainly for the replacement of the siding, roof, and piping. The CRF balance never falls below a minimum threshold level and maintains healthy balance throughout the 30 years.

7.4 Schedule D Cash Flows Chart



7.4 Schedule D Cash Flows

NWS3119 Cash Flow Table										
Year	Opening Balance	Recommended Annual Contribution	Special Assessment	Estimated Interest Earned 1.50%	Estimated Inflation Adjusted Expenditures	% Increase in Recommended Annual Contributions	Closing Balance	CRF Contribution (per unit, per month)	Strata Fees (per unit, per month)	% Increase in Strata Fees
2015	242,680	50000	0	3,640	0	n/a	296320	\$ 18.77	\$ 354.39	
2016	296,320	68882	0	4,445	34,304	37.76%	335343	\$ 25.86	\$ 361.48	2.00%
2017	335,343	88141	0	5,030	32,461	27.96%	396053	\$ 33.09	\$ 368.71	2.00%
2018	396,053	107786	0	5,941	115,089	22.29%	394691	\$ 40.46	\$ 376.08	2.00%
2019	394,691	127824	0	5,920	120,555	18.59%	407880	\$ 47.98	\$ 383.60	2.00%
2020	407,880	148262	0	6,118	207,018	15.99%	355241	\$ 55.65	\$ 391.27	2.00%
2021	355,241	169109	0	5,329	141,757	14.06%	387922	\$ 63.48	\$ 399.10	2.00%
2022	387,922	190373	0	5,819	165,839	12.57%	418275	\$ 71.46	\$ 407.08	2.00%
2023	418,275	212062	0	6,274	97,892	11.39%	538719	\$ 79.60	\$ 415.22	2.00%
2024	538,719	234185	0	8,081	102,071	10.43%	678915	\$ 87.91	\$ 423.53	2.00%
2025	678,915	256751	0	10,184	211,244	9.64%	734606	\$ 96.38	\$ 432.00	2.00%
2026	734,606	279768	0	11,019	126,325	8.96%	899068	\$ 105.02	\$ 440.64	2.00%
2027	899,068	303245	0	13,486	234,579	8.39%	981220	\$ 113.83	\$ 449.45	2.00%
2028	981,220	327192	0	14,718	65,373	7.90%	1257757	\$ 122.82	\$ 458.44	2.00%
2029	1,257,757	351617	0	18,866	288,440	7.47%	1339800	\$ 131.99	\$ 467.61	2.00%
2030	1,339,800	376532	0	20,097	426,427	7.09%	1310002	\$ 141.34	\$ 476.96	2.00%
2031	1,310,002	401944	0	19,650	710,282	6.75%	1021313	\$ 150.88	\$ 486.50	2.00%
2032	1,021,313	427865	0	15,320	89,710	6.45%	1374787	\$ 160.61	\$ 496.23	2.00%
2033	1,374,787	454304	0	20,622	567,635	6.18%	1282078	\$ 170.53	\$ 506.15	2.00%
2034	1,282,078	481272	0	19,231	237,070	5.94%	1545511	\$ 180.66	\$ 516.28	2.00%
2035	1,545,511	508779	0	23,183	1,080,853	5.72%	996620	\$ 190.98	\$ 526.60	2.00%
2036	996,620	536836	0	14,949	122,199	5.51%	1426207	\$ 201.52	\$ 537.14	2.00%
2037	1,426,207	565455	0	21,393	1,293,047	5.33%	720007	\$ 212.26	\$ 547.88	2.00%
2038	720,007	594646	0	10,800	71,010	5.16%	1254444	\$ 223.22	\$ 558.84	2.00%
2039	1,254,444	624421	0	18,817	191,995	5.01%	1705686	\$ 234.39	\$ 570.01	2.00%
2040	1,705,686	654791	0	25,585	559,622	4.86%	1826441	\$ 245.79	\$ 581.41	2.00%
2041	1,826,441	685769	0	27,397	957,106	4.73%	1582500	\$ 257.42	\$ 593.04	2.00%
2042	1,582,500	717366	0	23,737	0	4.61%	2323603	\$ 269.28	\$ 604.90	2.00%
2043	2,323,603	749595	0	34,854	291,404	4.49%	2816649	\$ 281.38	\$ 617.00	2.00%
2044	2,816,649	782469	0	42,250	24900	4.39%	3616467	\$ 293.72	\$ 629.34	2.00%
2045	3,616,467	782469	0	54,247	0	0.00%	4453183	\$ 293.72	\$ 629.34	0.00%

7.5 Schedule E – Full Funding Model

The Full Funding model achieves Full Funding immediately, but maintains a relatively high balance over the life of the complex. The fee increases are front loaded. There is also a special assessment at the beginning of the model. However, this model immediately provided a balanced Fully Funded CRF, which means that the residents are always caught up with all expenditure requirements at any given time, and no special assessments or contribution increases would be necessary.

This model is not currently recommended and is included for reference only.

Reserve Contribution Increases

The current reserve fund contribution is \$50,000 per annum, or about \$19 per unit per month, with a current average monthly maintenance fee of \$354 per unit.

This model involves a front loaded increase to CRF contributions in 2015, increasing to \$263,682 per annum or \$99 per unit per month. The contributions would remain at this level for the life of the complex.

Resulting minimum strata fees would increase to \$435. The CRF contributions would remain at this level for the life of the complex.

Special Assessments, Loans

This funding model includes one special assessment in 2015, in the amount of \$1,463,824, or roughly \$6594 per unit. This brings the CRF deficiency to zero. There would be no further special assessments for the life of the complex.

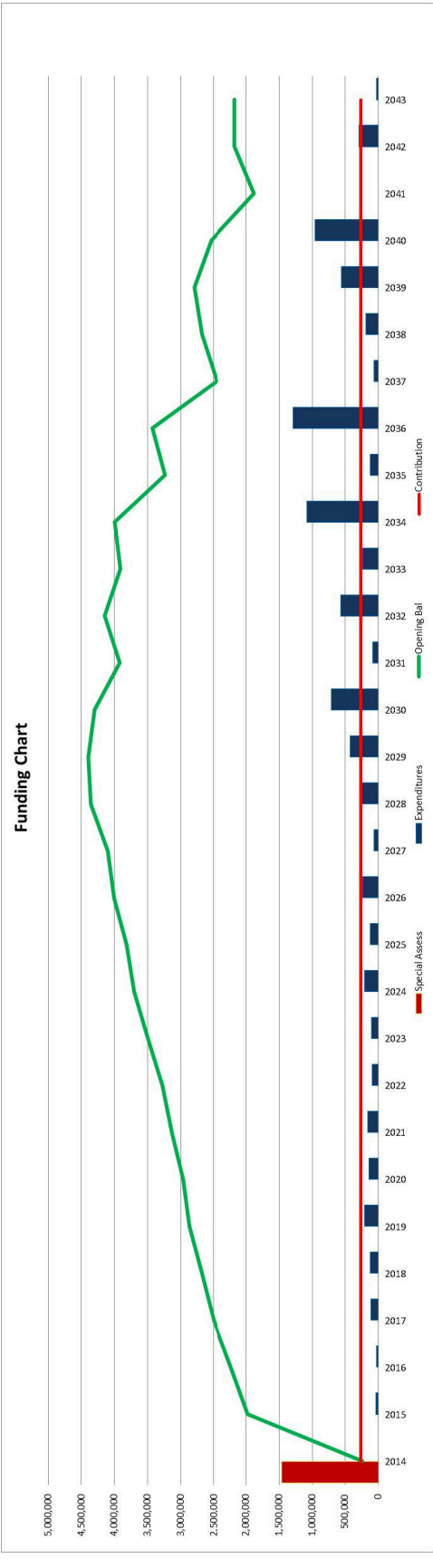
Expenditures/ Reserve Fund Balance

The CRF balance under the Full Funding model is fairly high, reaching almost \$2 million in 2015. Should this model be adopted, it is recommended that Strata invests the balance in long term securities that would achieve returns at least greater than inflation. This would preserve the real value of the CRF.

7.5 Schedule E 30 YEAR RESERVE FUND CASH FLOW PROJECTION

30 Year Projection	Year 2014	Year 2015	Year 2016	Year 2017	Year 2018	Year 2019	Year 2020	Year 2021	Year 2022	Year 2023	Year 2024	Year 2025	Year 2026	Year 2027	Year 2028	Year 2029	Year 2030	Year 2031	Year 2032	Year 2033	Year 2034	Year 2035	Year 2036	Year 2037	Year 2038	Year 2039	Year 2040	Year 2041	Year 2042	Year 2043	Year 2044	
Budgeted	242,680	1,973,626	2,232,811	2,497,524	2,683,579	2,866,660	2,966,628	3,133,652	3,277,891	3,462,949	3,706,853	3,814,894	4,009,474	4,099,474	4,098,719	4,399,509	4,399,128	4,302,270	3,920,305	4,153,081	3,911,424	3,996,708	3,229,487	3,429,562	2,451,640	2,681,086	2,792,990	2,558,945	1,863,604	2,175,540	2,180,452	2,451,940
Reserve Fund Contributions	263,682	263,682	263,682	263,682	263,682	263,682	263,682	263,682	263,682	263,682	263,682	263,682	263,682	263,682	263,682	263,682	263,682	263,682	263,682	263,682	263,682	263,682	263,682	263,682	263,682	263,682	263,682	263,682	263,682	263,682	263,682	263,682
Special Assessment	1,463,244	263,682	263,682	263,682	263,682	263,682	263,682	263,682	263,682	263,682	263,682	263,682	263,682	263,682	263,682	263,682	263,682	263,682	263,682	263,682	263,682	263,682	263,682	263,682	263,682	263,682	263,682	263,682	263,682	263,682	263,682	263,682
Reserve Fund Interest Income	3,540	29,607	33,492	37,463	40,254	43,004	44,499	46,596	49,168	52,393	55,603	57,223	60,142	61,481	65,378	65,877	64,336	58,805	62,296	58,671	59,951	48,592	51,443	36,775	40,216	41,895	38,684	28,254	32,633	32,707	36,779	
Total Cash Resources	1,973,626	2,267,115	2,529,885	2,798,669	2,987,515	3,173,646	3,274,609	3,443,730	3,590,741	3,808,624	4,026,137	4,135,799	4,333,298	4,423,682	4,687,568	4,728,797	4,630,387	4,242,791	4,479,659	4,283,777	4,320,340	3,951,761	3,744,687	2,752,096	2,984,985	3,098,967	2,840,711	2,175,540	2,471,855	2,476,840	2,752,401	
RESERVE FUND EXPENDITURES																																
A2010 - Periside Membrane																	161,356															
A2020 - Periside Maintenance																																
A2030 - Garage Doors and Mechanisms																																
B2012 - Exterior Walls, Stucco																																
B2110 - Exterior Window Assemblies									14,793																							
B2120 - Exterior Sights				102,475				113,777				126,325																				
B2210 - Exterior Doors																	70,709			76,481												
B2310 - Balcony Membranes																		89,710														
B2320 - Balcony Railings																																
B3010 - Roof - Flat Membrane																																
B3015 - Roof - Pitched, Metal																																
B3110 - Eavestroughs and Dowrspouts																																
B4020 - Guttering and Weatherstripping																																
B5000 - Exterior Painting																																
B5000 - Exterior Painting								52,062																								
B5000 - Exterior Painting																																
C2012 - Common Area Amenity Rooms																																
C2012 - Common Area Amenity Rooms																																
C2015 - Swimming Pool																																
C2015 - Swimming Pool																																
C3010 - Interior Paneling and Decor																																
C3020 - Interior Doors																																
C3100 - Carpeting and Tile																																
C3100 - Carpeting and Tile																																
D1010 - Elevator Modernization																																
D1011 - Elevator Modernization																																
D2010 - Piping																																
D2010 - Piping																																
D2100 - Boiler & Hot Water Tank																																
D2100 - Boiler & Hot Water Tank																																
D3010 - Makeup Air Units																																
D4010 - Sprinklers																																
D4010 - Sprinklers																																
D4100 - Fire panel and Emergency Lighting																																
D5010 - Electrical Services and Distribution																																
D5030 - Exterior Lighting																																
D5030 - Exterior Lighting																																

7.5 Schedule E Cash Flows Chart



7.5 Schedule E Cash Flows

NWS3119 Cash Flow Table										
Year	Opening Balance	Recommended Annual Contribution	Special Assessment	Estimated Interest Earned 1.50%	Estimated Inflation Adjusted Expenditures	% Increase in Recommended Annual Contributions	Closing Balance	CRF Contribution (per unit, per month)	Strata Fees (per unit, per month)	% Increase in Strata Fees
2014	242,680	263682	1,463,824	3,640	0	n/a	1973826	\$ 98.98	\$ 435	
2015	1,973,826	263682	0	29,607	34,304	0.00%	2232811	\$ 98.98	\$ 435	0.00%
2016	2,232,811	263682	0	33,492	32,461	0.00%	2497524	\$ 98.98	\$ 435	0.00%
2017	2,497,524	263682	0	37,463	115,089	0.00%	2683579	\$ 98.98	\$ 435	0.00%
2018	2,683,579	263682	0	40,254	120,555	0.00%	2866960	\$ 98.98	\$ 435	0.00%
2019	2,866,960	263682	0	43,004	207,018	0.00%	2966628	\$ 98.98	\$ 435	0.00%
2020	2,966,628	263682	0	44,499	141,757	0.00%	3133052	\$ 98.98	\$ 435	0.00%
2021	3,133,052	263682	0	46,996	165,839	0.00%	3277891	\$ 98.98	\$ 435	0.00%
2022	3,277,891	263682	0	49,168	97,892	0.00%	3492849	\$ 98.98	\$ 435	0.00%
2023	3,492,849	263682	0	52,393	102,071	0.00%	3706853	\$ 98.98	\$ 435	0.00%
2024	3,706,853	263682	0	55,603	211,244	0.00%	3814894	\$ 98.98	\$ 435	0.00%
2025	3,814,894	263682	0	57,223	126,325	0.00%	4009474	\$ 98.98	\$ 435	0.00%
2026	4,009,474	263682	0	60,142	234,579	0.00%	4098719	\$ 98.98	\$ 435	0.00%
2027	4,098,719	263682	0	61,481	65,373	0.00%	4358509	\$ 98.98	\$ 435	0.00%
2028	4,358,509	263682	0	65,378	288,440	0.00%	4399128	\$ 98.98	\$ 435	0.00%
2029	4,399,128	263682	0	65,987	426,427	0.00%	4302370	\$ 98.98	\$ 435	0.00%
2030	4,302,370	263682	0	64,536	710,282	0.00%	3920305	\$ 98.98	\$ 435	0.00%
2031	3,920,305	263682	0	58,805	89,710	0.00%	4153081	\$ 98.98	\$ 435	0.00%
2032	4,153,081	263682	0	62,296	567,635	0.00%	3911424	\$ 98.98	\$ 435	0.00%
2033	3,911,424	263682	0	58,671	237,070	0.00%	3996708	\$ 98.98	\$ 435	0.00%
2034	3,996,708	263682	0	59,951	1,080,853	0.00%	3239487	\$ 98.98	\$ 435	0.00%
2035	3,239,487	263682	0	48,592	122,199	0.00%	3429562	\$ 98.98	\$ 435	0.00%
2036	3,429,562	263682	0	51,443	1,293,047	0.00%	2451640	\$ 98.98	\$ 435	0.00%
2037	2,451,640	263682	0	36,775	71,010	0.00%	2681086	\$ 98.98	\$ 435	0.00%
2038	2,681,086	263682	0	40,216	191,995	0.00%	2792990	\$ 98.98	\$ 435	0.00%
2039	2,792,990	263682	0	41,895	559,622	0.00%	2538945	\$ 98.98	\$ 435	0.00%
2040	2,538,945	263682	0	38,084	957,106	0.00%	1883604	\$ 98.98	\$ 435	0.00%
2041	1,883,604	263682	0	28,254	0	0.00%	2175540	\$ 98.98	\$ 435	0.00%
2042	2,175,540	263682	0	32,633	291,404	0.00%	2180452	\$ 98.98	\$ 435	0.00%
2043	2,180,452	263682	0	32,707	24900	0.00%	2451940	\$ 98.98	\$ 435	0.00%
2044	2,451,940	263682	0	36,779	0	0.00%	2752401	\$ 98.98	\$ 435	0.00%

8.0 FUTURE RESERVE FUND MANAGEMENT

Plan for Future Funding

The Act provides that the Strata Council prepare their own plan for future funding of the reserve fund, and they are not bound by the recommendations of the reserve fund planner, provided that the reserve fund is adequate for financing all future major repairs and replacements:

This means that the Strata Council can vary the recommended funding. In the subject instance, instead of increasing reserve fund contributions, the Board may levy a special assessment or several assessments to eliminate the shortfall.

Projected Reserve Fund Expenditures

The proposed reserve fund expenditures in the 30 Year Cash Flow Projection are mere guides in terms of timing, based on the remaining life span analysis.

Reserve fund expenditures should readily be varied to conform to actual management and maintenance plans, and therefore, they should not be dogmatically interpreted.

In essence, reserve fund expenditures are the responsibility of management, and any targeted expenditures guidelines only.

9.0 RECOMMENDATIONS

Campbell & Pound Commercial Ltd recommendations, set out below and detailed in this report, will assist the corporation to achieve and maintain an adequate reserve fund. In our opinion, the current reserve fund balance, recommended annual contributions and earned investment income will adequately fund immediate and future reserve fund expenditures.

1. Major repairs and replacements should be recorded in, and funded from, a reserve fund account separate from the existing operating account. The two accounts currently appear to be separate. The Strata should continue to plan for capital expenditures with funds from the Reserve Fund.
2. With recent amendments to the Strata Property Act, expenditures from the contingency reserve fund related to the repair and maintenance of common assets require only a majority vote. When determining each year's budget, major capital expenditures for the year should be identified and corresponding expenditures from the CRF should be voted on.
3. The reserve fund contribution of \$50,000 per annum should be increased incrementally over the first 30 years by the amounts detailed in the Cash Flow Table.
4. Currently average strata fees for the budgeted 2014 year is \$354 per month per unit. Over the first 10 years, the minimum average strata would increase to \$454 with stepped annual increases under the recommended cashflow model.
5. Under the recommended cashflow model, the reserve fund will not require special assessments to cover major expenditures, until sometime around 2030, when three special assessment would be required between 2030 and 2036.
6. The reserve fund should be fully invested in guaranteed securities, yielding at least 1% to 1.75% per annum. Historic data shows good returns on current reserve fund investments. The current balance of \$242680 should be invested in short term securities, with longer term laddering as the balance increases and expenditures are less frequent. The current investment appears to be earning a rate of interest of about 0.73%. The corporation should review the newly amended Strata Property regulation pertaining to the allowed investment vehicles for Contingency Reserve Funds. Changes to this rule are in effect July 2014. See the appendix for details.
7. The corporation should make such expenditures, including any unforeseen expenditures, as necessary to maintain the property in optimum condition.
8. The reserve fund should be reviewed every year to ensure that the underlying assumptions are still valid and that the estimates remain current.
9. The corporation is required under the Act to update the Depreciation Report every three (3) years.

10.0 CERTIFICATION

Re: Depreciation for 8500-8580 General Currie Road

I certify that, to the best of my knowledge and belief, except otherwise noted in this report:

We hereby certify that we are prescribed persons empowered to conduct reserve fund studies, as stipulated in *Regulation 43-2000* under the *Strata Property Act*

All relevant factors contributing to this analysis and the resulting value have been carefully considered. To the best of my knowledge the statements of fact contained in this report are true and correct and where possible independently verified.

The reported analyses, opinions, and conclusions are limited only by the reported assumptions and limiting conditions, and is my personal unbiased professional analyses, opinions, and conclusions.

I have no present or prospective interest in the property that is the subject of this report, and I have no personal interest or bias with respect to the parties involved.

My compensation is not contingent on an action or event resulting from the analyses, opinions, or conclusions in, or the use of, this report.

The reported analyses, opinions and conclusions were developed, and this report has been prepared, in conformity with the requirements of the Code of Professional Ethics and the Canadian Standards of Professional Appraisal Practice of the Appraisal Institute of Canada.

The use of this report is subject to the requirements of the Appraisal Institute and to review by its duly authorized representatives.

This consulting assignment was not based upon a requested minimum or specific value.

Kelvin Coley-Donohue, AACI, P.App, RI(BC), CRP

Simon Poon, AACI, P.App, B.Comm, CRP

ADDENDA

Assumptions & Limiting Conditions

Assumptions and Limiting Conditions

The appraisers assume no responsibility for matters of a legal nature affecting the property appraised or the title thereto, nor do the appraisers render any opinion as to the title, which is assumed to be good and marketable. The rental value is estimated on the assumption that the property is appraised as though under responsible ownership.

I have made no survey of the property. Unless otherwise stated in this report I have assumed that the utilization of the land and improvements is within the boundaries or property lines of the property described and that there is no encroachment or trespass.

The appraisers are not required to give testimony or appear in court because of having made the consulting report with reference to the property in question, unless arrangements have been previously made thereof.

I have not inspected or tested the soil or subsoil and I am therefore unable to report that any such part of the subject property is free from defect or in such condition as to render the subject property less valuable. For the purpose of this report, I have assumed that there are no inadequacies, insufficiencies, or faults in the subject property which are not easily detectable and assume no responsibility for such conditions or any inspection which might be required to discover such conditions.

Information, estimates and opinions furnished to the appraisers contained in the report were obtained from sources considered reliable and believed to be true and correct. However, the appraisers do not assume responsibility for the accuracy of such items as furnished to the appraisers.

Disclosure of the contents of the consulting report is governed by the By-Laws and Regulations of the Professional Appraisal Organizations with which the appraisers are affiliated.

No liens or encumbrances were considered unless otherwise stated in this report.

I reserve the right to make adjustments to the Reserve Fund plan shown herein, as may be required by the consideration of additional or more reliable data that may become available.

Neither all, nor any part of the contents of the report or copy thereof (including conclusions as to the fund value, the identity of the appraisers, professional designations, reference to any professional organizations, or the firm with which the appraiser is connected) shall be used for any purposes by anyone but the client specified in the report, the mortgagee or its successors and assigns, mortgage insurers, consultants, professional appraisal organizations, agency or instrumentality of the Canadian Government or any province without the previous written consent of the appraisers; nor shall it be conveyed by anyone to the public through advertising, public relations, news, sales, or other media without written consent and approval of the appraisers.

Unless otherwise stated in this report, the existence of any hazardous materials, which may or may not be present on the property, was not observed by the appraisers. The appraisers have no knowledge of the existence of such materials on or in the property. The appraisers, however, are not qualified to detect such substances.

The presence of substances such as asbestos, urea-formaldehyde foam insulation or other potentially hazardous materials may affect the value of the property. The value estimated is

predicated on the assumption that there is no such material on or in the property that would cause a loss in value. No responsibility is assumed for any such condition, or for any expertise or engineering knowledge required to discover them. The client is urged to retain an expert in this field, if desired.

Further, I have not carried out any investigation into the past or present uses of either the subject property or the adjacent properties to establish whether there is any potential for contamination from any uses on any sites adjacent to the subject and therefore assume that none exists.

I have assumed that the subject property is and has been constructed, occupied and used in full compliance with, and without contravention of, all federal, provincial and municipal laws and regulations, including, but not limited to, all zoning bylaws, building codes and regulations, environmental laws and regulations, health regulations and fire regulations, except only where otherwise stated. I have further assumed that, for any use of the subject property upon which this report is based, any and all required licences, permits, certificates, and authorizations have been or can be obtained and renewed, except only where otherwise stated.

I have not inspected nor checked the drainage and drain tiles, heating, sewer, air conditioning, electrical, plumbing, and other systems and am therefore unable to report that any such features and systems are free from defect. For the purpose of this report I have assumed that such features and systems are in good working order, based upon my observation. I have not inspected, nor tested the soil, subsoil, or foundation, woodwork, or framework of any structure and the parts of the structure which are covered, unexposed, or inaccessible, and I am therefore unable to report that any such part of the property is free from rot, beetle, or other defects or is such condition as to render the property less valuable. For the purpose of this report I have assumed that there are no insufficiencies, or faults in the property which are not easily detectable and assume no responsibility for such conditions or for any inspection or testing which might be required to discover such conditions.

The Appraiser is not qualified to comment on environmental issues that may affect the Depreciation Report / CRF and Funding requirements of the property appraised, including but not limited to pollution or contamination of land, buildings, water, groundwater or air. Unless expressly stated, the property is assumed to be free and clear of pollutants and contaminants, including but not limited to moulds or mildews or the conditions that might give rise to either, and in compliance with all regulatory environmental requirements, government or otherwise, and free of any environmental condition, past present or future, that might affect the Depreciation Report / CRF and Funding requirements of the property appraised. If the party relying on this report requires information about environmental issues than that party is cautioned to retain an expert qualified in such issues. We expressly deny any legal liability relating to the effect of environmental issues on the Depreciation Report / CRF and Funding requirements of the property appraised.

Support for Inflation and Interest Rates

Inflation Rate

Inflation measurement in reserve fund projections must be based on construction indices rather than the widely quoted Consumer Price Index (CPI), which measures the cost of a basket of consumer goods, not construction costs.

The most widely recognized construction cost services providing periodic cost indices for residential and commercial construction are R.S. Means and Marshall & Swift / Boeckh.

Means Historical Cost Index

The Means Historical Index, used to calculate national construction inflation rates, is based on the computed average of 30 major U.S. cities with local multipliers for major Canadian cities.

The following are selected national average rates over various time periods:

30 years from 1983 to 2013	5.00%
20 years from 1993 to 2013	4.89%
10 years from 2003 to 2013	5.24%
5 years from 2008 to 2013	2.31%
3 years from 2010 to 2013	3.22%
1 year from 2012 to 2013	3.39%

Applied concurrently with the above Means Historical Index is a local multiplier called RSMeans City Cost Index (CCI), which is updated quarterly and represents a cost relationship between US and Canadian cities as of July 1, 2007.

The above Means Historical Index indicates that the rate of increase in construction costs over the past 10 to 30 years has been 5% on average per year. However, the trend appears to be decreasing after the real estate downturn in 2008:

<u>Vancouver Multiplier</u>		<u>(% Change)</u>
Index 2014 (Q2)	110.99	n/a
Index 2013	111.40	-0.37
Index 2012	110.90	0.45
Index 2011	111.90	-0.89
Index 2010	106.60	4.97
Index 2009	110.50	-3.53
Index 2008	108.50	1.84
Index 2007	109.60	-1.00

2007 to 2013	7-year average	0.21% per year
2009 to 2013	5-year average	0.50% per year

RS Means City Cost Index shows an average annual construction inflation rate of 0.50% per year in the last 5 years from 2009 to 2013, which is at historic lows.

Although Means Historical Cost Index is useful as an overall indication of the construction inflation trends in North America, these rates have to be weighted with CCI multipliers to reflect local construction costs.

While CCI multipliers adjust for actual local costs within Canada, these rates are too broadly based to accurately reflect the cost nuances that persist at city-level within provinces. Therefore, City Cost Indexes should only be used to confirm the overall trends in local construction costs.

Marshall & Swift / Boeckh (MSB) Time Multiplier

MSB publishes its Time-Location Multipliers quarterly for principal Canadian cities (markets).

“These multipliers are computer-compiled by combining currently researched wage rates and material prices with “weighted schedules” that specify how much of each basic cost is in the models.”

Each building has its own unique combination of basic costs. MSB uses 83 basic types of costs necessary to build workable weighted schedules, comprising 19 building trades and 64 material types. The following are the percentage changes of MSB Time Multipliers for Western Canada for the past 30 years:

Index 2012	2869.8
Index 2010	2689.4
Index 2002	1926.2
Index 1992	1482.2
Index 1982	1232.6
30 Year Average Annual Increase (1982 to 2012)	2.76%
20 Year Average Annual Increase (1992 to 2012)	3.12%
10 Year Average Annual Increase (2002 to 2012)	3.7%

Statistics Canada also publishes cost indices based on monthly or quarterly construction costs.

New Housing Price Index

“The New Housing Price Index (NHPI) is a monthly series that measures changes over time in the contractors' selling prices of new residential houses, where detailed specifications pertaining to each house remain the same between two consecutive periods. The survey covers the following dwelling types: single dwellings, semi-detached and row houses (town house and garden home).”

Source: Statistics Canada, Construction Price Indexes (New Housing) – Definitions, data sources and methods

New Single-Family and Townhouse Construction Price Index

Base Year 2007=100

	2009	2010	2011	2012	2013
Vancouver, BC	-6.40%	3.30%	-0.30%	-0.50%	-1.10%
Canada	-2.30%	2.20%	2.20%	2.40%	1.80%

As the New Housing Price Index is heavily weighted on new single-family construction, it will only be used as relative reference to compare new construction costs of townhouses with apartment buildings.

Apartment Building Construction Price Index

“The Apartment Building Construction Price Index (ABCPI) measures changes in contractors' selling prices of a representative apartment building. The index relates to both general and trade contractors' work and excludes the cost of land, land assembly, design, development and real estate fees...uses include the revaluation of expenditure, output and new order figures for construction work, updating previously costed projects, making adjustments to project cost for escalation, forecasting financial requirements for proposed projects...”

Source: Statistics Canada, Apartment Building - Definitions, data sources and methods

Apartment Construction Price Index

Base Year 2002=100

	2009	2010	2011	2012	2013
Vancouver, BC	-14.90%	-1.40%	3.60%	3.70%	2.80%
Canada	-6.50%	-0.20%	3.40%	2.50%	1.20%

Long-term inflation on apartment building construction from Q4 1992 to Q4 2011:

20 Year Average Annual Increase (1991 to 2011) 2.60%

10 Year Average Annual Increase (2001 to 2011) 3.04%

A majority of Canadian raw materials have remained flat in the last four years with only a few achieving year over year increases, such as iron ore, softwood lumber and gypsum.

Judging by the overall construction cost trends, one may conclude that the longer term rate of inflation in construction will continue to increase at a modest premium over the foreseeable future, but at a lower rate.

Marshall & Swift / Boeckh (MSB) Time Multiplier	2.76%	30-year
Statistic Canada: Apartment Building Construction Price Index	2.60%	20-year
Means Historical Cost Index – Vancouver CMA Multiplier	0.50%	5-year

We have adopted a rate of **2.65%** for annual inflation in calculating the future replacement costs hereinafter. This reflects Vancouver's historical low inflation in the last 5 years and will be updated every 3 years.

Interest Rate

Investment income can be a significant and increasing source of revenue for reserve funds, and therefore, it is imperative that reserve funds are continuously and prudently invested.

Reserve fund investments must be directly or indirectly guaranteed by governments. Bank deposits and various investment instruments are insured by the Canada Deposit Insurance Corporation up to a maximum of \$100,000, covering principal and interest.

6.11 In addition to an investment permitted under the Act, for the purposes of section 95 (2) (a) or 108 (4) (b) (i) of the Act, as applicable, a strata corporation may invest money held in the contingency reserve fund or money collected on a special levy in one or more of the following investments:

- (a) a savings account or chequing account with a financial institution outside of British Columbia insured by the Canada Deposit Insurance Corporation;
- (b) a term deposit or a guaranteed investment certificate, if the deposit or certificate
 - (i). is insured by the Canada Deposit Insurance Corporation or the Credit Union Deposit Insurance Corporation of British Columbia, and
 - (ii). has a predetermined rate or predetermined rates of interest
- (c) a treasury bill issued by the government of Canada;
- (d) any bonds, debenture or other evidence of indebtedness issued or guaranteed by the government of Canada or province, or issued by a corporation incorporated under the laws of Canada or a province, if at the time of purchase,

- (i) the bond, debenture or other evidence of indebtedness has a remaining term to maturity of 5 years or less
 - (ii) the interest and principal of the bond, debenture or other evidence of indebtedness are payable in Canadian dollars, and
 - (iii) the bond, debenture or other evidence of indebtedness has a rating of A or higher from DBRS Limited;
 - (e) a fixed income exchange-traded fund traded on a an exchange in Canada, if, at the time of purchase,
 - (i). the fund's portfolio does not contain securities other than bonds, debentures and other evidence of indebtedness,
 - (ii). the holdings in the fund portfolio are denominated in Canadian dollars
 - (iii). the average remaining term to maturity of the holdings in the fund's portfolio is 5 years or less, and
 - (iv). 98 per cent or more of the value of the holdings in the fund's portfolio have a rating of BBB or higher as reported by the issuer of that fund.
 - (f) bonds, debentures or other evidence of indebtedness of a corporation incorporated under the laws of Canada or a province if the corporation has earned and paid a dividend,
 - (i) in each of the 5 years immediately preceding the date of investment, at least equal to the specified annual rate on all of its preferred shares, or
 - (ii) in each year of a period of 5 years ending less than one year before the date of investment, on its common shares of at least 4% of the average value at which the shares were carried in the capital stock account of the corporation during the year in which the dividend was paid;
 - (g) guaranteed trust or investment certificates of
 - (i) a bank, or
 - (ii) a corporation that is incorporated under the laws of Canada or of a province and that has a business authorization to carry on trust business or deposit business;
 - (h) bonds, debentures or other evidence of indebtedness of a loan corporation or similar corporation
 - (i) that at the time of investment has all of the following:
 - (A) power to lend money on mortgages, charges or hypothecs of real estate;
 - (B) a paid up nonreturnable capital stock of not less than \$500 000;
-

- (C) a reserve fund amounting to not less than 25% of its paid up capital, and
- (D) the stock of which has a market value that is not less than 7% in excess of its par value;
- (j) preferred shares of a corporation incorporated under the laws of Canada or of a province if the corporation has paid a dividend,
 - (i) in each of the 5 years immediately preceding the date of investment, at least equal to the specified annual rate on all of its preferred shares, or
 - (ii) in each year of a period of 5 years ending less than one year before the date of investment, on its common shares of at least 4% of the average value at which the shares were carried in the capital stock account of the corporation during the year in which the dividend was paid;
- (k) first mortgages, charges or hypothecs on land in Canada, but only if the loan does not exceed 75% of the value of the property at the time of the loan as established by a valuator whom the strata corporation believes on reasonable grounds to be competent and independent;
- (l) securities issued or guaranteed by the International Bank for Reconstruction and Development established by the Agreement for an International Bank for Reconstruction and Development, approved by the *Bretton Woods and Related Agreements Act* (Canada), but only if the bonds, debentures or other securities are payable in the currency of Canada, the United Kingdom, a member of the British Commonwealth or the United States of America;
- (m) fully paid common shares of a corporation incorporated under the laws of Canada or of a province that, in each year of a period of 7 years ending less than one year before the date of investment, has paid a dividend on its common shares of at least 4% of the average value at which the shares were carried in the capital stock account of the corporation during the year in which the dividend was paid;
- (n) deposits in, or non-equity or membership shares or other evidence of indebtedness of, a credit union.

The ability of Strata Corporations to earn the highest rate of interest available in the marketplace, given the restricted conditions of investments, depends on the expertise of financial management and the amount of available funds for investment.

Therefore, the reserve fund planner must consider management policies, the historical investment performance and the size of the reserve fund available for investment.

In selecting an appropriate interest rate for reserve fund investments for a particular Strata Corporation, the balance of the reserve fund is the most critical consideration as it dictates investment options and their corresponding interest rates.

Investment opportunities are widely advertised with eligibility requirements including the

following: bank deposits, term deposits, guaranteed investment certificates (GICs), treasury bills, government and corporate bonds and fixed income exchange traded funds (ETFs).

The following are investment returns achievable for corporations, given various reserve fund investment time horizon:

Reserve Fund Time Investment	Interest Rates
1 Year	0.90% to 1.3%
3 Year	1.1% to 1.4%
5 Year	1.7% to 2.0%

Prudent reserve fund investment requires that investments are reasonably matched with anticipated reserve fund expenditures, ensuring reserve fund liquidity. Therefore, funds should be invested in a laddered portfolio, which ensures that reserve funds are available when needed. Some management firms use their “purchasing power” by directing business to a particular financial institution to negotiate favorable interest rates for all their clients. This approach may benefit the smaller corporations and is an important consideration when selecting an appropriate interest rate.

The benchmark calculations and the reserve fund projections are based on the assumption that reserve fund contributions are constantly and continuously invested.

The key assumption on the cash flow model is the discount rate used. Long term returns from competing instruments form the primary benchmark for this rate. In effect July 2014, the Strata Property Regulation will be amended to shorten maturity dates of government and corporate bonds and fixed income ETFs. Therefore, we have examined at 5 year bond rates, the current prime lending rate, and 5 year mortgage rates.

1 Month Prime Corporate Rate	1.14%
1 Month T-Bill	0.92%
Government of Canada	
1-3 year Marketable Bond Rate	1.08%
3-5 Year Marketable Bond Rate	1.48%
Prime Rate	3.00%
Conventional 5 year Mortgage	4.79%

Source: Bank of Canada, June 2014

Guaranteed Investment Certificates (GIC) – Major Financial Institutions

1 year	1%
3 year	1.35%
5 year	2.00%

Source: median bank posted rates as of June 11, 2014

Guaranteed Investment Certificates (GIC) - Bank of Canada

1 year	0.78%
3 year	1.13%
5 year	2.00%

Source: Bank of Canada, May 2014

The above rates represent market returns at a minimal risk. Considering the investment opportunities available in the subject instance, and a recommended management policy of investing in secured guaranteed investments, we have selected a **1.75% interest rate** in calculating the future investment performance of the Corporation's reserve fund.

Note however, that with more certainty in cash flows provided by the recommended cash flow model, longer term investments can be selected which would increase yields on interest income. The Strata Corporation should be able to achieve an average annual interest rate of 1.75% or better.

Regulations

Depreciation report

6.2 (1) For the purposes of section 94 of the Act, a depreciation report must include all of the following:

- (a) a physical component inventory and evaluation that complies with subsection (2);
- (b) a summary of repairs and maintenance work for common expenses respecting the items listed in subsection (2) (b) that usually occur less often than once a year or that do not usually occur;
- (c) a financial forecasting section that complies with subsection (3);
- (d) the name of the person from whom the depreciation report was obtained and a description of
 - (i) that person's qualifications,
 - (ii) the error and omission insurance, if any, carried by that person, and
 - (iii) the relationship between that person and the strata corporation;
- (e) the date of the report;
- (f) any other information or analysis that the strata corporation or the person providing the depreciation report considers appropriate.

(2) For the purposes of subsection (1) (a) and (b) of this section, the physical component inventory and evaluation must:

- (a) be based on an on-site visual inspection of the site and, where practicable, of the items listed in paragraph (b) conducted by the person preparing the depreciation report,
 - (b) include a description and estimated service life over 30 years of those items that comprise the common property, the common assets and those parts of a strata lot or limited common property, or both, that the strata corporation is responsible to maintain or repair under the Act, the strata corporation's bylaws or an agreement with an owner, including, but not limited to, the following items:
 - (i) the building's structure;
 - (ii) the building's exterior, including roofs, roof decks, doors, windows and skylights;
 - (iii) the building's systems, including the electrical, heating, plumbing, fire protection and security systems;
-

- (iv) common amenities and facilities;
- (v) parking facilities and roadways;
- (vi) utilities, including water and sewage;
- (vii) landscaping, including paths, sidewalks, fencing and irrigation;
- (viii) interior finishes, including floor covering and furnishings;
- (ix) green building components;
- (x) balconies and patios, and

(c) identify common property and limited common property that the strata lot owner, and not the strata corporation, is responsible to maintain and repair.

(3) For the purposes of subsection (1) (c), the financial forecasting section must include

(a) the anticipated maintenance, repair and replacement costs for common expenses that usually occur less often than once a year or that do not usually occur, projected over 30 years, beginning with the current or previous fiscal year of the strata corporation, of the items listed in subsection (2) (b),

(b) a description of the factors and assumptions, including interest rates and rates of inflation, used to calculate the costs referred to in paragraph (a),

(c) a description of how the reserve fund is currently being funded,

(d) the current balance of the reserve fund minus any expenditures that have been approved but not yet taken from the fund, and

(e) at least 3 cash-flow funding models for the reserve fund relating to the maintenance, repair and replacement over 30 years, beginning with the current or previous fiscal year of the strata corporation, of the items listed in subsection (2) (b).

(4) For the purposes of subsection (3) (e), the cash-flow funding models may include any one or more of the following:

- (a) balances of, contributions to and withdrawals from the reserve fund;
 - (b) special levies;
 - (c) borrowings.
-

- (5) If a strata corporation contributes to the contingency reserve fund based on a depreciation report, the contributions in respect of an item become part of the contingency reserve fund and may be spent for any purpose permitted under section 96 of the Act.
- (6) For the purposes of section 94 (1) of the Act, "*qualified person*" means any person who has the knowledge and expertise to understand the individual components, scope and complexity of the strata corporation's common property, common assets and those parts of a strata lot or limited common property, or both, that the strata corporation is responsible to maintain or repair under the Act, the strata corporation's bylaws or an agreement with an owner and to prepare a depreciation report that complies with subsections (1) to (4).
- (7) The following periods are prescribed:
- (a) for the purposes of section 94 (2) (b) of the Act, 3 years;
 - (b) for the purposes of section 94 (2) (c) of the Act, 18 months;
 - (c) for the purposes of section 94 (3) (a) of the Act, the one year period immediately preceding the date on or before which the depreciation report is required to be obtained.
- (8) A strata corporation is prescribed for the purposes of section 94 (3) (b) of the Act if and for so long as there are fewer than 5 strata lots in the strata plan.

[en. B.C. Reg. 238/2011, Sch. 1, s. 2.]

Management of contingency reserve fund

93. (1) The corporation shall establish and maintain one or more reserve funds.
- (2) A reserve fund shall be used solely for the purpose of major repairs and replacement of the common elements and assets of the corporation.

A fund set up for the purpose mentioned in subsection (2) shall be deemed to be a reserve fund even though it may not be so designated.

The corporation shall collect contributions to the reserve fund from the owners, as part of their contributions to the common expenses.

Unless the regulations made under this Act specify otherwise, until the corporation conducts a first Depreciation Report and implements a proposed plan under section 95, the total amount of the contributions to the reserve fund shall be the greater of the amount specified in subsection (6) and 10 per cent of the budgeted amount required for contributions to the common expenses exclusive of

the reserve fund.

The total amount of the contributions to the reserve fund after the time period specified in subsection (5) shall be the amount that is reasonably expected to provide sufficient funds for the major repair and replacement of the common elements and assets of the corporation, calculated on the basis of the expected repair and replacement costs and the life expectancy of the common elements and assets of the corporation.

Interest and other income earned from the investment of money in the reserve fund shall form part of the fund.

94. (1) The corporation shall conduct periodic studies to determine whether the amount of money in the reserve fund and the amount of contributions collected by the corporation are adequate to provide for the expected costs of major repair and replacement of the common elements and assets of the corporation.

A reserve fund shall be of a prescribed class, shall include the material that is prescribed for its class and shall be performed in accordance with the standards that are prescribed for its class.

For the purposes of this Act, an update to a Depreciation Report shall constitute a class of Depreciation Report.

A corporation created on or after this section comes into force shall conduct a Depreciation Report within one year following the registration of the declaration and description and subsequently at the prescribed times.

A corporation created before the day this section comes into force shall conduct a Depreciation Report at the prescribed times.

A Depreciation Report shall be conducted by a person of a prescribed class who shall have no affiliation with the board or with the corporation that is contrary to the regulations made under this Act.

The cost of conducting the study shall be a common expense which the board may charge to the reserve fund.

Within 120 days of receiving a Depreciation Report, the board shall review it and propose a plan for the future funding of the reserve fund that the board determines will ensure that, within a prescribed period of time and in accordance with the prescribed requirements, the fund will be adequate for the purpose for which it was established.

Within 15 days of proposing a plan, the board shall,

send to the owners a notice containing a summary of the study, a summary of the proposed plan and a statement indicating the areas, if any, in which the proposed plan differs from the study; and

send to the auditor a copy of the study, a copy of the proposed plan and a copy of the notice sent to the owners under clause (a).

The board shall implement the proposed plan after the expiration of 30 days following the day on which the board complies with subsection (9).

95. (1) No part of a reserve fund shall be used except for the purpose mentioned in subsection
94. (2) The board does not require the consent of the owners to make expenditures out of a reserve fund.

The amount of a reserve fund shall constitute an asset of the corporation and shall not be distributed to the mortgagees of the units or, except on termination of the corporation, to the owners of the units.

Also see the update in 2013 regarding Special Levies:

On December 12, 2013 the Province brought into force legislative amendments to allow strata corporations with majority support to apply to the BC Supreme Court to require strata owners to pay for certain repairs.

Under the amendment the court can issue an order to proceed with certain critical repairs necessary to ensure safety and prevent significant loss or damage as if the strata owners have passed a resolution endorsing a special levy.

Currently, the Strata Property Act requires a 3/4 vote to impose a special levy to raise money for needed repairs to common property. Without this amendment, a number of strata corporations would have remained deadlocked and deteriorating.

View the [revised Section 173 of the Strata Property Act](#) for the above changes.

The following are links to the relevant regulations:

http://www.bclaws.ca/EPLibraries/bclaws_new/document/LOC/freeside/--%20S%20--/Strata%20Property%20Act%20SBC%201998%20c.%2043/00_Act/98043_06.xml

http://www.bclaws.ca/EPLibraries/bclaws_new/document/ID/freeside/12_43_2000

**ROOFING CONDITION ASSESSMENT REPORT
QUEEN'S GATE
8500, 8520, 8560 AND 8580 GENERAL CURRIE ROAD
RICHMOND, BC**

Prepared for:

Strata Plan NW 3119
c/o Vancouver Condominium Services Ltd.
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V6E 3J7

Attention: Mr. Peter Chan

Prepared by:

Levelton Consultants Ltd.
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Per: Tim Stubbins, A.Sc.T.
Building Science Division

Reviewed by:



Per: David Evans, P. Eng.
Manager, Building Science Division

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1. INTRODUCTION

This Roofing Condition Assessment Report pertains to the Queen's Gate residential complex located at 8500, 8520, 8560 and 8580 General Currie Road, Richmond, BC.

1.1. SCOPE AND PURPOSE OF REPORT

The purpose of this roof review was to provide an opinion on the current condition of the existing roofing assemblies. Only the roofing elements of this complex were reviewed by Levelton Consultants Ltd. This report is based on our visual reviews of the roofs carried out on October 1, 6 and 8, 2010. This review mainly consisted of visually identifying obvious roofing defects, spot checks of the roofing membrane below the gravel surface layer, and reviewing typical roofing details.

The purpose of this report is as follows:

- Summarize the current condition and performance of all the existing roofs (i.e., flat roof areas which include the B.U.R. membrane system the modified asphalt membrane system and sloped metal roofs including the EPDM gutter membrane) of the three (four civic addresses) buildings comprising this complex.
- Prioritize our recommendations for maintenance and remedial work.

1.2. DISCLAIMER

This report has been provided to the Strata for roofing condition assessment purpose only. It is not to be used or relied upon for any other reasons or by any third parties. Levelton accepts no responsibility for damages suffered by any third party as a result of decisions or actions based on this report.

It should be noted that there are some inherent limitations to this roofing assessment. First, it is difficult to detect all roofing defects below the gravel layer of the B.U.R. roof without removing all the gravel from the roof areas. As such, there is the potential for additional deficiencies on the roof areas other than those noted in this report. Another limitation of roof reviews is the quality of the roofing system. It is more difficult to assess the performance of the roofs without knowing the quality of the initial roof installation.

1.3. BACKGROUND INFORMATION

Four previous Roof Condition Assessment Reports have been prepared by Levelton for the Strata:

1. Approximately 17 years ago, with opinions and recommendations summarized in the Roof and Waterproofing Condition Assessment Report dated January 23, 1993.
2. The second review was completed approximately ten years ago and the findings were summarized in the Roof Condition Assessment Report dated September 21, 2000.



3. The third review was completed approximately seven years ago which the findings were summarized in the Roof Condition Assessment Report dated April 3, 2003.
4. A fourth review was completed approximately five years ago along with findings in the Roof Condition Assessment Report dated August 19, 2005.

Some of the observations from the previous assessments by Levelton Engineering Ltd. are as follows:

- Two roof areas have been replaced with 2-ply modified bitumen SBS (Styrene Butadiene Styrene) sheet membrane in 2002. The roof areas replaced are at the main entry archway roof and at building 8560, roof S7.
- There have been previous reports of "roof leaks" throughout the complex. Specific locations reported have been vague.
- The gutter drains have been restricted an/or plugged, resulting in the gutter being filled with water.
- There were some significant deficiencies at the lap seams of the EPDM gutters at the sloped metal roofs. One EPDM membrane repair utilized a self-adhered modified bitumen membrane. EPDM and modified bitumen membranes are not compatible.
- Caulking over metal flashing joints and fasteners penetrating mechanical units, etc. require replacement.
- The installation of the sloped metal roof S5A at Building 8560 is poor. Several fasteners are missing and there is an inadequate waterproofing detail at the plumbing vent.
- The roof over the entry archway as previously noted (September 21, 2000 report) contained poor details at the side of the walls. This area has been completed as part of the building envelope repairs.
- Dryer vents are to be regularly cleaned as part of ongoing maintenance. The bird screen was missing and/or misaligned. The screens are required to be installed.
- Some sloped metal roofs have been re-fastened at Building 8580.
- An SBS membrane repair at the tie-ins of the roof cant, and over the cornice was completed as part of previous building envelope remediations to the exterior walls. Construction debris and foot traffic over the roof areas were a concern.

The roof repairs recommended by Levelton Consultants Ltd. in this current report mainly consist of the following:

- Roofing repairs are required to address deficiencies which have developed, i.e. blisters, ridging, exposed asphalt, split in membrane, etc.
- Replace missing and/or misaligned bird screen at vents. Including cleaning of screens from lint build-up and extending the internal ducting to the top of the box vent.



- On the metal roofs, remove and replace all corroded fasteners and install where missing, complete with neoprene washer.
- Installation of missing neoprene closure strips at sheet metal roofs.
- Complete SBS membrane detail at roof perimeter.
- Clean debris from EPDM gutter membranes and B.U.R. roof areas.
- Remove failed caulking at sheet metal flashing joints, mechanical units, etc. and replace with new caulking.
- Remove rust on the metal roof and repaint as required.

Some of the above anomalies are indicated on the roof plans included in Appendix A to this report.

During our review on October 1, 2010; TEK roofing were on site (Roof area S1 – Building 8520) removing moss growth. TEK had indicated that they have had an ongoing contract with the Strata to conduct maintenance repairs. During our review of the roof areas, it is evident that maintenance repairs have been completed. Ongoing maintenance will be required to extend the service life of the roofs.

1.4. GENERAL PROJECT DESCRIPTION

Queen's Gate is an existing residential development, which was constructed in 3 phases. The following summarizes the description of the complex:

Number of Buildings:	Phase 1 (South Buildings 8520 and 8560)
	Phase 2 (West Building 8500)
	Phase 3 (East Building 8580)
Construction Type:	Combustible (wood frame)
No. of Storeys:	3-storeys
Type of Roofing System:	Built-Up Roofing System (B.U.R.)
	Sloped Metal Roofs
	Single-ply EPDM roofing membrane (Mainly at sloped metal roof gutters)
	Two-Ply (SBS) modified asphalt sheet membrane systems installed in 2002 at the main entrance archway and Building 8560 Roof S7.

Age of Building:	South Building: 20 years (completed in 1990).
	West Building: 19 years (completed in 1991).
	East Building 18 years (completed in 1992).
Reports of Leaks:	One leak reported. Water stained ceiling in the hallway outside units 318 & 319 below Roof Area S3 at Building 8520.
Pervious Roof Repairs:	Repairs consisted of anomalies in the B.U.R. assembly being patched with SBS membrane, replacement of PVC vent caps, painting of corroded vent hoods, filling gum pans, wrapping electrical cables with EPDM membrane, etc.

2. DESCRIPTION OF ROOF SYSTEMS

2.1. BUILT-UP ROOF (B.U.R.) ASSEMBLY

Roof Elements

The roofs have been waterproofed with built-up roofing (B.U.R.) membrane. This is probably one of the oldest roofing systems available. It has been used for over 100 years in North America. It typically consists of 3 to 4 plies of organic felts laid in hot applied asphalt. The top layer of asphalt is usually covered with granular material to protect it from ultra-violet radiation. This type of roofing membrane typically has a lifespan of 15 to 20 years with proper maintenance.

Based on the Levelton Engineering Ltd. report dated January 22, 1993, the B.U.R. roof assembly consists of the following elements:

- 5 ply Built-up asphalt and gravel assembly
(Two-ply modified sheet membrane used as a replacement membrane)
- 5/8" T & G plywood sheathing
- slope shims
- 2'x4 " sleepers at 24" centers for cross ventilation
- vented attic spaces
- roof joists as per structural plans
- R28 batt insulation
- 2 mil poly vapor barrier

- gypsum wallboard ceiling finish

It should be noted that a cut test at Phase 2 at the time of the first review revealed that the 5-ply built-up roof specified on the drawings actually consisted of the two layers of loose laid organic felts on plywood sheathing with three layers of organic felts mopped on with hot asphalt. A flood coat of asphalt and gravel was then applied to the top of the roof. As such, this roof system should be considered as a 3-ply built-up roofing system.

The roofing felts and asphalt from the B.U.R. membrane perform as the waterproofing membrane to provide protection against moisture penetration. The gravel protects the B.U.R. membrane from ultra-violet exposure.

The main B.U.R. roof areas of all three phases are divided into smaller roof areas by firewalls, which limit the expansion and contraction of the roof system. For the purpose of this report, these smaller roof areas are individually identified on the reduced roof plans included in Appendix A to this report.

Note: The above assembly and description was not reconfirmed for this current report. We have assumed for this report that the same as-built components and assembly still exists

Roof Drainage

The B.U.R. roof areas are typically sloped to one or two sumped roof drains and internal drainpipes to shed water collecting on the roof areas. Smaller rectangular BUR roofs over elevators shafts, etc. which extend above the main B.U.R. roofs, are provided with drain scuppers and downspouts that discharge water onto concrete splash pads on to the lower B.U.R. roofs.

The perimeter of the roof areas are provided with curbs that are capped with metal flashing. Decorative metal cornices are provided below the roof curbs.

Some smaller roofs over bay window sections, etc. were not accessed. However, a visual review from an adjacent roof area allowed a cursory review of these areas to be performed.

Roof Penetrations

The flat roof areas are penetrated by numerous penetrations such as exhaust and dryer vents, plumbing vent pipes, skylights, lead pipes for electrical and gas lines, and gas fireplace chimneys.

Air conditioning units are supported on curbs which are located on top of the roof areas.

Sloped metal roof dormers are located around the outside perimeter of the flat roof areas. Water runs off the metal roofs into gutters which discharge water through downpipes onto concrete splash pads resting on the B.U.R.

2.2. SLOPED METAL ROOFS

Based on the Levelton Engineering Ltd. report dated January 22, 1993, the sloped metal roofs of all three phases consist of the following elements:

- Pre-finished metal roof “cladding”,
- Building paper,
- ½ “ plywood sheathing with H clips,
- rafters or trusses as per structural drawings.

The ½” plywood sheathing was substituted with wood strapping during the construction stage of the project.

The sloped roofs over architectural dormers are comprised of ribbed metal panels set on wood strapping, which are mechanically fastened with a combination screw and neoprene gaskets which provides a waterproof seal. Some fastener heads are caulked with sealant or covered with plastic caps. The ceiling of the top storey is located below the sloped roof. The attic spaces below the sloped roofs are provided with insulation and are vented to the exterior by square metal grilles within the stucco clad exterior gable walls.

Generally, most of the sloped metal roofs are gable type roofs. However, some sloped roofs incorporate hips and valleys.

The sloped roofs use an EPDM (Ethylene Propylene Diene Monomers – synthetic rubber) gutter system at the base/eave of the sloped roofs. The gutters collect and drain the water from the sloped roofs onto concrete splash guard on the lower BUR roof via scuppers and downspouts.

The metal roof incorporates decorative metal cornices adjacent to the EPDM gutter and outside face of the dormers.

The use of ridge cap flashing at the peak of the sloped roof and back-lapped flashing are typical throughout the complex. In some cases, neoprene closure strips have been installed under the ridge cap to prevent wind driven rain from entering.

The edges of the metal roofs generally do not extend beyond the face of stucco walls. At some locations, additional metal drip flashings have been provided to protect the stucco walls.

The sloped metal roofs are typically penetrated by stucco clad chimneys, which extend above the metal panels.

The above comments are generally a repeat of the opinions and observations from previous reports and are still valid. This cursory review did not include removal of roof components to verify the above or if any changes have occurred.

2.3. ROOF OVER ENTRY ARCHWAY

This roof area is located between the Phase 1 and 2 buildings on the north side of the complex. The roofing system consist of a two-ply modified bitumen (Styrene Butadiene Styrene) roofing membrane with two internal roof drains at either end of the roof area that was re-roofed in 2002. This roof area was not accessed directly and was reviewed from the adjacent building roof surfaces.

2.4. BUR ROOFING DEFICIENCIES

For the purpose of this report, the following summarizes some of the typical roofing defects that were observed on the B.U.R. roofs of this complex. Their name, description, possible causes and effects of these defects are noted.

Surface Blisters

Small 'clumps' (bubbles) of asphalt migrating up through the gravel surface coating of the roofing, caused by heat. (Photo 7) If these bubbles break, small craters are formed and the thickness of the asphalt is reduced, which may eventually expose the underlying felts to the weather.

Structural Blisters

Air bubbles, which expand between plies of felt or between the membrane and substrate (plywood) caused by trapped air or air and moisture. As the blister expands, the gravel surfacing may "fall away" exposing the asphalt. Exposed asphalt may result in membrane failure (tear or open up laps and fishmouths).

Ridging

Narrow ripples in membrane caused by movement of either the felts or substrate under moisture or thermal effects. (Photo 25)

As the ridge continues to rise upwards, the asphalt top coating and the felts are exposed to the weather, resulting in premature deterioration of the membrane. The split in the roofing membrane will be exposed to water penetration.

Ponding of Water

Ponding is defined as water in low or irregular roof areas that remains longer than 48 hours after rainfall.

Caused by an indentation in the roof areas or inadequate roof drainage, ponded water can enter the roofing membrane through any membrane imperfections. Water can also accelerate the degradation of the B.U.R. membrane, and also promote vegetation and fungi growth.

Alligator Cracking

Hardening and shrinking of exposed asphalt on the surface of the built-up roof. The cracking pattern resembles an alligator's hide. As the cracks harden and deepen, the roofing felt will be exposed to the weather causing deterioration of the roofing felt (rot, blisters and cracks).

Bare Spots

Surface areas of the built-up roof are inadequately protected with sufficient gravel, exposing the asphalt to the weather.

Premature deterioration (cracking and blistering) of the exposed asphalt will occur.

Exposed Felt Edges

Curling of felt edges due to poor initial installation. Edges of the felt can wick moisture into the roofing membrane when it is covered with moisture.

Moss Growth

Vegetation/moss growth will retain moisture which can accelerate the degradation of the B.U.R. roof assemblies.

3. BUR ROOFING SYSTEM

3.1. EXISTING CONDITION / DEFICIENCIES

For the purpose of identifying and prioritizing remedial repairs, the BUR roofs of this complex have been categorized as follows:

South Building 8520 and 8560: Roof No. S1 to S6

West Building 8500: Roof No. W1 to W5

East Building 8585: Roof No. E1 to E5

The perimeter areas of several roof areas on all three (four civic addresses) buildings have been remediate as part of the building envelope remedial repairs. The portion of B.U.R. removed (debris) has been left on the roof surface. (Photo 19)

Based on our visual reviews, the following summarizes some of the deficiencies that were observed on the above roofs:

Generally, all the roof areas except the two re-roofed in 2002 exhibited varying degrees of the roofing defects noted in Section 2.4 of this report.

- There have been SBS repairs around the roof perimeter parapet curb, although not all areas have been addressed. The protection course has degraded exposing the asphalt to U.V (Photo 32).
- It appears that some repairs around lead stacks were completed that ran electrical cable to the roof top mechanical units. The repair included the use of gum/pitch pans which are not recommended by the Roofing Contractors Association of BC. The 'mastic' used to seal/fill the gum pan has been reapplied as part of the ongoing maintenance.
- Exposed felt edges, ridges (Photo 25), and surface blisters (Photo 22) were noted throughout roof areas. The exposed felt edges appear to occur at the 1st felt layer and are no longer protected by the surface gravel. If not repaired, the exposed felt will continue to deteriorate (crack, blister) through the remaining 2 plies.

- Sealing compound was used around a lead vent stack (Photo 11) to prevent further water ingress as a result of a leak in Building 8520.
- Split (or crack) in the membrane has developed (Photo 27). If left, the crack could further open up creating a point of water ingress.
- Moss growth will be an ongoing maintenance item. Most roof areas exhibit moss over the B.U.R. membrane (Photo 16).
- Alligator cracking was observed at the base of flashing at firewalls, stucco walls of slopped roof, skylights, roof vents, etc., due to exposed bitumen (bare spots) (Photo 12) to ultra-violet light. These locations should be covered with modified bitumen (SBS) strips, which will protect the underlying felts from ultra-violet exposure.
- Dark dirt staining on the BUR were observed indicating potential water ponding problems. There was significant rain during the month of September, 2010. Ponding was observed on the Archway Roof and South Building 8520, Roof Area S1.
- Waterproofing membrane was not installed underneath the perimeter curb flashing. The condition is being repaired as part of the ongoing building envelope repairs to the exterior walls. Most perimeter areas have been rectified, although debris (clumps at asphalt) has been left on the roof (Photo 19).
- Some galvanized vent boxes were submerged in water, and are now corroding at the base of the flashing. Some of the exposed bitumen around the base of the vent has cracked due to U.V. exposure (Photo 38 and 40).
- Some lead pipes were too low on the BUR roof. Snow and/or water build-up on the roof may enter the short lead pipes. A hole was observed in one pipe (Photo 31).
- The PVC vent caps used are deteriorating (Photo 2). Some of the vent caps have been replaced as part of ongoing maintenance (see Photo 31).
- Splash pads were missing (Photo 30) or deteriorated (Photo 13) at some locations. This condition can wash away gravel, exposing the unprotected bitumen.
- Sealant was used to seal the flashing joints to prevent water penetration. The use of sealants to manage moisture penetration is not a recommended long term situation. Acknowledging that this is inherent in the design of the metal flashing, frequent maintenance is required to ensure the sealant has not failed. A small crack or hole in the sealant may allow water ingress. Sealant is deteriorating due to ultra-violet exposure. Sealant used around storm collars (Photo 37) will be an ongoing maintenance requirement.
- Plastic strainers over the roof drains were not firmly secured, which can be easily displaced by wind. The strainers have been "weighted" down by concrete (portions of concrete paver) (Photo 14).
- At a number of drain sumps, there was exposed bitumen and cracking at the edges and the corners (Photo 18). The exposed bitumen is inadequately protected by the surface gravel. Some existing BUR drain sumps have been repaired using modified bitumen SBS membranes. Since the water can pond at the drains, any defects

around the drain sumps should be repaired. Blisters and open membrane laps were observed at some repaired sump drain areas.

- Rusting/corrosion were observed on the galvanized metal vents penetrating the roof assembly (Photo 33), mechanical units (Photo 47), chimney cap flashings (Photo 46) and metal cap flashings over the firewalls (Photo 42) and perimeter parapet curb. Several vent caps have been painted to help minimize and/or deter corrosion.
- SBS repairs have been made throughout. The roof access hatch curb on Building 8500 was repaired with an SBS membrane. Damage has occurred at one corner (Photo 24), exposing the bitumen.
- Bird screen at the dryer vents were clogged with lint (Photo 2). Lint build-up can prevent moisture laden air from discharging causing moisture to migrate internally. Lint build-up can also create a fire risk. Further, the ducting at several vents was observed to be too low (Photo 3), missing or incomplete bird/insect screen (Photo 34), and one duct was observed to be off set to the vent box at Roof Area E4 (adjacent to the roof access hatch), which will restrict air flow.

3.2. RECOMMENDATIONS

In order for the BUR roofing to properly perform during its service life, Levelton recommends the following:

- the roofing material must be properly designed and installed in accordance with good roofing practices;
- the roofing membrane (felt layers and bitumen) must be protected from weather (e.g. water and ultra-violet light);
- water must be shed from the roof areas as quickly as possible; and,
- the BUR must be properly maintained during the service life of the roof.

Ongoing maintenance is required. Such items to maintain are:

- Resealing caulking at the metal cap flashing joints, storm collars, etc.
- Resealing caulking at the electrical and gas lines for the roof top mechanical units.
- Cleaning of dryer ducts. Install and/or correct bird screens. Extend ducting to the top of the vent boxes.

With the ongoing maintenance, the existing BUR roof is in relatively fair condition with the exception of a few roof areas noted below as high priority. It is our opinion that the existing deficiencies on the roofs can be repaired to prolong the service life of the roof. The high priority roof areas should be considered to be replaced within 1 to 2 years. Replacement of the remaining roof areas should be considered in approximately 2 to 3 years. Our recommendations for remedial work are as follows:

- Roofing defects identified during our visual review and noted on the reduced floor plans should be repaired. The specific type of roof repair will be confirmed based on discussions with a roofing contractor. These repairs are intended to limit further deterioration of the roofing membrane.
- The roof areas showing water ponding are of concern, since there is the potential that standing water may enter the roofing system through defects in the roofing membrane. As such, at these areas of the roof, gravel should be removed and any defects found beneath the gravel should be repaired.
- When the roof is eventually replaced, roof crickets (tapered insulation) should also be installed to improve the roof slope. The extent of the roof areas showing potential water ponding is identified on the reduced floor plans included in Appendix A of this report.

Priority of Roof Remedial Work:

South Building 8520 and 8560:

High Priority – Roof S3
Medium Priority – Roofs S2

Low Priority – Roofs S1, S4, S5, and S6

West Building 8500:

High Priority – Roof W5

Low Priority – Roofs W1 to W4

East Building 8585:

High Priority – Roof E1

Medium Priority – Roof E2

Low Priority – Roofs E3 to E5

4. SBS ROOFING SYSTEM

4.1. EXISTING CONDITION / DEFICIENCIES

For the purpose of identifying and prioritizing remedial repairs, SBS roofs of this complex have been categorized as follows:

South Building 8560 Roof Area S7

Archway/Entrance Roof Area

The two-ply SBS (Styrene Butadiene Styrene) modified asphalt sheet membrane system are generally in good condition. Our observations are as follows:

- On Roof Area S7, minor wrinkles (Photo 48) have formed in the membrane. It is unclear at this time to what caused the wrinkles.

- Ponding water (Photo 35) and/or signs of ponding water were observed over both roof areas.
- An excessive number of screws (Photo 9) have been fastened through the cap flashing.
- Debris build-up observed around the drains will restrict water flow.
- Base of stucco wall at Roof Area S7A was not finished (Photo 10) at the time the roof was replaced.

4.2. RECOMMENDATIONS

- Monitor the wrinkles in the membrane.
- Remove debris from the roof surface/drains.
- Repair base of stucco wall at Roof Area S7A.
- At the cap flashings, remove the fasteners, remove the metal cap flashing, repair the membrane and replace with new metal cap flashing.

5. SLOPED METAL ROOFS

5.1. EXISTING CONDITION / DEFICIENCIES

For the purpose of identifying and prioritizing remedial repairs, the sloped metal roofs of this complex have been categorized as follows:

South Building 8520 and 8560:	Sloped Roof No. S1A to S7A
West Building 8500:	Sloped Roof No. W1A-C to W5A
East Building:	Sloped Roof No. E1A-C E5A-C

The following summarizes the existing condition and priority of sloped metal roof areas located around the roof perimeter of each building.. Note that some of the sloped roofs have been repaired, as described in Section 1.3 of this report. Generally, the metal roofs are in poor condition, relying on sealant to manage moisture penetration.

- At some gutter locations, the seals in the EPDM appear to be repaired with sealant, which is now failing (Photo 20). It is our understanding that this deficiency was a previous source of water ingress into the building. In addition, the EPDM does not extend to the outside face of the gutter nor adequately up the sloped roof.
- Back-sloped flashing and sealant was used at the corners of the sloped roof. When the sealant fails, water can enter the roof at the back-sloped joint.

- The typical fasteners attaching the metal roof to the underlying wood strapping were deficient throughout the metal roofs. Fastening at the base of the metal roofs is deficient. The location of the fasteners at the base can be critical to preventing wind uplift (Photo 23). Some fasteners were missing, not fully fastened down to the metal sheet (Photo 44), corroding, not provided with protective plastic caps, and/or fastened at an angle.
- EPDM membrane repairs have been carried out, which included:
- Self-adhered modified bitumen membrane applied over the EPDM. However, the two types of membrane are not compatible.
- There was debris in some of the EPDM gutters (Photo 17), which can inhibit the flow of water into the downspouts. Ponding water was observed in a few gutters because the drains are restricted or plugged (Photo 28).
- Tenting is a common problem with EPDM gutters. Tenting (Photo 36) is a result of the membrane "shrinking" resulting in the membrane to be unsecured.
- Some cap flashing over the firewalls of the sloped roofs are not fitted together (Photo 43), which could allow water ingress between the flashing joints.
- Membrane installed under the metal cap flashing is exposed and deteriorating due to U.V. exposure (Photo 45).
- Scuffing/scratches on the metal roof showing corrosion was visible throughout the metal roofs (Photo 5, 44, 45).
- Some splash pads were missing.
- Neoprene closure strips are not continuous (Photo 21), degrading due to U.V. exposure and are missing at the top of roof panels below the ridge/hip caps.
- The metal roofs on the four buildings do not extend beyond the face of the stucco walls. As such, the stucco walls are not protected and are exposed to water flowing down the wall from the sloped roof (Photo 15). Numerous cracks on the stucco wall have been sealed with caulking (Photo 1).
- The metal roofs are painted. The paint is oxidizing.
- The soffit section under the sloped metal roof was not properly secured (Photo 26). The opening could be a point of entry for insect migration.

Sources of potential water ingress that can enter below the metal roof are suspected at the following locations:

- hardened and cracked neoprene fastener gaskets;
- the failed joint between the 2-piece ridge cap flashing;
- failing joints and seams in the EPDM gutters;

- clogged drains in EPDM gutters;

5.2. RECOMMENDATIONS

The following remedial measures should be implemented for the sloped metal roofs of this complex:

- Remove and replace all corroded fasteners and install where missing, complete with new neoprene washers.
- Repair and repaint all scratch marks and corrosion on the metal roofs.
- Clean, wash and remove all debris at all gutters.
- Review and maintain a waterproof seal between the two piece ridge caps flashing.
- Review all joints in the metal roof sealed with caulking and replace failing sealant as required. Some joints may be required to be re-connected.
- Provide splash pads where missing.
- Ensure all gutter drains are functional.
- Install/replace missing neoprene closure strips.
- Reseal loose membrane at copper scupper drains.

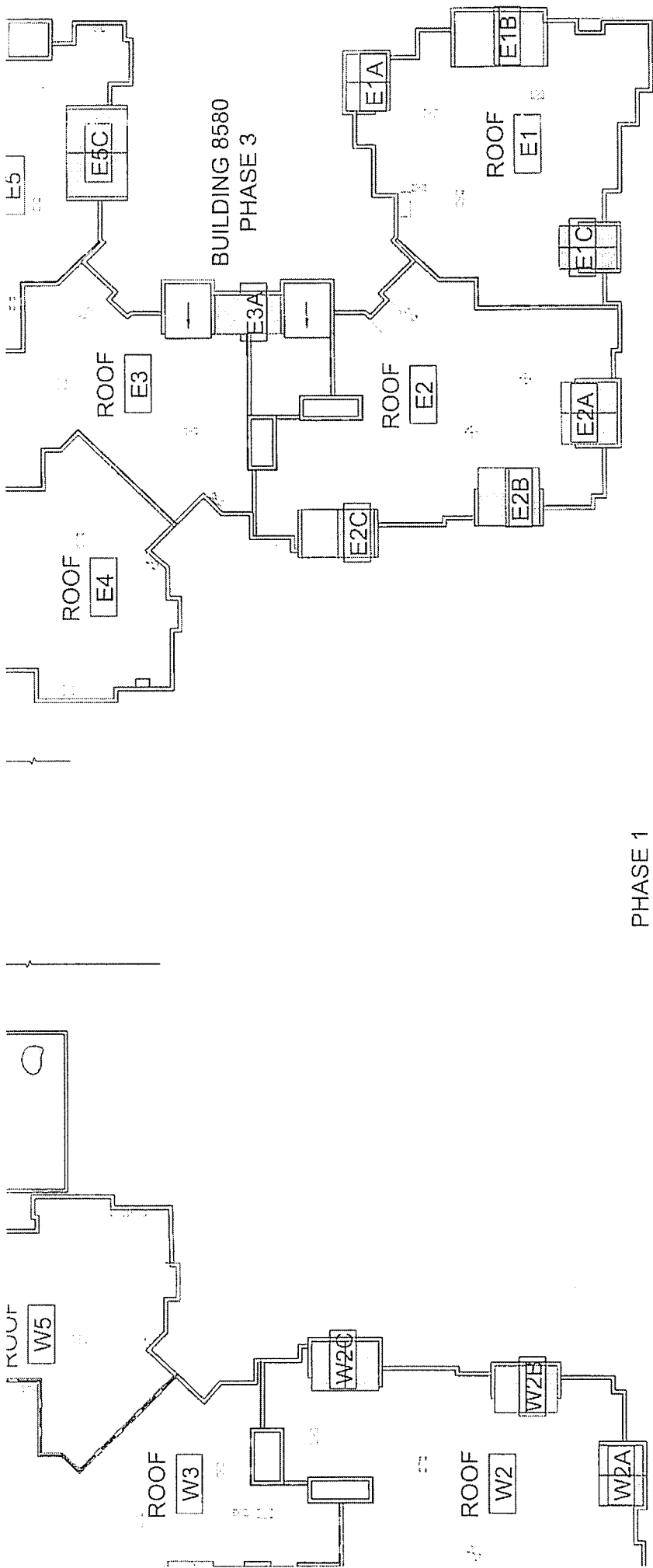
Based on the condition of the roof, it is our opinion that total replacement of the existing metal roof is recommended. We recommend that the EPDM gutter membrane be replaced at the same time. There have been no reports of leaks through failed fasteners in the field of the metal roof. As previously noted in past reports, some of the existing sloped roofs have been repaired. Accordingly, we are recommending that high priority roofs be completed first. The remaining sloped roof can be replaced in a phased approach.

Priority of Roof Remedial Work

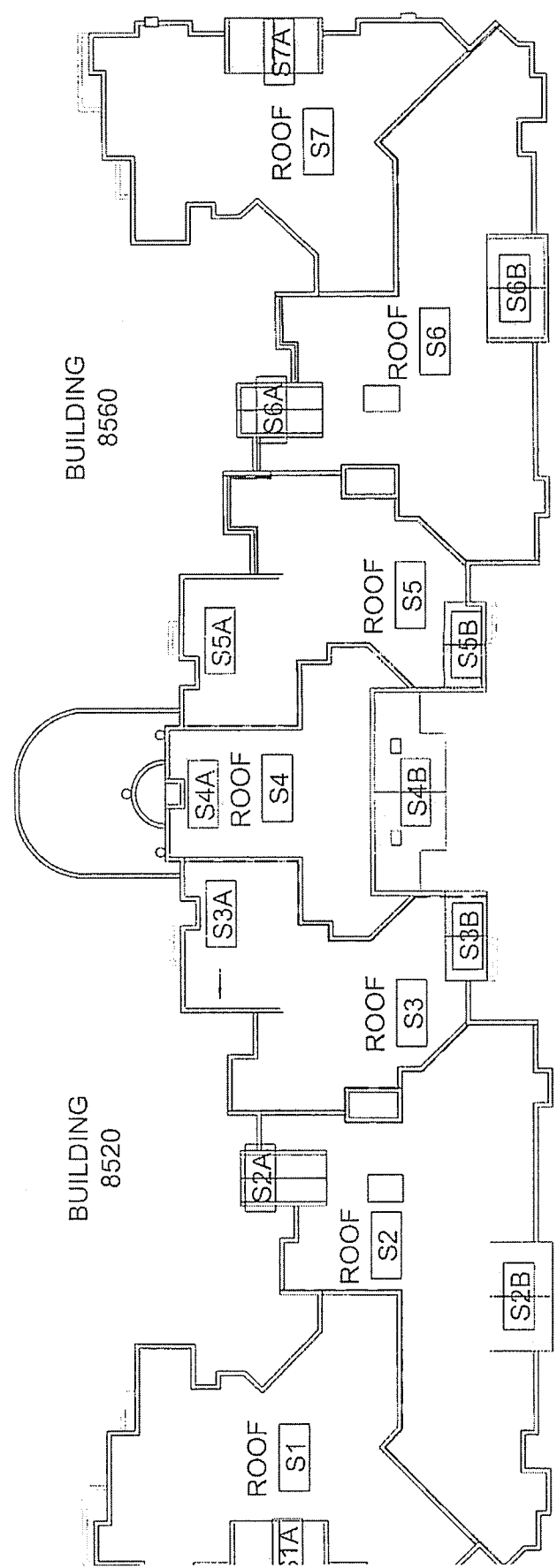
South Building 8520 and 8560:	High Priority – Roofs S5A and S4B
	Medium Priority – Roofs S1A to S7A
West Building 8500:	High Priority – Roof W1A
	Medium Priority – Roofs W1B-C to W5A
East Building 8580:	Medium Priority – Roofs E1A-C to E5A-C

Appendix A

REDUCED ROOF PLANS

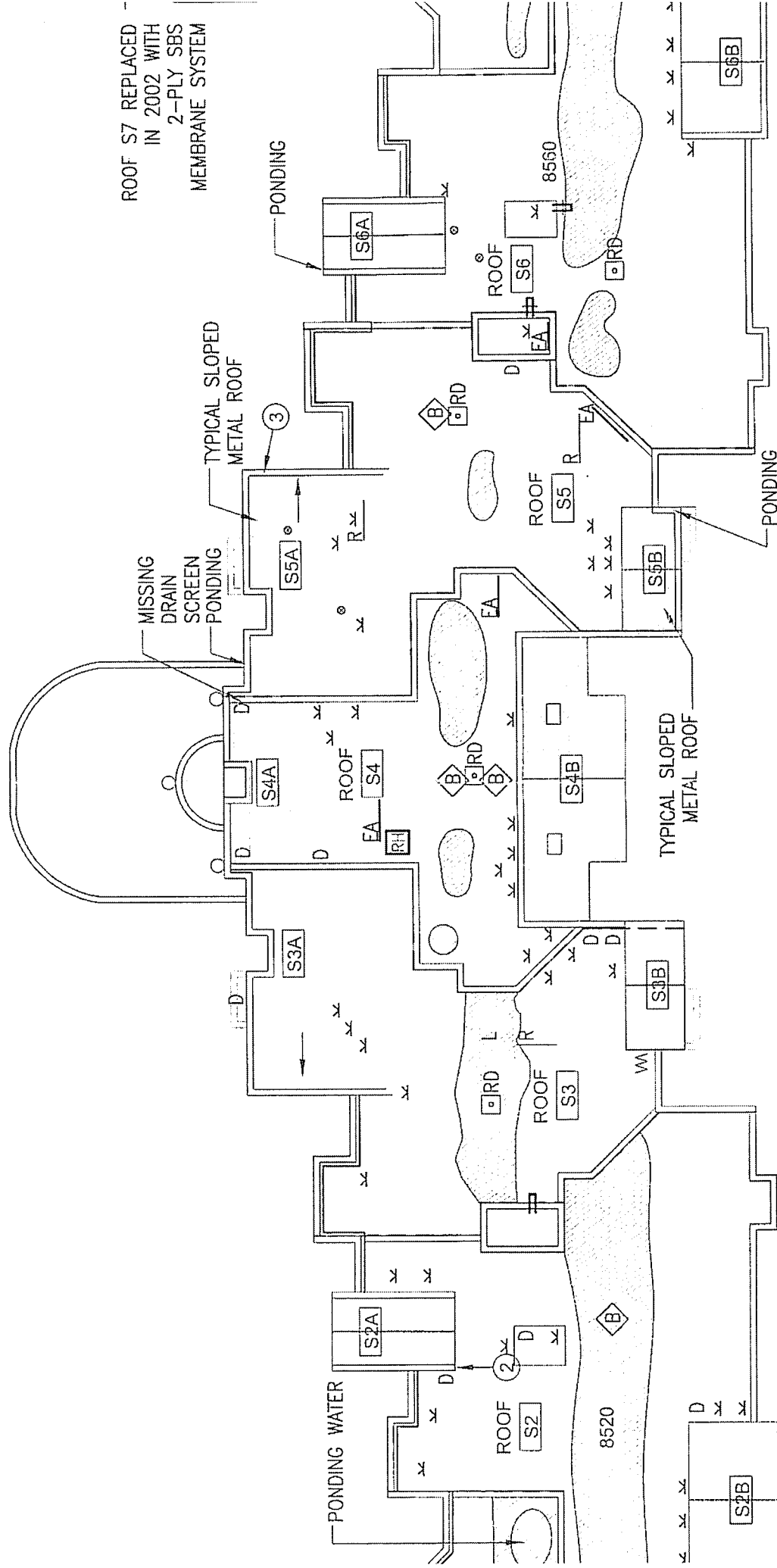


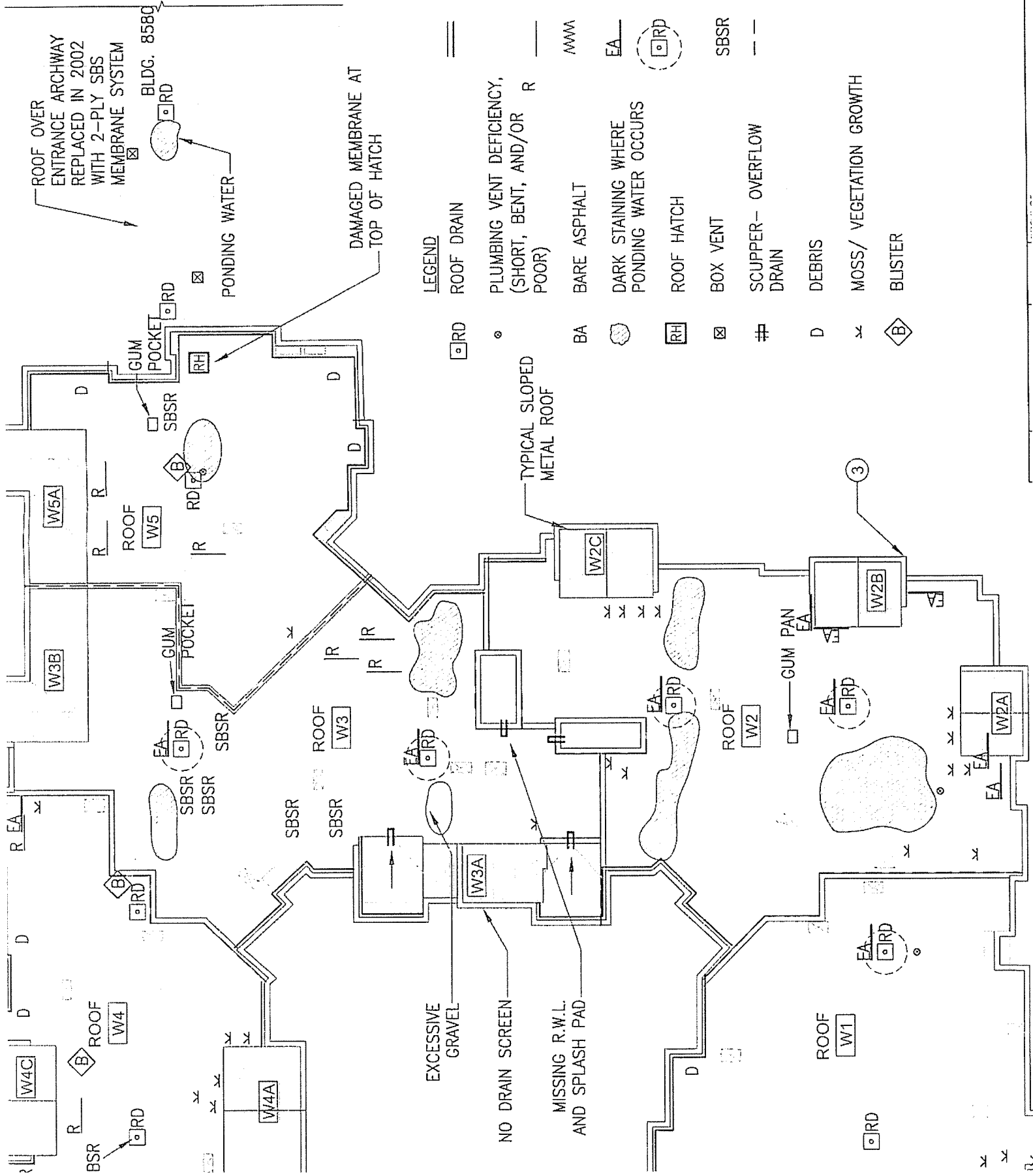
PHASE 1

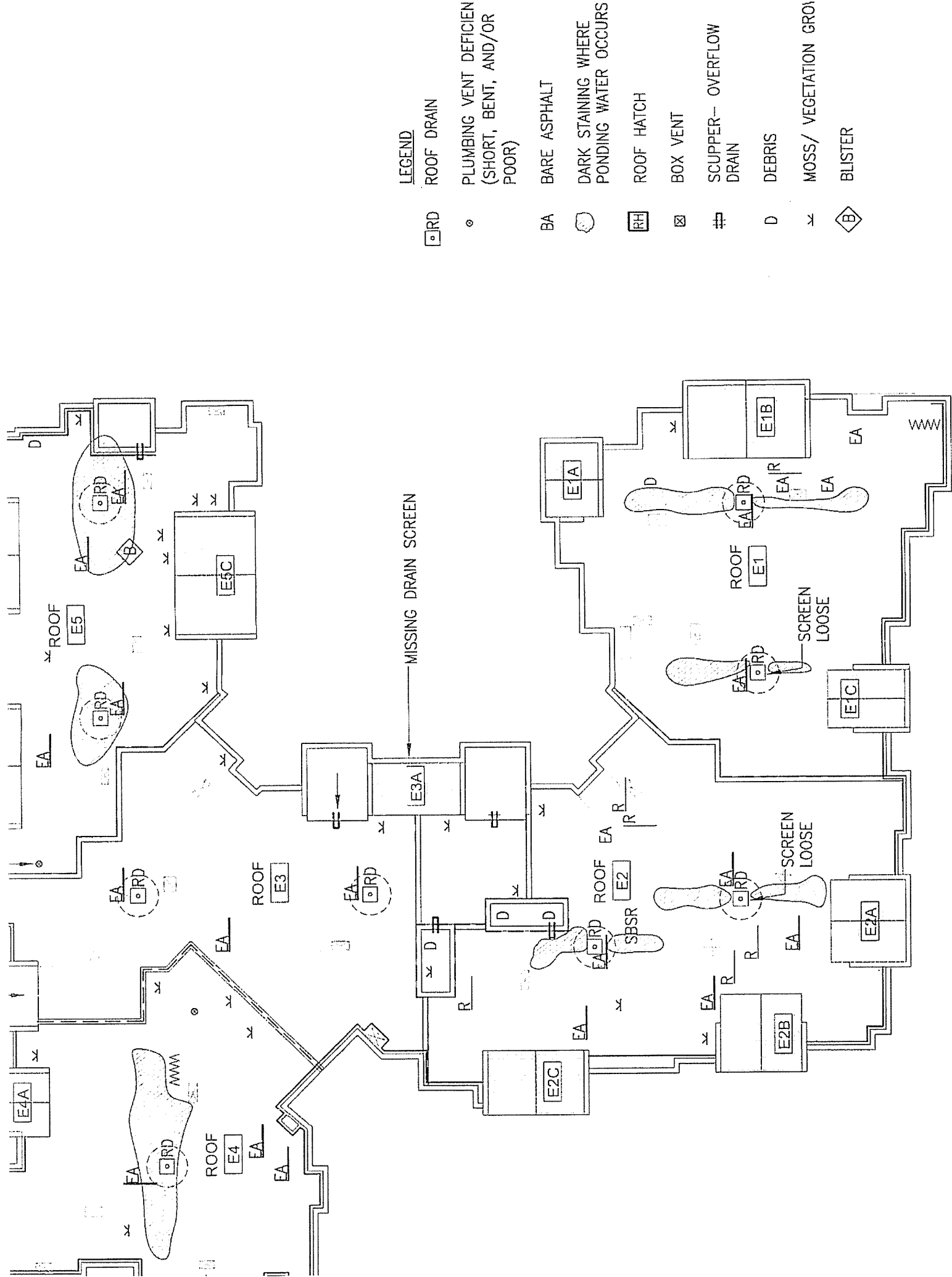


BA PLUMBING VENT DEFICIENCY,
(SHORT, BENT, AND/OR
POOR)
BA BARE ASPHALT

<input type="checkbox"/> RH	ROOF HATCH
<input checked="" type="checkbox"/> BOX	VENT





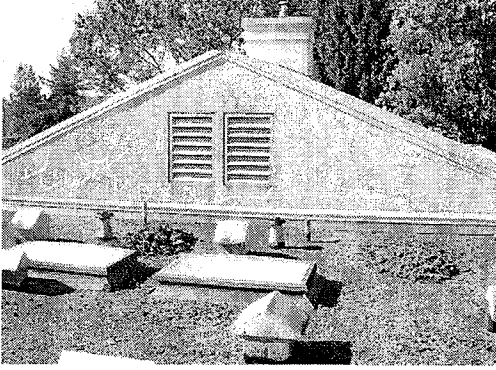

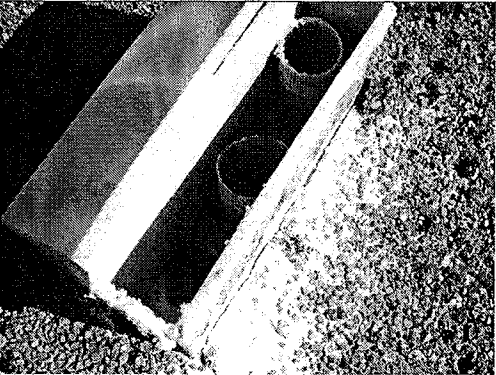
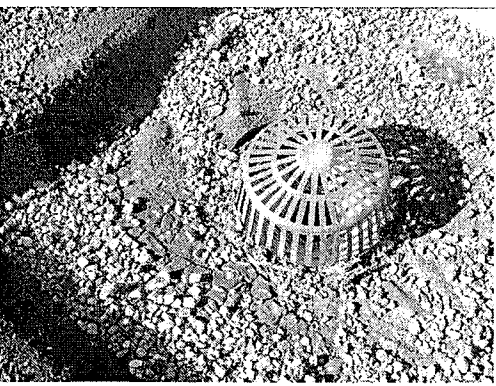


- LEGEND**
- RD ROOF DRAIN
 - PLUMBING VENT DEFICIENT (SHORT, BENT, AND/OR POOR)
 - BA BARE ASPHALT
 - DARK STAINING WHERE PONDING WATER OCCURS
 - RH ROOF HATCH
 - BV BOX VENT
 - SO SCUPPER-- OVERFLOW DRAIN
 - D DEBRIS
 - MO MOSS/ VEGETATION GROWTH
 - BL BLISTER

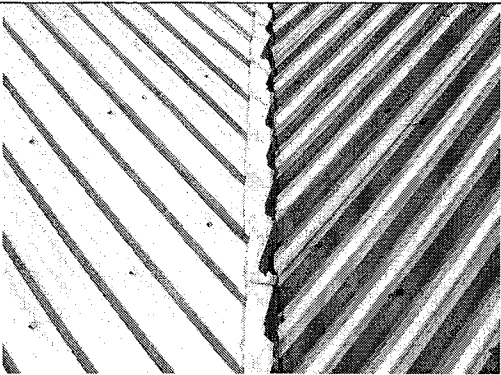
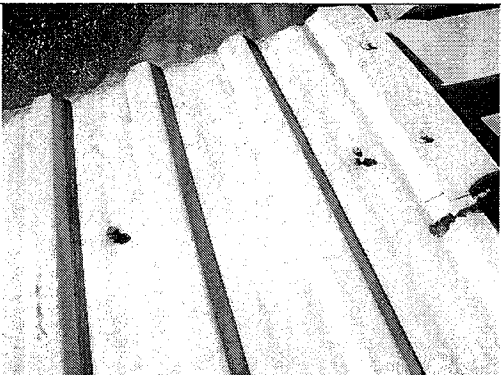

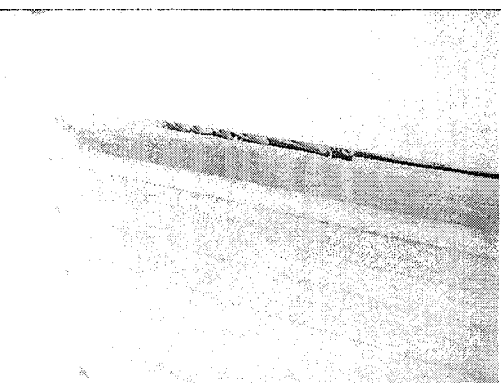
Appendix B

PHOTOGRAPHS

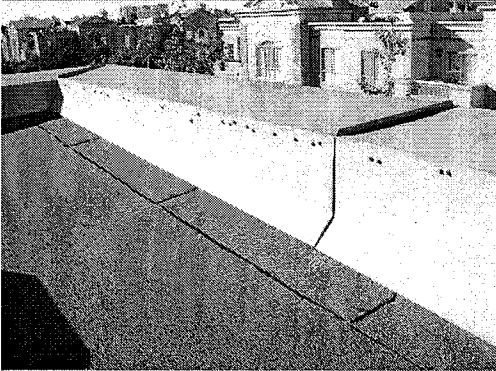


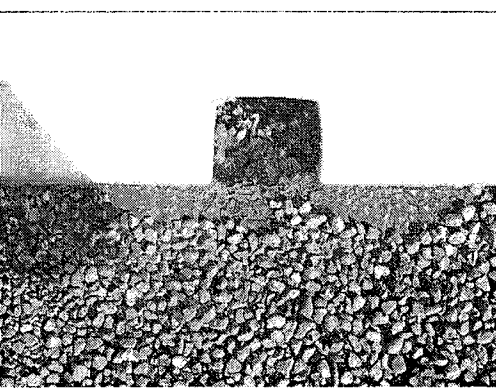
PHOTOGRAPHS

1		<p>Building 8520 Roof Area S1A</p> <ul style="list-style-type: none"> Cracks in stucco wall sealed with caulking as part of ongoing maintenance.
2		<p>Building 8520 Roof Area S1</p> <ul style="list-style-type: none"> Lint from dryer duct collecting on the roof.
3		<p>Building 8520 Roof Area S1</p> <ul style="list-style-type: none"> Metal cap over dryer duct not secured. Missing insect screen. Exhaust ducts should extend to top of vent.
4		<p>Building 8520 Roof Area S3</p> <ul style="list-style-type: none"> Open lap edge.


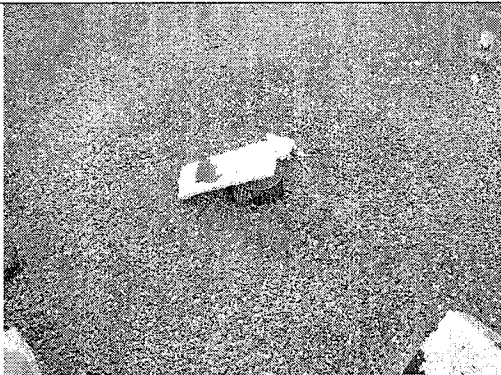
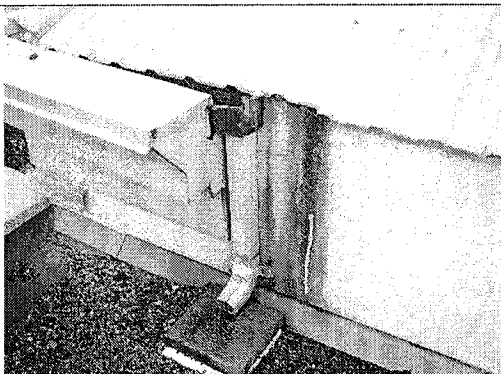
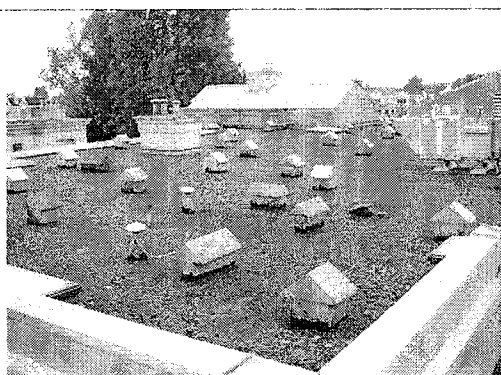
PHOTOGRAPHS

5		<p>Building 8520 Roof Area S4A</p> <ul style="list-style-type: none"> • Scratches in paint coating • Corrosion forming on bare metal.
6		<p>Building 8560 Roof Area S4A</p> <ul style="list-style-type: none"> • Fasteners “popping” up.
7		<p>Building 8560 Roof Area S6</p> <ul style="list-style-type: none"> • Exposed asphalt – clumps of asphalt forming through gravel protection exposed to ultraviolet light.
8		<p>Building 8560 Roof Area S4B</p> <ul style="list-style-type: none"> • Exposed membrane below stucco chimney chase.

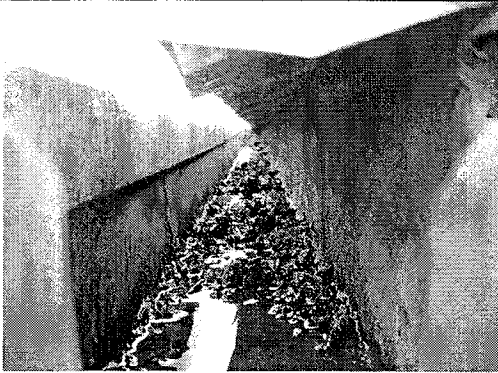

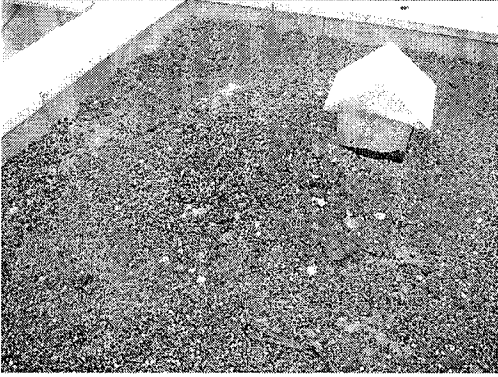
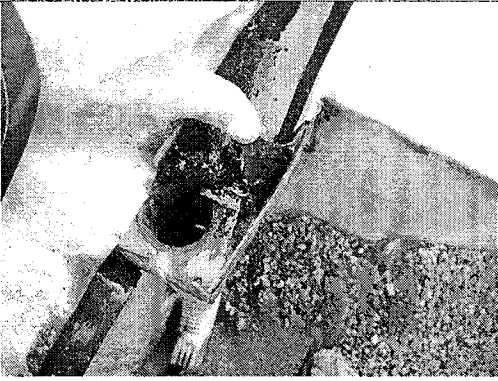
PHOTOGRAPHS

9		<p>Building 8560 Roof Area S7</p> <ul style="list-style-type: none"> Several fasteners installed through metal cap flashing.
10		<p>Building 8560 Roof Area S7A</p> <ul style="list-style-type: none"> Base of stucco wall was left unfinished.
11		<p>Building 8520 Roof Area S3</p> <ul style="list-style-type: none"> "Sealing" compound used to stop leak in roof system.
12		<p>Building 8560 Roof Area S6</p> <ul style="list-style-type: none"> Exposed asphalt at drain scupper is U.V. damaged.

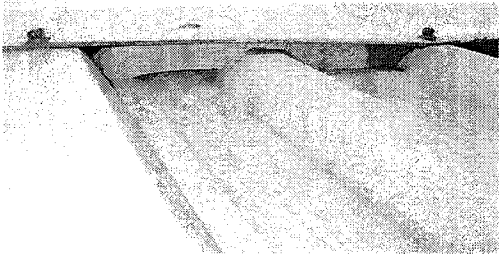
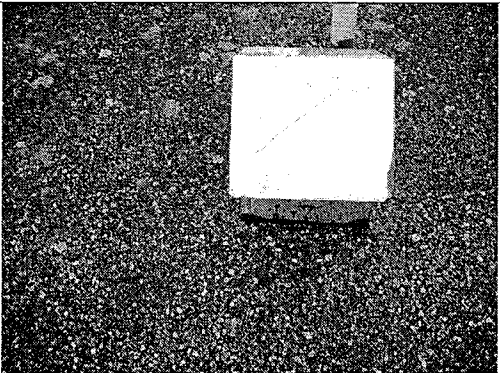

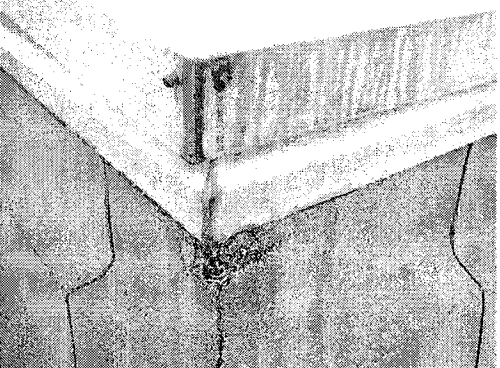
PHOTOGRAPHS

13		<p>Building 8560 Roof Area S6</p> <ul style="list-style-type: none"> Deteriorated concrete splash pad.
14		<p>Building 8500 Roof Area W1</p> <ul style="list-style-type: none"> Concrete used to "secure" drain guards.
15		<p>Building 8500 Roof Area W1A</p> <ul style="list-style-type: none"> Metal roof panels do not extend long enough causing staining on stucco wall from water run off.
16		<p>Building 8500 Roof Area W1</p> <ul style="list-style-type: none"> General view of roof area. Some moss growth occurring.



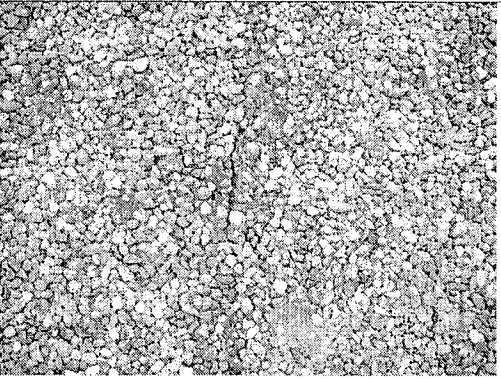

PHOTOGRAPHS

17		<p>Building 8500 Roof Area W2C</p> <ul style="list-style-type: none"> • Debris in gutter.
18		<p>Building 8500 Roof Area W2</p> <ul style="list-style-type: none"> • Exposed asphalt around perimeter of sump drain.
19		<p>Building 8500 Roof Area W1</p> <ul style="list-style-type: none"> • Debris from roof repairs left on roof.
20		<p>Building 8500 Roof Area W1A</p> <ul style="list-style-type: none"> • EPDM membrane not bonded at drain scupper.

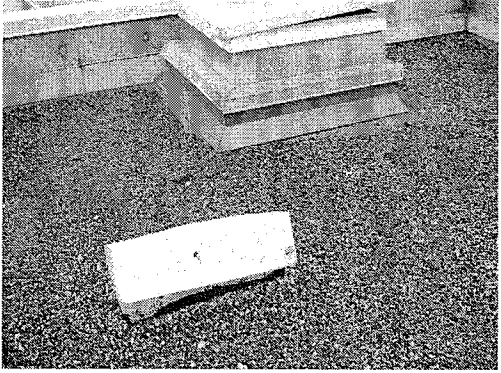
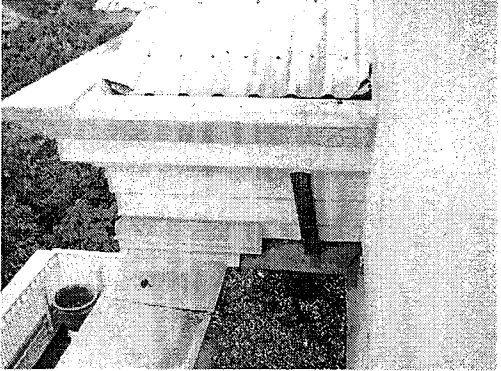


PHOTOGRAPHS

21		<p>Building 8500 Roof Area E1C</p> <ul style="list-style-type: none"> • Foam closure strip at top of metal roof (under ridge cap) is not continuous. • U.V. damaged.
22		<p>Building 8580 Roof Area E5</p> <ul style="list-style-type: none"> • Blister forming next to the vent.
23		<p>Building 8500 Roof Area W4B</p> <ul style="list-style-type: none"> • Fasteners were installed too high above the bottom of metal roof panels.
24		<p>Building 8500 Roof Area W5</p> <ul style="list-style-type: none"> • Damaged membrane at corners of roof access hatch.



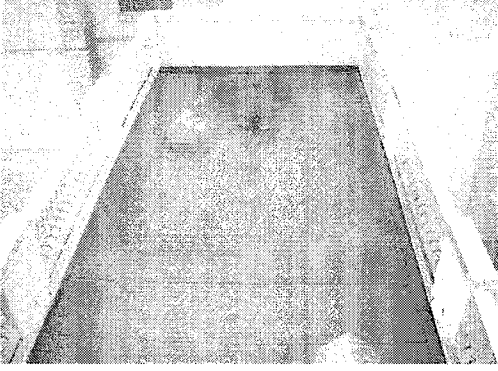
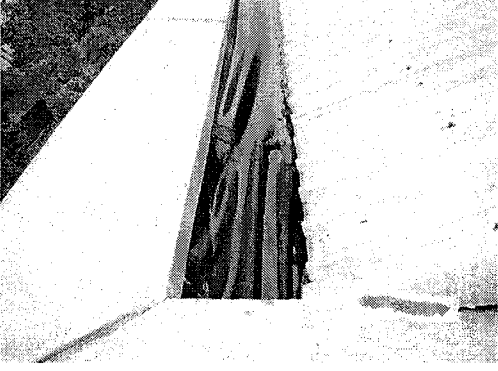
PHOTOGRAPHS

25		<p>Building 8500 Roof Area W4</p> <ul style="list-style-type: none"> • Ridge forming in BUR membrane.
26		<p>Building 8580 Roof Area E5</p> <ul style="list-style-type: none"> • Soffit not secured.
27		<p>Building 8580 Roof Area E5</p> <ul style="list-style-type: none"> • Split in membrane.
28		<p>Building 8500 Roof Area W3A</p> <ul style="list-style-type: none"> • Ponding water in gutter. • Drain restricted.

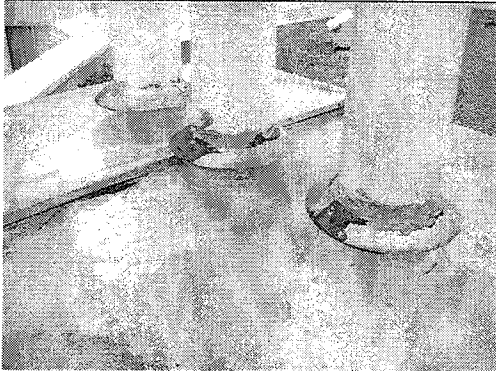
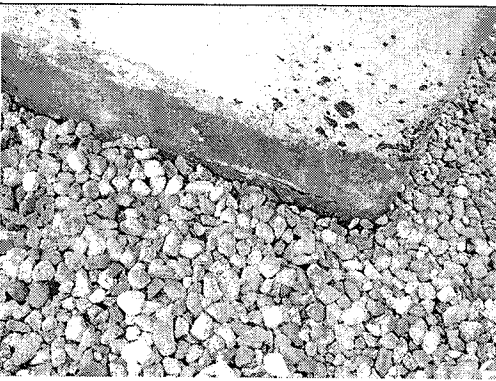


PHOTOGRAPHS

29		Building 8580 Roof Area E4 <ul style="list-style-type: none"> • Top of vent cap not properly secured.
30		Building 8580 Roof Area E5 <ul style="list-style-type: none"> • Missing splash pad.
31		Building 8580 Roof Area E5 <ul style="list-style-type: none"> • Hole in lead vent stack. • New PVC cap installed.
32		Building 8500 Roof Area W1 <ul style="list-style-type: none"> • Exposed asphalt at perimeter due to protection course sliding down.

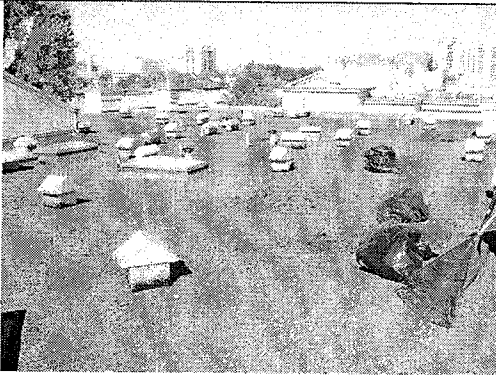
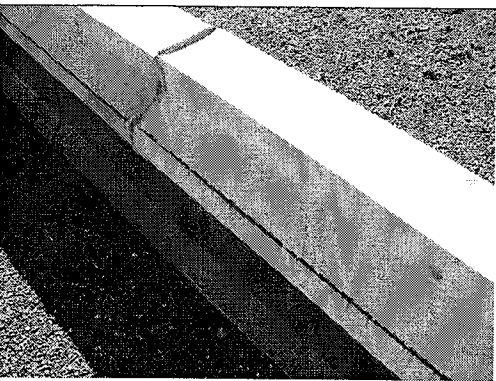
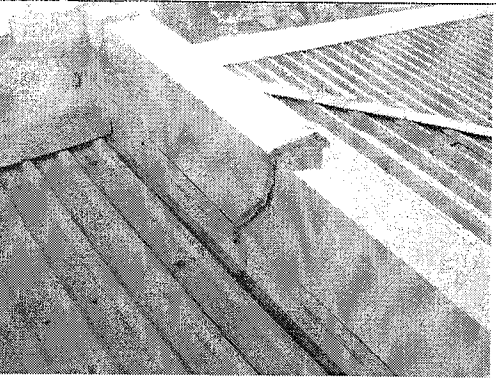

PHOTOGRAPHS

33		Building 8500 Roof Area W5 <ul style="list-style-type: none"> • General view of roof area. • Corrosion to vent box caps.
34		Building 8500 Roof Area W4 <ul style="list-style-type: none"> • Vent cover not secured • Screen not continuous • Vent ducts do not extend to top of vent box.
35		Arch / Entrance Roof <ul style="list-style-type: none"> • Ponding water.
36		Building 8500 Roof Area W1C <ul style="list-style-type: none"> • EPDM membrane wrinkling.


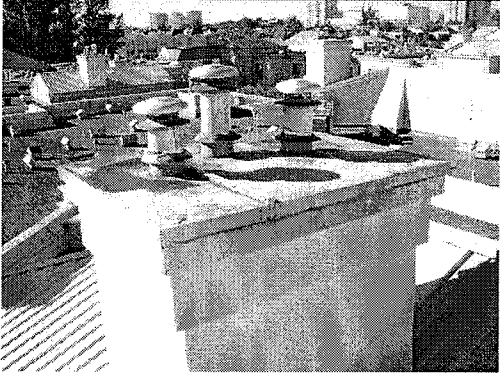
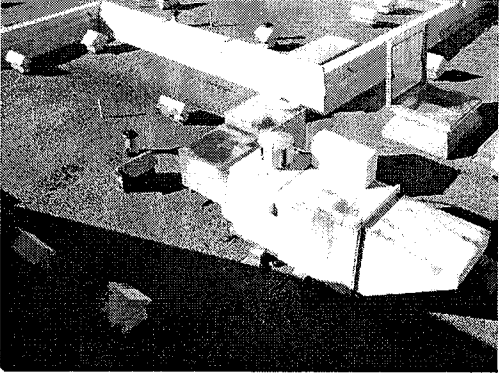
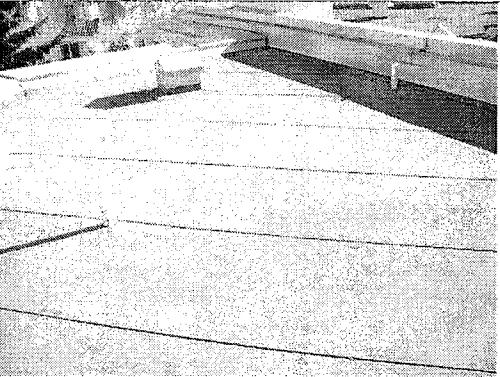
PHOTOGRAPHS

37		<p>Building 8500 Roof Area W1</p> <ul style="list-style-type: none"> Sealant at storm collars is deteriorating.
38		<p>Building 8560 Roof Area S4</p> <ul style="list-style-type: none"> Exposed asphalt at base of box vent is degrading due to U.V. Cracked asphalt can allow water to migrate behind asphalt.
39		<p>Building 8520 Roof Area S3</p> <ul style="list-style-type: none"> Water stained ceiling in hallway outside Unit 318.
40		<p>Building 8520 Roof Area S1</p> <p>'B' Vent:</p> <ul style="list-style-type: none"> Exposed asphalt at base has cracked which will allow water to migrate past. <p>Note: Top of vent has been "painted" to minimize corrosion as part of ongoing maintenance.</p>

PHOTOGRAPHS

41		<p>Building 8520 Roof Area S1</p> <ul style="list-style-type: none"> • Removal of moss growth as part of ongoing maintenance.
42		<p>Building 8520 Roof Area S2</p> <ul style="list-style-type: none"> • Corrosion occurring to metal cap flashing at firewall.
43		<p>Building 8560 Roof Area S4A</p> <ul style="list-style-type: none"> • Caulking at cap flashing over firewall failing. • Cap flashing does not fit/lock together correctly.
44		<p>Building 8560 Roof Area S4A</p> <ul style="list-style-type: none"> • Fasteners backing out. • Fasteners are corroded. • Metal roof panels are corroded.

PHOTOGRAPHS

45		<p>Building 8560 Roof Area S5A</p> <ul style="list-style-type: none"> • Membrane used under metal cap flashing is deteriorating. • Metal cap is damaged. • Corrosion to metal roof panels.
46		<p>Building 8520 Roof Area S4B</p> <ul style="list-style-type: none"> • Corrosion to top of metal cap flashing. • Sealant at storm collars is failing. Some previous repairs have been completed.
47		<p>Building 8520 Roof Area S4</p> <ul style="list-style-type: none"> • General view of roof area • Corrosion to top of mechanical equipment.
48		<p>Building 8560 Roof Area S7</p> <ul style="list-style-type: none"> • Minor wrinkling of 2-ply SBS membrane.

\\Srvr-rmd-bldsci\buildsci\PROJECT\2010PROJECTS\10-1561-00 Queens Gate (Roof Cond Assess)\9_Final Report\Photos October 28, 2010.doc



File10-1561-00

ROOFING CONDITION ASSESSMENT REPORT
QUEEN'S GATE
8500, 8520, 8560, AND 8580 GENERAL CURRIE ROAD, RICHMOND, B.C.



4 August 2011

Peter Chan
Senior Strata Agent
Vancouver Condominium Services Ltd.
400 - 1281 West Georgia Street
Vancouver, BC V6E 3J7

Dear Sir,

**Re: NW 3119, Queens Gate, 8500-8580 General Currie Rd. Richmond
Domestic Water Piping Evaluation (the "Project")**

The condition of the domestic water piping in Queens Gate (the "Buildings") is such that the Strata is considering replacing the domestic water piping.

We were retained to review the condition of the piping systems, to review the design of the system and to make recommendations for remediation measures based on these findings.

In our proposal from September, 2009 we outlined the following tasks and services:

1. Meet with the Strata to review past problems with the plumbing system and obtain as much information as possible about the operation of the system and history of failures.
2. Review the building drawings, sections of failed pipe and routing considerations for the plumbing system. Analyze any available pipe samples and possibly obtain additional pipe samples from building distribution system.
3. Develop a retrofit plan and obtain pricing from contractors for the various options if required.
4. Develop a filter/water treatment system plan and obtain pricing from contractors for various options if required.
5. Prepare a letter report summarizing our findings.
6. Meet with the Strata to discuss the study findings.

Background and General History of Piping Problems in the Lower Mainland

We commonly see piping systems being replaced after 15 to 25 years of service (the first phase of the development was completed in 1989 making the piping system just over 20 years old). However, depending on how the domestic water system is operated and managed, we also see domestic water piping systems remaining in service for much longer.

Domestic water systems in large building commonly have recirculation pumps. The pumps constantly circulate hot water through the piping in the building so that residents do not have to wait for hot water to reach

their taps (commonly, water travels at a speed of 5 to 8 feet per second in domestic water piping and therefore it can several minutes for hot water to reach the fixtures without a recirculation pumps in large buildings). The problem with this is that circulating hot water causes corrosion in the pipes much more rapidly than would be the case if the water was not circulated 24 hours per day, several days of the week.

The lower mainland has had the reputation for having some of the worst plumbing problems in North America. Our water is naturally acidic (i.e., low pH) and soft (i.e., lacking in mineral content). These conditions are the result of where our water comes from. Our water is primarily run-off water stored in granitic basins for relatively short periods of time as result it has a low mineral content and high levels of dissolved oxygen and carbon dioxide (whereas water in contact with limestone would tend to have higher levels of dissolved carbonates). Further, dissolved oxygen is corrosive (oxygen supports the cathodic reaction in metallic corrosion). The high levels of dissolved carbon dioxide can create carbonic acid. In addition, at certain times of the year, when turbidity levels are high the GVRD must respond by increasing the concentrations of chlorine, which can also be corrosive to copper piping.

Study Findings

Strata Meeting Summary Notes

The Strata provided comments on our draft report issued in September 8, 2010. In addition, we met with the Strata on December 8, 2010 to review the draft to gather information on domestic water piping system. We have summarized the information collected from those events.

1. The Strata wanted to ensure we reviewed the past history of problems with all of the buildings in the development. They require this information to aid in their decision about which direction to take with remediation measures.

We contacted both Vancouver Condominium Services and Service Plus Mechanical (Mr Amer) to obtain information on the history of failures in the development. The following notes came from these enquiries:

- 8580 had the most number of problems or failures with the piping system. According to Service Plus, there were as many as 10 failures per year in this building.
 - Service Plus reported that it was common to have between 1 and 3 failures in the 8500 and 8520/60 annually.
 - While it is difficult to predict costs associated with each piping failure, the fact is that if the system has to be shut-down in order for the contractor to solder a new section of piping in place, it is at least 1 full days work. Plus, if there is drywall damage or water damage to walls, floors or ceilings, the costs are much greater. As a median value, we would expect that the cost of piping repair to be several thousand dollars (plumbing repair costs to be approximately \$1,200 plus refurbishment costs which can vary greatly).
2. In addition, we were to look for sections of failed piping (if they were available) to verify the mode of failure.

Service Plus was not able to provide any sections of failed pipe for our review. They had carefully examined sections of failed pipe and noted that wall thickness was not significantly reduced, however there

were localized pin-holes with some deposition of a crystal material around the locations where there were holes. No other notable features were reported on the pipe sections removed by Service Plus.

3. We were to estimate the annual cost of repairs and to complete a cost best analysis of the various remediation measures.

Taking the worst case scenario, which is 8580 (Building 4 on the original drawings), prior to installing the Hyteck Water Treatment System, the frequency of failure could be as many as 10 times per year. The average cost of each failure could vary significantly depending on the clean-up requirements and the location of the failure, but this analysis we have assumed that the cost of each failure would be \$3,500. We constructed a simply economic model using Net Present Value to compare the cost of replacing the system versus the cost of repairing the system. The summary Excel Spreadsheet is contained in Appendix One, however we have included the basic assumptions and results here.

For this analysis, we looked at three different scenarios: (1) in the first, we modelled the costs based on the failure rate of 10 failures per year and remaining at this rate throughout a 40 period in the service life of the building. We did not include any costs for complete piping replacement since it was assumed that a majority of the pipe would be replaced through service calls to repair leaks. In the second scenario (2), we considered the costs of replacing the complete piping system. Under this scenario, the failure rate is much lower. Finally, for scenario three (3) we considered the case where chemical treatment was installed and the resulting failure rate was greatly reduced.

Assumptions:

1. Failure rate is relatively constant at a maximum of 10 per year.
2. We assumed that the average cost of each failure was \$3,500.
3. We used a discount rate of 5.0% (basically the cost of borrowing money).
4. We estimated the cost of replacing the recirculation system from other similar projects we have worked using \$250/linear foot as a budget number for pipe replacement and assumed that the recirc system would be replaced after 15 years of service.
5. We estimated the cost of completely replacing the piping system after 20 years of service again basing our costs on other similar projects, discussions with service contractors and a budget number of \$250/linear foot for pipe replacement.

Findings

1. Under scenario one (1) (do nothing), the net present value of the costs associated with the plumbing system is \$596,000.
2. Under scenario two (2) (replace system with PEX), the net present value of the costs associated with replacing the plumbing system is \$532,000.
3. Under scenario three (3) (add chemicals), the net present value assuming chemical treatment is used to reduce the failure rate is \$144,000.

Therefore, if we accept our assumptions about failure rate, cost of failure and discount rates, we believe that it is less expensive in the long-run to install a chemical treatment system.

4. We were to review the existing design and look for deficiencies or short-comings that are inherent in the

original design.

We discuss this at length in the section on the Drawing Review in this report.

5. One factor discussed during the Strata meeting was the issue of water temperatures. This is important because the operation of the building must consider the risk of scalding and the risk of Legionella. Peter Chan did some research on this topic and found minimum hot water supply temperature requirement for a dwelling unit as per 9.31.6.1 of the BC Building Code is 45 degrees Celsius.

Drawing Review Summary Notes

We have drawings for 8520/60 and 8580. We were not able to locate any other drawings. There were drawings 8520/60 on site and we located drawings at the City of Richmond for 8580.

We reviewed the drawings to compare the pipe sizes with contemporary standards and code requirements. We have the following notes based on the information we drew from the drawings.

Table 1—Comparison of Existing Pipes Sizes with Current Code and Best Practices

Pipe Size	Max Cold Water Fixture Units (existing)	Max Cold Water Fixture Units (Code)	Max gallons per minute (existing)	Maximum gallon per minute (best practice)	Max flow rate (existing) (feet per second)	Max flow rate (best practices)
1/2"	7	na	6	na	8	na
3/4"	16	16	12	6	8	4
1"	30	31	20	10	8	4
1-1/4"	58	57	32	24	8	6
1-1/2"	107	110	45	38	8	6
2"	265	265	78	58	8	6

What we see from information available on the existing drawings is that system has higher water velocities than would commonly be used at this time. This contributes to wear on the piping and fittings and may be partially responsible for some of the failures in the existing piping system. We did not note any differences in the geometry of the basic design parameters of the different buildings to account for the difference in failure rate between the different buildings.

Retrofit Plan and Budgets

As mentioned previously, we have drawings for 8520/60 and 8580. We were not able to locate any other drawings.

Based on our pricing models, we estimate the retrofit costs for each building to be as follows:

8500: \$500,000

8520/60: \$600,000

8580: \$500,000

Water Treatment System Discussion

As noted previously, we feel that the economic case for water treatment is sound. However, embedded in this analysis are assumptions about how effective the water treatment system will be a mitigating piping problems.

Based on the first 8 months of operation, the owners have experienced a reduction in the severity and frequency of piping problems. This is a good sign. It is known that proper water treatment can reduce the effects of long-term exposure to corrosive water. We have suggested to the Strata that they monitor the situation for a period of one year beginning in July 2011. At the end of that time (JLu 2012), they need to revisit the question of piping replacement and decide if they are satisfied with the performance of the water piping.

We have also asked that the service contractor retain any sections of pipe which have been removed as result of completing repairs. These will be examined in the future to better understand how well the system is working.

Conclusions and Recommendations

This study accords to the direction taken by the Strata for remediation of their plumbing problems within this complex. We believe that the chemical treatment system can greatly reduce the failure rate of the domestic water piping and domestic water heaters. The cash flow analysis shows that the net present value of this approach is a small fraction of the net present value of either a complete piping replacement or continuing to repair problems as they occur without fixing the system.

Further, the initial indications in terms of costs and problems with the piping system is that the chemical treatment option is having an significant effect on the performance of the system. We have suggested that the performance of the piping system be closely monitored for a period of one year at which time the decision about re-piping should be revisited.

Should it be found that the rate of failures has not reduced dramatically and cost have not reduced dramatically then consideration should be given to retrofitting the entire piping system.

Best regards,

Besant and Associates Engineers Ltd.



Jeff Besant, P.Eng.

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26
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	\$3,500	\$3,500	\$3,500	\$3,500	\$3,500	\$3,500	\$3,500	\$3,500	\$3,500	\$3,500	\$3,500	\$3,500	\$3,500	\$3,500	\$3,500	\$3,500	\$3,500	\$3,500	\$3,500	\$3,500	\$3,500	\$3,500	\$3,500	\$3,500	\$3,500	\$3,500
	\$35,000	\$35,000	\$35,000	\$35,000	\$35,000	\$35,000	\$35,000	\$35,000	\$35,000	\$35,000	\$35,000	\$35,000	\$35,000	\$35,000	\$35,000	\$35,000	\$35,000	\$35,000	\$35,000	\$35,000	\$35,000	\$35,000	\$35,000	\$35,000	\$35,000	\$35,000
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	10,000	\$3,500	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$3,500	\$3,500	\$3,500	\$3,500	\$3,500	\$3,500	\$3,500	\$3,500	\$3,500	\$3,500	\$3,500	\$3,500
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	\$2,500	\$9,260	\$760	\$5,760	\$5,760	\$9,260	\$9,260	\$9,260	\$9,260	\$9,260	\$9,260	\$9,260	\$9,260	\$9,260	\$9,260	\$9,260	\$9,260	\$9,260	\$9,260	\$9,260	\$9,260	\$9,260	\$9,260	\$9,260	\$9,260	\$9,260
	35,000	\$70,000	\$105,000	\$140,000	\$175,000	\$210,000	\$245,000	\$280,000	\$315,000	\$350,000	\$385,000	\$420,000	\$455,000	\$490,000	\$525,000	\$560,000	\$595,000	\$630,000	\$665,000	\$700,000	\$735,000	\$770,000	\$805,000	\$840,000	\$875,000	\$910,000
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	\$2,500	\$11,760	\$17,520	\$23,280	\$29,040	\$38,300	\$47,560	\$56,820	\$66,080	\$75,340	\$84,600	\$93,860	\$103,120	\$112,380	\$121,640	\$130,900	\$140,160	\$149,420	\$158,680	\$167,940	\$177,200	\$186,460	\$195,720	\$204,980	\$214,240	\$223,500

37	38	39	40
10	10	10	10
\$3,500	\$3,500	\$3,500	\$3,500
\$35,000	\$35,000	\$35,000	\$35,000
1	1	1	1
\$3,500	\$3,500	\$3,500	\$3,500
1	1	1	1
5760	5760	5760	5760
\$9,260	\$9,260	\$9,260	\$9,260

295,000	\$1,330,000	\$1,365,000	\$1,400,000
594,000	\$597,500	\$601,000	\$604,500
325,360	\$334,620	\$343,880	\$353,140

Appendix Two

Domestic Water Piping Notes 8500 General Currie

Besant and Associates Engineers Ltd

PO Box 47068 ~ Vancouver, BC ~ V6G 3E1 ~ www.besanteng.ca
tel: 604 990 1751 ~ fax: 604 689 4690



Description of Existing Systems

Building 8500

No. of Units: 62

The domestic water system has recently been upgraded to include a water treatment system supplied by Hytec Water Management (604 628-2421).

Hot water is supplied by an AO Smith direct fired gas water heater with an input of 611,000 BTUH. It supplies hot water to 2 x 119 US Gallon glass lined AO Smith storage tanks. Water temperature was noted to be approximately 55° Celcius.

See Photos 1, 2 and 3.

Building 8520/8560

No. of Units: 45 units in each building for a total of 90 units all served by single domestic water heating system.

The domestic water system has recently been upgraded to include a water treatment system supplied by Hytec Water Management (604 628-2421).

Hot water is supplied by an AO Smith three (3) direct fired gas water heaters each with inputs of 611,000 BTUH. There are no storage tanks. Water temperature was noted to be approximately 55° Celcius.

See Photos 4, 5 and 6.

Building 8580

No. of Units: 70

The domestic water system has recently been upgraded to include a water treatment system supplied by Hytec Water Management (604 628-2421).

Hot water is supplied by an AO Smith direct fired gas water heater with an input of 611,000 BTUH. It supplies hot water to 2 x 119 US Gallon glass lined AO Smith storage tanks. Water temperature was noted to be approximately 55° Celcius.

See Photos 7 and 8.

Photos of Existing Systems

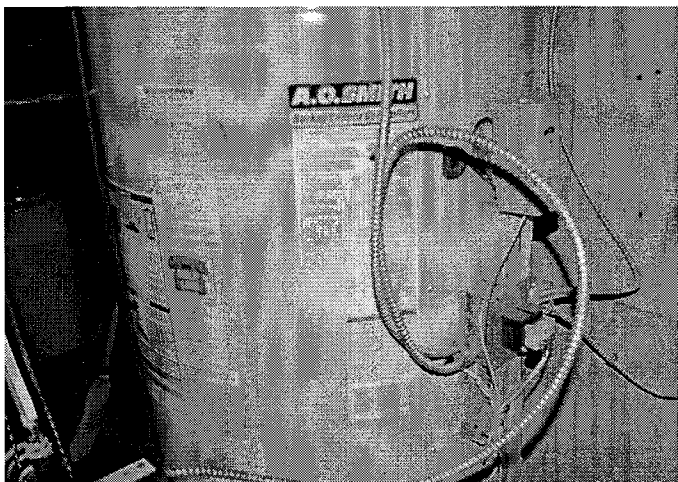


Photo 1--(8500) Gas fired, direct water heater

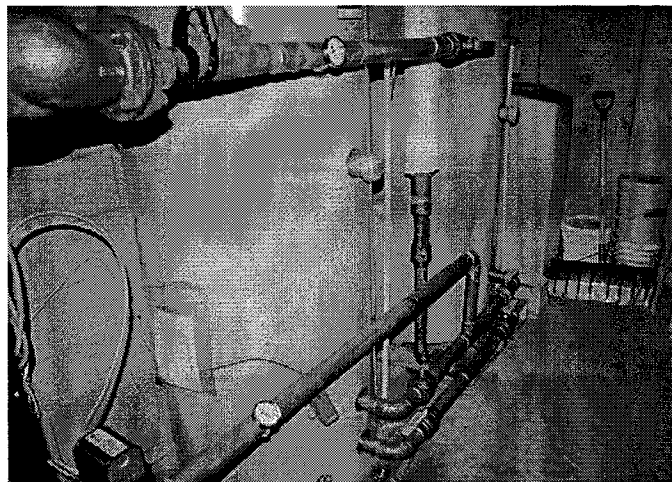


Photo 2--(8500) Glass lines storage tanks

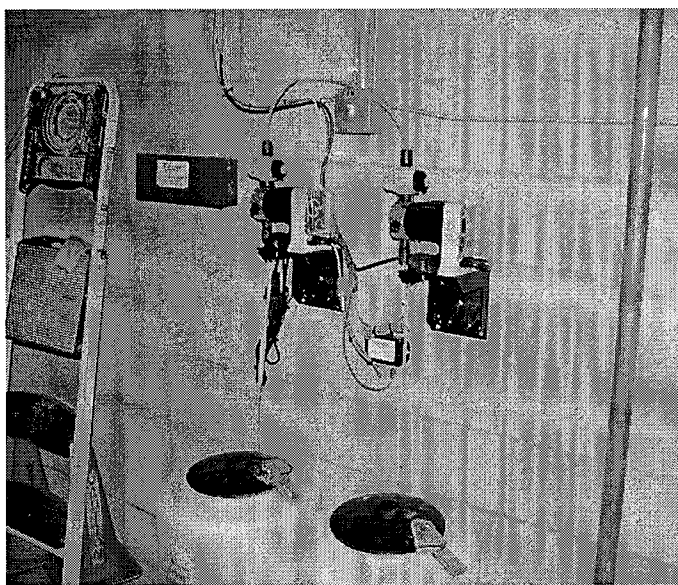


Photo 3 —(8500) Hytec chemical storage and feed system

Photos of Existing Systems

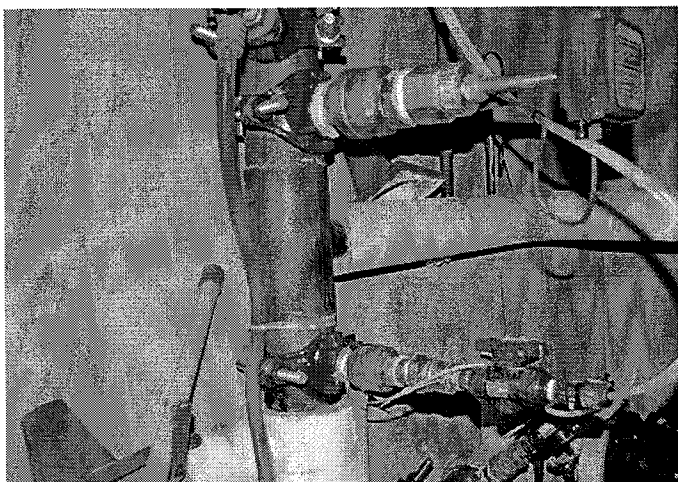


Photo 4--(8520/8560) Taps for Hytec chemical feed system

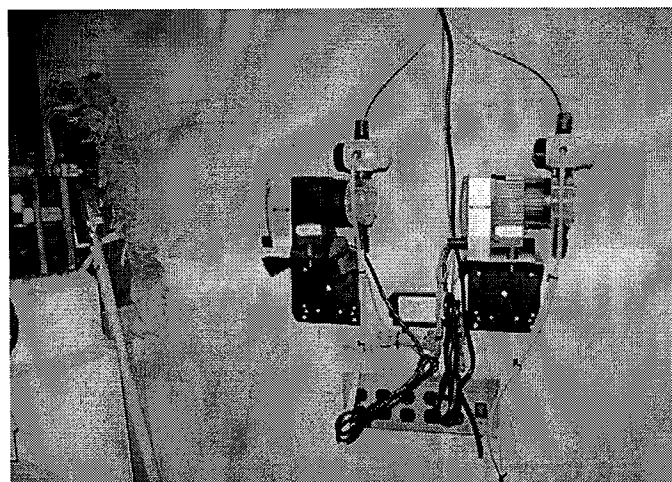


Photo 5--(8520/8560) Metering pumps for chemical feed system

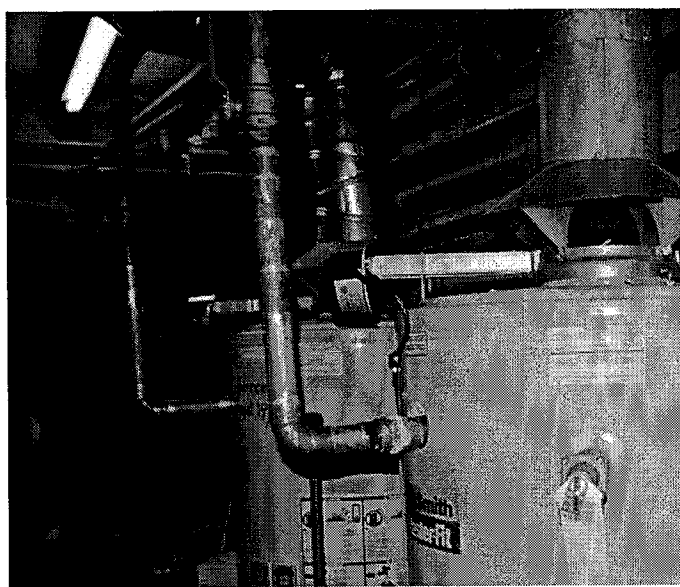


Photo 6--(8520/8560) Direct, gas fired water heater (typical of 3).

Photos of Existing Systems

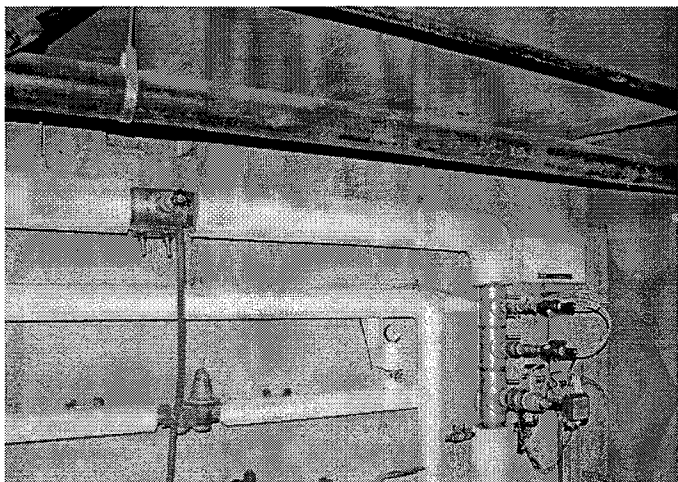


Photo 7--(8580) Chemical feed system on main supply piping

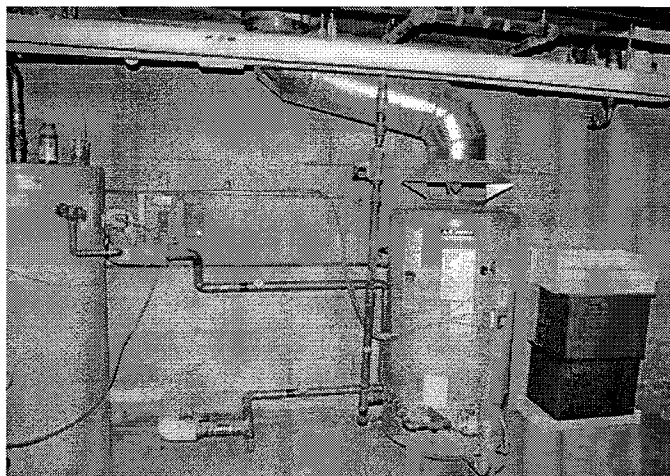


Photo 8--(8580) Direct gas fired water heater and storage tank (typical of 2)

**WILLIS CANADA INC.
1500-1095 WEST PENDER STREET
VANCOUVER, BC V6E 2M6**

DECLARATIONS

CERTIFIED COPY

Policy No. WCI 1069-012

**THE INSURANCE COMPANY(IES) SIGNATORY HERETO
(HEREINAFTER CALLED THE INSURER(S))
FOR THEIR RESPECTIVE INTEREST
BY THIS POLICY AGREE TO PROVIDE WARRANTY COVERAGE TO:**

NAME/ADDRESS OF STRATA CORPORATION/HOLDER:

"Queens Gate"
NW 3119

ADDRESS:

8500-8580 General Currie Road
Richmond, BC

COMMENCEMENT DATE:

July 29, 2004

EXPIRY DATE:

**MATERIALS AND LABOUR:
WATER PENETRATION:**

July 29, 2006
July 29, 2014

LIMIT OF LIABILITY:

\$3,813,194.

SCOPE OF REPAIRS:

Building Envelope Renovation
Performed under contract by PR
Pomeroy Restoration & Construction
Ltd.

INSURER(S):

Commonwealth Insurance Company
595 Burrard Street, Suite 1500
Box 49115 Bentall Tower Three
Vancouver, BC

IN WITNESS WHEREOF, the Insurer, has duly executed this Policy. PROVIDED, however,
that this Policy is not valid unless signed by an authorized representative of the Insurer.

WILLIS CANADA INC.

per 

Authorized Representative

Effective July 29, 2004

Date

LIMITS OF LIABILITY – STANDARD WARRANTY COVERAGE

1. Pursuant to the cover set out in the Insuring Agreement the Insurer shall be responsible for no more than the amount stated in the Declarations section of this Policy.
2. If a strata consists of one or more Residential Building in a single strata plan, the limits of coverage stated in the Declarations section of this Policy apply with respect to the cost of the Building Envelope Renovation of each Residential Building as specified in the Declarations.
3. In calculating the cost of claims for standard limits under coverage, the Insurer will include:
 - (a) the cost of repairs;
 - (b) the cost of investigation, engineering and design required for repairs;
 - (c) the cost of supervising repairs, including the cost of professional review of the repairs;
 - (d) the cost of investigation, engineering and design required for alleged claims and complaints.
4.
 - (a) If repairs are required under a Labour and Materials Warranty or Water Penetration Warranty and damage to the Residential Building, or a portion of it or the extent of the repairs renders the Residential Building or portion of it uninhabitable, the Labour and Materials Warranty or Water Penetration Warranty must cover reasonable living-out expenses incurred by the Holder, or, in the case of a strata corporation or other corporation, members of that strata corporation or other corporation;
 - (b) The maximum amount is \$100 per day (or the paid amount, whichever is less) for the reimbursement of the actual accommodation expenses incurred by a Holder or member of a Holder strata corporation at a hotel, motel or other rental accommodation up to the day the Residential Building or portion of it is ready for occupancy, subject to the owner receiving 24 hours advance notice that the Residential Building will be ready for occupancy on that day.

INSURING AGREEMENT

The Insurer will pay on behalf of the Holder/Strata Corporation/Members of a Strata Corporation during the periods of insurance noted (subject to the terms, conditions, limits, definitions and exclusions contained herein) for:

1. LABOUR AND MATERIALS WARRANTY

The coverage for the Labour and Materials Warranty is:

- (a) in the first twenty-four (24) months from the Commencement Date:

- (i) coverage for any Defect in labour and materials on a Building Envelope Renovation; and
- (ii) subject to definition, non-compliance with Building Code;
- (b) non-compliance of a Building Code is considered a Defect covered by this Policy if the non-compliance:
 - (i) constitutes an unreasonable health or safety risk; or
 - (ii) has resulted in, or is likely to result in, material damage to the Building Envelope of a Residential Building.

2. WATER PENETRATION WARRANTY

The coverage for Water Penetration Warranty is:

- (a) in the first one hundred twenty (120) months from the Commencement Date:
 - (i) coverage for further Defects in the Building Envelope which permits Unintended Water Penetration that causes or is likely to cause material damage to the Building Envelope of each applicable face of the Residential Building.

3. LIVING OUT ACCOMMODATION EXPENSES

The living out accommodation expenses actually incurred by the Holder/Strata Corporation/Members of that Strata Corporation at a hotel, motel or other rental accommodation due to repair work that renders the Residential Building or portion of it uninhabitable.

4. REPAIR/REPLACEMENT OF DEFECTS

Any repairs or replacement of Defects pursuant to this Policy shall be covered against Defect in labour and material until the later of one (1) year from the date of completion of the repair or replacement or to the Expiry Date of the applicable Policy coverage.

EXCLUSIONS – PERILS

This Policy does not cover:

1. Unless specifically noted in the Declarations, this Policy does not cover Water Penetration on the face of a Residential Building where:
 - (a)
 - (i) less than 60% of the Cladding Surface of a Residential Building underwent Building Envelope Renovation;
 - (ii) less than 60% of the Cladding Surface of a face of a Residential Building underwent Building Envelope Renovation;
 - (b) caused by flood;
 - (c) caused by breakage of or leakage from plumbing lines or systems;
 - (d) caused by irrigation systems;
 - (e) caused by broken windows;

- (f) caused by fire sprinkler systems.
- 2. Loss or damage caused directly or indirectly by work performed by any person or party beyond that set out in the HPO Building Envelope Renovation Schedule. This exclusion does not apply to work performed pursuant to paragraph 5 of the Insuring Agreement section of this Policy.
- 3. Weathering, normal wear and tear, deterioration or deflection consistent with normal industry standards.
- 4. Normal shrinkage of materials caused by drying after construction.
- 5. Loss or damage arising from non-residential purposes.
- 6. Loss or damage that is caused by or made worse by a Holder/Strata Corporation/Owners of a Strata Corporation or any third party, including:
 - (a) negligent or improper maintenance or operation;
 - (b) failure to comply with the warranty requirements of the manufacturers of material, equipment, appliances or fixtures;
 - (c) unreasonable refusal to permit the Insurer, Building Envelope Consultant, Building Envelope Renovator or the respective authorized representatives access to the Residential Building at all reasonable times to:
 - (i) monitor the Building Envelope Renovation or its components;
 - (ii) inspect for required maintenance;
 - (iii) investigate complaints or claims, or
 - (iv) undertake repairs under the Labour and Materials, Design Defect or Water Penetration Warranty;
 - (d) materials or work supplied by anyone other than the Building Envelope Renovator, Building Envelope Consultant or the employees, agents or subcontractors of either;
 - (e) failure to take timely action to prevent or mitigate loss or damage, including the failure to give prompt notice to the Insurer of a Defect or discovered loss or a potential Defect or loss.
- 7. Loss or damage that is caused by rodents, insects or other animals unless the damage results from non-compliance with Building Code by the Building Envelope Renovator, its employees, agents or subcontractors.
- 8. Accidental loss or damage from acts of nature including, but not limited to, fire, explosions, smoke, water escape, glass breakage, windstorm, hail, lightning, falling trees, aircraft, vehicles, flood, earthquake, avalanche, landslide and changes in the level of the underground water table which are not foreseeable by the Building Envelope Renovator, Building Envelope Consultant, or the employees, agents or subcontractors of either.
- 9. Bodily injury.
- 10. Subsidence of the land around the Residential Building or along utility lines.

11. Diminution in the value of property.
12. The actual, alleged or threatened discharge, dispersal, seepage, migration, release or escape of Pollutants, including, without limitation, any liability arising from uninhabitability or health risk attributable to Pollutants, contaminants or irritants (including, without limitation, the presence or consequence of radon gas or formaldehyde) or attributable to the presence of or proximity to hazardous or toxic materials.
13. Any government direction or request to test for, monitor, clean up, remove, contain, treat, detoxify or neutralize Pollutants.
14. Abnormal loading on floors, that exceeds design loads.
15. Loss or damage to building components and products where:
 - (a) the component or product has a manufacturer's warranty; and
 - (b) the manufacturer's warranty has been transferred to the Holder/Strata Corporation/Owners of a Strata Corporation (automatically or through necessary action by the Building Envelope Renovator or Holder/Strata Corporation/Owners of a Strata Corporation); and
 - (c) the provisions, terms and conditions applying to the manufacturer's warranty (i.e.: maintenance requirements) have been provided to the Holder/Strata Corporation/Owners of a Strata Corporation in order to understand the Warranty and undertake any action as in required by the warranty;
 - (d) the Holder/Strata Corporation/Owners of a Strata Corporation fails to comply with the provisions, terms and conditions applying to the manufacturer's warranty.
16. Implied or expressed warranties or representations made by a Building Envelope Renovator or Building Envelope Consultant, the employees, agents or subcontractors of either to a Holder/Strata Corporation/Owners of a Strata Corporation except as set out in this Policy.

EXCLUSIONS – PROPERTY

This Policy does not cover:

1. Labour, materials or design supplied by the Holder/Strata Corporation/Owners of a Strata Corporation.
2. Loss or damage to real or personal property which is not part of the Residential Building.
3. Landscaping (hard and soft) including plants, fencing, detached patios, planters, gazebos and similar structures.
4. Non-residential structures.
5. Any commercial use area and any construction associated with commercial use.

6. Roads, curbs, lanes, driveways or walkways.
7. Site grading, surface drainage, except as required by Building Code.
8. The operation of municipal services, including sanitary and storm sewers.
9. Septic tanks and fields.
10. The quantity or quality of water.
11. A water well.

MEDIATION

1. If a dispute between the Insurer and Holder/Strata Corporation/Owners of a Strata Corporation arising under this Policy cannot be resolved by informal negotiation within a reasonable time, the Holder/Strata Corporation/Owners of a Strata Corporation may, at the Holder/Strata Corporation/Owners of a Strata Corporation sole election, require that the dispute be referred to Mediation by delivering to the Insurer a written request to Mediate.
2. If the Holder/Strata Corporation/Owners of a Strata Corporation delivers a request to Mediate under subsection (1), the Insurer and the Holder/Strata Corporation/Owners of a Strata Corporation must attend a Mediation Session in relation to the dispute.
3. In addition to the requirements of subsection (2), the Insurer or Holder/Strata Corporation/Owners of a Strata Corporation may invite to participate in the Mediation any other party to the dispute who may be liable.
4. Within twenty-one (21) days after the Holder/Strata Corporation/Owners of a Strata Corporation has delivered a request to Mediate under subsection (1), the parties must, directly or with the assistance of an independent, neutral person or organization, jointly appoint a mutually acceptable Mediator.
5. If the parties do not jointly appoint a mutually acceptable Mediator within the time required by subsection (4), the Holder/Strata Corporation/Owners of a Strata Corporation may apply to a roster Organization which must appoint a Mediator taking into account:
 - (a) the need for the Mediator to be neutral and independent;
 - (b) the qualifications of the Mediator;
 - (c) the Mediator's fees;
 - (d) the Mediator's availability;
 - (e) any other consideration likely to result in the selection of an impartial, competent and effective Mediator.
6. Promptly after a Roster Organization selects the Mediator under subsection (5), the Roster Organization must notify the parties in writing of that selection.

7. The Mediator selected by a Roster Organization is deemed to be appointed by the parties effective the date of the notice sent under subsection (6).
8. The date, time and place of the first Mediation Session must be scheduled by the Mediator, and the first Mediation Session must occur within twenty-one (21) days of the appointment of the Mediator.
9. Despite subsection (2), a party may attend a Mediation Session by representative if:
 - (a) the party is under legal disability and the representative is that party's guardian *ad litem*;
 - (b) the party is not an individual; or
 - (c) the party is a resident of a jurisdiction other than British Columbia and will not be in British Columbia at the time of the Mediation Session.
10. A representative who attends a Mediation Session in the place of a party referred to in subsection (9):
 - (a) must be familiar with all relevant facts on which the party, on whose behalf the representative attends, intends to rely, and
 - (b) must have full authority to settle, or have immediate access to a person who has full authority to settle, on behalf of the party on whose behalf the representative attends.
11. A party or representative who attends the Mediation Session may be accompanied by counsel.
12. Any other person may attend a Mediation Session if that attendance is with the consent of all parties or their representatives.
13. At least seven (7) days before the first Mediation Session is to be held, each party must deliver to the Mediator a statement briefly setting out:
 - (a) the facts on which the party intends to rely, and
 - (b) the matters in dispute.
14. Promptly after receipt of all of the statements required to be delivered under subsection (13), the Mediator must send each party's statement to each of the other parties.
15. Before the first Mediation Session, the parties must enter into a retainer with the Mediator which must:
 - (a) disclose the cost of the Mediation service, and
 - (b) provide that the cost of the Mediation will be paid:
 - (i) equally by the parties, or
 - (ii) on any other specified basis agreed by the parties.

16. The Mediator may conduct the mediation in any manner he or she considers appropriate to assist the parties to reach a resolution that is timely, fair and cost-effective.
17. A person must not disclose, or be compelled to disclose, in any proceeding oral or written information acquired or an opinion formed, including, without limitation, any offer or admission made in anticipation of or during a Mediation Session.
18. Nothing in subsection (17) precludes a party from introducing into evidence in a proceeding any information or records produced in the course of the Mediation that are otherwise producible or compellable in those proceedings.
19. A Mediation Session is concluded when:
 - (a) all issues are resolved;
 - (b) the Mediator determines that the process will not be productive and so advises the parties or their representatives; or
 - (c) the Mediation Session is completed and there is no agreement to continue.
20. If the Mediation resolves some but not all issues, then at the request of all parties the Mediator may complete a report setting out any agreements that the parties to the Mediation have made as a result of the Mediation, including, without limitation, any agreements made by the parties on any of the following:
 - (a) facts;
 - (b) issues;
 - (c) future procedural steps.

DEFINITIONS

1. **Building Code** means:
 - (a) the British Columbia Building Code established under the *Municipal Act*; or
 - (b) the Vancouver Building Bylaw established under the *Vancouver Charter*.
2. **Building Envelope** means the assemblies, components and materials of a Residential Building that are intended to separate and protect the interior space of the Residential Building from the adverse effects of exterior climatic conditions.
3. **Building Envelope Consultant** means a person, including an architect or professional engineer, who investigates defects in the Building Envelope of a Residential Building and provides plans, specifications or other advice on the design, evaluation or construction of a Building Envelope Renovation or who is engaged to supervise the work of a Building Envelope Renovator making a Building Envelope Renovation.
4. **Building Envelope Renovation** means the design and construction work on a Residential Building:

- (a) to repair Defects or deficiencies in the Building Envelope which allow Unintended Water Penetration, or
 - (b) to repair damage caused by Unintended Water Penetration.
5. **Building Envelope Renovator** means a residential renovator who is licensed under the *Homeowner Protection Act* to engage in, arrange for or manage all, or substantially all, of a Building Envelope Renovation.
6. **Cladding Surface** means components of a Residential Building which are exposed to the outdoor environment and are intended to provide protection against wind, water or vapour but does not include:
- (a) roof surfaces of the Residential Building, or
 - (b) a window unless the Building Envelope Renovation includes:
 - (i) the replacement of the window with a new window or other material; or
 - (ii) the removal, modification and re-installation of the modified window.
7. **Commencement Date** means the date at which Substantial Completion takes place and that all conditions set by the Insurer have been met.
8. **Common Property** has the same meaning as in the *Condominium Act* but does not include land.
9. **Defect or Defects** means any design or construction that:
- (a) is contrary to the Building Code; or
 - (b) requires repair or replacement due to the default or negligence of:
 - (i) a Building Envelope Renovator or person for whom the Building Envelope Renovator is responsible at law; or
 - (ii) a Building Envelope Consultant or person for whom the Building Envelope Consultant is responsible at law.
10. **Defects in the Building Envelope** means defects that result in the failure of the Building Envelope to perform its intended function.
11. **Duly Authorized Representative** means any representative authorized by the Insurer to undertake work or perform functions on its behalf.
12. **Dwelling Unit** means a Residential Building, or a portion of a building that:
- (a) is intended for residential occupancy;
 - (b) is a single, self-contained residence usually containing cooking, eating, living, sleeping and sanitary facilities; and
 - (c) may contain a secondary suite if permitted by local bylaws.

13. **Expiry Date** means the date referenced on the Declaration Page and Insuring Agreement Sections of this Policy, after which coverage terminates.
14. **Face**, if used in reference to a Residential Building, means the entire surface area of the exterior of one of the elevations of the Residential Building, including all elements and components of the Residential Building that are supported by or attached to the exterior of that elevation, but does not include roof surfaces or window surfaces unless, in the case of the window surfaces, the Building Envelope Renovation includes:
- (a) the replacement of the window with a new window or other material; or
 - (b) the removal, modification and re-installation of the modified window.
15. **HPO Building Envelope Renovation Schedule** means the form completed by various parties that provides a record of information concerning building envelope renovations that are governed by the requirements of the *Homeowner protection Act* and regulations.
16. **Holder**, when used in reference to a Residential Building, means:
- (a) if a strata plan respecting the land on which the Residential Building is situated has been deposited with the registrar of the land title office for the district in which that land is situated, the strata corporation for the strata plan;
 - (b) a person who has a life interest in the Residential Building and whose interest is registered against the title to the land on which the Residential Building is situated in the land title office for the district in which the land is situated;
 - (c) a person registered in the land title office for the district in which that land is situated as the purchaser under the last registered agreement for sale of the land on which the Residential Building is situated; or
 - (d) if non of paragraph (a), (b) or (c) apply, the person registered in the land title office as the registered owner in fee simple of the land on which the Residential Building is situated.
17. **Insurer** means the company or companies noted on the Declarations Page of this Policy that have agreed to provide the coverages set forth in this Policy.
18. **Insuring Agreements** means the general coverages provided by this Policy set forth in the Insuring Agreements Section of this Policy.
19. **Labour and Materials** means covering Defects in labour or materials used in a Building Envelope Renovation.
20. **Load Bearing** means those structures or components subjected to or designed to carry loads in addition to its own dead load, but does not include a wall element subject only to wind or earthquake loads in addition to its own dead loads.
21. **Mediation** means a collaborative process in which two (2) or more parties meet and attempt, with the assistance of a Mediator, to resolve issues in dispute between them.

22. **Mediation Session** means a meeting between two (2) or more parties to a dispute during which they are engaged in Mediation.
23. **Mediator** means a neutral and impartial facilitator with no decision making power who assists parties in negotiating a mutually acceptable settlement of issues in dispute between them.
24. **Pollutants** means any solid liquid, gaseous or thermal irritant or contaminant, including petroleum products, radon gas, smoke, vapour, soot, fumes, acids, alkalids, chemicals and waste; waste shall include, without limitation, materials to be recycled, reconditioned or reclaimed.
25. **Roster Organization** means any body designated by the Attorney General to select Mediators for the purposes of Mediation.
26. **Subrogation** means the lawful substitution of a third party in place of a party having claim against another party. This means the Insurer having the right to be substituted for a party it has compensated or will compensate and the party then suing or taking other such action against any party whom the compensated party could have sued or taken action against, as deemed appropriate by the Insurer.
27. **Substantially Complete** means that the Building Envelope Renovation as described in the attached Building Envelope Renovation Schedule can be completed at a cost of not more than the sum of:
- (a) 3% of the first \$500,000 of the cost of the Building Envelope Renovation as set out in the Building Envelope Renovation Schedule;
 - (b) 2% of the next \$500,000 of the cost of the Building Envelope Renovation as set out in the Building Envelope Renovation Schedule;
 - (c) 1% of the balance of the cost of the Envelope Renovation as set out in the Building Envelope Renovation Schedule.
28. **Technical Inspection Service** means the party or parties engaged by the Insurer or its Authorized Representative to provide such examination of plans, specifications, bills of quantities and other documentation as well as field visits or reports in relation to projects as the Technical Inspection Service and Insurers may require. The duties of the Technical Inspection Service are restricted to advising Insurers on the relative level of risk they can expect under the Warranty.
29. **Time Clause** means that the dates and times referred to in the Declarations section of this Policy are effective 12:01 AM, Standard Time at the address of the Holder.
30. **Unintended Water Penetration** means water penetration:
- (a) caused by Defects in the Building Envelope; and
 - (b) not caused by flooding, breakage of or leakage from plumbing lines or systems, irrigation systems, fire sprinkler systems or broken windows.

CONDITIONS

1. NOTICE TO INSURER

- (a) Within a reasonable time after the discovery of a Defect covered by a Labour and Materials Warranty or a Water Penetration Warranty, and before the expiry of the coverage that Labour and Materials Warranty or Water Penetration Warranty, a Holder/Strata Corporation/Owners of a Strata Corporation must give the Insurer and the Building Envelope Renovator written notice of that Defect which includes particulars of Defect in reasonable detail.
- (b) Included in the notice, the Holder/Strata Corporation/Owners of a Strata Corporation must supply the Insurer with:
 - (i) the Warranty number; and
 - (ii) any relevant documentation, correspondence and information available as reasonably required by the Insurer.

2. RESPONDING PARTY

The Holder/Strata Corporation/Owners of a Strata Corporation will provide written notice to the Insurer involving a discovered Defect or loss or a potential Defect or loss.

3. DUTY TO MITIGATE

- (a) The Holder/Strata Corporation/Owners of a Strata Corporation is/are required to mitigate any damage caused by Defects in Materials or Labour or Design or Water Penetration as set out in this Policy.
- (b) The duty of the Holder/Strata Corporation/Owners of a Strata Corporation to mitigate is met through timely notice in writing to the Insurer.
- (c) If the Defect requires immediate attention, the Holder/Strata Corporation/Owners of a Strata Corporation must take all reasonable steps to limit the damage.
- (d) To the extent that damage to the Residential Building is caused or made worse by the failure of the Holder/Strata Corporation/Owners of a Strata Corporation to take reasonable steps to mitigate as set out in this section, such damage is excluded from coverage, as applicable.

4. CLAIMS PROCESS

- (a) The Insurer shall, upon receipt of notice, promptly make reasonable attempts to contact the Holder/Strata Corporation/Owners of a Strata Corporation to arrange for investigation of the claim. The Insurer shall make all reasonable efforts to avoid delay in responding to a claim, evaluating a claim and scheduling any repairs. Such repairs shall be undertaken in a timely manner, with reasonable consideration for weather, availability of materials and scheduling of crews. All repairs or replacements made under this Policy shall be completed using materials and labour conforming with Building Code and industry standards.

- (b) The Holder/Strata Corporation/Owners of a Strata Corporation must co-operate in every reasonable effort to investigate the claim, including, without limitation, granting every reasonable access to the Residential Building at all reasonable times to:
 - (i) monitor the Building Envelope Renovation or its components;
 - (ii) inspect for required maintenance;
 - (iii) investigate complaints or claims; or
 - (iv) undertake repairs under the Labour and Materials, Design or Water Penetration Warranty.
- (c) Any reports produced as a result of the activities referred to in paragraph (b) will be provided to the Holder/Strata Corporation/Owners of a Strata Corporation on request.
- (d) The Holder/Strata Corporation/Owners of a Strata Corporation must supply the Insurer with notice as set out in paragraph 1 of this Section.
- (e) Where, following evaluation of a claim, it is determined that the claim is not valid or not covered under the Labour and Materials, Design Defect or Water Penetration Warranty, the Insurer must notify the Holder/Strata Corporation/Owners of a Strata Corporation of the decision in writing, setting out the reasons for the decision.
- (f) The notice under paragraph (e) must also set out the rights of the parties under the third party dispute resolution process set out in the Mediation Section of this Policy.

5. TRANSFERABILITY

- (a) A Warranty pertains solely to the Residential Building for which it provides coverage and no notice to the Insurer is required on a change of ownership.
- (b) All of the unused benefits under Warranty are automatically transferred to a subsequent Holder/Strata Corporation/Owners of a Strata Corporation on a change of ownership.

6. DISCLOSURE OF CLAIMS HISTORY

- (a) On receipt of an inquiry from a Holder/Strata Corporation/Owners of a Strata Corporation regarding the claims experience of a Residential Building to which a Labour and Materials Warranty or a Water Penetration Warranty applies, the Insurer must provide the Holder/Strata Corporation/Owners of a Strata Corporation with a history of claims.
- (b) The history of claims referred to in paragraph (a) must include, for each claim, not less than the following information for both the Residential Building and, if applicable, the associated common property:
 - (i) the type of claim that was made;
 - (ii) the resolution of the claim;
 - (iii) the type of repair performed;
 - (iv) the date of the repair;
 - (v) the cost of the repair.

7. SUBROGATION

Where the Insurer makes payment or assumes liability for any payment or repair under this Policy:

- (a) The Insurer is Subrogated to all rights of recovery of the Holder/Strata Corporation/Owners of a Strata Corporation against any person or persons who may have caused or contributed to the

requirement for the payment or repair under this Policy or whom the Holder/Strata Corporation/Owners of a Strata Corporation could have sued or taken action against.

- (b) The Insurer may bring action at its own expense, in the name of the Holder/Strata Corporation/Owners of a Strata Corporation or of the Insurer, to enforce such rights.
- (c) Where the Insurer has pursued Subrogated rights, the Holder/Strata Corporation/Owners of a Strata Corporation shall fully support and assist the Insurer in the pursuit of those rights, if the Insurer pursues such rights.

8. ACTION TAKEN

Where the Insurer has determined that:

- (a) a claim under the Policy exists, and
- (b) the responsibility for the claim is with or appears to be with the Building Envelope Renovator, and
- (c) the contract between the Owner and the Building Envelope Renovator contains warranty clauses that oblige the Building Envelope Renovator to repair any work performed after Substantial Completion for a period of time, and
- (d) the Owner is provided a surety bond to remedy a default in the performance of the contractual obligations of the Building Envelope Renovator referred to in paragraph (c);

the Owner will, at the direction of the Insurer or its Authorized Representative:

- (a) provide the Surety written notice of a claim or a potential claim, in accordance with the terms and conditions set out in the surety bond;
- (b) take other action as deemed necessary in the pursuit of recovery under the surety bond for the benefit of the Insurer where there is requirement for the payment or repair under this Policy.

Nothing in the forgoing shall reduce the Insurer's obligations under paragraphs 1, 2, 3 and 4 of this Section.

9. TECHNICAL INSPECTION SERVICES

The Holder/Strata Corporation/Owners of a Strata Corporation will not exercise or seek to exercise any remedies whether directly or indirectly against any Insurer, its Authorized Representative or the Technical Inspection Services in respects of the acts or omissions of the Technical Inspection Service.

10. IMPLIED/EXPRESSED WARRANTIES OR REPRESENTATIONS

Implied or expressed warranties or representations made by the Building Envelope Renovator to the Holder/Strata Corporation/Owners of a Strata Corporation are not binding upon the Insurer, except as set out in legislation or regulation.

11. DELAY OR REPAIR PERMITTED

After the expiry of the Labour and Materials portion of the coverage, the Insurer may defer Defect repairs in the Building Envelope until material loss or damage or adverse effect occurs to the

Residential Building, provided such occurs on or prior to the applicable Expiry Date. Where damage has not occurred at the applicable Expiry Date, but where it is likely that premature damage to the Residential Building will result from the Defect the Insurer shall repair the Defect.

12. MISREPRESENTATION

This Policy will be voidable solely in the event of material misrepresentation or misdirection by the Holder/Strata Corporation/Owners of a Strata Corporation. Such voidability does not transfer to subsequent Holders/Owners of a Strata Corporation.

13. FRAUDULENT ACTS

If any claim is fraudulent, or if fraudulent means or devices are used by the Holder/Strata Corporation/Owners of a Strata Corporation or any persons acting on behalf of and with the consent or knowledge of the Holder/Strata Corporation/Owners of a Strata Corporation, in order to gain benefit under this Policy or if any damage be occasioned by the wilful act of or with the connivance of the Holder/Strata Corporation/Owners of a Strata Corporation, all benefits under this Policy to the Holder/Strata Corporation/Owners of a Strata Corporation will be forfeited.


DEC-K-ING
MEMBRANE LIMITED WARRANTY

DEC-K-ING warrants, to the Owner, that its membranes "Deckseal" or "Roofseal" will be free of leaks against manufacturing defects. The Warranty covers Deckseal for five (5) years, and Roofseal for ten (10) years. Deckseal is approved for use on decks, patios, and balconies (not for decks over living space). Roofseal is approved for decks of all types including garage decks and roofdecks (decks over living space). The membrane shall have been installed using DEC-K-ING products and/or other material approved in writing by DEC-K-ING. Warranty shall apply only to the membrane, other components supplied by DEC-K-ING and shall exclude the installation. The watertight integrity of walls, parapet walls and other adjacent structures is not covered.

CONDITIONS AND LIMITATIONS OF THE WARRANTY

This limited warranty is subject to the following Terms, Conditions and Limitations: The membranes Deckseal and Roofseal are covered for a period, non pro rated, of five (5) years. Product Roofseal carries an additional five (5) years, pro rated. The extended five (5) years, pro rated for membrane Roofseal is calculated by adding up the number of months remaining in the last five (5) years, and divided by 60. This figure is the percentage of the cost to be credited on a replacement installation. If the membrane is damaged by any of the following causes, this Warranty shall not apply to such damages:

- (a) Any natural causes, including but not limited to lightning, hurricane, tornado, hail, the infestation or presence of insects or an animal, or earthquake, or any debris resulting from any of these causes.
- (b) Act of negligence, accident, misuse or abuse, including but not limited to vandalism, fire, falling object, civil disobedience, or act of war.
- (c) Environmental fallout, chemical attack or the presence within or outside the Building or any commercial or industrial solvent, acid, caustic fluid, petroleum product, wax, grease, absorbent, clay or plasticizer.
- (d) Negligence of a contractor who is not the decking contractor, or failure of the material or the workmanship provided by such a contractor.
- (e) Infiltration of moisture through any wall, vent, coping or other building structure into the System.
- (f) Any failure, settlement or movement of the deck structure, roof deck or substrate.
- (g) Lack of drainage including but not limited to any condition caused by inadequate or improper deck slope or drains.

Occurrence of any of the following shall cancel DEC-K-ING's obligations under this Warranty:

- (1) Alteration or repair made on or through the deck without prior written authorization from DEC-K-ING.
- (2) Placement upon or attachment to the deck of any object (including but not limited to any structure, fixture or utility) without prior written authorization from decking contractor.
- (3) Owner's sale of the Building or purported assignment of this Warranty.
- (4) Owner's failure to comply with every Term, Condition and Limitation of this Warranty.

The Warranty does not cover fading, discoloration or wear that will occur throughout the life of the product. Membranes are manufactured with a heavy embossing to increase traction, however, there are no express or implied warranties of any kind in regard to this product being non-skid. Membranes are approved for use on ramps, only when installed as per the Safety-Ramp System.

The installation is not covered under our Warranty. The decking contractor providing the work is fully responsible for the workmanship and will handle any warranty work.

The membrane must be installed using only DEC-K-ING floor patch and approved adhesives. The adhesive must be applied as per manufacturer's specifications, in suitable weather conditions.

DEC-K-ING, its agents, employees and decking contractors shall have unrestricted access to the deck during regular business hours. By accepting this Warranty, Owner agrees to arrange for removal of water, snow, ice and equipment at Owner's expense to allow for repairs to be made.

All bills for installation, supplies and services shall have been paid in full to decking Contractor and all material suppliers before DEC-K-ING incurs any obligation or liability under this Warranty. It is the Owner's sole responsibility to confirm that payment has been made to decking Contractor and all material suppliers.

Owner acknowledges that the decking Contractor is not an agent or other legal representative of DEC-K-ING. DEC-K-ING is not liable for any promise, representation or other responsibility of decking Contractor.

Liability is limited to the cost of the materials and installation or cost of the materials proven to be defective. Under no circumstance will DEC-K-ING accept responsibility, or be held liable for, incidental or consequential damages, including but not limited to, the building or the contents of the building. Warranty does not cover damages resulting from misuse or abuse of the product.

Any dispute, controversy or claim between Owner and DEC-K-ING arising out of or related to this Warranty or the Building, shall be settled by final and binding arbitration in accordance with the rules of the Arbitration Association for the Construction Industry.

The failure of DEC-K-ING at any time to assert or enforce any Term, Condition and Limitation shall not be construed to be a waiver thereof, or of any other Term, Condition or Limitation.

Any and all other express warranties are superseded hereby and this Warranty is in lieu thereof.

To initiate a claim, customer must produce and submit to the contractor who supplied the product, a copy of the Warranty, Estimate Sheet, and proof of payment.

EXCLUSION OF WARRANTIES: EXCEPT AS STATED HEREIN, THERE ARE NO EXPRESS OR IMPLIED WARRANTIES OF ANY KIND, INCLUDING AND IMPLIED WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE. NO CONTRACTOR/SALES PERSON HAS AUTHORITY TO MAKE ANY REPRESENTATIONS OTHER THAN THOSE STATED HEREIN.

Owner: STRATA NW3119

Project Location: QUEEN'S GATE

8500-8580 GENERAL CARRIERD

RICHMOND BC

Date: JUNE 25 2004

Inv./Estimate #: 2774

Contractor:

HALLMARK DECKING
& WATERPROOFING LTD

GLOBAL DEC-K-ING SYSTEMS
DECK CLEANER/PROTECTANT

A COMPLETE MAINTENANCE SYSTEM

The use of vinyl sheet membranes for decks has been around for over twenty years. Until recently, the maintenance consisted of a cleaning with a light detergent and water.

GLOBAL DEC-K-ING SYSTEMS has found a manufacturer who has developed a solution for easy and effective cleaning while keeping the vinyl used in the membranes supple and developing the UV blockers to protect the vinyl from the sun's harmful rays.

G.D.S. deck cleaner and protectant is the safe, effective blend of surfactants, sequestrants, emulsifiers, plasticizers and UV blockers required to maintain and beautify your deck membrane.

G.D.S. deck cleaner/protectant:

- Cleans deck membranes easily and quickly.
- Removes moderate airborne dirt and grime associated with city life.
- Replaces some of the original plasticizers lost due to weather and exposure to the effects of the sun.
- Reduces fading and color loss.

G.D.S. cleaner/protectant is safe and easy to use, cost efficient and tested by major vinyl manufacturers.

G.D.S. cleaner/protectant can be used for boat covers, truck covers, pool covers, hot tub covers, vinyl party tents, vinyl auto roofs and vinyl awnings.

NOTE: Because the use of this product is subject to conditions beyond the control of the seller, distributor or manufacturer, **G.D.S.** its distributors and/or sales agents make no warranty of any kind, expressed or implied, as to this material or its use. ALWAYS TEST BEFORE USING.

CAUTION

KEEP OUT OF REACH OF CHILDREN. DO NOT TAKE INTERNALLY. USE WITH ADEQUATE VENTILATION. AVOID DIRECT CONTACT WITH EYES. WASH THOROUGHLY AFTER USE. STORE IN SAFE MANNER. DISPOSE OF CONTAINERS IN ACCORDANCE WITH LOCAL, STATE AND FEDERAL REGULATIONS. G.D.S. ENCOURAGES CUSTOMERS TO RECYCLE ALL CONTAINERS. ALWAYS USE ALL SAFETY PRECAUTIONS LISTED IN THE MSDS AND ON THE PRODUCT LABEL. WEAR CHEMICAL RESISTANT CLOTHING, GLOVES AND CHEMICAL SPLASH GOGGLES WHEN HANDLING THIS PRODUCT.

MIXING INSTRUCTIONS: Pour one 16 oz. Bottle of deck cleaner/protectant in one pail of lukewarm water. Stir with brush and apply on deck surface. Scrub deck with brush included in kit. Rinse the deck surface with a hose.

COVERAGE: The solution will clean between 250 and 350 square feet.

PACKAGING: One 16 oz. Plastic bottle.

SHELF LIFE: Approximately one year in a tightly covered container.

Maintenance Cleaner and Protectant

January 00

data sheet

PRODUCT NAME :
VINYL CLEANER & PROTECTANT

COMPOSITION & MATERIALS :
Dipropylene Glycol Monomethyl Ether
Anionic Surfactant

PRODUCT DESCRIPTION :
A blend of surfactants, sequestrants, emulsifiers, and UV blockers required to maintain and beautify vinyl surfaces.

TECHNICAL DATA :
Dipropylene Glycol Monomethyl Ether
Cas # 34590-94-8
OSHA PEL 100 ppm
ACGIH 100 ppm
Weight % <50
Anionic Surfactant

	Cas	N.A.
Weight	8.33 lbs / gal	
pH	9.0	

FEATURES :
Safe and efficient blend of surfactants, emulsifiers, plasticizers and UV blockers required to maintain deck vinyl surfaces.

APPLICATIONS :
Any deck, balcony, patio or roof deck vinyl surface area requiring cleaning.

INSTALLATION :
Equipment : Applied in diluted concentration to deck surfaces from poly bottle. Scrub brush to physically assist in moving debris from vinyl surface. Water hose for final rinsing.

Preparation : All surfaces should be clean substrates free from oils, tar, moisture, loose materials, grease, or other contaminants.

GLOBAL DEC-K-ING SYSTEMS
VINYL SPOT REMOVER

Instantly Removes Bird Droppings, Roof Tar, Fresh
Paint Spills, Graffiti, Pollution Build-Up,
Tree Sap and Automotive Exhaust Deposits

GLOBAL DEC-K-ING SYSTEMS VINYL SPOT REMOVER is specifically designed to remove even the most tenacious grease and tar from PVC deck membranes. Its blend of safe emulsifiers and degreasers will remove whatever Mother Nature; vandals and air pollution can drop onto expensive PVC deck membranes.

G.D.S. VINYL SPOT REMOVER'S citrus base helps make light work of even the heaviest of stains and spots. Pour a little one, brush in lightly and rinse. That's all there is to it! Prespotting with **G.D.S. VINYL SPOT REMOVER** can cut cleaning time and labor costs by as much as 50%. Replace expensive labor with an easy to use safe spot remover and put the cash back in your pocket.

Approved by major manufacturers and professional maintenance technicians as the safe and easy way to remove most all stains that find their way onto PVC deck membranes. Add **G.D.S. Vinyl Spot Remover** to your arsenal in the war against pollution, graffiti and stains.

G.D.S. Vinyl Spot Remover is:

- Highly concentrated.
- Eliminates graffiti (vandal & bird's).
- Safe for all vinyl's.
- Safely removes all pollution stains & streaks.
- Safe around people and the environment.

G.D.S. Vinyl Spot Remover is the perfect pretreatment to complete vinyl care. It reduces over-all cleaning time and energy, removes most all common stains associated with air pollution, exhaust, birds and insects, tree sap and Canada's fastest growing pollution problem - graffiti!

Do yourself and your customer a favor; use **G.D.S. Vinyl Spot Remover** wherever these stains are present. You'll both be glad you did!

NOTE: Because the use of this product is subject to conditions beyond the control of the seller, distributor and/or manufacturer, **GLOBAL DEC-K-ING SYSTEMS**, its distributors and/or sales agents make no warranty of any kind, expressed or implied, as to this material of its use. Always test before using. G.D.S. encourages customers to recycle all containers. Dispose of containers in accordance with local, state and federal regulations.

CAUTION: KEEP OUT OF REACH OF CHILDREN. DO NOT TAKE INTERNALLY. USE WITH ADEQUATE VENTILATION. AVOID DIRECT CONTACT WITH EYES, WASH THOROUGHLY AFTER USE. STORE IN A SAFE MANNER. DISPOSE OF CONTAINERS IN ACCORDANCE WITH LOCAL, STATE AND FEDERAL REGULATIONS. G.D.S. ENCOURAGES CUSTOMERS TO RECYCLE ALL CONTAINERS. ALWAYS USE ALL SAFETY PRECAUTIONS LISTED IN THE MSDS AND ON THE PRODUCT LABEL. WEAR CHEMICAL RESISTANCE CLOTHING, GLOVES AND CHEMICAL SPLASH GOGGLES WHEN HANDLING THIS PRODUCT.

APPLICATION INSTRUCTIONS:

Spray solution on cleaning pad and apply to stain. Brush in lightly and allow chemical to penetrate stain, rinse thoroughly. For stubborn stains you should leave cleaner sit for a few minutes before rinsing. After treating spots, wash vinyl membrane as usual with **Global DEC-K-ING Systems Cleaner**.

PACKAGING AND SHIPPING WEIGHTS:

1 - 4 oz. bottle

SHELF LIFE:

Approximately one (1) year in tightly covered containers.

PRODUCT NAME :
VINYL SPOT CLEANER

COMPOSITION & MATERIALS :
Dipropylene Glycol Monomethyl Ether

PRODUCT DESCRIPTION :
A blend of surfactants, sequestrants, emulsifiers required to lift and remove stubborn stains and foreign matter from vinyl surfaces.

TECHNICAL DATA :

Dipropylene Glycol Monomethyl Ether	Cas # 34590-94-8
	OSHA PEL 100 ppm
	ACGIH 100 ppm
	Weight % <50
D-Limonene	CAS # 5989-27-5
	OSHA PEL N.A.
	ACGIH N.A.
	Weight % <50

FEATURES :
Fast and efficient concentrated spot remover for difficult, stubborn stains, markings and foreign matter adhered to a vinyl surface. Used as a pre-preparation prior to the application of the vinyl protectant.

APPLICATIONS :
Any deck, balcony, patio or roof deck vinyl surface area requiring cleaning.

INSTALLATION :
Equipment : Applied with a soft swab applicator to vinyl surface from the concentrate bottle.

Preparation : All surfaces should be clean substrates free from oils, tar, moisture, loose materials, grease, or other contaminants.

Our File No.: F19-192
June 11, 2019

Strata Plan NWS 3119 – Queen's Gate
c/o FirstService Residential
700 – 200 Granville Street
Vancouver, B.C. V6C 1S4
(Email: May.Le@fsresidential.com)

Attention: Ms. May Le

Dear Madam:

Re: Strata Plan NWS 3119 – Queen's Gate
Suite No. 318 - 8500 General Currie Road, Richmond, B.C.
– Review of Damage to Wood Framing Due to Water Ingress

Spratt Emanuel Engineering Ltd. (SEE) attended the above noted address on June 5, 2019 to review water damage due to water ingress. The scope of the review is limited to the wood framing within the suite left exposed following removal of damaged finishes. In attendance were the suite owner, building manager, member of the Strata Council, and the observer.

1.0 BACKGROUND

1.1 The following table briefly summarizes the building:

Building Owner	Strata Plan NWS 3119
Building Name	Queen's Gate
Building Address	8500 General Currie Road, Richmond, B.C.
Building Type	Residential Strata-Titled Low-Rise Apartments
Principal Occupancy	Residential
Date of Construction	1991
Applicable Building Code	National Building Code of Canada, 1985
Type of Construction	Combustible Wood Frame
Number of Storeys	3
Number of Units	222
Parking	At-Grade Parkade

1.2 It was understood on site that the points of water ingress responsible for the damage within Suite No. 318 have been found and repaired at this time. The water ingress was due to three identified leak locations at roof level, reported to be addressed. Framing has been exposed for some time to allow thorough drying.

2.0 OBSERVATIONS

- 2.1 Wood framing has been revealed where interior finishes were damaged due to water ingress (**Photos No. 1 and 2**). Gypsum wall board, polyethylene sheet vapour barrier, and batt insulation have been removed as needed. Framing revealed includes: the interior wall separating living room from kitchen and floor structure between this suite and the suite above. The framing was visually reviewed, tested by touch for 'punkiness'¹ or wood rot and tested with a moisture meter to determine moisture content (M.C.).
- 2.2 All components tested with moisture meter read below 13% M.C (**Photos No. 3 to 5**). This M.C. is within acceptable levels to continue with interior repairs following replacement of select framing members.
- 2.3 Some moisture staining of the wood is noted here and there. Some wood rot, now dried, is also noted at some spots (**Photos No. 6 to 10**). All visible structural elements were reviewed: 2x4 studs and plates; 2x10 floor joists; plywood subfloor; and rim joists where visible. Wood framing is noted to be solid except where called out below.
- 2.4 A punky condition was noted at the 2x4 intermediate plate between the interior wall top plate and end joist above, at the corner (**Photos No. 11 and 12**). This plate requires replacement.
- 2.5 Resting on this plate is a 2x10 floor joist with a punky bottom surface (**Photos No. 13 and 14**). The 2x10 floor joist should be cut to remove the rotted section and new dimensional lumber spliced in. Repairs are elaborated upon in the following section.
- 2.6 Some fungus was noted at a few spots in the revealed framing (**Photos No. 15 to 17**). The spots were found to be solid. The remaining fungus should be scraped off and a fungal inhibitor applied to wood.
- 2.7 A suspect connection was noted while reviewing the framing: a vertical butt connection between two 2x4s (**Photo No. 18**). The butt connection is toe-nailed together, with joint closely in plane with other framing joints. Additional material should be spliced on to correct this. This connection can be seen from within the kitchen, to the left side of the opened area.

¹ 'Punky' or 'punkiness' is a common building term that describes the condition of wood that has rotted and dried; it has lost structural integrity. It is typically crumbly and easily pulled apart by hand.

3.0 CONCLUSIONS AND RECOMMENDATIONS

- 3.1 All wood rot must be replaced with new dimensional lumber of matching size. The identified members in this report require full replacement. Any additional wood framing found in the course of work or further exploration with a punky condition is to be replaced as well.
- a. Per Item 2.4, the full rotted length of plate must be replaced.
 - b. Per Item 2.5, cut the joist vertically 3' back from the exposed end and splice in a new piece. Sister a new 2x10 beside the repaired 2x10. Fasten together using 3" wood screws at 6" o.c. staggered at 1.5" from the top and bottom edges.
- 3.2 All water damaged existing framing left in place should be coated with a liquid-applied decay inhibitor, such as Sansin Boracol 20-2 to prevent any further colonization by fungus and mould.
- 3.3 The 2x4 butt connection noted in Item 2.7 should be corrected by sistering a length of 2x4 over the connection to provide rigidity. The length of the sistered 2x4 should be the maximum achievable length, held in place with screws at 6" o.c.

If you have any questions, please do not hesitate to contact the undersigned.

Yours truly,

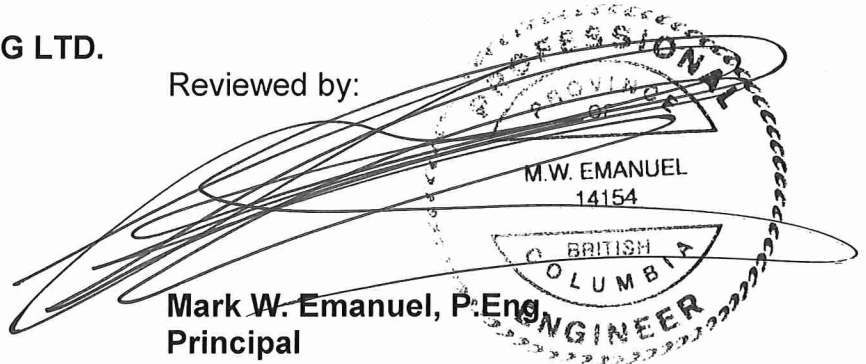
SPRATT EMANUEL ENGINEERING LTD.

Per:



Leanna Sturley, B.Sc., E.I.T.
Project Consultant

Reviewed by:



Mark W. Emanuel, P.Eng
Principal

LS/ch/encl.

STRATA PLAN NWS 3119 – QUEEN'S GATE
SUITE No. 318 - 8500 GENERAL CURRIE ROAD, RICHMOND, B.C.
PHOTOGRAPHS TAKEN BY LEANNA STURLEY, B.Sc., E.I.T.
ON JUNE 5, 2019

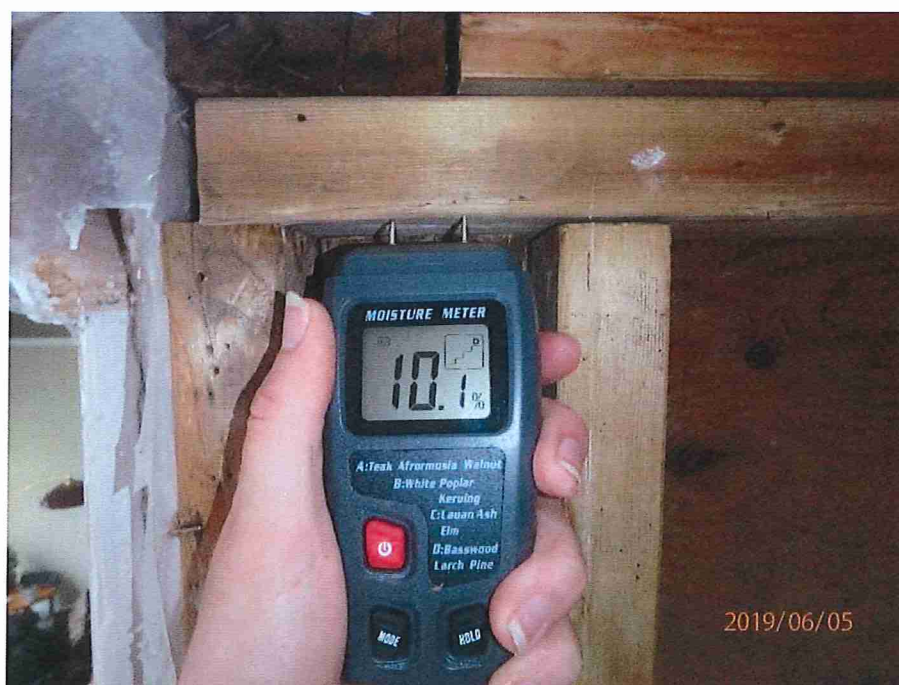


Photos No. 1 and 2

June 5, 2019



Photos No. 3 and 4

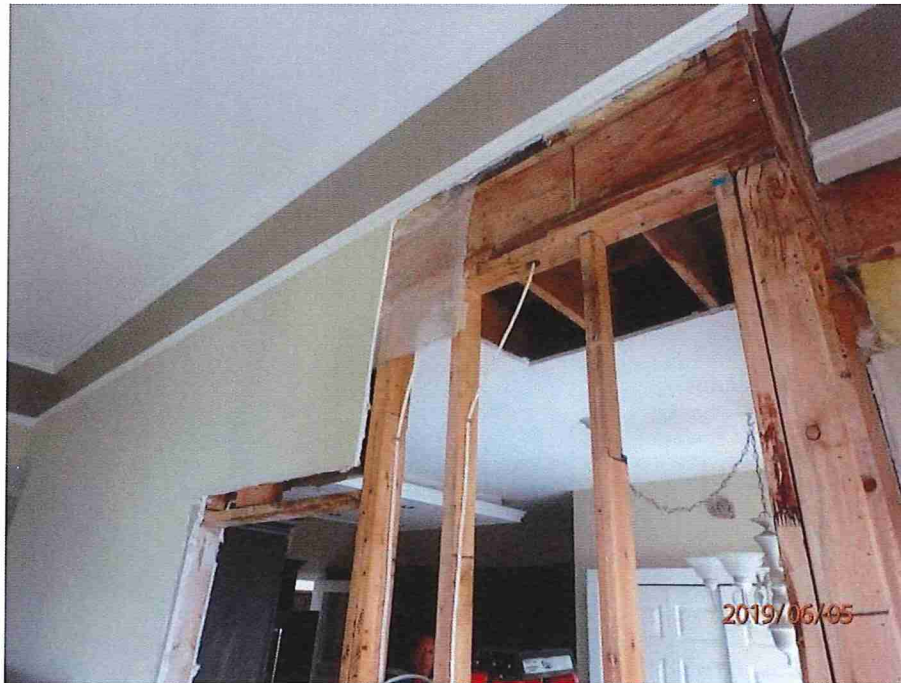


June 5, 2019



Photos No. 5 and 6

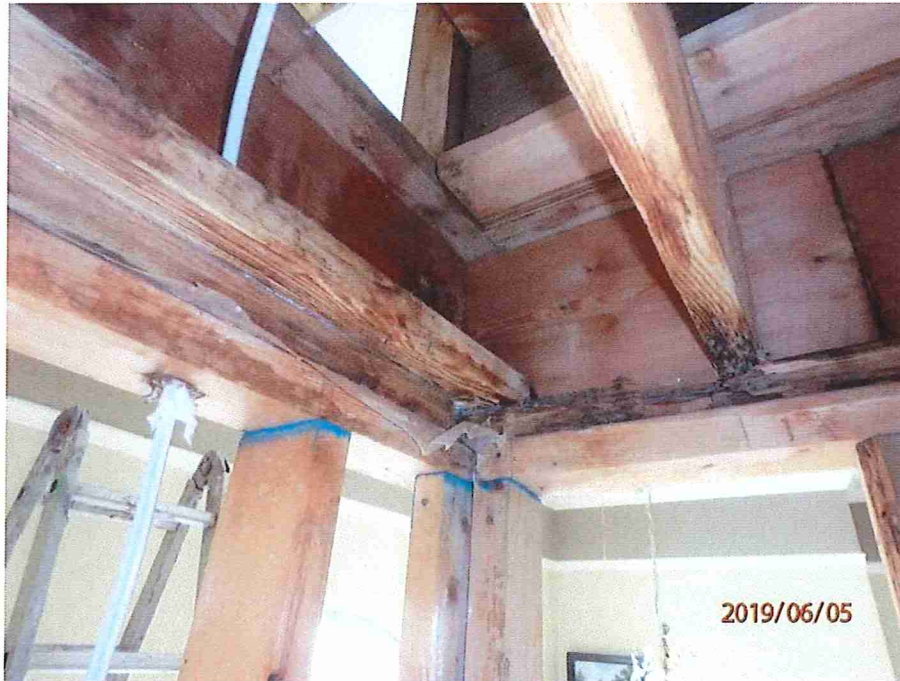
June 5, 2019



Photos No. 7 and 8



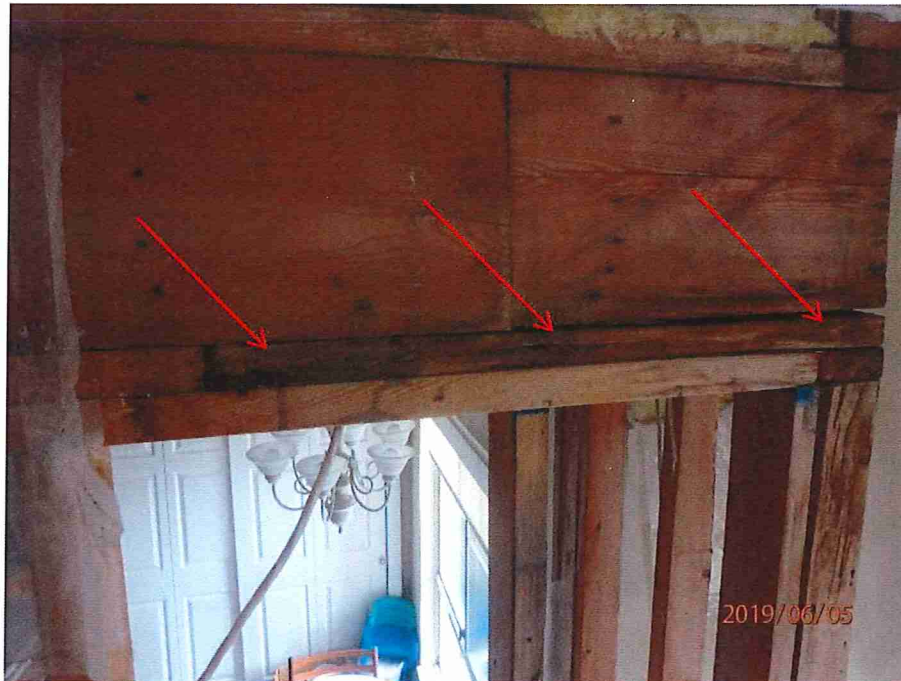
June 5, 2019



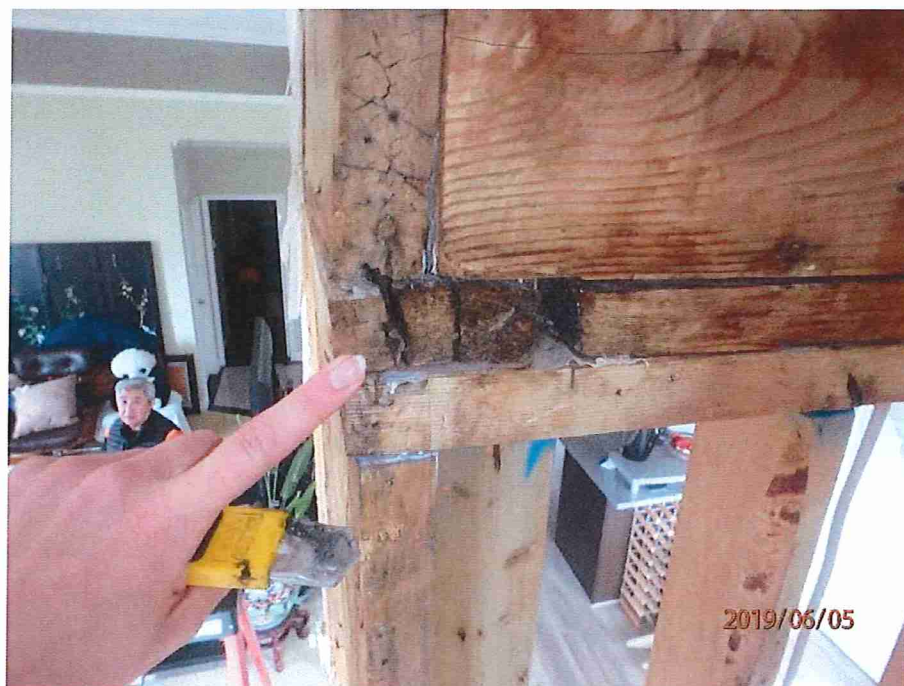
Photos No. 9 and 10



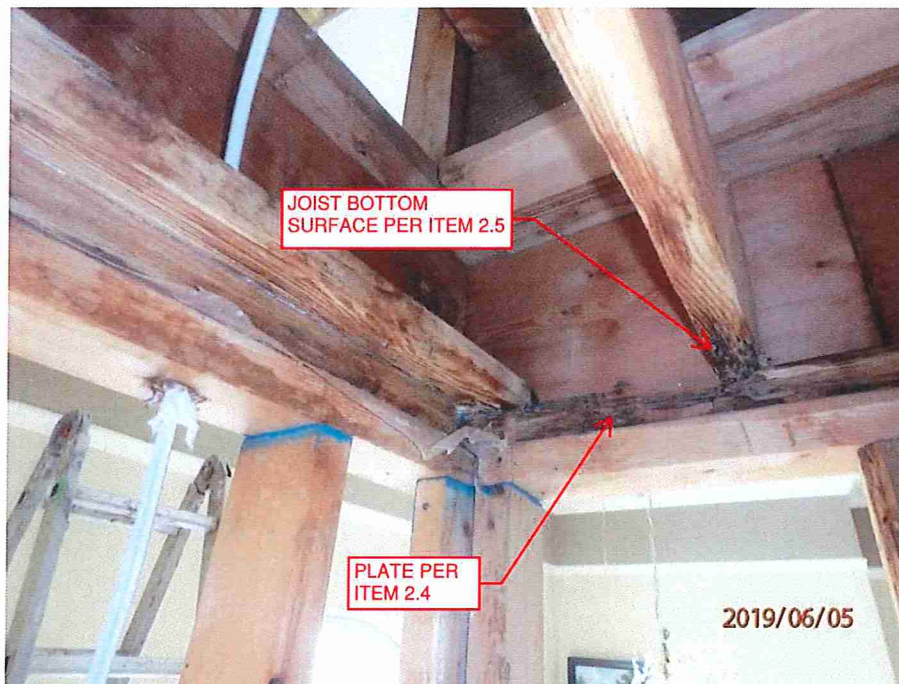
June 5, 2019



Photos No. 11 and 12



June 5, 2019



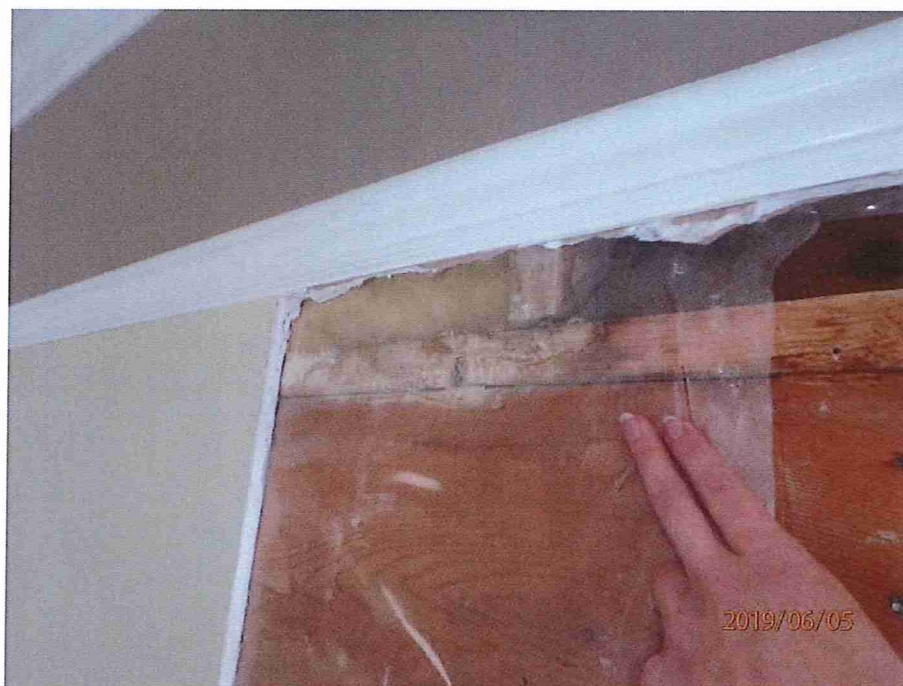
Photos No. 13 and 14



June 5, 2019



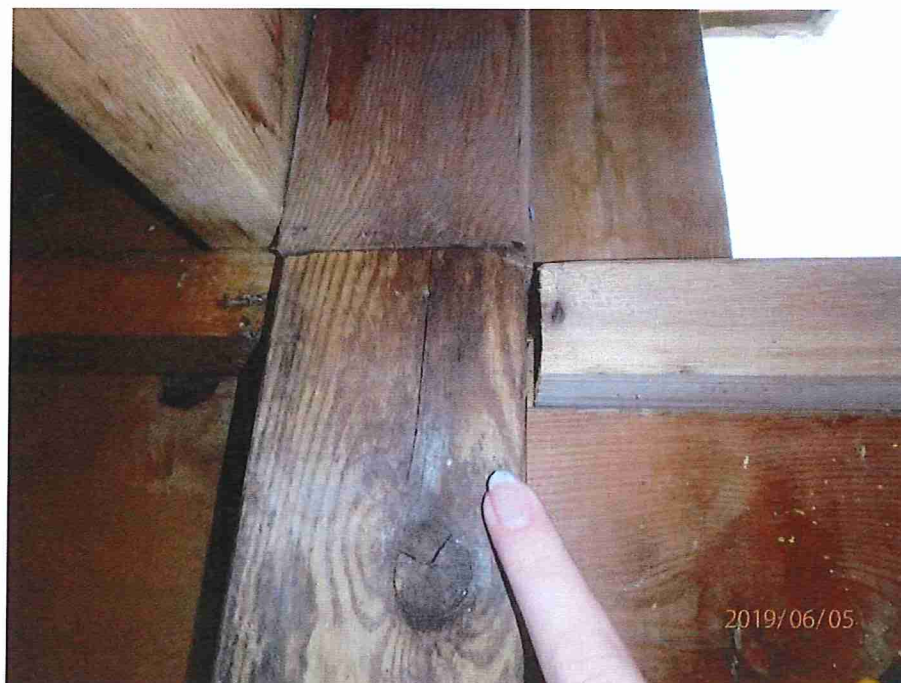
Photos No. 15 and 16



June 5, 2019



Photos No. 17 and 18





**WARRANTY POLICY
FOR
QUEENSGATE
8500, 8520, 8560 & 8580 GENERAL CURRIE ROAD
RICHMOND, B.C.
EUROSTAR VINYL DOORS**

All products manufactured and distributed by Starline Architectural Windows Ltd., are warranted and represent and warrant the work in a scope and for a duration equivalent to the home warranty insurance required by the Homeowner Protection Act and the regulations thereto irrespective of whether such legislation is applicable to the work. The following standards of warranty coverage apply under the Homeowners Protection Act.

A) Two (2) years for Labour and Materials:

Warranty includes:

- material and labour defects that occur from normal use.
- includes all parts of the assembled window only.

From the date of substantial completion for replacement, repair of defective materials or workmanship, this warranty will not apply to:

- 1) Products which have not been installed in accordance with recommended procedure and good trade practices.
- 2) Products which have been damaged by other tradesmen or workers.
- 3) Products which have been damaged as a result of structural movement or structural settling.
- 4) Products which have been damaged as a result of cleaning by methods not recommended in the maintenance instruction accompanying this warranty.
- 5) Products which have been removed from the original installation location.
- 6) Products used outside of Canada or USA.

B) Ten (10) years Extended Warranty on Sealed Insulating Glass:

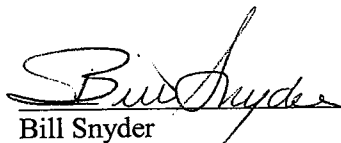
Insulating glass manufactured by Starline Architectural Windows Ltd., is warranted for a period of ten (10) years from the date of substantial completion. Starline will deliver, without charge, to the Starline warehouse nearest the installation, a comparable replacement for an insulating glass unit which develops, during the warranty period, any material visual obstruction between the interior glass surfaces. However, this warranty does not apply to these products under the following conditions:

- 1) Units used outside of Canada or USA.
- 2) Units which are broken.
- 3) Units used in ships, vehicles, commercial refrigeration, or in close proximity to swimming pools.

- 4) Units which have not been handled and installed in accordance with recommended procedures and good trade practices.
- 5) Units which have been subjected to stresses caused by local application of heat.
- 6) Units which have been subjected to stresses caused by structural movement or structural settling.
- 7) Units which have been installed in such a manner that adequate allowance has not been made for the expansion and contraction of the unit and its supporting structure.
- 8) Units to which a liquid set film or plastic film had been applied.
- 9) Units which have been removed from the originally installed location.
- 10) Replacement units, beyond the original ten (10) year period applying to the original unit.

C) Five (5) years Warranty on Envelope

Windows are warranted against any defect which could permit unintended water penetration such that it causes, or is likely to cause, material damage to the home. Starline Architectural Windows Ltd., will be responsible for the repair or replacement of that portion of the window which is determined to be defective and does not include any responsibility for replacement of other materials.



Bill Snyder
Starline Architectural Windows Ltd.

July 29, 2004

NW3119 BALANCE SHEET



Company Code:	NW 3119 - Queen's Gate (NW3119)
Report Title:	BALANCE SHEET
Report Date:	As at August 31, 2019
Division:	NW3119 - 0000

Year to Date

ASSETS

CURRENT ASSETS

CASH

1030 Petty Cash	350.00
1050 Bank - Operating Account	102,507.58
1051 Bank - Contingency Reserve	279,919.59
1065 Bank - Exterior Painting	12,427.80
1065 Bank - Enterphone	17,530.74

TOTAL CASH	412,735.71
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1200 Accounts Receivable	27,007.10
1253 CRF - Due from Operating Fund	100,000.00
1302 Prepaid Insurance	89,177.06

TOTAL CURRENT ASSETS	628,919.87
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FIXED ASSETS

1506 Caretaker's Suite	113,000.00
1520 Equipment	17,470.66
1570 Acc. Depreciation - Equipment	(1,747.07)

TOTAL FIXED ASSETS	128,723.59
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TOTAL ASSETS	757,643.46
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LIABILITIES & EQUITY

LIABILITIES

2019 Operating Fund - Due to CRF	100,000.00
2031 Key Deposit	120.00
2100 Prepayment - Revenue	10,011.10
2200 Chargeback	(1,751.20)

TOTAL LIABILITIES	108,379.90
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EQUITY

2307 Equity in Capital Assets	128,723.59
2350 Operating Surplus(Deficit)	110,661.84
2999 Contingency Fund Balance	379,919.59
3679 Reserve - Enterphone	17,530.74
3750 Reserve - Exterior Painting	12,427.80

TOTAL EQUITY	649,263.56
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TOTAL LIABILITIES & EQUITY	757,643.46
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NW3119 BALANCE SHEET



Company Code:	NW 3119 - Queen's Gate (NW3119)
Report Title:	BALANCE SHEET
Report Date:	As at August 31, 2019
Division:	NW3119 - 0000

Year to Date

Notice to Reader

<p><i>CAUTION TO READER - This financial statement is intended for use by the strata council to monitor details of its disbursements and its cash flow requirements. Readers other than the strata council are cautioned that this statement may not necessarily be appropriate for their use. PREPARED WITHOUT AUDIT</i></p>
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09/10/2019 9:03AM

NW3119 CRF SCHEDULE



Company Code:	NW 3119 - Queen's Gate (NW3119)
Report Title:	CRF SCHEDULE REPORT
Report Date:	As at August 31, 2019
Division:	NW3119 - 0000

Year to Date

CONTINGENCY RESERVE SCHEDULE

INCOME

2705 Balance Forward-Prior Year	404,675.96
2710 Current Year Contribution - Contingency	25,000.00
2711 Interest	2,711.52

TOTAL INCOME	432,387.48
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EXPENDITURES

2806 Transfer To Other Reserve	(52,467.89)
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TOTAL EXPENDITURES	(52,467.89)
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CONTINGENCY FUND BALANCE	379,919.59
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09/10/2019 9:06AM

NW3119 BUDGET COMPARATIVE



Company Code:	NW 3119 - Queen's Gate (NW3119)
Report Title:	Operating Statement
Report Date:	For the 5 Month Ended 08/31/2019
Division:	NW3119 - 0000

<u>Curr Month</u> <u>Actual</u>	<u>Curr Month</u> <u>Budget</u>	<u>A/C Description</u>	<u>YTD</u> <u>Actual</u>	<u>YTD</u> <u>Budget</u>	<u>YTD</u> <u>Variance</u>	<u>Total</u> <u>Budget</u>
INCOME						
STRATA FEES						
78,394.91	78,395.00	4002 Operating Fund Contribution	391,974.55	391,975.00	(0.45)	940,738.00
5,000.00	5,000.00	4003 Contingency Fund Contribution	25,000.00	25,000.00	--	60,000.00
83,394.91	83,395.00	TOTAL STRATA FEES	416,974.55	416,975.00	(0.45)	1,000,738.00
81.79	--	4523 Bylaw / Late Payment Fine	349.04	--	349.04	--
4,900.00	2,583.00	4543 Common Room / Guest Suite Income	15,535.00	12,915.00	2,620.00	31,000.00
--	250.00	4589 Facility / Lounge Income	200.00	1,250.00	(1,050.00)	3,000.00
51.35	100.00	4640 Interest Income	233.45	500.00	(266.55)	1,200.00
100.00	167.00	4660 Key	530.00	835.00	(305.00)	2,000.00
--	125.00	4702 Move In / Move Out Fee	1,500.00	625.00	875.00	1,500.00
775.00	1,000.00	4720 Parking	4,050.00	5,000.00	(950.00)	12,000.00
15.00	--	4779 EV Car Charging	30.00	--	30.00	--
89,318.05	87,620.00	TOTAL INCOME	439,402.04	438,100.00	1,302.04	1,051,438.00
EXPENSES						
GENERAL EXPENSES						
--	375.00	5015 Audit	(337.50)	1,875.00	2,212.50	4,500.00
--	63.00	5019 Appraisal	--	315.00	315.00	750.00
3,039.90	3,875.00	5219 Building Manager	15,073.35	19,375.00	4,301.65	46,500.00
259.63	267.00	5400 Cable / Communications	1,490.27	1,335.00	(155.27)	3,200.00
450.19	167.00	5457 Computer / Office Equipments	3,571.86	835.00	(2,736.86)	2,000.00
222.70	242.00	5718 Employee Benefits	1,104.90	1,210.00	105.10	2,900.00
--	42.00	6017 Guest Suite	70.20	210.00	139.80	500.00
12,739.58	12,740.00	6300 Insurance	63,697.94	63,700.00	2.06	152,875.00
6,142.50	1,833.00	6402 Janitorial Services	7,943.25	9,165.00	1,221.75	22,000.00
--	125.00	6504 Legal Fees	1,880.93	625.00	(1,255.93)	1,500.00
4,540.87	4,667.00	6700 Management Fees	23,229.35	23,335.00	105.65	56,000.00
63.00	208.00	6705 Miscellaneous	582.21	1,040.00	457.79	2,500.00
211.68	267.00	7047 Photocopy & Miscellaneous	4,421.32	1,335.00	(3,086.32)	3,200.00
873.10	917.00	7235 Relief Manager	4,291.73	4,585.00	293.27	11,000.00
12.54	458.00	7449 Strata Contribution	766.54	2,290.00	1,523.46	5,500.00
--	83.00	7704 Uninsured Loss	6,931.18	415.00	(6,516.18)	1,000.00
28,555.69	26,329.00	TOTAL GENERAL EXPENSES	134,717.53	131,645.00	(3,072.53)	315,925.00
BUILDING & GROUND EXPENSES						
7,913.09	4,667.00	5705 Electricity	18,613.72	23,335.00	4,721.28	56,000.00
1,614.57	1,833.00	5715 Elevator Maintenance	6,582.90	9,165.00	2,582.10	22,000.00
392.52	167.00	5725 Enterphone	811.49	835.00	23.51	2,000.00
--	83.00	5905 Fountain Repair	511.88	415.00	(96.88)	1,000.00
1,681.58	3,213.00	5918 Fire Equipment	16,415.88	16,065.00	(350.88)	38,550.00
1,125.37	1,333.00	6001 Garbage Removal	6,342.60	6,665.00	322.40	16,000.00
3,890.66	14,375.00	6005 Gas	11,883.76	71,875.00	59,991.24	172,500.00
2,583.90	1,250.00	6204 HVAC Maintenance	6,205.46	6,250.00	44.54	15,000.00
--	708.00	6306 Irrigation System	407.92	3,540.00	3,132.08	8,500.00

NW3119 BUDGET COMPARATIVE



Company Code:	NW 3119 - Queen's Gate (NW3119)
Report Title:	Operating Statement
Report Date:	For the 5 Month Ended 08/31/2019
Division:	NW3119 - 0000

<u>Curr Month</u> <u>Actual</u>	<u>Curr Month</u> <u>Budget</u>	<u>A/C Description</u>	<u>YTD</u> <u>Actual</u>	<u>YTD</u> <u>Budget</u>	<u>YTD</u> <u>Variance</u>	<u>Total</u> <u>Budget</u>
(40.50)	--	6510 Locks and Keys	--	--	--	--
3,360.00	3,667.00	6511 Landscaping	14,817.15	18,335.00	3,517.85	44,000.00
368.99	2,507.00	7031 Plumbing Repairs	15,257.83	12,535.00	(2,722.83)	30,085.00
2,593.94	2,500.00	7246 Repair - Exterior	15,871.46	12,500.00	(3,371.46)	30,000.00
1,367.59	3,500.00	7247 Repair - Interior	21,397.15	17,500.00	(3,897.15)	42,000.00
--	458.00	7258 Roof Maintenance / Repairs	--	2,290.00	2,290.00	5,500.00
--	333.00	7415 Snow Removal	--	1,665.00	1,665.00	4,000.00
1,255.12	500.00	7423 Supplies	2,352.03	2,500.00	147.97	6,000.00
6,178.20	500.00	7607 Tree Maintenance	8,231.60	2,500.00	(5,731.60)	6,000.00
19,336.12	12,750.00	7850 Water / Sewer	21,539.06	63,750.00	42,210.94	153,000.00
1,466.98	1,467.00	7853 Water Purification	7,334.90	7,335.00	0.10	17,600.00
--	625.00	7856 Window Repairs	--	3,125.00	3,125.00	7,500.00
55,088.13	56,436.00	TOTAL BUILDING & GROUND EXPENSES	174,576.79	282,180.00	107,603.21	677,235.00
REC. CENTRE EXPENSES						
--	83.00	7056 Pool / Sauna	--	415.00	415.00	1,000.00
--	208.00	7201 Recreation Facilities / Amenity - Chemicals	1,918.22	1,040.00	(878.22)	2,500.00
168.00	208.00	7208 Recreation Facilities / Amenity - Furniture / Equi	702.78	1,040.00	337.22	2,500.00
--	50.00	7214 Recreation Facilities / Amenity - Mechanical	147.00	250.00	103.00	600.00
168.00	549.00	TOTAL REC. CENTRE EXPENSES	2,768.00	2,745.00	(23.00)	6,600.00
5,000.00	5,000.00	9010 Reserve - Contingency Fund	25,000.00	25,000.00	--	60,000.00
88,811.82	88,314.00	TOTAL EXPENSES	337,062.32	441,570.00	104,507.68	1,059,760.00
506.23	(694.00)	CURRENT YR NET SURPLUS/(DEFICIT)	102,339.72	(3,470.00)	105,809.72	(8,322.00)
--	--	9990 Operating Surplus (Deficit) Balance Forward	8,322.12	8,322.00	0.12	8,322.00
506.23	(694.00)	ENDING OP SURPLUS/(DEFICIT)	110,661.84	4,852.00	105,809.84	--

09/10/2019 9:03AM



MEMORANDUM

TO: The Owners, Strata Plan NW 3119

DATE: June 08, 2018

FROM: May Le, Strata Manager

RE: ANNUAL GENERAL MEETING MINUTES

Attached are the minutes of the Annual General Meeting held on May 23, 2018. Please read and retain them for future reference.

STRATA FEES:

There is no increase in strata fees.

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

NEW COUNCIL:

- Carol Yap-Chung
- Danny Hui
- Miriam Wexler
- Percy Cheung
- Laurette Vital
- Francis Wu

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.

* * *

Encl.

ML/kc

**MINUTES
ANNUAL GENERAL MEETING
THE OWNERS STRATA PLAN NW 3119
QUEEN'S GATE**

***Held on Wednesday, May 23, 2018
Within the Lounge of Queen's Gate
8520/8560 General Currie Road, Richmond, BC***

The meeting was called to order at 7:00 p.m. by May Le, Strata Manager, who in agreement with the Owners, acted as Chairperson for the meeting, with the assistance of Xantha Radley, Director of Training and Development.

FirstService Residential BC Ltd. was represented by May Le, Strata Manager, Xantha Radley, Director of Training and Development, Henry Wang, Strata Manager, and Farbod Gharbi, Strata Manager.

QUORUM STATUS

Subject to the Bylaws, a quorum for a general meeting is eligible voters holding 1/3 of the Strata Corporation's votes, present in person or by proxy. As the Strata Corporation currently consists of 222 eligible voters, 74 represents quorum in this instance. At the commencement of the meeting there were 63 eligible voters in attendance and 39 represented by proxy for a total of 102 votes represented. The quorum requirements had been achieved and the meeting proceeded.

PROOF OF NOTICE

It was noted that the Notice of Meeting, dated May 3, 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 present the "3/4 vote resolutions H to L" directly after the proposed budget for the Owners' consideration. **DEFEATED.**

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

APPROVAL OF GENERAL MEETING MINUTES

It was moved and seconded to amend the Special General Meeting minutes held on November 22, 2017 by including the discussion explaining the change from 3/4 vote resolutions to majority vote resolutions. **DEFEATED.**

It was then moved and seconded to approve the Minutes of the Special General Meeting held November 22, 2017 as previously circulated. **CARRIED.**

PRESIDENT'S REPORT

Good Evening Ladies and Gentleman of Queen's Gate,

A warm welcome to our new Members. It is a pleasure to share this evening with you at our Annual Gathering of Owners, in this beautiful setting. As some of our Owners have ventured to pursue new life adventures, our gates were opened to many Realtors who discovered the "Gem of Richmond" and marvelled at the stately, well-maintained buildings and grounds of this elegant 30-year-old complex, which we are all proud to call "Home". The compliments are, indeed, gratifying and a positive acknowledgement of the diligence, dedication, planning and teamwork of our active Strata Council, Building Manager and Strata Manager. The year has been occupied with the constant activity of planned seasonal maintenance projects along with unscheduled repair items. The following major projects were undertaken:

1. The installation of the new boiler system to efficiently provide the hot water supply to the 8520/8560 Building.
2. The resealing of the patio decks of 8500/8520, 8560/8580 has been completed along with the installation of drainage holes in some areas of 8500.
3. The renovation of the pool change rooms is in progress and will shortly be completed with the arrival of the new countertops.

As we look forward to a new year with financial stability, I wish to express sincere appreciation to all the volunteers of Queen's Gate who dedicated countless hours as Council and Committee Members in pursuit of the best interest of all Owners and our harmonious, community lifestyle. As volunteers, we offer our time unconditionally and encourage all Owners to participate in enhancing our environment with the practice of neighbourly respect, courtesy and kindness.

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 \$15,000.

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 StrataSure and is insured for a replacement value of \$62,002,000.00 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).

**** Please note, the insurance information above relating to Tenants and rentals pertain to hardship rentals approved by the Strata Council.**

BUDGET APPROVAL

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

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

Quorum changed to 104

103 IN FAVOUR, 1 OPPOSED, 0 ABSTAINED. **CARRIED.**

Owners please note: 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 NW 3119, 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 UPDATE

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

WHEREAS The Owners, Strata Plan NW 3119, wish to waive the requirement to update the existing Depreciation Report otherwise required every three (3) years under Section 94 of the *Strata Property Act*;

BE IT RESOLVED by a 3/4 vote resolution of The Owners, Strata Plan NW 3119, 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.

After some discussion, the vote was called on the 3/4 vote resolution "A". The results were as follows:

103 IN FAVOUR, 1 OPPOSED, 0 ABSTAINED. **CARRIED.**

**CONSIDERATION OF 3/4 VOTE RESOLUTION "B"
BYLAW AMENDMENT**

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 NW 3119, 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 NW 3119, wish to amend the Bylaws of their Strata Corporation;

BE IT RESOLVED by a 3/4 vote resolution of The Owners, Strata Plan NW 3119, in person or by proxy at this 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 the Land Title Office;

by *adding* a new Bylaw #3(7), to read as follows:

3(7) *A strata lot and the common property (including limited common property) must not be used, occupied or modified for the purpose of the growing, producing, harvesting, marketing, selling or distribution of cannabis or marijuana. Storage within a strata lot or transport through common property of cannabis or marijuana is also prohibited, except for quantities less than or equal to limits specified (if any) for legal personal possession of cannabis or marijuana under relevant Canadian or BC legislation.*

By adding Bylaw #3(7), all Bylaws are hereby re-numbered sequentially.

After some discussion, the vote was called on the 3/4 vote resolution "B". The results were as follows:

104 IN FAVOUR, 0 OPPOSED, 0 ABSTAINED. **CARRIED.**

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

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 NW 3119, 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 NW 3119, wish to amend the Bylaws of their Strata Corporation;

BE IT RESOLVED by a 3/4 vote resolution of The Owners, Strata Plan NW 3119, in person or by proxy at this 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 the Land Title Office;

by adding a new Bylaw 61, to read as follows:

61 Exemption

- (1) *The strata council may grant an exemption from the operation of a bylaw or rule in order to accommodate a disability in accordance with the BC Human Rights Code.*

By adding Bylaw #61, all Bylaws are hereby re-numbered sequentially.

After some discussion, the vote was called on the 3/4 vote resolution "C". The results were as follows:

100 IN FAVOUR, 4 OPPOSED, 0 ABSTAINED. **CARRIED.**

**CONSIDERATION OF 3/4 VOTE RESOLUTION "D"
BYLAW AMENDMENT**

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 NW 3119, 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 NW 3119, wish to amend the Bylaws of their Strata Corporation;

BE IT RESOLVED by a 3/4 vote resolution of The Owners, Strata Plan NW 3119, in person or by proxy at this 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 the Land Title Office;

By amending 45.1 which presently reads as follows:

45.1 Insurance Deductibles

An owner shall indemnify and save harmless the Strata Corporation from the expenses of any maintenance, repair or replacement rendered necessary to the Common Property or to any strata lot caused by act, omission, negligence or carelessness of the owner, the owner's family or the owner's guests, employees, agents or tenants, but only to the extent that such expense is not met by the proceeds from any insurance policy. In such circumstances, and for the purposes of this Bylaw, any insurance deductible paid or amount less than the deductible payable by the Strata Corporation shall be charged to the owner and shall be added to and become part of the assessment of that owner for the month next following the date on which the expense was incurred

be amended to read as follows:

45.1 Insurance and Indemnity

- (1) *An owner is deemed to be responsible for any loss or damage caused to the common property, limited common property, common assets or to any strata lot, and/or personal injury or death, where the cause of such loss or damage originated within the owner's strata lot and the loss or damage is not covered and paid by any insurance policy.*
- (2) *An owner is also deemed to be responsible for any loss or damage to the common property, limited common property, common assets or to any strata lot, and/or personal injury or death, where the cause of such loss or damage is the result of an act, omission, negligence or carelessness of the owner, and/or owner's tenants, co-occupants, family members, employees, agents, contractors, guests or invitees and the loss or damage is not covered and paid by any insurance policy.*
- (3) *If any loss or damage deemed to be the responsibility of an owner under subsection (a) and/or (b) of this bylaw results in a claim against any insurance policy held by the strata corporation, that owner shall save harmless and indemnify, and is strictly liable to reimburse the strata corporation for the full amount of any insurance deductible, any portion of insurance coverage declined and/ or any amount by which the loss or damage exceeds the insurance coverage.*
- (4) *If any loss or damage deemed to be the responsibility of an owner under subsection (a) and or (b) of this bylaw does not exceed the insurance deductible for an insurance policy held by the strata corporation, that owner is strictly liable and shall fully indemnify and save harmless the strata corporation for any resulting expense for maintenance, repair or replacement rendered necessary, including legal costs incurred in relation to defending any claim against the strata corporation, and/ or prosecuting any claim made against the owner, such indemnity to be on a solicitor and client basis, including disbursements, expenses, taxes, filing and / or Court fees, all on a full indemnity basis.*

By amending Bylaw #45.1, all Bylaws are hereby re-numbered sequentially.

After some discussion, the vote was called on the 3/4 vote resolution "D". The results were as follows:

99 IN FAVOUR, 2 OPPOSED, 3 ABSTAINED. **CARRIED.**

**CONSIDERATION OF 3/4 VOTE RESOLUTION "E"
BYLAW AMENDMENT**

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 NW 3119, 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 NW 3119, wish to amend the Bylaws of their Strata Corporation;

BE IT RESOLVED by a 3/4 vote resolution of The Owners, Strata Plan NW 3119, in person or by proxy at this 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 the Land Title Office;

by *amending* Bylaw 49(2), which currently reads as follows:

49(2): The fee for using a guest suite per night as follows: (amended at Council Meeting 2015-09-30)

- I. Manor (Maximum 6 guests) - \$75.00*
- II. Buckingham, Sandringham (Maximum 4 guests) - \$55.00*
- III. Balmoral. Canterbury (Maximum 2 guests) - \$45.00*

be amended to read as follows:

49(2) The fee for using a guest suite per night is as follows:

- I. Manor (Maximum 6 guests) - \$90.00 (an additional \$25.00 cleaning fee applies when renting the Manor suite for less than 3 consecutive days)*
- II. Buckingham, Sandringham (Maximum 4 guests) - \$60.00*
- III. Balmoral. Canterbury (Maximum 2 guests) - \$50.00*

By amending Bylaw #49(2), all Bylaws are hereby re-numbered sequentially.

After some discussion, the vote was called on the 3/4 vote resolution "E". The results were as follows:

102 IN FAVOUR, 1 OPPOSED, 1 ABSTAINED. **CARRIED.**

Owners please note: The new guest suite charges will take effect for rentals booked as of September 1, 2018.

**CONSIDERATION OF 3/4 VOTE RESOLUTION "F"
BYLAW AMENDMENT**

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

WHEREAS The Owners, Strata Plan NW 3119, 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 NW 3119, wish to amend the Bylaws of their Strata Corporation;

BE IT RESOLVED by a 3/4 vote resolution of The Owners, Strata Plan NW 3119, in person or by proxy at this 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 the Land Title Office;

by *adding* a new Bylaw 49(9), to read as follows:

49(9). Cancellation of guest suite rentals within seven (7) days of check-in date is subject to a cancellation fee of \$25.00

By adding Bylaw #49(9), all Bylaws are hereby re-numbered sequentially.

After some discussion, the vote was called on the 3/4 vote resolution "F". The results were as follows:

101 IN FAVOUR, 3 OPPOSED, 0 ABSTAINED. **CARRIED.**

**CONSIDERATION OF 3/4 VOTE RESOLUTION "G"
BYLAW AMENDMENT**

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

WHEREAS The Owners, Strata Plan NW 3119, 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 NW 3119, wish to amend the Bylaws of their Strata Corporation;

BE IT RESOLVED by a 3/4 vote resolution of The Owners, Strata Plan NW 3119, in person or by proxy at this 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 the Land Title Office;

by *amending* Bylaw 56(1), which currently reads as follows:

56 Games Room

- (1) *Persons under the age of nineteen (19) are not permitted to use the games room facilities at any time, unless accompanied by an adult resident.*

be amended to read as follows:

56 Games Room

- (1) *Visitors are not permitted to use the games room facilities at any time, unless accompanied by an adult resident.*

By amending Bylaw #56(1), all Bylaws are hereby re-numbered sequentially.

After some discussion, the vote was called on the 3/4 vote resolution "G". The results were as follows:

101 IN FAVOUR, 3 OPPOSED, 0 ABSTAINED. **CARRIED.**

**CONSIDERATION OF 3/4 VOTE RESOLUTION "H"
USE OF ACCUMULATED OPERATING SURPLUS
TRANSFER TO CONTINGENCY RESERVE FUND**

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

WHEREAS The Owners, Strata Plan NW 3119, have an accumulated Operating Fund Surplus of \$229,121 at the end of the March 2018 fiscal year and they would like to transfer \$50,000 to the Contingency Reserve Fund;

BE IT RESOLVED by a 3/4 vote resolution of the Owners, Strata Plan NW 3119, in person or by proxy at this General Meeting, that a maximum of \$50,000 of the accumulated Operating Fund Surplus be transferred to the Contingency Reserve Fund.

After some discussion, the vote was called on the 3/4 vote resolution "H". The results were as follows:

104 IN FAVOUR, 0 OPPOSED, 0 ABSTAINED. **CARRIED.**

CONSIDERATION OF 3/4 VOTE RESOLUTION "I"
PARKADE GATE AND MOTOR REPLACEMENT (8560 BUILDING)

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

WHEREAS The Owners, Strata Plan NW 3119, Queen's Gate, have an Operating Fund Surplus of \$229,121 at the end of the March 2018 fiscal year and they would like to use \$13,000 of it for the purpose of replacing the parkade gate and motor at 8560 Building;

BE IT RESOLVED by a 3/4 vote resolution of The Owners, Strata Plan NW 3119, in person or by proxy at this General Meeting that a maximum of \$13,000 of the accumulated Operating Fund Surplus be used for the purpose of replacing the parkade gate and motor at 8560 Building.

After some discussion, the vote was called on the 3/4 vote resolution "I". The results were as follows:

104 IN FAVOUR, 0 OPPOSED, 0 ABSTAINED. **CARRIED.**

CONSIDERATION OF 3/4 VOTE RESOLUTION "J"
METAL ROOF IDENTIFIED REPAIRS

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

WHEREAS The Owners, Strata Plan NW 3119, Queen's Gate, have an Operating Fund Surplus of \$229,121 at the end of the March 2018 fiscal year and they would like to use \$50,000 of it for the purpose of re-caulking all of the metal roof flashings and replacing all of the cladding screws;

BE IT RESOLVED by a 3/4 vote resolution of The Owners, Strata Plan NW 3119, in person or by proxy at this General Meeting that a maximum of \$50,000 of the accumulated Operating Fund Surplus be used for the purpose of re-caulking all of the metal roof flashings and replacing all of the cladding screws.

After some discussion, the vote was called on the 3/4 vote resolution "J". The results were as follows:

104 IN FAVOUR, 0 OPPOSED, 0 ABSTAINED. **CARRIED.**

**CONSIDERATION OF 3/4 VOTE RESOLUTION “K”
COMMERCIAL RECUMBENT BIKE**

It was moved and seconded to bring the proposed resolution to the floor for discussion. Resolution “K” reads as follows:

WHEREAS The Owners, Strata Plan NW 3119, Queen’s Gate, have an Operating Fund Surplus of \$229,121 at the end of the March 2018 fiscal year and they would like to use \$3,000 of it for the purpose of purchasing a commercial recumbent bike for the gym;

BE IT RESOLVED by a 3/4 vote resolution of The Owners, Strata Plan NW 3119, in person or by proxy at this General Meeting that a maximum of \$3,000 of the accumulated Operating Fund Surplus be used for the purpose of purchasing a commercial recumbent bike for the gym.

After some discussion, the vote was called on the 3/4 vote resolution “K”. The results were as follows:

62 IN FAVOUR, 38 OPPOSED, 4 ABSTAINED. **DEFEATED.**

**CONSIDERATION OF 3/4 VOTE RESOLUTION “L”
ELEVATOR PANEL UPGRADE (8580 BUILDING)**

It was moved and seconded to bring the proposed resolution to the floor for discussion. Resolution “L” reads as follows:

WHEREAS The Owners, Strata Plan NW 3119, Queen’s Gate wish to upgrade the elevator panel at 8580 Building;

BE IT RESOLVED by a 3/4 vote resolution of The Owners, Strata Plan NW 3119, Queen’s Gate, in person or by proxy at this General Meeting that a sum of money not exceeding \$20,000 be raised and spent for the purpose of upgrading the elevator panel at 8580 Building, such expenditure to be charged against the Contingency Reserve Fund.

After some discussion, the vote was called on the 3/4 vote resolution “L”. The results were as follows:

100 IN FAVOUR, 0 OPPOSED, 4 ABSTAINED. **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:

- Carol Yap-Chung
- Danny Hui
- Miriam Wexler
- Percy Cheung
- Laurette Vital
- Francis Wu

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

GENERAL DISCUSSION

The following items were brought forward for the new Council to discuss for the remaining 2018/2019 fiscal year:

- Request for a lower Strata water damage deductible,
- Request to have the trees on the southside of 8520/8560 Buildings to be pruned a certain way,
- Request for more snow removal services during the winter,
- Clarification on Owner's and Strata's responsibility regarding water damage that falls below the Strata's deductible,
- Request for information to be distributed to Owners regarding in-suite cautions and preventative maintenance,
- Request that notices not be posted directly on the painted walls with scotch tape,
- Request better communication between the Owners and the Strata Manager/Council,
- Request to relocate the organics bins due to odour,
- Request to address the food odours emanating through the vents, and
- Report on white flies spreading due to the dying bushes on the exterior grounds.

The Emergency Response Committee took the time to thank Malcolm Davies, Fay Leung, and Ernie Leung for their contribution to the Committee as they have now resigned.

TERMINATION OF MEETING

There being no further business, it was moved to terminate the meeting at 9:20 p.m. **CARRIED.**

FirstService Residential BC Ltd.



May Le
Strata Manager
Per the Owners
Strata Plan NW 3119

ML/kc

Email: May.le@fsresidential.com
Direct Line: 604.601.6404
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.

NW 3119 - QUEEN'S GATE

Approved Annual Budget Apr 01, 2018 to Mar 31, 2019

<u>A/C Description</u>	<u>Approved 2018/2019 Budget</u> \$
<u>INCOME</u>	
<u>STRATA FEES</u>	
4002 Operating Fund Contribution	884,092
4003 Contingency Fund Contribution	60,000
TOTAL STRATA FEES	944,092
4523 Bylaw / Late Payment Fine	--
4543 Common Room / Guest Suite Income	30,000
4589 Facility / Lounge Income	2,500
4640 Interest Income	2,000
4660 Key	1,000
4700 Miscellaneous Income	--
4702 Move In / Move Out Fee	1,000
4720 Parking	5,000
4782 Prior Year Surplus / (Deficit)	--
TOTAL INCOME	985,592
<u>EXPENSES</u>	
<u>GENERAL EXPENSES</u>	
5015 Audit	6,000
5019 Appraisal	750
5219 Building Manager	46,000
5400 Cable / Communications	3,000
5457 Computer / Office Equipments	2,500
5718 Employee Benefits	2,400
6017 Guest Suite	4,500
6300 Insurance	121,597
6402 Janitorial Services	21,500
6504 Legal Fees	1,000
6700 Management Fees	55,494
6705 Miscellaneous	3,000
7047 Photocopy & Miscellaneous	3,500
7235 Relief Manager	11,000

NW 3119 - QUEEN'S GATE

Approved Annual Budget Apr 01, 2018 to Mar 31, 2019

<u>A/C Description</u>	<u>Approved 2018/2019 Budget</u> \$
7449 Strata Contribution	6,000
7704 Uninsured Loss	2,000
TOTAL GENERAL EXPENSES	290,241

BUILDING & GROUND EXPENSES

5705 Electricity	54,000
5715 Elevator Maintenance	19,000
5725 Enterphone	1,500
5905 Fountain Repair	2,000
5918 Fire Equipment	40,000
6001 Garbage Removal	19,500
6005 Gas	150,000
6030 Garage Security Door	2,000
6204 HVAC Maintenance	10,000
6306 Irrigation System	5,000
6510 Locks and Keys	1,500
6511 Landscaping	41,450
7008 Parking Lot Maintenance	5,000
7031 Plumbing Repairs	15,000
7056 Pool / Sauna	5,000
7246 Repair - Exterior	40,000
7247 Repair - Interior	50,000
7258 Roof Maintenance / Repairs	10,000
7415 Snow Removal	5,000
7423 Supplies	5,000
7607 Tree Maintenance	6,500
7850 Water / Sewer	130,000
7853 Water Purification	2,901
7856 Window Repairs	7,500

TOTAL BUILDING & GROUND EXPENSES	627,851
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REC. CENTRE EXPENSES

7201 Recreation Facilities / Amenity - Chemicals	1,500
7208 Recreation Facilities / Amenity - Furniture / Equi	3,000
7214 Recreation Facilities / Amenity - Mechanical	3,000

NW 3119 - QUEEN'S GATE

Approved Annual Budget
Apr 01, 2018 to Mar 31, 2019

<u>A/C Description</u>	<u>Approved 2018/2019 Budget</u> \$
TOTAL REC. CENTRE EXPENSES	7,500
9010 Reserve - Contingency Fund	60,000
TOTAL EXPENSES	985,592
CURRENT YR NET SURPLUS/(DEFICIT)	--
9990 Operating Surplus (Deficit) Balance Forward	228,620
9995 Transfer Surplus to CRF	(50,000)
9996 Transfer Surplus to Other Reserve	(63,000)
ENDING OP SURPLUS/(DEFICIT)	115,620

NW 3119 - QUEEN'S GATE
Approved Strata Fee Schedule
Apr 01, 2018 to Mar 31, 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	100 - 8520 General Currie	STRATA STE.	-	-	-	-	-
2	101 - 8560 General Currie	1115	353.18	23.97	377.15	377.15	-
3	103 - 8560 General Currie	732	231.86	15.74	247.60	247.60	-
4	105 - 8560 General Currie	1170	370.60	25.15	395.75	395.75	-
5	106 - 8560 General Currie	1170	370.60	25.15	395.75	395.75	-
6	107 - 8560 General Currie	732	231.86	15.74	247.60	247.60	-
7	109 - 8560 General Currie	998	316.12	21.45	337.57	337.57	-
8	111 - 8560 General Currie	1153	365.21	24.79	390.00	390.00	-
9	113 - 8560 General Currie	1118	354.13	24.03	378.16	378.16	-
10	115 - 8520 General Currie	1018	322.46	21.88	344.34	344.34	-
11	117 - 8520 General Currie	1122	355.39	24.12	379.51	379.51	-
12	119 - 8520 General Currie	1153	365.21	24.79	390.00	390.00	-
13	121 - 8520 General Currie	998	316.12	21.45	337.57	337.57	-
14	123 - 8520 General Currie	732	231.86	15.74	247.60	247.60	-
15	124 - 8520 General Currie	1170	370.60	25.15	395.75	395.75	-
16	125 - 8520 General Currie	1170	370.60	25.15	395.75	395.75	-
17	127 - 8520 General Currie	732	231.86	15.74	247.60	247.60	-
18	129 - 8520 General Currie	1115	353.18	23.97	377.15	377.15	-
19	128 - 8520 General Currie	1059	335.44	22.76	358.20	358.20	-
20	126 - 8520 General Currie	1282	406.07	27.56	433.63	433.63	-
21	122 - 8520 General Currie	743	235.35	15.97	251.32	251.32	-
22	120 - 8520 General Currie	757	239.78	16.27	256.05	256.05	-
23	118 - 8520 General Currie	1036	328.15	22.27	350.42	350.42	-
24	116 - 8520 General Currie	1180	373.76	25.37	399.13	399.13	-

**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.*

NW 3119 - QUEEN'S GATE
Approved Strata Fee Schedule
Apr 01, 2018 to Mar 31, 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 * \$
25	114 - 8560 General Currie	1181	374.08	25.39	399.47	399.47	-
26	112 - 8560 General Currie	1035	327.84	22.25	350.09	350.09	-
27	110 - 8560 General Currie	757	239.78	16.27	256.05	256.05	-
28	108 - 8560 General Currie	743	235.35	15.97	251.32	251.32	-
29	104 - 8560 General Currie	1282	406.07	27.56	433.63	433.63	-
30	102 - 8560 General Currie	1036	328.15	22.27	350.42	350.42	-
31	201 - 8560 General Currie	1149	363.95	24.70	388.65	388.65	-
32	203 - 8560 General Currie	732	231.86	15.74	247.60	247.60	-
33	205 - 8560 General Currie	1152	364.90	24.76	389.66	389.66	-
34	206 - 8560 General Currie	1170	370.60	25.15	395.75	395.75	-
35	207 - 8560 General Currie	732	231.86	15.74	247.60	247.60	-
36	209 - 8560 General Currie	998	316.12	21.45	337.57	337.57	-
37	211 - 8560 General Currie	1153	365.21	24.79	390.00	390.00	-
38	213 - 8560 General Currie	1122	355.39	24.12	379.51	379.51	-
39	215 - 8560 General Currie	1021	323.40	21.95	345.35	345.35	-
40	217 - 8520 General Currie	1018	322.46	21.88	344.34	344.34	-
41	219 - 8520 General Currie	1122	355.39	24.12	379.51	379.51	-
42	221 - 8520 General Currie	1153	365.21	24.79	390.00	390.00	-
43	223 - 8520 General Currie	998	316.12	21.45	337.57	337.57	-
44	225 - 8520 General Currie	732	231.86	15.74	247.60	247.60	-
45	226 - 8520 General Currie	1170	370.60	25.15	395.75	395.75	-
46	227 - 8520 General Currie	1152	364.90	24.76	389.66	389.66	-
47	229 - 8520 General Currie	732	231.86	15.74	247.60	247.60	-
48	231 - 8520 General Currie	1115	353.18	23.97	377.15	377.15	-

**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.*

NW 3119 - QUEEN'S GATE
Approved Strata Fee Schedule
Apr 01, 2018 to Mar 31, 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 * \$
49	230 - 8520 General Currie	1059	335.44	22.76	358.20	358.20	-
50	228 - 8520 General Currie	1282	406.07	27.56	433.63	433.63	-
51	224 - 8520 General Currie	743	235.35	15.97	251.32	251.32	-
52	222 - 8520 General Currie	757	239.78	16.27	256.05	256.05	-
53	220 - 8520 General Currie	1024	324.36	22.01	346.37	346.37	-
54	218 - 8520 General Currie	1180	373.76	25.37	399.13	399.13	-
55	216 - 8560 General Currie	993	314.53	21.35	335.88	335.88	-
56	214 - 8560 General Currie	1181	374.08	25.39	399.47	399.47	-
57	212 - 8560 General Currie	1017	322.14	21.86	344.00	344.00	-
58	210 - 8560 General Currie	757	239.78	16.27	256.05	256.05	-
59	208 - 8560 General Currie	743	235.35	15.97	251.32	251.32	-
60	204 - 8560 General Currie	1282	406.07	27.56	433.63	433.63	-
61	202 - 8560 General Currie	1075	340.51	23.11	363.62	363.62	-
62	301 - 8560 General Currie	1005	318.34	21.60	339.94	339.94	-
63	304 - 8560 General Currie	1074	340.19	23.09	363.28	363.28	-
64	305 - 8560 General Currie	1170	370.60	25.15	395.75	395.75	-
65	306 - 8560 General Currie	732	231.86	15.74	247.60	247.60	-
66	308 - 8560 General Currie	998	316.12	21.45	337.57	337.57	-
67	310 - 8560 General Currie	1153	365.21	24.79	390.00	390.00	-
68	312 - 8560 General Currie	1127	356.97	24.23	381.20	381.20	-
69	314 - 8560 General Currie	1021	323.40	21.95	345.35	345.35	-
70	316 - 8520 General Currie	1018	322.46	21.88	344.34	344.34	-
71	318 - 8520 General Currie	1122	355.39	24.12	379.51	379.51	-
72	320 - 8520 General Currie	1153	365.21	24.79	390.00	390.00	-

**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.*

NW 3119 - QUEEN'S GATE
Approved Strata Fee Schedule
Apr 01, 2018 to Mar 31, 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 * \$
73	322 - 8520 General Currie	998	316.12	21.45	337.57	337.57	-
74	324 - 8520 General Currie	732	231.86	15.74	247.60	247.60	-
75	325 - 8520 General Currie	1170	370.60	25.15	395.75	395.75	-
76	326 - 8520 General Currie	1074	340.19	23.09	363.28	363.28	-
77	329 - 8520 General Currie	1005	318.34	21.60	339.94	339.94	-
78	328 - 8520 General Currie	1034	327.52	22.23	349.75	349.75	-
79	327 - 8520 General Currie	1282	406.07	27.56	433.63	433.63	-
80	323 - 8520 General Currie	743	235.35	15.97	251.32	251.32	-
81	321 - 8520 General Currie	757	239.78	16.27	256.05	256.05	-
82	319 - 8520 General Currie	1034	327.52	22.23	349.75	349.75	-
83	317 - 8520 General Currie	1180	373.76	25.37	399.13	399.13	-
84	315 - 8560 General Currie	983	311.37	21.13	332.50	332.50	-
85	313 - 8560 General Currie	1181	374.08	25.39	399.47	399.47	-
86	311 - 8560 General Currie	1036	328.15	22.27	350.42	350.42	-
87	309 - 8560 General Currie	757	239.78	16.27	256.05	256.05	-
88	307 - 8560 General Currie	743	235.35	15.97	251.32	251.32	-
89	303 - 8560 General Currie	1282	406.07	27.56	433.63	433.63	-
90	302 - 8560 General Currie	1034	327.52	22.23	349.75	349.75	-
91	101 - 8500 General Currie	751	237.88	16.14	254.02	254.02	-
92	102 - 8500 General Currie	732	231.86	15.74	247.60	247.60	-
93	103 - 8500 General Currie	1305	413.36	28.05	441.41	441.41	-
94	104 - 8500 General Currie	1047	331.64	22.51	354.15	354.15	-
95	105 - 8500 General Currie	1144	362.37	24.59	386.96	386.96	-
96	106 - 8500 General Currie	1393	441.24	29.94	471.18	471.18	-

**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.*

NW 3119 - QUEEN'S GATE
Approved Strata Fee Schedule
Apr 01, 2018 to Mar 31, 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 * \$
97	107 - 8500 General Currie	730	231.23	15.69	246.92	246.92	-
98	108 - 8500 General Currie	991	313.90	21.30	335.20	335.20	-
99	109 - 8500 General Currie	1299	411.46	27.92	439.38	439.38	-
100	110 - 8500 General Currie	1362	431.41	29.28	460.69	460.69	-
101	111 - 8500 General Currie	756	239.47	16.25	255.72	255.72	-
102	112 - 8500 General Currie	1079	341.78	23.19	364.97	364.97	-
103	113 - 8500 General Currie	1079	341.78	23.19	364.97	364.97	-
104	114 - 8500 General Currie	1237	391.82	26.59	418.41	418.41	-
105	115 - 8500 General Currie	1369	433.63	29.43	463.06	463.06	-
106	116 - 8500 General Currie	1369	433.63	29.43	463.06	463.06	-
107	117 - 8500 General Currie	1340	424.44	28.81	453.25	453.25	-
108	118 - 8500 General Currie	1400	443.45	30.10	473.55	473.55	-
109	119 - 8500 General Currie	1407	445.66	30.25	475.91	475.91	-
110	120 - 8500 General Currie	1048	331.95	22.53	354.48	354.48	-
111	121 - 8500 General Currie	1286	407.35	27.64	434.99	434.99	-
112	201 - 8500 General Currie	751	237.88	16.14	254.02	254.02	-
113	202 - 8500 General Currie	732	231.86	15.74	247.60	247.60	-
114	203 - 8500 General Currie	1305	413.36	28.05	441.41	441.41	-
115	204 - 8500 General Currie	1047	331.64	22.51	354.15	354.15	-
116	205 - 8500 General Currie	1144	362.37	24.59	386.96	386.96	-
117	206 - 8500 General Currie	1393	441.24	29.94	471.18	471.18	-
118	207 - 8500 General Currie	730	231.23	15.69	246.92	246.92	-
119	208 - 8500 General Currie	991	313.90	21.30	335.20	335.20	-
120	209 - 8500 General Currie	1299	411.46	27.92	439.38	439.38	-

**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.*

NW 3119 - QUEEN'S GATE
Approved Strata Fee Schedule
Apr 01, 2018 to Mar 31, 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 * \$
121	210 - 8500 General Currie	1362	431.41	29.28	460.69	460.69	-
122	211 - 8500 General Currie	756	239.47	16.25	255.72	255.72	-
123	212 - 8500 General Currie	1079	341.78	23.19	364.97	364.97	-
124	213 - 8500 General Currie	1079	341.78	23.19	364.97	364.97	-
125	214 - 8500 General Currie	1237	391.82	26.59	418.41	418.41	-
126	215 - 8500 General Currie	1369	433.63	29.43	463.06	463.06	-
127	216 - 8500 General Currie	1369	433.63	29.43	463.06	463.06	-
128	217 - 8500 General Currie	1363	431.73	29.30	461.03	461.03	-
129	218 - 8500 General Currie	1400	443.45	30.10	473.55	473.55	-
130	219 - 8500 General Currie	1407	445.66	30.25	475.91	475.91	-
131	220 - 8500 General Currie	1048	331.95	22.53	354.48	354.48	-
132	221 - 8500 General Currie	1286	407.35	27.64	434.99	434.99	-
133	301 - 8500 General Currie Road	751	237.88	16.14	254.02	254.02	-
134	302 - 8500 General Currie	732	231.86	15.74	247.60	247.60	-
135	303 - 8500 General Currie	1305	413.36	28.05	441.41	441.41	-
136	304 - 8500 General Currie	1047	331.64	22.51	354.15	354.15	-
137	305 - 8500 General Currie	1000	316.75	21.50	338.25	338.25	-
138	306 - 8500 General Currie	1101	348.74	23.67	372.41	372.41	-
139	308 - 8500 General Currie	1024	324.36	22.01	346.37	346.37	-
140	309 - 8500 General Currie	1299	411.46	27.92	439.38	439.38	-
141	310 - 8500 General Currie	1375	435.53	29.56	465.09	465.09	-
142	311 - 8500 General Currie	756	239.47	16.25	255.72	255.72	-
143	312 - 8500 General Currie	1079	341.78	23.19	364.97	364.97	-
144	313 - 8500 General Currie	1079	341.78	23.19	364.97	364.97	-

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NW 3119 - QUEEN'S GATE
Approved Strata Fee Schedule
Apr 01, 2018 to Mar 31, 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 * \$
145	314 - 8500 General Currie	1237	391.82	26.59	418.41	418.41	-
146	315 - 8500 General Currie	1372	434.59	29.49	464.08	464.08	-
147	316 - 8500 General Currie	1372	434.59	29.49	464.08	464.08	-
148	317 - 8500 General Currie	1377	436.17	29.60	465.77	465.77	-
149	318 - 8500 General Currie	1231	389.92	26.46	416.38	416.38	-
150	319 - 8500 General Currie	1238	392.14	26.61	418.75	418.75	-
151	320 - 8500 General Currie	1048	331.95	22.53	354.48	354.48	-
152	321 - 8500 General Currie	1286	407.35	27.64	434.99	434.99	-
153	101 - 8580 General Currie	744	235.67	15.99	251.66	251.66	-
154	102 - 8580 General Currie	733	232.18	15.76	247.94	247.94	-
155	103 - 8580 General Currie	1258	398.48	27.04	425.52	425.52	-
156	104 - 8580 General Currie	1054	333.85	22.66	356.51	356.51	-
157	105 - 8580 General Currie	1151	364.58	24.74	389.32	389.32	-
158	106 - 8580 General Currie	792	250.86	17.03	267.89	267.89	-
159	107 - 8580 General Currie	733	232.18	15.76	247.94	247.94	-
160	108 - 8580 General Currie	733	232.18	15.76	247.94	247.94	-
161	109 - 8580 General Currie	744	235.67	15.99	251.66	251.66	-
162	110 - 8580 General Currie	1039	329.10	22.34	351.44	351.44	-
163	111 - 8580 General Currie	743	235.35	15.97	251.32	251.32	-
164	112 - 8580 General Currie	961	304.40	20.66	325.06	325.06	-
165	113 - 8580 General Currie	750	237.57	16.12	253.69	253.69	-
166	114 - 8580 General Currie	1069	338.61	22.98	361.59	361.59	-
167	115 - 8580 General Currie	1089	344.94	23.41	368.35	368.35	-
168	116 - 8580 General Currie	1242	393.40	26.70	420.10	420.10	-

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NW 3119 - QUEEN'S GATE
Approved Strata Fee Schedule
Apr 01, 2018 to Mar 31, 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 * \$
169	117 - 8580 General Currie	1356	429.51	29.15	458.66	458.66	-
170	118 - 8580 General Currie	1367	432.99	29.39	462.38	462.38	-
171	119 - 8580 General Currie	736	233.13	15.82	248.95	248.95	-
172	120 - 8580 General Currie	730	231.23	15.69	246.92	246.92	-
173	121 - 8580 General Currie	1229	389.29	26.42	415.71	415.71	-
174	122 - 8580 General Currie	1254	397.20	26.96	424.16	424.16	-
175	123 - 8580 General Currie	1053	333.53	22.64	356.17	356.17	-
176	124 - 8580 General Currie	1270	402.27	27.30	429.57	429.57	-
177	201 - 8580 General Currie	744	235.67	15.99	251.66	251.66	-
178	202 - 8580 General Currie	733	232.18	15.76	247.94	247.94	-
179	203 - 8580 General Currie	1258	398.48	27.04	425.52	425.52	-
180	204 - 8580 General Currie	1054	333.85	22.66	356.51	356.51	-
181	205 - 8580 General Currie	1151	364.58	24.74	389.32	389.32	-
182	206 - 8580 General Currie	792	250.86	17.03	267.89	267.89	-
183	207 - 8580 General Currie	733	232.18	15.76	247.94	247.94	-
184	208 - 8580 General Currie	733	232.18	15.76	247.94	247.94	-
185	209 - 8580 General Currie	744	235.67	15.99	251.66	251.66	-
186	210 - 8580 General Currie	1039	329.10	22.34	351.44	351.44	-
187	211 - 8580 General Currie	743	235.35	15.97	251.32	251.32	-
188	212 - 8580 General Currie	961	304.40	20.66	325.06	325.06	-
189	213 - 8580 General Currie	750	237.57	16.12	253.69	253.69	-
190	214 - 8580 General Currie	1069	338.61	22.98	361.59	361.59	-
191	215 - 8580 General Currie	1089	344.94	23.41	368.35	368.35	-
192	216 - 8580 General Currie	1242	393.40	26.70	420.10	420.10	-

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NW 3119 - QUEEN'S GATE
Approved Strata Fee Schedule
Apr 01, 2018 to Mar 31, 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 * \$
193	217 - 8580 General Currie	1356	429.51	29.15	458.66	458.66	-
194	218 - 8580 General Currie	1367	432.99	29.39	462.38	462.38	-
195	219 - 8580 General Currie	736	233.13	15.82	248.95	248.95	-
196	220 - 8580 General Currie	847	268.29	18.21	286.50	286.50	-
197	221 - 8580 General Currie	1229	389.29	26.42	415.71	415.71	-
198	222 - 8580 General Currie	1254	397.20	26.96	424.16	424.16	-
199	223 - 8580 General Currie	1053	333.53	22.64	356.17	356.17	-
200	224 - 8580 General Currie	1270	402.27	27.30	429.57	429.57	-
201	301 - 8580 General Currie	744	235.67	15.99	251.66	251.66	-
202	302 - 8580 General Currie	733	232.18	15.76	247.94	247.94	-
203	303 - 8580 General Currie	1258	398.48	27.04	425.52	425.52	-
204	304 - 8580 General Currie	1054	333.85	22.66	356.51	356.51	-
205	305 - 8580 General Currie	1151	364.58	24.74	389.32	389.32	-
206	306 - 8580 General Currie	1160	367.43	24.94	392.37	392.37	-
207	308 - 8580 General Currie	1105	350.01	23.75	373.76	373.76	-
208	310 - 8580 General Currie	1039	329.10	22.34	351.44	351.44	-
209	311 - 8580 General Currie	743	235.35	15.97	251.32	251.32	-
210	312 - 8580 General Currie	974	308.51	20.94	329.45	329.45	-
211	313 - 8580 General Currie	750	237.57	16.12	253.69	253.69	-
212	314 - 8580 General Currie	1069	338.61	22.98	361.59	361.59	-
213	315 - 8580 General Currie	1089	344.94	23.41	368.35	368.35	-
214	316 - 8580 General Currie	1242	393.40	26.70	420.10	420.10	-
215	317 - 8580 General Currie	1363	431.73	29.30	461.03	461.03	-
216	318 - 8580 General Currie	1373	434.90	29.51	464.41	464.41	-

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NW 3119 - QUEEN'S GATE
Approved Strata Fee Schedule
Apr 01, 2018 to Mar 31, 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 * \$
217	319 - 8580 General Currie	736	233.13	15.82	248.95	248.95	-
218	320 - 8580 General Currie	847	268.29	18.21	286.50	286.50	-
219	321 - 8580 General Currie	1229	389.29	26.42	415.71	415.71	-
220	322 - 8580 General Currie	1254	397.20	26.96	424.16	424.16	-
221	323 - 8580 General Currie	1053	333.53	22.64	356.17	356.17	-
222	324 - 8580 General Currie	1270	402.27	27.30	429.57	429.57	-
			232,594	73,674.40	4,999.99	78,674.39	-
Total Annual Strata Fees (x 12 months) =			884,092.80	59,999.88	944,092.68	944,092.68	

**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.*



MEMORANDUM

TO: The Owners, Strata Plan NW 3119

DATE: June 21, 2019

FROM: May Le, Strata Manager

RE: ANNUAL GENERAL MEETING MINUTES

Attached are the minutes of the Annual General Meeting held on June 4, 2019. Please read and retain them for future reference.

STRATA FEES:

Owners please note: Strata fees have increased, retroactive to April 1, 2019.

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

NEW COUNCIL:

- Carol Yap-Chung
- Danny Hui
- Francis Wu
- Laurette Vital
- Miriam Wexler
- Percy Cheung
- Brian Katz

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. For those Owners who have already signed up to **FSRConnect**™ you may access the website at <http://bc.fsrconnect.ca/nw3119>

* * *

Encl.

ML/sm

**MINUTES
ANNUAL GENERAL MEETING
THE OWNERS STRATA PLAN NW 3119
QUEEN'S GATE**

***Held on Tuesday, June 4, 2019
Within Lounge of Queen's Gate
8520/8560 General Currie Rd., Richmond, BC***

The meeting was called to order at 7:00 p.m. by May Le, Strata Manager.

FirstService Residential BC Ltd. was represented by May Le.

QUORUM STATUS

Subject to the Bylaws, a quorum for a general meeting is eligible voters holding 1/3 of the Strata Corporation's votes, present in person or by proxy. As the Strata Corporation currently consists of 222 eligible voters, 74 represents quorum in this instance. At the commencement of the meeting there were 74 eligible voters in attendance and 35 represented by proxy for a total of 109 votes represented. The quorum requirements had been achieved and the meeting proceeded.

PROOF OF NOTICE

It was noted that the Notice of Meeting, dated May 15, 2019, 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.
CARRIED.

APPROVAL OF GENERAL MEETING MINUTES

It was moved and seconded to approve the Minutes of the Annual General Meeting held May 23, 2018 as previously circulated. **CARRIED.**

PRESIDENT'S REPORT

Ladies and Gentlemen of Queen's Gate,

It is my pleasure to share this evening with you at our 2019 Annual General Meeting. Another year has quickly flown and, along with our beloved Queen's Gate, we have also grown better and wiser.

I am Carol Yap-Chung, President of your Strata Council which is comprised of six volunteers of diverse skills, culture and language. Over the years we have worked together cohesively and devoted countless hours to the welfare of our Queen's Gate community. The saying "volunteers are the heart of a community", aptly describes the volunteers of our Strata Council, Social Committee and Garden Committee. We also have many social activities organized by Owners –

The Knitting Club, Exercise Group, Tai Chi, Meditation and Karaoke. Sincere thanks and appreciation to all for your tireless efforts and a "job well done".

As we move forward, we encourage the participation of new volunteers to re-activate the block watch, emergency response and building committees. Our thanks and appreciation to May Le and Peter Chan of our Strata Property Management for their assistance and guidance.

As Queen's Gate matures and approaches her third decade, she enters the "Smart" and "Q" era of technology which presents challenges as we attempt to interface 'new' with existing 'old' wires. This became obvious with the failure of the original enterphone system at the main gate and entrances to our four lobbies. Repairs were not an option as the components no longer exist. An upgrade to a modern system was required, utilising the existing electrical wires. The communications company, Viscount, persisted with the many obstacles presented by the incompatibility issues of the old and new wiring system and were eventually successful in their endeavour to produce an efficient system. A period of frustration was experienced by the installers and Owners until the "bugs" were ironed out successfully. An abundance of patience and resilience was required by all. In addition to the enterphone system, the following maintenance projects were successfully completed:

- Resurfacing the decks above parkades. The puddle-free parkade floors are a positive improvement. Previously, during rain and snow, there were leaks from the parkade ceiling.
- The 8560 parkade was fitted with a new gate and motor.
- The main entrance gate received an upgrade of new arms and cylinders for increased efficiency.

As we admire the view of the majestic archway, elegant fountain and beautiful gardens, we are proud to call Queen's Gate "home". The Collaborative effort of the new Garden Committee and Council resulted in a revised method of landscape management with Master Gardener, Jill Wright, being responsible for the flower planting and M & V Landscaping for the grass areas and hedges. Our thanks to David Richardson and Val Chuy for their efforts. Val is in the process of producing a chart to identify the trees with numerical tags.

Thanks to all our Owners for your support and patience as we strive to keep Queen's Gate beautiful.

CONSIDERATION OF MAJORITY VOTE RESOLUTION RATIFICATION OF RULES

It was moved and seconded to bring the proposed resolution to the floor for discussion. The Majority Vote Resolution – Ratification of Rules reads as follows:

WHEREAS pursuant to Section 125 of *Strata Property Act*, Rules can be created or amended by Council to govern the use, safety and condition of the common property and common assets of a Strata Corporation, but a Rule ceases to have effect at the first Annual General Meeting held after it is made, unless the Rule is ratified by a resolution passed by a majority vote (a) at that Annual General Meeting, or (b) at a special general meeting held before that Annual General Meeting;

WHEREAS since the last Annual General Meeting Council amended the Rules for the building, and would now like the owners to approve them as contemplated by Section 125 of the *Strata Property Act*;

BE IT RESOLVED that THE OWNERS, STRATA PLAN NW 3119, in person or by proxy at this General Meeting ratify by a majority vote at this general meeting the following Rule:

1. *User Fees:*
 - (a) *Any vehicle that uses a common area plug will be charged \$30.00 a month, for electrical charging of electrical vehicles using common area electrical outlets, payable in advance.*

Quorum changed to 115

After some discussion, it was moved and seconded to amend the Rule to read as follows:

1. *User Fees:*
 - (a) *Any vehicle that uses a common area plug will be charged **\$15.00** a month, for electrical charging of electrical vehicles using common area electrical outlets, payable in advance.*

The vote was called on the majority vote to approve the amendment of the Rule. **CARRIED.**

It was then moved and seconded, by a majority vote, to ratify the Rule, as amended. **CARRIED.**

INSURANCE REPORT

At this point in the meeting, the Strata Manager 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 \$20,000.

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 Hub International and is insured for a replacement value of \$66,342,000 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).

BUDGET APPROVAL

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

Quorum changed to 116

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

114 IN FAVOUR, 1 OPPOSED, 1 ABSTAINED. **CARRIED.**

Owners please note: Strata fees have increased, retroactive to April 1, 2019.

The following statistics were prepared by the Council Treasurer to clarify how the gas plant explosion impacted the last fiscal year's financial picture:

The operating surplus ending balance of fiscal year 2017-2018	\$229,121
AGM approved transfer of operating surplus to CRF	50,000
AGM approved transfer of operating surplus to fund some projects	63,000
The operating surplus opening balance in fiscal year 2018-2019	116,121
The operating surplus at the end of the fiscal year 2018-2019	8,300
Amount from operating surplus used up to cover last fiscal year's over-expenditure	\$107,821

Last fiscal year's gas expenses were over budget by	\$139,660
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If last fiscal year's gas expenditure was on budget, we should have a current year net surplus of	\$31,839
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and an ending surplus (before transfers to CRF and other reserves)	\$147,960
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PAYMENT OPTIONS (MONTHLY STRATA FEES ONLY):

- **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.
- **Owners Who Pay By Post-Dated Cheques:** Please send in 12 post-dated cheques payable to Strata Plan NW 3119, as well as any retroactive payment if necessary, as per the attached fee schedule.
- **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.

3/4 VOTE RESOLUTION "A"
WAIVER OF DEPRECIATION REPORT UPDATE

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

WHEREAS The Owners, Strata Plan NW 3119, 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 NW 3119, 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.

After some discussion, the vote was called on 3/4 Resolution "A". The results were as follows:

115 IN FAVOUR, 0 OPPOSED, 1 ABSTAINED. **CARRIED.**

3/4 VOTE RESOLUTION "B"
ENTERPHONE REPLACEMENT – CRF EMERGENCY EXPENDITURE

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

WHEREAS Section 96 of the *Strata Property Act* states that a Strata Corporation must not spend money from the Contingency Reserve Fund unless first approved by a 3/4 vote resolution at an Annual or Special General Meeting, or authorized under Section 98(3);

AND WHEREAS The Owners, Strata Plan NW 3119, were faced with an emergency expenditure to ensure safety or prevent significant loss or damage, whether physical or otherwise;

BE IT RESOLVED that THE OWNERS, STRATA PLAN NW 3119, in person or by proxy at this General Meeting ratify the emergency expense from the Contingency Reserve Fund in the amount of \$17,470.66 to attend to the replacement of all enterphone systems at Queen's Gate.

After some discussion, the vote was called on 3/4 Resolution "B". The results were as follows:

116 IN FAVOUR, 0 OPPOSED, 0 ABSTAINED. **CARRIED.**

MAJORITY VOTE RESOLUTION “C”
EXTERIOR PAINTING – CRF EXPENDITURE

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 NW 3119, wish to repaint the first-floor exterior walls at all buildings,

AND WHEREAS the Strata Property Act Section 96 permits a majority vote approval at an annual general meeting for an expenditure against the Contingency Reserve Fund related to the repair, maintenance or replacement as recommended in the most current depreciation report for common property, common assets or the portions of a strata lot for which the strata corporation has taken responsibility under section 72(3);

BE IT RESOLVED by a majority vote resolution of THE OWNERS, STRATA PLAN NW 3119, in person or by proxy at this General Meeting that a sum of money not exceeding \$35,000 be spent for the purpose of repainting the first-floor exterior walls at all buildings, such expenditure to be charged against the Contingency Reserve Fund.

After some discussion, the vote was called on 3/4 Resolution “C”. The results were as follows:

109 IN FAVOUR, 2 OPPOSED, 5 ABSTAINED. **CARRIED.**

3/4 VOTE RESOLUTION “D”
REPEAL AND REPLACE BYLAWS

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

Explanatory Notes

1. With these resolutions the bylaws of the strata corporation will be amended.
2. Most of the existing bylaws will be repealed and replaced with the newly revised set of bylaws attached as Schedule “A” to this resolution.
3. The existing rental restriction will not be repealed. Instead it will be amended by separate resolution. This is to avoid the grandfathering provisions under section 143(1) of the Strata Property Act.
4. There are further proposed resolutions to amend the bylaws, which are being proposed separately from this repeal and replace.

PREAMBLE The Strata Corporation’s Bylaws were reviewed by a lawyer to ensure all Bylaw wordings were up-to-date and enforceable. The newly proposed set of Bylaws include removal of redundant Bylaws, unenforceable Bylaws, and moving Bylaws into the correct sections, as recommended by the lawyer.

WHEREAS pursuant to s. 128 of the Strata Property Act, S.B.C. 1998, c. 43 (the “Act”) a strata corporation may amend its bylaws;

AND WHEREAS pursuant to s. 119 of the Act the bylaws of the strata corporation may provide for the control, management, maintenance, use and enjoyment of the strata lots, common property and common assets of the strata corporation and for the administration of the strata corporation.

BE IT RESOLVED by a 3/4 vote of THE OWNERS, STRATA PLAN NW 3119 (the “Strata Corporation”) that all of the registered bylaws of the Strata Corporation, except for bylaw 42 (Rental Restriction) be repealed and replaced with the proposed new bylaws attached as Schedule “A” to this resolution.

Quorum changed to 94

The Chairperson advised the Owners that Lesperance Mendes, the law firm obtained by the Strata Council, updated the wording of some Bylaws, removed redundant and unenforceable Bylaws, and moved several Bylaws into the proper sections. Majority of the Owners who participated in the discussion on 3/4 Vote Resolution “D” were concerned with the timeline provided to review the new set of Bylaws and that the Owners were not notified of the proposed changes prior to the AGM notice being distributed in order to provide their input.

After a lengthy discussion, the vote was called on 3/4 Vote Resolution “D”. The results were as follows:

51 IN FAVOUR, 34 OPPOSED, 9 ABSTAINED. **DEFEATED.**

3/4 VOTE RESOLUTION “E”

BYLAW AMENDMENT – RENTAL RESTRICTION

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

WHEREAS pursuant to s. 128 of the *Strata Property Act*, S.B.C. 1998, c. 43 (the “Act”) a strata corporation may amend its bylaws;

AND WHEREAS pursuant to s. 119 of the Act the bylaws of the strata corporation may provide for the control, management, maintenance, use and enjoyment of the strata lots, common property and common assets of the strata corporation and for the administration of the strata corporation.

AND WHEREAS pursuant to s. 141(2) of the Act, a strata corporation may restrict the rental of residential strata lots;

BE IT RESOLVED by a 3/4 vote of THE OWNERS, STRATA PLAN NW3119 (the “Strata Corporation”) that bylaw 42 (Rental Restriction) of the Strata Corporation be numbered as bylaw 33, and while maintaining the same prohibition on rentals, amended to read as follows:

By amending Bylaw #42 to be re-numbered Bylaw #33:

33 Rental Restriction

- (1) *The rental of strata lots in the complex is prohibited. Any owner in breach of the rental restriction Bylaws may be fined \$500.00 (Five Hundred Dollars). If the contravention continues without interruption for longer than seven (7) days, a fine of \$500 may be imposed every seven (7) days.*
- (2) *Notwithstanding the preceding paragraph, an owner may apply in writing for an exemption on the grounds that this bylaw causes hardship to the owner pursuant to section 144 of the Strata Property Act. An exemption allowed on the grounds of hardship will be for a period not exceeding one year.*
- (3) *Where the council grants an exemption to an owner to rent his or her strata lot on the grounds of hardship, the owner must re-apply for an exemption on or before the one-year anniversary of the last approval. When permission to rent is granted on the grounds of hardship, the owner must rent his or her strata lot within 60 days, or the exemption is withdrawn.*
- (4) *Within two weeks after renting his or her strata lot, an owner must give the Strata Corporation a copy of the Notice of Tenant's Responsibilities (Form K) signed by the tenant.*
- (5) *Notwithstanding the above paragraphs, the Strata Corporation is permitted to rent the Unit 100-8520 exclusively for the accommodation of On-site Managers or in the absence of said On-site Managers, the Strata Corporation is permitted to use Unit 100-8520 as a Guest Suite for short-term stays per the Bylaws.*
- (6) *For the purposes of this bylaw the terms "rent" and "rental" shall include any and all forms of tenancy or license relating to the occupancy or non-owner occupancy of a strata lot.*
- (7) *An owner who plans to be absent may allow friends or family to reside in their unit for up to 90 days within any one year period. Owners must inform the Strata Council with Name and Phone contact of occupants prior to departure, and must provide Unit access for inspection in the event of emergency.*

After some discussion, the vote was called on 3/4 Vote Resolution "E". The results were as follows:

90 IN FAVOUR, 1 OPPOSED, 3 ABSTAINED. **CARRIED.**

3/4 VOTE RESOLUTION “F”
BYLAW AMENDMENT – AGE RESTRICTION

It was moved and seconded to bring the proposed resolution to the floor for discussion. Resolution “F” reads as follows:

WHEREAS pursuant to s. 128 of the *Strata Property Act*, S.B.C. 1998, c. 43 (the “Act”) a strata corporation may amend its bylaws;

AND WHEREAS pursuant to s. 119 of the Act the bylaws of the strata corporation may provide for the control, management, maintenance, use and enjoyment of the strata lots, common property and common assets of the strata corporation and for the administration of the strata corporation.

BE IT RESOLVED by a 3/4 vote of THE OWNERS, STRATA PLAN NW3119 (the “Strata Corporation”) that the bylaws of the Strata Corporation be amended to add the following underlined wording to subsection (2) of bylaw 32 (Age Restriction):

By amending Bylaw #32 (2) to read as follows:

32 Age Restriction

- (2) *A visitor under the age of 19 years must not stay in a strata lot in excess of 90 days in any one-year period, except with the prior written consent of the council. Visitors of any age must not stay in a strata lot in excess of 30 consecutive days unless a resident aged 55 years or older is residing with them in the strata lot at the same time.*

After some discussion, the vote was called on 3/4 Vote Resolution “F”. The results were as follows:

92 IN FAVOUR, 2 OPPOSED, 0 ABSTAINED. **CARRIED.**

3/4 VOTE RESOLUTION “G”
BYLAW AMENDMENT – SHORT TERM USE

It was moved and seconded to bring the proposed resolution to the floor for discussion. Resolution “G” reads as follows:

WHEREAS pursuant to s. 128 of the *Strata Property Act*, S.B.C. 1998, c. 43 (the “Act”) a strata corporation may amend its bylaws;

AND WHEREAS pursuant to s. 119 of the Act the bylaws of the strata corporation may provide for the control, management, maintenance, use and enjoyment of the strata lots, common property and common assets of the strata corporation and for the administration of the strata corporation.

BE IT RESOLVED by a 3/4 vote of THE OWNERS, STRATA PLAN NW3119 (the “Strata Corporation”) that the bylaws of the Strata Corporation be amended as follows:

By adding Bylaw #3A to read as follows:

3A Short Term Use Restriction

- (1) *An Owner, Tenant or Occupant must not use or permit the use of all or part of a residential strata lot as short-term accommodation, by anyone who, directly or indirectly, pays or gives the owner, tenant or occupant any fee, compensation or other remuneration. Without restricting the generality of the foregoing, an owner, tenant or occupant must not:*
 - (a) *enter into a license for the use of all or part of a strata lot;*
 - (b) *permit any strata lot or part thereof to be used or occupied as vacation, travel or temporary accommodation (such as Airbnb or Vacation Rental By Owner) for any period of time;*
or
 - (c) *directly or indirectly advertise, market, promote or license for use of any strata lot or part thereof as vacation, travel or temporary accommodation (such as Airbnb or Vacation Rental By Owner) for any period of time.*
- (2) *An owner, tenant or occupant who uses a strata lot in contravention of this bylaw may be subject to a maximum fine of \$1,000 for each day that the strata lot is used as short-term accommodation.*

After some discussion, the vote was called on 3/4 Vote Resolution "G". The results were as follows:

94 IN FAVOUR, 0 OPPOSED, 0 ABSTAINED. **CARRIED.**

3/4 VOTE RESOLUTION "H"
BYLAW AMENDMENT – LOCKBOXES

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

WHEREAS pursuant to s. 128 of the *Strata Property Act*, S.B.C. 1998, c. 43 (the "Act") a strata corporation may amend its bylaws;

AND WHEREAS pursuant to s. 119 of the Act the bylaws of the strata corporation may provide for the control, management, maintenance, use and enjoyment of the strata lots, common property and common assets of the strata corporation and for the administration of the strata corporation.

BE IT RESOLVED by a 3/4 vote of THE OWNERS, STRATA PLAN NW3119 (the "Strata Corporation") that the bylaws of the Strata Corporation be amended to add the following underlined wording to subsection (z) of bylaw 3(1) (Use of property):

By amending Bylaw #3 (1) (z) to read as follows:

3 *Use of property*

- (1) *An owner, tenant, occupant or visitor shall not:*
- (z) *Affix a lockbox to any exterior or interior common property, including limited common property, or land that is a common asset, save and except for those lockboxes used by the Richmond Fire department.*

By amending and adding all Bylaws hereafter, all Bylaws are hereby re-numbered sequentially.

After some discussion, the vote was called on 3/4 Vote Resolution "H". The results were as follows:

36 IN FAVOUR, 47 OPPOSED, 11 ABSTAINED. **DEFEATED.**

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 members. 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:

- Carol Yap-Chung
- Danny Hui
- Francis Wu
- Laurette Vital
- Miriam Wexler
- Percy Cheung
- Brian Katz

Hearing no objections, the above-noted were each declared as elected by a majority vote.

GENERAL DISCUSSION

Owners brought up the following items for the newly elected Council for consideration over the remaining fiscal year:

- Details of the water problems noted in the Council Meeting minutes,
- Building Notices to be translated in different languages as to accommodate non-English speaking Residents,
- Council Meeting minutes are not available within two weeks as stated in the Strata's Bylaws,

- Decisions by Council in between meetings should be minuted,
- Adjust the pool temperature to a warmer setting

TERMINATION OF MEETING

There being no further business, it was moved to terminate the meeting at 9:55 p.m. **CARRIED.**

NEXT MEETING DATE

Council Meeting, Wednesday, June 26, 2019

FirstService Residential BC Ltd.



May Le
Strata Manager
Per the Owners
Strata Plan NW 3119

ML/sm

Email: info.bc@fsresidential.com
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!

- ***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.

- ***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?

- Go to bill payment option and set up “**FirstService Residential (Strata)**” as a vendor.
- 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.
- 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.

NW 3119 - QUEEN'S GATE

Approved Annual Budget Apr 01, 2019 to Mar 31, 2020

<u>A/C Description</u>	<u>Actual to</u> <u>31-Mar-19</u> <u>(12 Months)</u> \$	<u>2018/2019</u> <u>Budget</u> \$	<u>Approved</u> <u>2019/2020</u> <u>Budget</u> \$
<u>INCOME</u>			
<u>STRATA FEES</u>			
4002 Operating Fund Contribution	884,093	884,092	940,738
4003 Contingency Fund Contribution	60,000	60,000	60,000
TOTAL STRATA FEES	944,093	944,092	1,000,738
4523 Bylaw / Late Payment Fine	3,337	--	--
4543 Common Room / Guest Suite Income	31,570	30,000	31,000
4589 Facility / Lounge Income	3,300	2,500	3,000
4640 Interest Income	1,214	2,000	1,200
4660 Key	2,300	1,000	2,000
4700 Miscellaneous Income	18	--	--
4702 Move In / Move Out Fee	1,600	1,000	1,500
4720 Parking	18,375	5,000	12,000
4779 EV Car Charging	90	--	--
TOTAL INCOME	1,005,897	985,592	1,051,438
<u>EXPENSE</u>			
<u>GENERAL EXPENSE</u>			
5015 Audit	4,500	6,000	4,500
5019 Appraisal	--	750	750
5219 Building Manager	46,365	46,000	46,500
5400 Cable / Communications	3,126	3,000	3,200
5457 Computer / Office Equipments	1,747	2,500	2,000
5718 Employee Benefits	2,820	2,400	2,900
6017 Guest Suite	2,758	4,500	500
6300 Insurance	120,065	121,597	152,875
6402 Janitorial Services	21,471	21,500	22,000
6504 Legal Fees	--	1,000	1,500
6700 Management Fees	55,488	55,494	56,000
6705 Miscellaneous	2,400	3,000	2,500
7047 Photocopy & Miscellaneous	3,149	3,500	3,200
7235 Relief Manager	10,694	11,000	11,000
7449 Strata Contribution	5,374	6,000	5,500
7704 Uninsured Loss	1,531	2,000	1,000
TOTAL GENERAL EXPENSE	281,488	290,241	315,925

NW 3119 - QUEEN'S GATE

Approved Annual Budget

Apr 01, 2019 to Mar 31, 2020

<u>A/C Description</u>	<u>Actual to 31-Mar-19 (12 Months)</u> \$	<u>2018/2019 Budget</u> \$	<u>Approved 2019/2020 Budget</u> \$
<u>BUILDING & GROUND EXPENS</u>			
5705 Electricity	53,369	54,000	56,000
5715 Elevator Maintenance	21,982	19,000	22,000
5725 Enterphone	1,957	1,500	2,000
5905 Fountain Repair	875	2,000	1,000
5918 Fire Equipment	25,177	40,000	38,550
6001 Garbage Removal	19,373	19,500	16,000
6005 Gas	289,661	150,000	172,500
6030 Garage Security Door	--	2,000	--
6204 HVAC Maintenance	14,154	10,000	15,000
6306 Irrigation System	8,134	5,000	8,500
6510 Locks and Keys	144	1,500	--
6511 Landscaping	43,370	41,450	44,000
7008 Parking Lot Maintenance	--	5,000	--
7031 Plumbing Repairs	33,217	15,000	30,085
7246 Repair - Exterior	30,040	40,000	30,000
7247 Repair - Interior	41,724	50,000	42,000
7258 Roof Maintenance / Repairs	2,474	10,000	5,500
7415 Snow Removal	3,689	5,000	4,000
7423 Supplies	5,656	5,000	6,000
7607 Tree Maintenance	5,612	6,500	6,000
7850 Water / Sewer	139,273	130,000	153,000
7853 Water Purification	18,948	2,901	17,600
7856 Window Repairs	7,268	7,500	7,500
TOTAL BUILDING & GROUND EXPENS	766,097	622,851	677,235
<u>REC. CENTRE EXPENS</u>			
7056 Pool / Sauna	635	5,000	1,000
7201 Recreation Facilities / Amenity - Chemicals	2,399	1,500	2,500
7208 Recreation Facilities / Amenity - Furniture / Equi	2,463	3,000	2,500
7214 Recreation Facilities / Amenity - Mechanical	614	3,000	600
TOTAL REC. CENTRE EXPENS	6,111	12,500	6,600
9010 Reserve - Contingency Fund	60,000	60,000	60,000
TOTAL EXPENSE:	1,113,696	985,592	1,059,760
CURRENT YR NET SURPLUS/(DEFIC	(107,799)	--	(8,322)
9990 Operating Surplus (Deficit) Balance Forward	229,121	228,620	8,322
9995 Transfer From / (To) CRF	(50,000)	(50,000)	--
9996 Transfer Surplus to Other Reserve	(63,000)	(63,000)	--

NW 3119 - QUEEN'S GATE

Approved Annual Budget
Apr 01, 2019 to Mar 31, 2020

<u>A/C Description</u>	<u>Actual to</u> <u>31-Mar-19</u> <u>(12 Months)</u> \$	<u>2018/2019</u> <u>Budget</u> \$	<u>Approved</u> <u>2019/2020</u> <u>Budget</u> \$
ENDING OP SURPLUS/(DEFICI	8,322	115,620	0

NW 3119 - QUEEN'S GATE
Approved Strata Fee Schedule
Apr 01, 2019 to Mar 31, 2020

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	100 - 8520 General Currie	STRATA STE.	-	-	-	-	-
2	101 - 8560 General Currie	1115	375.80	23.97	399.77	377.15	22.62
3	103 - 8560 General Currie	732	246.71	15.74	262.45	247.60	14.85
4	105 - 8560 General Currie	1170	394.34	25.15	419.49	395.75	23.74
5	106 - 8560 General Currie	1170	394.34	25.15	419.49	395.75	23.74
6	107 - 8560 General Currie	732	246.71	15.74	262.45	247.60	14.85
7	109 - 8560 General Currie	998	336.38	21.45	357.83	337.57	20.26
8	111 - 8560 General Currie	1153	388.61	24.79	413.40	390.00	23.40
9	113 - 8560 General Currie	1118	376.82	24.03	400.85	378.16	22.69
10	115 - 8520 General Currie	1018	343.12	21.88	365.00	344.34	20.66
11	117 - 8520 General Currie	1122	378.16	24.12	402.28	379.51	22.77
12	119 - 8520 General Currie	1153	388.61	24.79	413.40	390.00	23.40
13	121 - 8520 General Currie	998	336.38	21.45	357.83	337.57	20.26
14	123 - 8520 General Currie	732	246.71	15.74	262.45	247.60	14.85
15	124 - 8520 General Currie	1170	394.34	25.15	419.49	395.75	23.74
16	125 - 8520 General Currie	1170	394.34	25.15	419.49	395.75	23.74
17	127 - 8520 General Currie	732	246.71	15.74	262.45	247.60	14.85
18	129 - 8520 General Currie	1115	375.80	23.97	399.77	377.15	22.62
19	128 - 8520 General Currie	1059	356.94	22.76	379.70	358.20	21.50
20	126 - 8520 General Currie	1282	432.09	27.56	459.65	433.63	26.02
21	122 - 8520 General Currie	743	250.43	15.97	266.40	251.32	15.08
22	120 - 8520 General Currie	757	255.15	16.27	271.42	256.05	15.37
23	118 - 8520 General Currie	1036	349.18	22.27	371.45	350.42	21.03
24	116 - 8520 General Currie	1180	397.71	25.37	423.08	399.13	23.95
25	114 - 8560 General Currie	1181	398.05	25.39	423.44	399.47	23.97
26	112 - 8560 General Currie	1035	348.84	22.25	371.09	350.09	21.00
27	110 - 8560 General Currie	757	255.15	16.27	271.42	256.05	15.37
28	108 - 8560 General Currie	743	250.43	15.97	266.40	251.32	15.08
29	104 - 8560 General Currie	1282	432.09	27.56	459.65	433.63	26.02
30	102 - 8560 General Currie	1036	349.18	22.27	371.45	350.42	21.03
31	201 - 8560 General Currie	1149	387.27	24.70	411.97	388.65	23.32
32	203 - 8560 General Currie	732	246.71	15.74	262.45	247.60	14.85
33	205 - 8560 General Currie	1152	388.28	24.76	413.04	389.66	23.38
34	206 - 8560 General Currie	1170	394.34	25.15	419.49	395.75	23.74
35	207 - 8560 General Currie	732	246.71	15.74	262.45	247.60	14.85
36	209 - 8560 General Currie	998	336.38	21.45	357.83	337.57	20.26
37	211 - 8560 General Currie	1153	388.61	24.79	413.40	390.00	23.40
38	213 - 8560 General Currie	1122	378.16	24.12	402.28	379.51	22.77
39	215 - 8560 General Currie	1021	344.12	21.95	366.07	345.35	20.72
40	217 - 8520 General Currie	1018	343.12	21.88	365.00	344.34	20.66
41	219 - 8520 General Currie	1122	378.16	24.12	402.28	379.51	22.77
42	221 - 8520 General Currie	1153	388.61	24.79	413.40	390.00	23.40
43	223 - 8520 General Currie	998	336.38	21.45	357.83	337.57	20.26
44	225 - 8520 General Currie	732	246.71	15.74	262.45	247.60	14.85
45	226 - 8520 General Currie	1170	394.34	25.15	419.49	395.75	23.74
46	227 - 8520 General Currie	1152	388.28	24.76	413.04	389.66	23.38
47	229 - 8520 General Currie	732	246.71	15.74	262.45	247.60	14.85
48	231 - 8520 General Currie	1115	375.80	23.97	399.77	377.15	22.62
49	230 - 8520 General Currie	1059	356.94	22.76	379.70	358.20	21.50
50	228 - 8520 General Currie	1282	432.09	27.56	459.65	433.63	26.02
51	224 - 8520 General Currie	743	250.43	15.97	266.40	251.32	15.08
52	222 - 8520 General Currie	757	255.15	16.27	271.42	256.05	15.37

**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.*

NW 3119 - QUEEN'S GATE
Approved Strata Fee Schedule
Apr 01, 2019 to Mar 31, 2020

Strata Lot Number	Civic Address	Unit Entitlement	Op. Fund Monthly Contribution \$	CRF Monthly Contribution \$	Total Monthly Strata Fees \$	OLD Monthly Strata Fees \$	Monthly Difference * \$
53	220 - 8520 General Currie	1024	345.14	22.01	367.15	346.37	20.78
54	218 - 8520 General Currie	1180	397.71	25.37	423.08	399.13	23.95
55	216 - 8560 General Currie	993	334.68	21.35	356.03	335.88	20.15
56	214 - 8560 General Currie	1181	398.05	25.39	423.44	399.47	23.97
57	212 - 8560 General Currie	1017	342.78	21.86	364.64	344.00	20.64
58	210 - 8560 General Currie	757	255.15	16.27	271.42	256.05	15.37
59	208 - 8560 General Currie	743	250.43	15.97	266.40	251.32	15.08
60	204 - 8560 General Currie	1282	432.09	27.56	459.65	433.63	26.02
61	202 - 8560 General Currie	1075	362.32	23.11	385.43	363.62	21.81
62	301 - 8560 General Currie	1005	338.74	21.60	360.34	339.94	20.40
63	304 - 8560 General Currie	1074	361.98	23.09	385.07	363.28	21.79
64	305 - 8560 General Currie	1170	394.34	25.15	419.49	395.75	23.74
65	306 - 8560 General Currie	732	246.71	15.74	262.45	247.60	14.85
66	308 - 8560 General Currie	998	336.38	21.45	357.83	337.57	20.26
67	310 - 8560 General Currie	1153	388.61	24.79	413.40	390.00	23.40
68	312 - 8560 General Currie	1127	379.85	24.23	404.08	381.20	22.88
69	314 - 8560 General Currie	1021	344.12	21.95	366.07	345.35	20.72
70	316 - 8520 General Currie	1018	343.12	21.88	365.00	344.34	20.66
71	318 - 8520 General Currie	1122	378.16	24.12	402.28	379.51	22.77
72	320 - 8520 General Currie	1153	388.61	24.79	413.40	390.00	23.40
73	322 - 8520 General Currie	998	336.38	21.45	357.83	337.57	20.26
74	324 - 8520 General Currie	732	246.71	15.74	262.45	247.60	14.85
75	325 - 8520 General Currie	1170	394.34	25.15	419.49	395.75	23.74
76	326 - 8520 General Currie	1074	361.98	23.09	385.07	363.28	21.79
77	329 - 8520 General Currie	1005	338.74	21.60	360.34	339.94	20.40
78	328 - 8520 General Currie	1034	348.50	22.23	370.73	349.75	20.98
79	327 - 8520 General Currie	1282	432.09	27.56	459.65	433.63	26.02
80	323 - 8520 General Currie	743	250.43	15.97	266.40	251.32	15.08
81	321 - 8520 General Currie	757	255.15	16.27	271.42	256.05	15.37
82	319 - 8520 General Currie	1034	348.50	22.23	370.73	349.75	20.98
83	317 - 8520 General Currie	1180	397.71	25.37	423.08	399.13	23.95
84	315 - 8560 General Currie	983	331.32	21.13	352.45	332.50	19.95
85	313 - 8560 General Currie	1181	398.05	25.39	423.44	399.47	23.97
86	311 - 8560 General Currie	1036	349.18	22.27	371.45	350.42	21.03
87	309 - 8560 General Currie	757	255.15	16.27	271.42	256.05	15.37
88	307 - 8560 General Currie	743	250.43	15.97	266.40	251.32	15.08
89	303 - 8560 General Currie	1282	432.09	27.56	459.65	433.63	26.02
90	302 - 8560 General Currie	1034	348.50	22.23	370.73	349.75	20.98
91	101 - 8500 General Currie	751	253.13	16.14	269.27	254.02	15.25
92	102 - 8500 General Currie	732	246.71	15.74	262.45	247.60	14.85
93	103 - 8500 General Currie	1305	439.85	28.05	467.90	441.41	26.49
94	104 - 8500 General Currie	1047	352.88	22.51	375.39	354.15	21.24
95	105 - 8500 General Currie	1144	385.58	24.59	410.17	386.96	23.21
96	106 - 8500 General Currie	1393	469.51	29.94	499.45	471.18	28.27
97	107 - 8500 General Currie	730	246.05	15.69	261.74	246.92	14.82
98	108 - 8500 General Currie	991	334.02	21.30	355.32	335.20	20.12
99	109 - 8500 General Currie	1299	437.83	27.92	465.75	439.38	26.37
100	110 - 8500 General Currie	1362	459.05	29.28	488.33	460.69	27.64
101	111 - 8500 General Currie	756	254.81	16.25	271.06	255.72	15.34
102	112 - 8500 General Currie	1079	363.68	23.19	386.87	364.97	21.90
103	113 - 8500 General Currie	1079	363.68	23.19	386.87	364.97	21.90
104	114 - 8500 General Currie	1237	416.93	26.59	443.52	418.41	25.11

**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.*

NW 3119 - QUEEN'S GATE
Approved Strata Fee Schedule
Apr 01, 2019 to Mar 31, 2020

Strata Lot Number	Civic Address	Unit Entitlement	Op. Fund Monthly Contribution \$	CRF Monthly Contribution \$	Total Monthly Strata Fees \$	OLD Monthly Strata Fees \$	Monthly Difference *
105	115 - 8500 General Currie	1369	461.41	29.43	490.84	463.06	27.78
106	116 - 8500 General Currie	1369	461.41	29.43	490.84	463.06	27.78
107	117 - 8500 General Currie	1340	451.64	28.81	480.45	453.25	27.20
108	118 - 8500 General Currie	1400	471.86	30.10	501.96	473.55	28.41
109	119 - 8500 General Currie	1407	474.22	30.25	504.47	475.91	28.56
110	120 - 8500 General Currie	1048	353.22	22.53	375.75	354.48	21.27
111	121 - 8500 General Currie	1286	433.45	27.64	461.09	434.99	26.10
112	201 - 8500 General Currie	751	253.13	16.14	269.27	254.02	15.25
113	202 - 8500 General Currie	732	246.71	15.74	262.45	247.60	14.85
114	203 - 8500 General Currie	1305	439.85	28.05	467.90	441.41	26.49
115	204 - 8500 General Currie	1047	352.88	22.51	375.39	354.15	21.24
116	205 - 8500 General Currie	1144	385.58	24.59	410.17	386.96	23.21
117	206 - 8500 General Currie	1393	469.51	29.94	499.45	471.18	28.27
118	207 - 8500 General Currie	730	246.05	15.69	261.74	246.92	14.82
119	208 - 8500 General Currie	991	334.02	21.30	355.32	335.20	20.12
120	209 - 8500 General Currie	1299	437.83	27.92	465.75	439.38	26.37
121	210 - 8500 General Currie	1362	459.05	29.28	488.33	460.69	27.64
122	211 - 8500 General Currie	756	254.81	16.25	271.06	255.72	15.34
123	212 - 8500 General Currie	1079	363.68	23.19	386.87	364.97	21.90
124	213 - 8500 General Currie	1079	363.68	23.19	386.87	364.97	21.90
125	214 - 8500 General Currie	1237	416.93	26.59	443.52	418.41	25.11
126	215 - 8500 General Currie	1369	461.41	29.43	490.84	463.06	27.78
127	216 - 8500 General Currie	1369	461.41	29.43	490.84	463.06	27.78
128	217 - 8500 General Currie	1363	459.39	29.30	488.69	461.03	27.66
129	218 - 8500 General Currie	1400	471.86	30.10	501.96	473.55	28.41
130	219 - 8500 General Currie	1407	474.22	30.25	504.47	475.91	28.56
131	220 - 8500 General Currie	1048	353.22	22.53	375.75	354.48	21.27
132	221 - 8500 General Currie	1286	433.45	27.64	461.09	434.99	26.10
133	301 - 8500 General Currie	751	253.13	16.14	269.27	254.02	15.25
134	302 - 8500 General Currie	732	246.71	15.74	262.45	247.60	14.85
135	303 - 8500 General Currie	1305	439.85	28.05	467.90	441.41	26.49
136	304 - 8500 General Currie	1047	352.88	22.51	375.39	354.15	21.24
137	305 - 8500 General Currie	1000	337.04	21.50	358.54	338.25	20.29
138	306 - 8500 General Currie	1101	371.09	23.67	394.76	372.41	22.35
139	308 - 8500 General Currie	1024	345.14	22.01	367.15	346.37	20.78
140	309 - 8500 General Currie	1299	437.83	27.92	465.75	439.38	26.37
141	310 - 8500 General Currie	1375	463.44	29.56	493.00	465.09	27.91
142	311 - 8500 General Currie	756	254.81	16.25	271.06	255.72	15.34
143	312 - 8500 General Currie	1079	363.68	23.19	386.87	364.97	21.90
144	313 - 8500 General Currie	1079	363.68	23.19	386.87	364.97	21.90
145	314 - 8500 General Currie	1237	416.93	26.59	443.52	418.41	25.11
146	315 - 8500 General Currie	1372	462.43	29.49	491.92	464.08	27.84
147	316 - 8500 General Currie	1372	462.43	29.49	491.92	464.08	27.84
148	317 - 8500 General Currie	1377	464.11	29.60	493.71	465.77	27.94
149	318 - 8500 General Currie	1231	414.91	26.46	441.37	416.38	24.99
150	319 - 8500 General Currie	1238	417.27	26.61	443.88	418.75	25.13
151	320 - 8500 General Currie	1048	353.22	22.53	375.75	354.48	21.27
152	321 - 8500 General Currie	1286	433.45	27.64	461.09	434.99	26.10
153	101 - 8580 General Currie	744	250.77	15.99	266.76	251.66	15.10
154	102 - 8580 General Currie	733	247.05	15.76	262.81	247.94	14.87
155	103 - 8580 General Currie	1258	424.01	27.04	451.05	425.52	25.53
156	104 - 8580 General Currie	1054	355.24	22.66	377.90	356.51	21.39

**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.*

NW 3119 - QUEEN'S GATE
Approved Strata Fee Schedule
Apr 01, 2019 to Mar 31, 2020

Strata Lot Number	Civic Address	Unit Entitlement	Op. Fund Monthly Contribution \$	CRF Monthly Contribution \$	Total Monthly Strata Fees \$	OLD Monthly Strata Fees \$	Monthly Difference *
157	105 - 8580 General Currie	1151	387.94	24.74	412.68	389.32	23.36
158	106 - 8580 General Currie	792	266.94	17.03	283.97	267.89	16.08
159	107 - 8580 General Currie	733	247.05	15.76	262.81	247.94	14.87
160	108 - 8580 General Currie	733	247.05	15.76	262.81	247.94	14.87
161	109 - 8580 General Currie	744	250.77	15.99	266.76	251.66	15.10
162	110 - 8580 General Currie	1039	350.19	22.34	372.53	351.44	21.09
163	111 - 8580 General Currie	743	250.43	15.97	266.40	251.32	15.08
164	112 - 8580 General Currie	961	323.90	20.66	344.56	325.06	19.50
165	113 - 8580 General Currie	750	252.79	16.12	268.91	253.69	15.22
166	114 - 8580 General Currie	1069	360.30	22.98	383.28	361.59	21.69
167	115 - 8580 General Currie	1089	367.04	23.41	390.45	368.35	22.10
168	116 - 8580 General Currie	1242	418.61	26.70	445.31	420.10	25.21
169	117 - 8580 General Currie	1356	457.03	29.15	486.18	458.66	27.52
170	118 - 8580 General Currie	1367	460.74	29.39	490.13	462.38	27.75
171	119 - 8580 General Currie	736	248.07	15.82	263.89	248.95	14.94
172	120 - 8580 General Currie	730	246.05	15.69	261.74	246.92	14.82
173	121 - 8580 General Currie	1229	414.23	26.42	440.65	415.71	24.94
174	122 - 8580 General Currie	1254	422.65	26.96	449.61	424.16	25.45
175	123 - 8580 General Currie	1053	354.91	22.64	377.55	356.17	21.38
176	124 - 8580 General Currie	1270	428.05	27.30	455.35	429.57	25.78
177	201 - 8580 General Currie	744	250.77	15.99	266.76	251.66	15.10
178	202 - 8580 General Currie	733	247.05	15.76	262.81	247.94	14.87
179	203 - 8580 General Currie	1258	424.01	27.04	451.05	425.52	25.53
180	204 - 8580 General Currie	1054	355.24	22.66	377.90	356.51	21.39
181	205 - 8580 General Currie	1151	387.94	24.74	412.68	389.32	23.36
182	206 - 8580 General Currie	792	266.94	17.03	283.97	267.89	16.08
183	207 - 8580 General Currie	733	247.05	15.76	262.81	247.94	14.87
184	208 - 8580 General Currie	733	247.05	15.76	262.81	247.94	14.87
185	209 - 8580 General Currie	744	250.77	15.99	266.76	251.66	15.10
186	210 - 8580 General Currie	1039	350.19	22.34	372.53	351.44	21.09
187	211 - 8580 General Currie	743	250.43	15.97	266.40	251.32	15.08
188	212 - 8580 General Currie	961	323.90	20.66	344.56	325.06	19.50
189	213 - 8580 General Currie	750	252.79	16.12	268.91	253.69	15.22
190	214 - 8580 General Currie	1069	360.30	22.98	383.28	361.59	21.69
191	215 - 8580 General Currie	1089	367.04	23.41	390.45	368.35	22.10
192	216 - 8580 General Currie	1242	418.61	26.70	445.31	420.10	25.21
193	217 - 8580 General Currie	1356	457.03	29.15	486.18	458.66	27.52
194	218 - 8580 General Currie	1367	460.74	29.39	490.13	462.38	27.75
195	219 - 8580 General Currie	736	248.07	15.82	263.89	248.95	14.94
196	220 - 8580 General Currie	847	285.48	18.21	303.69	286.50	17.19
197	221 - 8580 General Currie	1229	414.23	26.42	440.65	415.71	24.94
198	222 - 8580 General Currie	1254	422.65	26.96	449.61	424.16	25.45
199	223 - 8580 General Currie	1053	354.91	22.64	377.55	356.17	21.38
200	224 - 8580 General Currie	1270	428.05	27.30	455.35	429.57	25.78
201	301 - 8580 General Currie	744	250.77	15.99	266.76	251.66	15.10
202	302 - 8580 General Currie	733	247.05	15.76	262.81	247.94	14.87
203	303 - 8580 General Currie	1258	424.01	27.04	451.05	425.52	25.53
204	304 - 8580 General Currie	1054	355.24	22.66	377.90	356.51	21.39
205	305 - 8580 General Currie	1151	387.94	24.74	412.68	389.32	23.36
206	306 - 8580 General Currie	1160	390.97	24.94	415.91	392.37	23.54
207	308 - 8580 General Currie	1105	372.44	23.75	396.19	373.76	22.43
208	310 - 8580 General Currie	1039	350.19	22.34	372.53	351.44	21.09

**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.*

NW 3119 - QUEEN'S GATE
Approved Strata Fee Schedule
Apr 01, 2019 to Mar 31, 2020

Strata Lot Number	Civic Address	Unit Entitlement	Op. Fund Monthly Contribution \$	CRF Monthly Contribution \$	Total Monthly Strata Fees \$	OLD Monthly Strata Fees \$	Monthly Difference * \$
209	311 - 8580 General Currie	743	250.43	15.97	266.40	251.32	15.08
210	312 - 8580 General Currie	974	328.28	20.94	349.22	329.45	19.77
211	313 - 8580 General Currie	750	252.79	16.12	268.91	253.69	15.22
212	314 - 8580 General Currie	1069	360.30	22.98	383.28	361.59	21.69
213	315 - 8580 General Currie	1089	367.04	23.41	390.45	368.35	22.10
214	316 - 8580 General Currie	1242	418.61	26.70	445.31	420.10	25.21
215	317 - 8580 General Currie	1363	459.39	29.30	488.69	461.03	27.66
216	318 - 8580 General Currie	1373	462.77	29.51	492.28	464.41	27.87
217	319 - 8580 General Currie	736	248.07	15.82	263.89	248.95	14.94
218	320 - 8580 General Currie	847	285.48	18.21	303.69	286.50	17.19
219	321 - 8580 General Currie	1229	414.23	26.42	440.65	415.71	24.94
220	322 - 8580 General Currie	1254	422.65	26.96	449.61	424.16	25.45
221	323 - 8580 General Currie	1053	354.91	22.64	377.55	356.17	21.38
222	324 - 8580 General Currie	1270	428.05	27.30	455.35	429.57	25.78
<hr/>			<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
232,594			78,394.92	4,999.99	83,394.91	78,674.39	4,720.52
<hr/>			<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
Total Annual Strata Fees (x 12 months) =			940,739.04	59,999.88	1,000,738.92	944,092.68	
			<hr/>	<hr/>	<hr/>	<hr/>	

**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.*

**MINUTES
SPECIAL GENERAL MEETING
THE OWNERS STRATA PLAN NW3119
QUEEN'S GATE**

***Held on Wednesday, November 22, 2017
Within The Lounge of Queen's Gate
8520/8560 General Currie Road, Richmond, BC***

The meeting was called to order at 7:00 p.m. by Peter Chan, Senior Regional Director, who in agreement with the Owners, acted as Chairperson for the meeting.

FirstService Residential BC Ltd. was represented by Peter Chan, Senior Regional Director, and May Le, Strata Manager. Also in attendance was Mario Iorio from MCR Mechanical.

QUORUM STATUS

Subject to the Bylaws, a quorum for a general meeting is eligible voters holding 1/3 of the Strata Corporation's votes, present in person or by proxy. As the Strata Corporation currently consists of 222 eligible voters, 74 represents quorum in this instance. At the commencement of the meeting there were 69 eligible voters in attendance and 66 represented by proxy for a total of 135 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 1, 2017 complied with the notice requirements of the *Strata Property Act*.

APPROVAL OF AGENDA

It was moved and seconded to amend the Agenda with the following:

1. 3/4 Vote Resolution "A" and "B" to be amended to Majority Vote Resolution "A" & "B", as these items are noted on the Depreciation Report and *The Strata Property Act* permits such expenditures as a Majority Vote.
2. To present the Resolution "B" Hot Water Boiler Replacement, before Resolution "A" Common Area and Adjoining Limited Common Property Deck Repairs, to accommodate the guest attendance from MCR Mechanical.

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

125 IN FAVOUR, 10 OPPOSED, 0 ABSTAINED. **CARRIED.**

APPROVAL OF GENERAL MEETING MINUTES

It was moved and seconded to approve the Minutes of the Annual General Meeting held May 31, 2017 as previously circulated. **CARRIED.**

**CONSIDERATION OF MAJORITY VOTE RESOLUTION "B"
HOT WATER BOILER REPLACEMENT (8520/8560)**

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 NW 3119, Queen’s Gate wish to replace the current domestic hot water tanks;

BE IT RESOLVED by a majority vote resolution of The Owners, Strata Plan NW 3119, Queen’s Gate, in person or by proxy at this General Meeting, that a sum of money not exceeding \$50,000 be raised and spent for the purpose of replacing the current domestic hot water tanks with a boiler and storage tank system at 8520/8560 Buildings, such expenditure to be charged against the Contingency Reserve Fund.

The Chairperson handed the floor to Mario Iorio, the President of MCR Mechanical, to provide his recommendations and answer any questions Owners had relating to the new boiler and storage tank system.

The Owners thanked Mario for his attendance, and he then left the meeting at 8:09 p.m.

After discussion, it was moved and seconded to amend the resolution to read as “**two** boilers and storage tank system”.

(It was noted that there was a change in quorum to 137 votes in person or by proxy)

The vote was called. The results were as follows:

129 IN FAVOUR, 8 OPPOSED, 0 ABSTAINED. **CARRIED**

It was then moved and seconded to approve Resolution “B,” as amended.

The vote was called. The results were as follows:

105 IN FAVOUR, 32 OPPOSED, 0 ABSTAINED. **CARRIED**

**CONSIDERATION OF MAJORITY VOTE RESOLUTION "A"
COMMON AREA AND ADJOINING LIMITED COMMON PROPERTY DECK REPAIRS**

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

WHEREAS The Owners, Strata Plan NW 3119, Queen’s Gate wish to conduct repairs to the common area and adjoining limited common property decks;

BE IT RESOLVED by a majority vote resolution of The Owners, Strata Plan NW 3119, Queen’s Gate, in person or by proxy at this General Meeting that a sum of money not exceeding \$100,000 be raised and spent for the purpose of the common area and adjoining limited common property deck repairs, such expenditure to be charged against the Contingency Reserve Fund.

The Chairperson handed the floor to the Council Vice-President, to provide information on the deck repairs, and to answer Owners’ questions.

After discussion, it was moved and seconded to amend the resolution to read as "common area and **all** limited common property deck repairs"

The vote was called. The results were as follows:

137 IN FAVOUR, 0 OPPOSED, 0 ABSTAINED. **CARRIED.**

It was then moved and seconded to approve Resolution "A," as amended.

The vote was called. The results were as follows:

137 IN FAVOUR, 0 OPPOSED, 0 ABSTAINED. **CARRIED.**

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

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 NW 3119, Queen's Gate, 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 NW 3119, Queen's Gate, wish to amend the Bylaws of their Strata Corporation;

BE IT RESOLVED by a 3/4 vote resolution of The Owners, Strata Plan NW 3119, in person or by proxy at this 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 the Land Title Office

by *adding a new* Bylaw 44 (6) to read as follows:

44. "Moving

(6) *An Owner/Resident must pay a refundable damage deposit of five hundred dollars (\$500.00) for each move out. Any expenses incurred by the Strata Corporation attributable to the Owner/Resident and all fines levied will be deducted from the deposit."*

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

132 IN FAVOUR, 2 OPPOSED, 3 ABSTAINED. **CARRIED**

TERMINATION OF MEETING

There being no further business, it was moved to terminate the meeting at 9:00 p.m. **CARRIED.**

FirstService Residential BC Ltd.



May Le
Strata Manager
Per the Owners
Strata Plan NW3119

ML/db

Email: May.Le@fsresidential.com
Direct Line: 604.601.6404
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.

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.

**MINUTES
STRATA COUNCIL MEETING
THE OWNERS STRATA PLAN NW 3119
QUEEN'S GATE**

***Held on Wednesday, August 23, 2017
Within the Lounge of Queen's Gate
8520/8560 General Currie Road***

COUNCIL IN ATTENDANCE:	Carol Yap-Chung	President
	Al Schroeder	Vice-President
	Danny Hui	Treasurer/Building/Finance
	Ernest Leung	Landscape/Finance <i>(left at 11:53am)</i>
	Percy Cheung	Building/ERC/Block Watch
	Miriam Wexler	Member/Landscaping <i>(left at 11:30am)</i>
REGRETS:	Laurette Vital	Member
STRATA MANAGER:	May Le	FirstService Residential
SENIOR REGIONAL DIRECTOR:	Peter Chan	FirstService Residential

The meeting was called to order at 9:00 a.m.

APPROVAL OF STRATA COUNCIL MEETING MINUTES

It was moved and seconded to approve the Minutes of the Strata Council Meeting held July 19, 2017, as circulated. **CARRIED.**

FINANCIAL REPORT

1. ***Review of Accounts Receivable:*** Council reviewed the accounts receivable report, and directed the Strata Manager to send follow up letters to two Owners for unpaid charge backs.

Owners are reminded that strata fees are due on the 1st of each month. The Council thanks all Owners who have made their monthly strata fee payments in full and on time each month.

2. ***Report on Unapproved Expenditures:*** There are no unapproved expenditures to report. The *Strata Property Act* requires that all Owners be notified as soon as possible of unapproved expenditures.
3. ***Monthly Statement(s):*** Council deferred the June 2017 financial statement, as the Strata Manager is required to clarify a few budget line items.

Owners wishing to view the most recent financial statement are encouraged to log onto **FSRConnect™**. The financial statement can be viewed by logging into your account, clicking on "Forms and Documents", then "Financial Document", and then selecting the desired file.

4. **Audit:** The audit for the 2016/2017 fiscal year is currently in progress by Dong Russell.

REPORT ON LITIGATION

The *Strata Property Act* requires that all Owners be notified as soon as possible of any legal action involving the Strata Corporation. To the best of our knowledge there is no litigation to report.

BUSINESS ARISING

1. **302-8580 Balcony Repair:** It was updated that the balcony repairs for unit 302-8580 have been postponed. Council discussed temporary repairs and additional quote for vinyl is pending from a contractor.
2. **7580 Common Area Deck/Polyurethane System:** Council has tabled this item.
3. **Glass Repair:** Council reported that the cost to repair the cracked glass on the lobby doors of 8520 is minimal, therefore, an insurance claim is not required.
4. **Exterior Wall Repair:** Council reported that the total cost to repair the exterior wall, including the lift rental, will be under the estimated budget of \$6,000.00 (plus GST). The repairs to the woodpecker damaged areas will be scheduled shortly.

BUILDING MANAGER REPORT

- Power washed 8520 stairs and finished walkways
- Power washed 8560 up to front entrance
- Scrubbed and washed sidewalk in front of office and around corner
- Removed dehumidifier from 104-8580
- Power washed 8580 sidewalk and entrance
- Power washed 8580 parking sidewalks, courtyard, and stairs
- Fixed sprinkler head in front of driveway
- Put away items in 8580 mechanical room
- Shut down fan in lounge
- Sprayed for worms in women's change room
- Caulked in front of 8520
- Power washed 8500 and 8580 yellow curbs
- Painted last of paint on 8500 yellow curb

COMMITTEE REPORTS

1. Landscaping:

- (a) **Monthly Report:** Contour Landscaping provided a landscaping report to Council for July 2017

(b) ***Pest Treatment:*** Bartlett Tree Experts reported that the pest treatment is not required this year, as summer is almost over. Council agreed to defer this item until Spring of 2018.

(c) ***Chafer Beetles:*** The treatment of the chafer beetles was completed by Bartlett Tree.

CORRESPONDENCE

Owners are invited to write to the Strata Council via the Management Company regarding any Strata related matters. Owners are to note that response letters will be issued only on those matters as required in accordance with the *Strata Property Act* and Regulations, otherwise, all correspondence will be noted in the minutes as acknowledgment along with any follow-up action or directive as the Strata Council sees fit, and that no further written response to the Owner(s) is deemed necessary. Anonymous letters will not be acknowledged or noted in the minutes.

Charge Back Letters

The Strata Manager distributed one charge back letter that was sent to an Owner since the last Council meeting. The Strata Manager reported that the Owner has paid.

Bylaw Infraction Letters

The Strata Manager distributed bylaw infraction letters that were sent to Owners. After discussion, Council directed the Strata Manager to respond to the Owners accordingly.

Correspondence from Owners

1. An Owner from building 8580 reported concerns with noise and a miscellaneous item stored on an Owner's balcony. Council directed the Strata Manager to respond to the Owner accordingly.
2. An Owner from building 8500 suggested Council consider installing a Solar Power System for heating the pool and hot water systems. Council will research this further.
3. An Owner from 321-8580 reported that her exterior balcony door frame is chipping, and paint is peeling off. Council will direct the Building Manager to inspect and review the frame.
4. A third-floor Owner in building 8520 reported dirty blinds and seeing mold on a ground floor unit's window sill, as well as alleging that silverfish from the ground unit is affecting the third-floor unit. Council directed the Strata Manager to respond to the Owner accordingly.
5. An Owner from building 8520 reported that parts of their windows are missing seals. Council will send a contractor for the repairs.

RENOVATIONS

The following units were approved renovations prior to the meeting:

116-8500
116-8520
114-8560
308-8560

NEW BUSINESS

1. **Record of Water Problems:** A Council member distributed a list of water related problems which occurred in July of 2017, for Council's information.
2. **Hot Water Boiler Replacement:** Council reported that on August 12, 2017, two out of the three hot water tanks that services 8520/8560 were not operating. Xpert Mechanical came on site the following day, and fired up one hot water tank successfully. The other hot water tank was found to be leaking, and remained shut off as it requires replacement.

Council reviewed Xpert Mechanical's quotation to replace the existing system of hot water tanks with a central boiler and storage tank system. After discussion, Council agreed to obtain additional quotations to replace the one leaking hot water tank, with an option to replace the entire system with an energy efficient boiler and storage tanks.

3. **Pipe Leak:** BSB Construction completed water damage repairs resulting from a pipe leak above a first-floor unit at 8580.
4. **Correspondence Protocol:** Owners are reminded to put any non-urgent requests/concerns in writing, and deposit into the strata mailbox which is located in the Mail Room of 8520 building. For immediate response to urgent items, please call FirstService Residential's main line at 604-683-8900.
5. **Insurance Claims:** The Strata Manager advised Council of the protocol relating to strata claims with respect to repairs that fall under the responsibility of the strata corporation and repairs that fall under the responsibility of the strata lot owner. Details will be available upon request at the Queen's Gate office.
6. **Guest Suite Insurance:** The Strata Manager provided Council with options for extra coverage for the strata's guest suites. After discussion, Council agreed that the current coverage for the guest suites is sufficient.
7. **Organics Bin:** The Strata Manager distributed to Council, information from the City of Richmond, on how to reduce/prevent the number of maggots in the organics bins. It is recommended that perishable items/raw meat be wrapped in newspaper.
8. **Women's Shower Stall:** Council has temporarily repaired the leaking drain in the women's shower stall.

9. **Men/Women's Change Rooms:** Leoy Enterprise was approved to proceed with the installation of an exhaust fan controlled by humidity sensor for each of the change room areas.

Council reviewed two quotations for renovations/repairs to the men and women's change rooms. After discussion, it was moved and seconded to approve BSB Construction's quotation, in the amount of \$7,875.00 (plus GST). **CARRIED**

A reminder that the washrooms in the Pub/Lounge are for the use of visitors/guests and are not for residents' daily personal use.

10. **Parkade Gate Damage:** Council reported that the parkade gate at 8560 was damaged by the waste company. The Strata Manager has since reported the incident to Tetra Tech. Once the invoice for the repairs is received, the Strata Manager will forward the invoice to Tetra Tech for payment.
11. **Annual Fire Inspection:** The annual fire inspection is scheduled for September 13th to 22nd, 2017. Notices will be posted shortly.
12. **Gas Fireplace Servicing:** The gas fireplace servicing is scheduled on September 20, 2017 for those Owners that sign up. The cost of the service will be the responsibility of each strata lot owner
13. **Dryer Vent Cleaning:** Power Vac completed the cleaning of the exterior dryer vents.
14. **Junk Removal:** The annual junk removal was completed in June of 2017.
15. **Moves:** Council expressed concerns regarding garbage and recycling when a Resident moves in and out of the building. Non-permitted household items are being disposed of in the garbage/recycling bins, and cardboard is not flattened. Council discussed adding a rule/bylaw that would require a refundable damage deposit during a move.
- Council directed the Strata Manager to prepare small welcome package for Residents that move into the building, to advise them of the building rules.
16. **Donation Bin:** Council reported that people are removing items from the donation bin. The Strata Manager will look in to getting the bin replaced with one that is restricted to depositing only.

TERMINATION OF MEETING

There being no further business, the meeting was terminated at 12:17 p.m.

Next meeting: Thursday, September 28, 2017 @ 9:00 a.m. within the Lounge

FirstService Residential BC Ltd.



May Le
Strata Manager
Per the Owners
Strata Plan NW 3119

Direct Line: 604.601.6404

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.

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.



**FS Insurance
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did you
KNOW?

Candle Fire Hazards

Did you know that home fires started by candles can cause property damage, displacement, bodily injury and loss of life. Most candle fires start in the bedroom, and occurring during the months of December and January—especially on Christmas Eve, Christmas Day, and New Year's Day. **On average, 25 home candle fires are reported daily across North America,** causing 115 deaths and \$418 million in property damage every year.

Tips to prevent fires associated with candles:

- ▶ Trim the wick to ¼ inch each time before burning
- ▶ Keep candles at least foot away from flammable items
- ▶ Always burn candles in a well-ventilated room, but avoid drafts, vents or air currents to prevent rapid or uneven burning
- ▶ Do not leave burning candles unattended; blow out candles before leaving a room or going to sleep
- ▶ Do not place burning candles where they can easily be knocked over
- ▶ Never touch or move a burning candle; never move a votive or container candle when the wax is liquefied
- ▶ Use caution if burning candles during a power outage
- ▶ Always follow the manufacturer's recommendations on burn time and proper use



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**MINUTES
STRATA COUNCIL MEETING
THE OWNERS STRATA PLAN NW 3119
QUEEN'S GATE**

***Held on Thursday, September 28, 2017
Within the Lounge of Queen's Gate
8520/8560 General Currie Road***

COUNCIL IN ATTENDANCE:	Carol Yap-Chung	President
	Al Schroeder	Vice-President
	Danny Hui	Treasurer/Building/Finance
	Ernest Leung	Landscape/Finance
	Percy Cheung	Building/ERC/Block Watch
	Miriam Wexler	Member/Landscaping
	Laurette Vital	Member
GUEST:	Owner	8560
STRATA MANAGER:	May Le	FirstService Residential
SENIOR REGIONAL DIRECTOR:	Peter Chan	FirstService Residential

The meeting was called to order at 9:00 a.m.

GUEST BUSINESS

An Owner at 8560 Building attended the meeting to report that a unit has their fireplace left on 24/7. Council thanked the Owner for bringing the issue up and directed the Strata Manager to follow up accordingly.

The Owner left the meeting at 9:10 a.m.

APPROVAL OF STRATA COUNCIL MEETING MINUTES

It was moved and seconded to approve the Minutes of the Strata Council Meeting held August 23, 2017, as circulated. **CARRIED.**

FINANCIAL REPORT

1. ***Review of Accounts Receivable:*** Council reviewed the accounts receivable report, and directed the Strata Manager to follow up on an Owner for unpaid guest room rental fees.

Owners are reminded that strata fees are due on the 1st of each month. The Council thanks all Owners who have made their monthly strata fee payments in full and on time each month.

2. **Report on Unapproved Expenditures:** There are no unapproved expenditures to report. The *Strata Property Act* requires that all Owners be notified as soon as possible of unapproved expenditures.
3. **Monthly Statement(s):** Council deferred approval of the July 2017 financial statement, as the Strata Manager is required to clarify a few budget line items. The August 2017 financial statement was also deferred as Council has not reviewed it yet.

Owners wishing to view the most recent financial statement are encouraged to log onto **FSRConnect™**. The financial statement can be viewed by logging into your account, clicking on "Forms and Documents", then "Financial Document", and then selecting the desired file.
4. **Audit:** The audit for the 2016/2017 fiscal year is currently in progress by Dong Russell.

REPORT ON LITIGATION

There is currently a Notice of Dispute filed with the Civil Resolutions Tribunal against the Owners, Strata Plan NW 3119.

BUSINESS ARISING

1. **302-8580 Balcony Repair:** Tabled as the work is proposed to be done at the same time as the common area decks. Please refer to Business Arising, item 2.
2. **8580 Common Area Deck/Polyurethane System:** Council discussed and agreed to present a resolution at a Special General Meeting for the Owners to consider common area deck repairs.
3. **Glass Repair:** Council reported that the repairs to the cracked glass has been completed.
4. **Exterior Wall Repair:** Hemlock Stucco & Paving has completed the repairs of damages caused by woodpeckers to the exterior stucco walls.
5. **Hot Water Tank Replacement:** Council discussed either replacing the failed hot water tank or upgrading to a boiler and storage tank system. After discussion, the majority of Council agreed to proceed with upgrading to a boiler and storage tank system. A resolution will be presented to the Owners for approval at a Special General Meeting.
6. **Men/Women's Change Rooms:** While BSB Construction was on site for the renovations/repairs to the men and women's change rooms, additional water damage was discovered; this resulted in additional work being required. The cost to renovate the men and women's change rooms, as well as repair all water damage totalled \$20,000.00 (plus GST) approved by Council via email.

A claim has been opened with Hub Coastal Insurance for possible reimbursement of the cost of repairs.

7. **Parkade Gate Damage:** Tetra Tech has confirmed payment is underway for repairs to the parkade gate at 8560 that was damaged by one of their drivers.
8. **Annual Fire Inspection:** Vancouver Fire & Security completed the annual fire inspection on September 23, 2017. A deficiency report is pending, and will be reviewed by Council at their next meeting.
9. **Rules Update:** It was moved and seconded to approve the updated Rules, to be ratified by the Owners at the next Annual General Meeting.

The following Rule was added:

Move-Outs: An Owner/Resident must pay a refundable damage deposit of \$500 prior to a move-out. Any expenses incurred by the Strata Corporation attributable to the Owner/Resident and all fines levied will be deducted from the deposit.

10. **Donation Bin:** Council directed the Strata Manager to have the current donation bin removed, and to look into obtaining a bin from the Developmental Disabilities Association. It was noted that the bin should have a secure chute to prevent access by bin diver(s).

BUILDING MANAGER REPORT

The Building Manager provided Council with his monthly report.

COMMITTEE REPORTS

1. **Landscaping:**
 - (a) **Monthly Report:** Contour Landscaping provided a landscaping report to Council for August 2017.
 - (b) **General Maintenance:** Council discussed advising Contour Landscaping to not use the rider when mowing the lawn, to reseed when able, and to blow leaves from the common property.
2. **Emergency Response:** Council directed the Strata Manager to email the Emergency Preparedness Information Shake Out notice to all Owners.

CORRESPONDENCE

Owners are invited to write to the Strata Council via the Management Company regarding any Strata related matters. Owners are to note that response letters will be issued only on those matters as required in accordance with the *Strata Property Act* and Regulations, otherwise, all correspondence will be noted in the minutes as acknowledgment along with any follow-up action or directive as the Strata Council sees fit, and that no further written response to the Owner(s) is deemed necessary. Anonymous letters will not be acknowledged or noted in the minutes.

Charge Back Letters

The Strata Manager distributed one charge back letter that was sent to an Owner since the last Council Meeting.

Bylaw Infraction Letters

The Strata Manager distributed bylaw infraction letters that were sent to Owners since the last Council Meeting. After discussion, no further action is required at this time.

Correspondence from Owners

1. An Owner from building 8500 reported that a piece of wood chipped off at the bottom of his archway. Council will direct the Building Manager to repair the affected area.
2. The Owners from building 8500 reported cigarette smoke coming into their unit. A letter has since been sent to the unit regarding the alleged complaint.
3. An Owner from building 8500 reported that the intercom system was intermittent. Council directed the Strata Manager to respond to the Owner accordingly.
4. An Owner from building 8520 requested clarification on the cut-off time for correspondence to be reviewed by Council at the monthly meetings. After discussion, Council agreed that in order to guarantee that Owners' correspondence is reviewed at the next meeting, the correspondence must be deposited in the strata mailbox at least one week prior to the meeting date.
5. An Owner from building 8520 reported that the sprinklers in the circle outside 8520's lobby are not working, as well as the southwest corner behind 8520. Council advised that all sprinklers are in working order.
6. The Owners from building 8560 reported trees shedding leaves on their deck. Council advised that cleaning up the leaves on their deck is an Owner's responsibility. Council will have an Arborist take a look next Spring.
7. The Owner from building 8580 reported a scratch on the wall by the exterior of his unit door. The Building Manager has since repaired the affected area.

RENOVATIONS

The following units were approved renovations prior to the meeting:

113-8560

NEW BUSINESS

1. ***Record of Water Problems:*** A Council member distributed a list of water related problems which occurred in August of 2017, for Council's information.

2. **Incident Reports:** The Strata Manager distributed the incident reports of August 2017, for Council's information.
3. **Snow Removal:** Council directed the Strata Manager to order 40 bags of ice melt for the upcoming winter.
4. **Insurance Claims:** The Strata Manager advised Council that a handout will be available to Owners shortly.
5. **Holiday Decorations:** An Owner requested permission from Council to place their holiday decorations in the lobby. Council discussed the items presented by the Owner, and discussion will be continued in the upcoming meetings prior to the winter holidays.

Garbage/Recycling Reminder

Residents are reminded to sort their garbage and recycling before depositing the items into the appropriate bins.

Garbage Bins: The garbage bins are for waste only. Any general household items/furniture are to be taken off-site by the Owner.

Cardboard Bins: Please flatten your cardboard boxes before depositing them into the cardboard bins which are located in the visitors' parkade.

Recycling Bins: Please sort your items and put them in the appropriate recycling bins.

Organics Bins: Please ensure only food waste and food soiled paper is deposited into the organics bins.

DO NOT PUT ANY PLASTIC BAGS IN THE CARDBOARD/RECYCLING/ORGANICS BINS.

TERMINATION OF MEETING

There being no further business, the meeting was terminated at 11:52 a.m.

Next meeting: Wednesday, October 25, 2017 @ 9:00 a.m. within the Lounge

FirstService Residential BC Ltd.



May Le
Strata Manager
Per the Owners
Strata Plan NW 3119

Direct Line: 604.601.6404

General: 604.683.8900 (*24 hours emergencies*)

Customer Care Centre: 1.855.273.1967 (*24 hours non-emergency*)

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FSRConnect™ REGISTRATION

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Condensation

Did you know that cooking, washing, humidity from fish tanks, indoor plants and even breathing cause moisture in the air? That moisture collects as droplets of water when it contacts a cool surface, creating condensation. While bedroom windows misting up in the morning after a cool night is normal, **an accumulation of condensation can lead to a mould problem**, resulting in significant monetary consequences to a unit owner.

Prevention of mould:

- ▶ While cooking, always cover pans and don't leave kettles boiling
- ▶ Older buildings may not have dehumidistats installed, so use exhaust fans or keep windows open in kitchens and bathrooms to remove moist air or steam
- ▶ Do not overfill wardrobes; let air circulate freely inside
- ▶ Wipe window sills and walls that collect condensation

If you discover mould:

- ▶ Wipe down windows, frames and other affected areas with a fungicidal wash (or a bleach solution); make sure you follow the manufacturer's instructions precisely
- ▶ Dry-clean mildewed clothes and shampoo mouldy carpets
- ▶ Consider painting with a fungicidal paint
- ▶ Consider purchasing a dehumidifier



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**MINUTES
STRATA COUNCIL MEETING
THE OWNERS STRATA PLAN NW 3119
QUEEN'S GATE**

***Held on Wednesday, October 25, 2017
Within the Lounge of Queen's Gate
8520/8560 General Currie Road***

COUNCIL IN ATTENDANCE:	Carol Yap-Chung	President
	Al Schroeder	Vice-President
	Danny Hui	Treasurer/Building/Finance
	Ernest Leung	Landscape/Finance
	Percy Cheung	Building/ERC/Block Watch
	Miriam Wexler	Member/Landscaping
	Laurette Vital	Member
GUEST:	Owner	8580 (<i>left at 9:10 a.m.</i>)
STRATA MANAGER:	May Le	FirstService Residential
SENIOR REGIONAL DIRECTOR:	Peter Chan	FirstService Residential

The meeting was called to order at 9:00 a.m.

GUEST BUSINESS

An Owner at 8580 Building attended the meeting to report ongoing appliance noise emanating from a neighbouring unit. The Owner also requested that a response be sent to Owners confirming receipt of their correspondence. Council thanked the Owner for bringing the issue up and directed the Strata Manager to follow up accordingly.

The Owner left the meeting at 9:10 a.m.

APPROVAL OF STRATA COUNCIL MEETING MINUTES

It was moved and seconded to approve the Minutes of the Strata Council Meeting held September 28, 2017, as circulated. **CARRIED.**

FINANCIAL REPORT

1. ***Review of Accounts Receivable:*** Owners are reminded that strata fees are due on the 1st of each month. The Council thanks all Owners who have made their monthly strata fee payments in full and on time each month.
2. ***Report on Unapproved Expenditures:*** There are no unapproved expenditures to report. The *Strata Property Act* requires that all Owners be notified as soon as possible of unapproved expenditures.

3. **Monthly Statement(s):** It was moved and seconded to approve the financial statements of July, August, and September 2017. **CARRIED**

The Treasurer directed the Strata Manager to include all receipt attachments when processing petty cash reimbursements. It was also noted that any reimbursements to Council members should be sent via email, from the Building Manager.

Owners wishing to view the most recent financial statement are encouraged to log onto **FSRConnect™**. The financial statement can be viewed by logging into your account, clicking on "Forms and Documents", then "Financial Document", and then selecting the desired file.

4. **Audit:** The audit for the 2016/2017 fiscal year is currently in progress by Dong Russell.

REPORT ON LITIGATION

There is currently a Notice of Dispute filed with the Civil Resolutions Tribunal against the Owners, Strata Plan NW 3119.

BUSINESS ARISING

1. **302-8580 Balcony Repair:** Tabled as the work is proposed to be done at the same time as the common area decks. Please refer to Business Arising, item 2.
2. **8580 Common Area Deck/Polyurethane System:** Council discussed the resolution to propose to the Owners at the Special General Meeting (SGM), and confirmed date of the SGM, to be held on Wednesday, November 22, 2017.
3. **Hot Water Tank Replacement:** Council discussed the resolution to propose to the Owners at the SGM, to be held on Wednesday, November 22, 2017, which will be to upgrade the current hot water tanks to a boiler and storage system servicing 8520/8560 Buildings.
4. **Men/Women's Change Rooms:** The renovations/repairs to the men and women's change rooms have been completed. Due to the unexpected water damage repairs, any further upgrades have been postponed.
5. **Parkade Gate Damage:** Tetra Tech has confirmed payment is underway for repairs to the parkade gate at 8560 that was damaged by one of their drivers.
6. **Annual Fire Inspection:** Council reviewed the deficiency quotations for Buildings 8500, 8520, and 8560. After discussion, it was moved and seconded to approve the quotations from Vancouver Fire & Security, totaling \$2,020.00 (plus GST). **CARRIED.**
7. **Holiday Decorations:** Council discussed the type of holiday decorations that would be permitted at Queen's Gate. Specifics are noted under "Correspondence, Item #10."

BUILDING MANAGER REPORT

The Building Manager provided Council with his monthly report.

COMMITTEE REPORTS

1. *Landscaping:*

- (a) ***Monthly Report:*** Contour Landscaping provided a landscaping report to Council for August 2017.
- (b) ***Mushroom Newsletter:*** Contour Landscaping provided Council with a FAQ on mushrooms growing in the landscape.
- (c) ***Fall Bedding Plants:*** Council reviewed and discussed quotations from Contour Landscaping for installing fall bedding plants. After discussion, Council agreed not to move forward with the fall plantings, but requested that the Dusty Millers remain on the front flower beds.

CORRESPONDENCE

Owners are invited to write to the Strata Council via the Management Company regarding any Strata related matters. Owners are to note that response letters will be issued only on those matters as required in accordance with the *Strata Property Act* and Regulations, otherwise, all correspondence will be noted in the minutes as acknowledgment along with any follow-up action or directive as the Strata Council sees fit, and that no further written response to the Owner(s) is deemed necessary. Anonymous letters will not be acknowledged or noted in the minutes.

Charge Back Letters

There were no charge back letters sent since the last Council Meeting.

Bylaw Infraction Letters

The Strata Manager distributed bylaw infraction letters that were sent to Owners since the last Council Meeting. After discussion, it was moved and seconded to levy a fine on a unit at 8520 Building once the compliance date expires. Should the Owner respond prior to the expiry, Council will hold off levying a fine until the response is reviewed by Council at their next meeting.

CARRIED

Correspondence from Owners

- 1. An Owner from building 8500 requested a recumbent bike for the gym. Council advised that a survey was conducted several months ago, and there was lack of interest in obtaining a bike for the gym. Council agreed to propose this item as a resolution at the next Annual General Meeting, for purchase of a commercial grade bike, at a maximum of \$2,500.00.

2. An Owner from building 8500 requested that the temperature in the pool be increased during the mornings and early evenings. After discussion, Council agreed that the temperature should remain at 86 degrees Fahrenheit throughout the entire day.
3. The Owners from buildings 8500 and 8560 sent a letter to Council to commend and show their appreciation for the Building Manager, Mario Menta, for being diligent in fulfilling his duties as a Building Manager.
4. An Owner from building 8500 reported that the two fans in the gym are no longer working. After discussion, Council agreed to purchase a mounted fan in the Spring.
5. An Owner from building 8520 reported that there is dust/debris coming from the fan located by her parking stall. Council advised that the fan by the Owner's parking stall suctions the air out of the building, and the parkade is cleaned every weekend.
6. An Owner from building 8580 reported that there were deficiencies in the Canterbury guest room. After discussion, it was moved and seconded to approve a budget of \$500.00 for supplies to address the guest room deficiencies. **CARRIED.**
7. An Owner from building 8500 reported that the faucet on her deck is leaking, and has not been repaired since it was inspected by the Building Manager and a Council member. After discussion, Council advised that the Strata will obtain a contractor to attend to the repairs.
8. The Owners from building 8580 requested approval for renovations to their unit. After Council reviewed and discussed the renovation request, it was moved and seconded to approve the Owner's renovations. **CARRIED.**
9. An Owner from building 8560 reported hearing grinding noise in the 1st floor hallway. Council will monitor the noise, and address accordingly.
10. An Owner from building 8500 requested to display nativity sets in all the lobbies during the winter holiday season. After discussion, it was moved and seconded to approve the Owner's request. (2 in favour, 4 opposed, 1 abstention). **DEFEATED.**

It was carried and considered by the majority to accept the Menorah as a cultural symbol whereas the Nativity Set was defeated because it is a religious symbol.
11. An Owner from building 8560 requested that the fallen leaves be removed from the southwest garden beds. Council directed the Strata Manager to follow up with Contour Landscaping.

RENOVATIONS

The following units were approved renovations prior to the meeting:

313-8500
116-8520
126-8520
304-8560
211-8580

NEW BUSINESS

1. ***Incident Reports:*** The Strata Manager distributed the incident reports of October 2017, for Council's information.
2. ***Courtyard Drainage:*** Council discussed installing drainage in the courtyard at 8500 Building. After discussion, Council agreed to present a resolution to the Owners at the SGM, to install seven (7) drains in the courtyard, for a maximum of \$3,500.00. This work will be part of the common area deck resolution at the SGM.
3. ***Snow Removal:*** Council reviewed a quotation for snow removal services. After discussion, Council will obtain a quotation from the company that was used last winter.
4. ***Washroom Closure:*** Due to vandalism of the washrooms adjacent to the lounge and the pub, Council agreed to keep these washrooms locked unless the lounge and pub are in use.
5. ***Welcome Package:*** Council reviewed the current welcome package that is being mailed to new Owners. After discussion, Council will provide a list of documents for the Strata Manager to include in the welcome package, moving forward.
6. ***Guest Room Check-In:*** Council reviewed a request from the guest room cleaning company, to extend the check-in times on weekends and statutory holidays. After discussion, Council agreed that check-in will be 5:00 p.m., seven (7) days a week. Keys to the rooms will still need to be picked up between 1:00 p.m. and 2:00 p.m. on weekends and statutory holidays.
7. ***Water Damage Procedures:*** Council reviewed information from FirstService Residential regarding water damage procedures. Council directed the Strata Manager to confirm that the Bylaws include authorization to charge back an insurance deductible to an Owner found responsible for water damage.

The information will be made available on the community website as well as the Queen's Gate office.

TERMINATION OF MEETING

There being no further business, the meeting was terminated at 12:17 p.m.

Next meeting: Wednesday, November 29, 2017 @ 9:00 a.m. within the Lounge

FirstService Residential BC Ltd.



May Le
Strata Manager
Per the Owners
Strata Plan NW 3119

Direct Line: 604.601.6404

General: 604.683.8900 (*24 hours emergencies*)

Customer Care Centre: 1.855.273.1967 (*24 hours non-emergency*)

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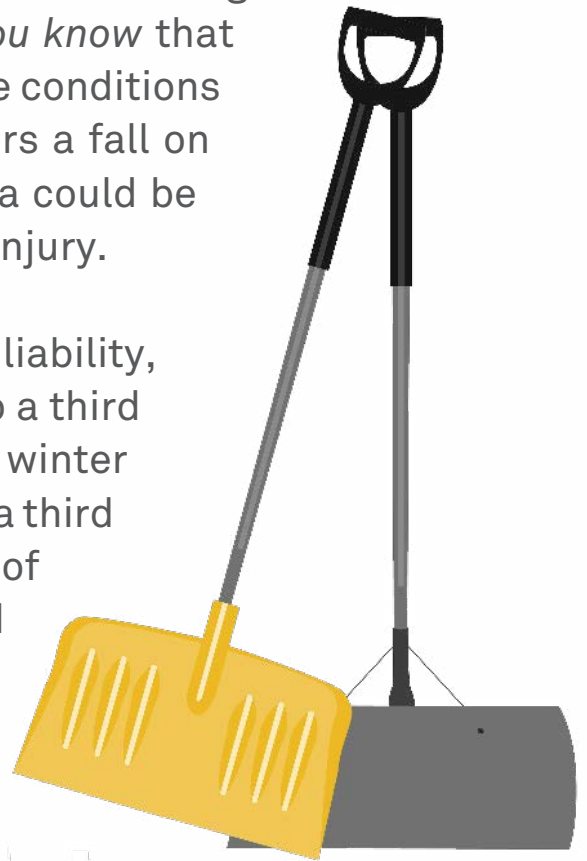
**FS Insurance
Brokers**

did you
KNOW?

Snow Removal & Deicing

Snow and ice on the grounds of your building is a major hazard for slip and fall accidents, as parking lots and building entrances can become extremely slick. *Did you know* that it is the Strata's responsibility to maintain safe conditions on their property? If a resident or guest suffers a fall on untreated, unmaintained walkways, the Strata could be liable for lost wages, medical bills and bodily injury.

To keep your building protected and limit your liability, contract snow removal and deicing services to a third party who can maintain the grounds during the winter months. If this service is not contracted out to a third party, keep a log of dates, times and names of personnel who performed snow removal and deicing on the building grounds. In case of an insurance claim, the log can be used as evidence that your building was adhering to an appropriate standard of care to residents and guests.



DISCLAIMER: All information provided by FS Insurance Brokers is advisory in nature. Any such information may not identify or contemplate all unsafe conditions; others may exist. FS Insurance Brokers does not imply, guarantee or warrant the safety of any of the client's properties or operations or that the client or any such properties or operations are in compliance with all federal, provincial, or local laws, codes, statutes, ordinances, standards or recommendations. All decisions in connection with the implementation, if any, of any of FS Insurance Brokers' advice or recommendations shall be the sole responsibility of, and made by, the client or other recipient of the information.

**MINUTES
STRATA COUNCIL MEETING
THE OWNERS STRATA PLAN NW 3119
QUEEN'S GATE**

***Held on Wednesday, November 29, 2017
Within the Lounge of Queen's Gate
8520/8560 General Currie Road***

COUNCIL IN ATTENDANCE:	Carol Yap-Chung	President
	Al Schroeder	Vice-President
	Danny Hui	Treasurer/Building/Finance
	Ernest Leung	Landscape/Finance
	Percy Cheung	Building/ERC/Block Watch
	Miriam Wexler	Member/Landscaping
	Laurette Vital	Member
GUEST:	Owner	8500 (<i>left at 9:05 a.m.</i>)
	Owner	8500 (<i>left at 9:15 a.m.</i>)
STRATA MANAGER:	May Le	FirstService Residential (<i>left at 11:00 a.m.</i>)
SENIOR REGIONAL DIRECTOR:	Peter Chan	FirstService Residential

The meeting was called to order at 9:02 a.m.

GUEST BUSINESS

An Owner at 8500 Building attended the meeting to express concerns in regards to Council's decision that approved the Menorah, but declined the nativity scene. The Owner considered the Menorah as a religious symbol, and requested Council to either accept all religious symbols or none at all. Council thanked the Owner for attending the meeting. Further discussion is noted under "Owners' Correspondence #1."

The Owner left the meeting at 9:05 a.m.

An Owner at 8500 Building attended the meeting to express concerns in regards to Council's decision that approved the Menorah, but declined the nativity scene. The Owner presented Council with information relating to Christmas trees as also being part of Pagan celebrations. The Owner advised Council that by accepting the Menorah and declining the nativity scene is discrimination, and requested Council consider equality for all religions. Council thanked the Owner for attending the meeting. Further discussion is noted under "Owners' Correspondence #1."

The Owner left the meeting at 9:15 a.m.

APPROVAL OF STRATA COUNCIL MEETING MINUTES

It was moved and seconded to approve the Minutes of the Strata Council Meeting held October 25, 2017, as circulated. **CARRIED.**

FINANCIAL REPORT

1. **Review of Accounts Receivable:** Owners are reminded that strata fees are due on the 1st of each month. The Council thanks all Owners who have made their monthly strata fee payments in full and on time each month.
2. **Report on Unapproved Expenditures:** There are no unapproved expenditures to report. The *Strata Property Act* requires that all Owners be notified as soon as possible of unapproved expenditures.
3. **Monthly Statement(s):** It was moved and seconded to approve the financial statements of October 2017. **CARRIED**

Owners wishing to view the most recent financial statement are encouraged to log onto **FSRConnect™**. The financial statement can be viewed by logging into your account, clicking on "Forms and Documents", then "Financial Document", and then selecting the desired file.

4. **Audit:** The audit for the 2016/2017 fiscal year is currently in progress by Dong Russell.

REPORT ON LITIGATION

There is currently a Notice of Dispute filed with the Civil Resolutions Tribunal against the Owners, Strata Plan NW 3119. The Dispute is currently in the facilitation process.

BUSINESS ARISING

1. **302-8580 Balcony Repair:** Tabled as the work is proposed to be done at the same time as the common area decks. Please refer to Business Arising, item #2.
2. **Common Area Deck Repairs & Drainage:** Following approval by the Owners at the Special General Meeting (SGM), additional quotations have been requested which will be reviewed by Council at the next meeting.

Council will be concentrating on installing drainage at 8500 first. A member of the Building Committee and the Building Manager reviewed the common area decks and limited common property decks. It was noted that eight drains are required at 8500. Specific locations on limited common property decks are to be determined once confirmed by the unit Owners.

3. **Hot Water Tank Replacement:** Following approval by the Owners at the SGM, Council reviewed five quotations for replacing the hot water tanks that service 8520/8560 Buildings with two boilers and storage tank system. After discussion, it was moved and seconded to approve Canada Furnace Heating & Air Conditioning's quotation, in the amount of

\$44,887.50 (including taxes), subject to a meeting with the contractor and confirmation of the scope of work and duration of project. **CARRIED**

Council acknowledges that the process leading up to the SGM was handled poorly, and agreed that moving forward, all Council members will discuss as a group, the process to be taken when there is a split decision.

4. **Parkade Gate Damage:** Tetra Tech has confirmed payment is underway for repairs to the parkade gate at 8560 that was damaged by one of their drivers. The Strata Manager reported that Tetra Tech has sent a follow up to their insurance broker for an update on the payment.
5. **Annual Fire Inspection:** The Strata Manager distributed the deficiency quotations that were recently received from Vancouver Fire & Security which included the deficiency quotation for 8580 Building. After discussion, it was moved and seconded to approve the quotations from Vancouver Fire & Security, totaling \$3,644.00 (plus GST). **CARRIED**
6. **Welcome Package:** Tabled.

BUILDING MANAGER REPORT

The Building Manager provided Council with his monthly report.

COMMITTEE REPORTS

1. **Social Committee:** Council approved the cost for the December dinner event in the amount of \$2,559.20, and the purchase of two new coat racks and an umbrella stand for use in the lounge for approximately \$200.00.
2. **Landscaping:**
 - (a) **Monthly Report:** Contour Landscaping provided a landscaping report to Council for October 2017.
 - (b) **Back Lane Leaves:** Council reported the leaves on the south side of 8520/8560 have not been removed. Following the meeting, Council will follow up with Contour Landscaping.

CORRESPONDENCE

Owners are invited to write to the Strata Council via the Management Company regarding any Strata related matters. Owners are to note that response letters will be issued only on those matters as required in accordance with the *Strata Property Act* and Regulations, otherwise, all correspondence will be noted in the minutes as acknowledgment along with any follow-up action or directive as the Strata Council sees fit, and that no further written response to the Owner(s) is deemed necessary. Anonymous letters will not be acknowledged or noted in the minutes.

Charge Back Letters

The Strata Manager distributed five charge back letters that were sent to Owners since the last Council Meeting.

Bylaw Infraction Letters

Council reviewed correspondence from an Owner at 8520 in response to a bylaw infraction letter that was sent to the Owner. After discussion, it was moved and seconded to levy a fine against the unit. **CARRIED** (by majority vote)

Correspondence from Owners

1. Two Owners from buildings 8500 and 8520 requested that Council reconsider their decision that permitted the Menorah, but declined the Nativity Scene. After review and discussion of the information documents provided by the two Owners, it was moved and seconded to revoke their prior decision regarding the Menorah, and permitting only the message of "Merry Christmas" and "Happy Hanukkah." **CARRIED**

Per the Strata Corporation's Bylaws, the holiday messages are permitted in the lobbies, but not on the windows.

2. An Owner from building 8580 requested additional mice/rat traps to be placed in the common areas, and to increase the frequency of the pest control visits. Prior to the meeting, Council approved the additional traps and increased the pest control visits from monthly to semi-monthly.
3. An Owner from building 8580 requested tree trimming on the street side of 8500/8580. Council advised that the trees are addressed in the Spring during the pruning.
4. An Owner from building 8520 reported concerns regarding parking lot sweeping, gardening, and the Menorah. Items have been addressed.

RENOVATIONS

The following units were approved renovations prior to the meeting:

218-8500

107-8580

NEW BUSINESS

1. **Record of Water Problems:** A Council member distributed a list of water related problems which occurred in October and November of 2017, for Council's information.
2. **Incident Reports:** The Strata Manager distributed the incident reports for October and November of 2017.

3. **Holiday Items:**

- (a) **Holiday Office Hours:** The December holiday office hours will be from 1:00 p.m. to 2:00 p.m.
- (b) **Janitors:** It was moved and seconded to provide a paid day off for the janitors on December 25, 2017. **CARRIED**

4. **Refurbished Fobs:** Old fobs that were returned to the strata previously have been refurbished. Owners who are purchasing replacement fobs are encouraged to purchase the refurbished fobs for a reduced price of \$25.00. A one-year warranty will be provided on the refurbished fobs. Should a new fob be required during the one-year warranty, the owner will be credited a pro-rated amount to purchase a new fob.

(May Le left the meeting at 11:00 a.m.)

5. **Pest Control:** This item is addressed under "Owners' Correspondence #2".
6. **Sprinkler Shut-Off:** University Sprinklers winterized the irrigation lines on November 3, 2017.
7. **Fountain Shut Down:** Xpert Mechanical shut down the fountain for the winter on November 8, 2017.

BYLAW REMINDER

39(11) No wildlife shall be fed from the common property including a patio or balcony, or from a strata lot, including but not limited to birds or squirrels.

Council would like to thank the volunteers of the Queen's Gate Knitters who produced over 100 scarves and toques this year which were donated to the food bank.



TERMINATION OF MEETING

There being no further business, the meeting was terminated at 12:00 p.m.

Next meeting: Wednesday, January 31, 2018 @ 9:00 a.m. within the Lounge

FirstService Residential BC Ltd.



May Le
Strata Manager
Per the Owners
Strata Plan NW 3119

Direct Line: 604.601.6404

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.

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.



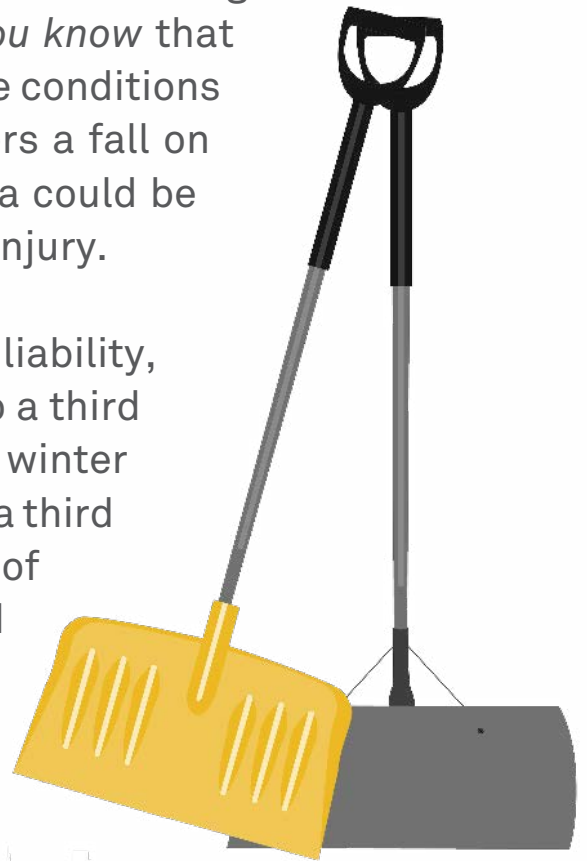
**FS Insurance
Brokers**

did you
KNOW?

Snow Removal & Deicing

Snow and ice on the grounds of your building is a major hazard for slip and fall accidents, as parking lots and building entrances can become extremely slick. *Did you know* that it is the Strata's responsibility to maintain safe conditions on their property? If a resident or guest suffers a fall on untreated, unmaintained walkways, the Strata could be liable for lost wages, medical bills and bodily injury.

To keep your building protected and limit your liability, contract snow removal and deicing services to a third party who can maintain the grounds during the winter months. If this service is not contracted out to a third party, keep a log of dates, times and names of personnel who performed snow removal and deicing on the building grounds. In case of an insurance claim, the log can be used as evidence that your building was adhering to an appropriate standard of care to residents and guests.



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**MINUTES
STRATA COUNCIL MEETING
THE OWNERS STRATA PLAN NW 3119
QUEEN'S GATE**

***Held on Wednesday, January 31, 2018
Within the Lounge of Queen's Gate
8520/8560 General Currie Road***

COUNCIL IN ATTENDANCE:	Carol Yap-Chung	President
	Al Schroeder	Vice-President
	Danny Hui	Treasurer/Building/Finance
	Ernest Leung	Landscape/Finance
	Percy Cheung	Building/ERC/Block Watch
	Miriam Wexler	Member/Landscaping
	Laurette Vital	Member
GUEST:	Owner	8580 (<i>left at 9:04 a.m.</i>)
STRATA MANAGER:	May Le	FirstService Residential
SENIOR REGIONAL DIRECTOR:	Peter Chan	FirstService Residential

The meeting was called to order at 9:00 a.m.

GUEST BUSINESS

An Owner at 8580 Building attended the meeting to request a bylaw amendment be presented to the Owners at the next Annual General Meeting regarding the use of laundry machines. Council thanked the Owner for attending the meeting. Further discussion under "Correspondence from Owners Item #3."

The Owner left the meeting at 9:04 a.m.

APPROVAL OF STRATA COUNCIL MEETING MINUTES

The following amendment was made to the minutes of the Strata Council Meeting held on November 29, 2017:

- *Correspondence from Owners #1: Three Owners from buildings 8500, 8520, and 8560 requested that Council reconsider their decision that permitted the Menorah, but declined the Nativity Scene. After review and discussion of the Owners' correspondence, and information documents provided by two of the Owners, it was moved and seconded to revoke their prior decision regarding the Menorah, and permitting only the message of "Merry Christmas" and "Happy Hanukkah." **CARRIED***

Per the Strata Corporation's Bylaws, the holiday messages are permitted in the lobbies, but not on the windows.

It was moved and seconded to approve the Minutes of the Strata Council Meeting held on November 29, 2017, as amended. **CARRIED.**

FINANCIAL REPORT

1. **Review of Accounts Receivable:** Owners are reminded that strata fees are due on the 1st of each month. The Council thanks all Owners who have made their monthly strata fee payments in full and on time each month.

Council directed the Strata Manager to send a lien warning to an Owner at Building 8580 for outstanding Strata Fees, and to refund an Owner at Building 8520, as her account has a credit due to past overpayments.

2. **Report on Unapproved Expenditures:** There are no unapproved expenditures to report. The *Strata Property Act* requires that all Owners be notified as soon as possible of unapproved expenditures.
3. **Monthly Statement(s):** The financial statements of November and December 2017 was deferred until the next meeting.

Owners wishing to view the most recent financial statement are encouraged to log onto **FSRConnect™**. The financial statement can be viewed by logging into your account, clicking on "Forms and Documents", then "Financial Document", and then selecting the desired file.

4. **Audit:** The audit for the 2016/2017 fiscal year is currently in progress by Dong Russell.

REPORT ON LITIGATION

There is currently a Notice of Dispute filed with the Civil Resolutions Tribunal against the Owners, Strata Plan NW 3119. The Dispute is currently in the facilitation process.

BUSINESS ARISING

1. **302-8580 Balcony Repair:** Tabled as the work is proposed to be done at the same time as the common area decks. Please refer to Business Arising, item #2.
2. **Common Area Deck Repairs & Drainage:** The Strata Manager distributed an additional quotation for the common area deck repairs, for Council's review. Council will be discussing the quotations at an Executive meeting, and a decision will be made thereafter. The repairs are anticipated to be scheduled in May.

Due to the wet weather, the installation of eight drains at 8500 Building has been postponed to February 18, 2018.

3. **Hot Water Tank Replacement:** Canada Furnace completed the installation of the two boilers and storage tanks at 8520/8560 Buildings.

4. **Parkade Gate Damage:** The Strata Manager reported that to date, a cheque has not been received for damage to the parkade gate at 8560 Building, but confirmation from Tetra Tech's insurer was received that a cheque is underway.
5. **Fire Inspection Follow Up:** Vancouver Fire & Security completed the deficiencies and tested the smoke alarms in the units that missed the original fire inspection.

Council discussed the protocol for units that do not provide access during a fire inspection. After discussion, Council directed the Strata Manager to send bylaw infraction letters to the two units that did not provide access.
6. **Welcome Package:** Council discussed distributing a Queen's Gate welcome package to Owners moving in. Two Council members will review and prepare a draft welcome package for discussion at the next meeting.

BUILDING MANAGER REPORT

The Building Manager provided Council with his monthly report.

COMMITTEE REPORTS

1. **Social Committee:** The Social Committee's 2017 contributions and recap of events are attached to these minutes.
2. **Landscaping:**
 - (a) **Monthly Report:** Contour Landscaping provided a landscaping report for November 2017 and a Winter newsletter to Council.

CORRESPONDENCE

Owners are invited to write to the Strata Council via the Management Company regarding any Strata related matters. Owners are to note that response letters will be issued only on those matters as required in accordance with the *Strata Property Act* and Regulations, otherwise, all correspondence will be noted in the minutes as acknowledgment along with any follow-up action or directive as the Strata Council sees fit, and that no further written response to the Owner(s) is deemed necessary. Anonymous letters will not be acknowledged or noted in the minutes.

Charge Back Letters

The Strata Manager distributed one charge back letter that was sent to an Owner since the last Council Meeting.

Bylaw Infraction Letters

Council reviewed bylaw infraction letters that were sent to Owners since the last Council meeting. After discussion, it was moved and seconded to levy fines to two units at 8500 Building that are storing items in the common areas of the parkade. **CARRIED**

Correspondence from Owners

1. Council reviewed correspondence from an Owner at 8580 Building regarding her altercation with another Owner of Queen's Gate. No further action will be taken as the Strata Council cannot get involved in Owners' verbal altercations.
2. Council reviewed correspondence from an Owner at 8580 Building requesting a bylaw amendment regarding the maximum number of guests permitted per Owner in the pub, as well as, charging a fee to rent the Pub. After discussion, Council will present a bylaw amendment resolution to the Owners at the next Annual General Meeting.
3. Council reviewed correspondence from an Owner at 8580 Building requesting a bylaw amendment regarding the use of laundry machines, to cease at 9:30 p.m. daily. After discussion, Council will present a bylaw amendment resolution to the Owners at the next Annual General Meeting.
4. Council reviewed correspondence from an Owner at 8520 Building requesting the bylaw infraction fine levied against his unit be reversed due to his entitlement to a hearing before Council, which was originally requested. The Strata Manager advised Council that the fine has been reversed, and the Owner will be attending the meeting on February 28, 2018.
5. Council reviewed correspondence from an Owner at 8500 Building regarding the pool facilities, specifically, the women's change room. After discussion, Council directed the Strata Manager to respond to the Owner accordingly.
6. Council reviewed correspondence from the Owners at 8500 Building requesting to pressure wash their balcony and to install a triple glazed window, at their own expense. After discussion, Council directed the Strata Manager to respond to the Owner accordingly.
7. Council reviewed correspondence from an Owner at 8580 Building reporting water overflowing from the roof down to her balcony. The Building Manager and a Council member will investigate and repair the issue once the weather improves. The reported fan noise will also be investigated.
8. Council reviewed a complaint from an Owner at 8500 Building regarding his phone call to FirstService Residential's after hours emergency line when his smoke detector was beeping. After discussion, Council directed the Strata Manager to respond to the Owner accordingly. It was then moved and seconded to charge back the after hours call out invoice to the unit. **CARRIED**

Residents are reminded that FirstService Residential's after hours emergency line (604-683-8900) is to be used during an emergency (fire, flood, blood, and security) only. Unnecessary service calls to trades may result in the invoice being charged back to your unit. Residents are also reminded that only the Building Manager, Council, and the Strata Manager are authorized to call trades. Residents that make a service call to the Strata's trades directly will be responsible for the invoice.

After hours non-emergency calls are to be directed to FirstService Residential's Customer Care Centre at 1-855-273-1967.

9. Council reviewed correspondence and photos from an Owner at 8500 Building regarding signs that were posted on the walls during the winter holidays. As the winter holidays are over now, there will be no further action from Council regarding this issue.
10. Council reviewed correspondence from an Owner at 8500 Building regarding the pool temperature and the boiler that services the pool. Council advised that the boiler that services the pool is separate from the boilers that service the units. In addition, Council has increased the pool temperature by one degree. There will be no further increases to the pool temperature.
11. Council reviewed correspondence from an Owner at 8520 Building requesting Council to arrange for a clean up of the Hobby Room. Further discussion under "New Business Item #6."

RENOVATIONS

The following units were approved renovations prior to the meeting:

104-8500
127-8520
315-8560
109-8580

NEW BUSINESS

1. **Record of Water Problems:** A Council member distributed a list of water related problems which occurred in December of 2017 and January of 2018, for Council's information.
2. **Incident Reports:** The Strata Manager distributed the incident reports for December 2017 and January 2018.
3. **Proposed Winter Maintenance Schedule:** A Council member distributed the proposed Winter maintenance program schedule, for Council's information.
4. **Insurance Claims:**
 - (a) **Leak:** Water damage to two units, the hobby room, and the common hallway due to a unit's supply line leak, did not trigger an insurance claim, as the emergency and reconstruction costs were below the deductible. Owners have been advised that in-suite repairs will be the Owner's responsibility, and the Strata will attend to the repairs to common property.
 - (b) **Men/Women's Change Rooms:** Council agreed to not proceed with a claim for water damage to the men/women's change rooms due to insufficient reports.
5. **Break-In:** Nikl's replaced the exterior doors at 8500 and 8520 Buildings with metal doors and lock protective guards following the break-in that occurred on January 5, 2018.

Nikl's has been requested to provide a quote to replace the exterior doors at 8560 and 8580 Buildings.

6. **Unattended Vehicles:** Residents are reminded that vehicles are not to be left unattended when parked in front of the lobby entrance doors due to access of emergency vehicles. Vehicles left unattended will be towed at the vehicle's Owner's expense.
7. **Pool Facilities:** Residents are reminded that the pool facilities, including the toilets in the men and women's change rooms are for use in conjunction with the pool only. Please do not use these facilities for your daily personal use.
8. **Parkade Gate:** Council directed the Strata Manager to obtain quotations to replace the parkade gate at 8560 Building in the near future.
9. **Hobby Room:** Council discussed the items that are being stored in the Hobby Room by Residents. Council advised that the Strata's construction items stored in the Hobby Room will be removed from the Hobby Room during the clean up.

For all other items, Residents are reminded to remove their items by no later than February 28, 2018. Any items left behind that do not belong to the Strata, will be assumed as abandoned, and will be disposed of at the Owner's expense.

HOBBY ROOM REMINDERS

- The Hobby Room is not a personal storage and/or dumping area.
 - Owners must remove their tools and personal belongings after completing their jobs.
 - Personal tools and belongings left in the Hobby Room overnight are at the Owners' risk.
 - Donated equipment and tools may be accepted, subject to approval by the Strata Council. All approved donations will become the Strata's property.
 - No dumping is permitted in the Hobby Room or any common areas.
10. **Guest Suites:** Council discussed increasing the rental fees for guest suites, and adding a cancellation fee, should a Resident cancel their rental within seven (7) days of check-in date. A Bylaw Amendment resolution will be presented to the Owners for consideration at the next Annual General Meeting.
 11. **Proxy Limit:** Council discussed amending the Bylaws to add a limit on how many proxies any one person may hold at a General Meeting. A Bylaw Amendment resolution will be presented to the Owners for consideration at the next Annual General Meeting.

TERMINATION OF MEETING

There being no further business, the meeting was terminated at 11:55 a.m.

Next meeting: Wednesday, February 28, 2018 @ 9:00 a.m. within the Lounge

FirstService Residential BC Ltd.



May Le
Strata Manager
Per the Owners
Strata Plan NW 3119

Direct Line: 604.601.6404

General: 604.683.8900 (24 hours emergencies)

Customer Care Centre: 1.855.273.1967 (24 hours non-emergency)

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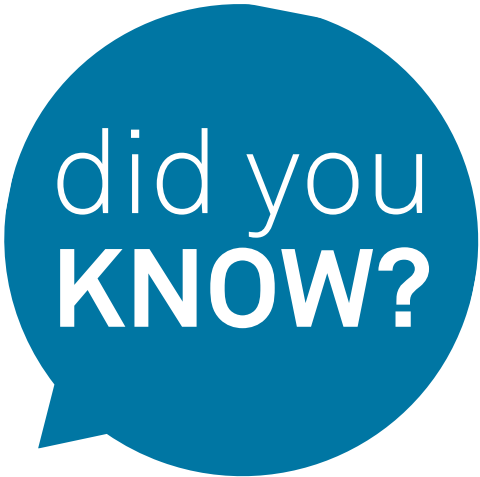
Please keep a copy of these minutes for future reference, which will be required at the time of sale. A charge, as per the *Strata Property Act*, will be assessed for replacement copies.

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.



**FS Insurance
Brokers**



Fire Extinguishers

Did you know that two leading causes of fires are unattended candles and kitchen grease fires? Fire extinguishers can help save lives and property, and prevent catastrophic damage to your home. When well-placed and easy-to-access, extinguishers can be used to put out small fires, or to suppress flames while you escape to safety. Use the following tips to ensure your residential fire extinguisher will be ready in case of emergency.

On a monthly basis:

- Ensure clear access to the extinguisher
- Check for proper pressure—needle should be in the ‘green zone’ on extinguisher with a gauge
- Check that nozzle, pin, and tamper seal are unhindered and intact
- Check for dents, leaks, rust, or chemical deposits
- Shake the fire extinguisher to prevent settling of powder

Replace fire extinguishers if:

- Pressure needle is outside the ‘green zone’
- Handle is wobbly or broken
- Locking pin is missing or unsealed
- Hose is cracked, ripped, or blocked with debris
- Required by manufacturer’s instructions or if the extinguisher is more than six years old



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QUEENSGATE RECAP OF OUR 2017 SOCIAL EVENTS

The QueensGate Social Committee has had a very active year from our first social event on Valentine's day to our last event Festive Cheer on Dec 21, 2017.

The residents gathered together for our Pub events starting in February with Valentine's day for Pizza, St Patrick's day in March where we shared appetizers and had John Scott's famous Irish Coffee. In October we got together for Pizza on Halloween with some residents donning costumes and to celebrate the Holiday Season our Festive Cheer in December where we once again shared appetizers to bring a close to 2017.

In April was The Afternoon Tea event in the Lounge which sandwiches, desserts and tea were served.

We celebrated our 150th Canada Day birthday on the patio. This was a first time event at QueensGate the weather was perfect. We had a catered event with 72 people attending to show off their Canadian pride.

In August we once again gathered on the patio for our yearly Summer Picnic event under sunny skies for all. 75 people attended the event.

Our Theme events included a 50/60 night in May with new entertainment by Music Variations, who got us singing and dancing all night long. Our most popular event the Christmas Dinner in December fully catered by Ocean West and entertainment by singer Patrizia who sang us into the Holiday spirit.

The Lobbies and Lounge were decorated for the holiday season in November.

In July and December we had our Food Bank Donation Drive which residents gave generously to our community in need of our support.

Not only did we have great turn outs to our social events we had many new residents attending for the first time then coming to many other events.

One of the most satisfying contribution came from the residents who volunteered their time by helping decorate the complex and assisting with the set up and clean up after events. Every volunteer and residents that attend the social events contributed to our success.

All of our social activities and events contribute to our multi-culture community and enhances our lifestyle at QueensGate.

The Social Committee would like to extend a very warm thank you and appreciation to all the residents for their participation and we are looking forward to another eventful 2018!

Note: New Volunteer Members are always welcome to join the Social Committee. If interested please contact Gwen Tavares at 604-270-2140 or Laurette Vital at 604-244-8466

QueensGate Social Committee Contributions for 2017

The Social Committee takes great pride in organizing social events for our complex, in addition we have also contributed the following in 2017.

Purchase of (5) card tables for a cost of \$247.75. These tables replaced tables that were broken and worn out.

Purchase of a new LG Bluetooth DVD for the Pub which cost \$70.00. To replace DVD player.

Purchase of (2) tents at a cost of \$268.78. This is to add to our additional tents we have in our complex.

Purchase of (2) Coat racks, umbrella stand and hangers for the Lounge. The total cost was \$236.07. To replace an old unsteady coat rack and additional new one for the upstairs of the Lounge.

On behalf of the residents of QueensGate a donation totalling \$200.00 was made to the Richmond Food Bank.

Purchase of 24 wine glasses for the Lounge at cost of \$33.60. Replace glasses which were broken during the past year.

Purchase of (2) glass beverage dispensers. The total cost was \$50.38. One dispenser was an addition the other was to replace one that had been broken.

The Social Committee also ensures that the Lounge and Pub are maintained with supplies and that the fridges are cleaned every 4 months.

Miscellaneous supplies purchases: Dish soap, Garbage bags, Paper towels, Ziploc bags, Aluminium foil and Saran Wrap. Cleaning supplies and Swifter pads for floor.

We would also like to acknowledge and thank all the residents that have generously contributed donations to our complex and social events.

This year we are having our Garage Sale on Saturday July 21, 2018. If you are purging and have House ware items in good condition that you wish to donate, we will be collecting donations starting July 16th. If you have any questions please contact Gwen at 604-270-2140, Laurette at 604-244-8466 or Sharon at 604-244-2224. Thank you in advance.

**MINUTES
STRATA COUNCIL MEETING
THE OWNERS STRATA PLAN NW 3119
QUEEN'S GATE**

***Held on Wednesday, February 28, 2018
Within the Lounge of Queen's Gate
8520/8560 General Currie Road***

COUNCIL IN ATTENDANCE:	Carol Yap-Chung	President
	Al Schroeder	Vice-President (<i>left at 11:46 a.m.</i>)
	Danny Hui	Treasurer/Building/Finance
	Ernest Leung	Landscape/Finance
	Percy Cheung	Building/ERC/Block Watch
REGRETS:	Miriam Wexler	Member/Landscaping
	Laurette Vital	Member
GUEST:	Owner	8520 (<i>9:00 a.m. to 9:14 a.m.</i>)
	Owner	8500 (<i>9:15 a.m. to 9:37 a.m.</i>)
STRATA MANAGER:	May Le	FirstService Residential

The meeting was called to order at 9:05 a.m.

GUEST BUSINESS

An Owner at 8520 Building attended a hearing to respond to a Bylaw infraction letter and offered to donate his saw table to the Strata Corporation. Council thanked the Owner for attending the meeting as the Owner left the meeting at 9:14 a.m. After Council's discussion regarding the Bylaw infraction, it was moved and seconded to levy a fine of \$200 against the unit Owner. **CARRIED.** Council will discuss the Owner's offer to donate his saw table once the Hobby Room has been cleaned up.

The Owners at 8500 Building and their window contractor attended the meeting to request approval to change their unit windows, and to provide information on the window design and specifications. Council thanked the Owners and their contractor for attending the meeting as they left the meeting at 9:37 a.m. Council discussed the Owners' request, and a few members were unable to make a decision at the time, therefore, Council will continue to review the information provided, and a decision will be made via email. **Post Meeting: The majority of Council voted via email, to decline the Owners' request to replace their windows.**

APPROVAL OF STRATA COUNCIL MEETING MINUTES

It was moved and seconded to approve the Minutes of the Strata Council Meeting held on January 31, 2018, as circulated. **CARRIED.**

FINANCIAL REPORT

1. **Review of Accounts Receivable:** Owners are reminded that strata fees are due on the 1st of each month. The Council thanks all Owners who have made their monthly strata fee payments in full and on time each month.
2. **Report on Unapproved Expenditures:** There are no unapproved expenditures to report. The *Strata Property Act* requires that all Owners be notified as soon as possible of unapproved expenditures.
3. **Monthly Statement(s):** It was moved and seconded to approve the financials statements of November and December 2017, and January 2018. **CARRIED**

Owners wishing to view the most recent financial statement are encouraged to log onto **FSRConnect™**. The financial statement can be viewed by logging into your account, clicking on "Forms and Documents", then "Financial Document", and then selecting the desired file.

4. **Audit:** The audit for the 2016/2017 fiscal year is currently in progress by Dong Russell.

REPORT ON LITIGATION

There is currently a Notice of Dispute filed with the Civil Resolutions Tribunal against the Owners, Strata Plan NW 3119. The Dispute is currently in the facilitation process.

BUSINESS ARISING

1. **Annual & Routine Maintenance:**
 - a) **Fire Inspection Follow Up:** Council reviewed a quotation from Vancouver Fire to repair deficiencies at 8580 building. After discussion, it was moved and seconded to approve Vancouver Fire's quotation, in the amount of \$806.00 (plus GST). **CARRIED**
 - b) **Carpet Cleaning:** Council reviewed two quotations to clean the common area carpets. After discussion, it was moved and seconded to approve Citrus-O Carpet Cleaning's quotation, in the amount of \$4,500.00 (plus GST). **CARRIED**
 - c) **Dryer Duct Cleaning:** Council reviewed two quotations to clean the exterior dryer ducts. After discussion, it was moved and seconded to approve Michael A. Smith Duct Cleaning's (MASDC) quotation, in the amount of \$2,220.00 (plus GST). **CARRIED**

Council directed the Strata Manager to obtain a quotation from MASDC to clean the hallway ventilation systems and the pool system.

****A sign-up sheet will be posted for those Owners wishing to have their inside dryer ducts cleaned. The cost of \$25.00 (including GST) will be the responsibility of the unit Owner, payable at the time of the service.****

- d) **Window Cleaning:** Mark Wareham has scheduled the cleaning of the exterior inaccessible windows (not including balcony windows) for April 9 to 13, 2018, per his approved quotation, in the amount of \$4,800.00 (plus GST).

Council directed the Strata Manager to obtain a cost from Mark Wareham to clean the decks and balconies as an option for any Owners wishing to have their decks or balconies cleaned. The cost will be the responsibility of the unit Owner.

2. **302-8580 Balcony Repair:** Tabled as the work is proposed to be done at the same time as the common area decks. Please refer to Business Arising, item #3.
3. **Common Area Deck Repairs & Drainage:** At the Executive Meeting held on March 21, 2018 (attached), Council approved Rainsafe's quotation to repair the common area decks, in the amount totaling \$68,400.00 (plus GST). The repairs will be scheduled for May, weather permitting.

Rainsafe is currently in the process of installing eight drains at 8500 Building.

4. **Parkade Gate Damage:** The Strata Manager reported that a reimbursement cheque has been received from Tetra Tech's insurer for damage to the parkade gate at 8560 Building.
5. **Welcome Package:** This item is deferred.

BUILDING MANAGER REPORT

The Building Manager provided Council with his monthly report.

COMMITTEE REPORTS

1. **Landscaping:**
- (a) **Monthly Report:** Contour Landscaping provided a landscaping report for January 2018 to Council.

CORRESPONDENCE

Owners are invited to write to the Strata Council via the Management Company regarding any Strata related matters. Owners are to note that response letters will be issued only on those matters as required in accordance with the *Strata Property Act* and Regulations, otherwise, all correspondence will be noted in the minutes as acknowledgment along with any follow-up action or directive as the Strata Council sees fit, and that no further written response to the Owner(s) is deemed necessary. Anonymous letters will not be acknowledged or noted in the minutes.

Chargeback Letters

The Strata Manager distributed one chargeback letter that was sent to an Owner since the last Council Meeting.

Bylaw Infraction Letters

Council reviewed bylaw infraction letters that were sent to Owners since the last Council Meeting. After discussion, it was moved and seconded to levy a fine to a unit at 8520 Building for not providing access during the fire inspection follow up. **CARRIED**

Correspondence from Owners

1. Council reviewed correspondence from a lawyer on behalf of an Owner at 8520 Building requesting an extension to provide access for the fire in-suite testing. After discussion, Council directed the Strata Manager to respond to the Owner's lawyer accordingly.
2. Council reviewed correspondence from an Owner at 8560 Building reporting that the tree on the east side of 8560 has a vertical split down the side of the trunk. Council will report this to the Arborist during their visit in the Spring.
3. Council reviewed correspondence from an Owner at 8580 Building reporting numerous rat droppings on her patio. Council reported that the Pest Control company has installed traps in that area since the last report from the Owner, and has increased the visits from monthly to semi-monthly. There will be no further action at this time.
4. Council reviewed correspondence from an Owner at 8560 Building reporting that his exterior vent cover is rusted and requires painting. Council will have the vent cover painted in the summer.
5. Council reviewed correspondence from an Owner at 8520 Building reporting that there is lack of hot water in her shower since the new boilers were installed. Council has informed the Owner that the lack of hot water in her shower is probably due to a defective faucet or cartridge.
6. Council reviewed correspondence from an Owner at 8520 Building regarding the following:
 - (a) Request further action to those Owners that do not provide access during the annual fire inspection. Council is taking action by way of sending a Bylaw infraction letter, and possibly fining the Owner, as permitted by the *Strata Property Act*.
 - (b) Request for details of the litigation noted in the minutes. No details can be provided at this time as the dispute is still ongoing.
 - (c) Request for pruning the birch tree on the west side of 8520. All trees at the front and back of the buildings are given equal attention, and Council approves tree pruning according to the Arborist's recommendations. The next visit with the Arborist will be during the Spring.

- (d) Request upgrades to the guest suites if the rental fees will be increased. Council will be looking into this during the next fiscal year.
 - (e) Request Council to add a Bylaw to address the upcoming legalization of marijuana. The Strata Manager advised Council that this item has already been added to the AGM preparation which will be discussed in the upcoming meetings leading to the AGM in May.
7. Council reviewed correspondence from an Owner at 8500 Building reporting that the blue recycle bins were dirty and required cleaning. Council will look into having the bins washed on a weekly basis.

Residents are reminded to wash their recycled containers before depositing them into the recycle bins.

8. Council reviewed a complaint from an Owner at 8560 Building regarding an altercation with an Owner in the lounge.
- Owners are reminded that if an Owner requires exclusive use of the lounge, the Owner must pay a rental fee of \$100.00 and a damage deposit of \$100.00. When the lounge is not rented, the use of the lounge is open to all Residents of Queen's Gate.
9. Council reviewed correspondence from an Owner at 8560 Building reporting hearing plumbing noise throughout the day. Council advised that the noise is due to vibration of the water pipes, and will consult the Strata's plumber.

NEW BUSINESS

1. **Record of Water Problems:** A Council member distributed a list of water related problems which occurred in February of 2018, for Council's information.
2. **Incident Reports:** The Strata Manager distributed the incident reports for February 2018. Council directed the Strata Manager to forward all invoices relating to any roof repairs.
3. **Parkade Gate Replacement:** Council reviewed a quotation to replace the parkade gate at 8560 Building. An additional quotation is pending. Further discussion at the next meeting.
4. **Insurance Renewal:** This item is deferred as a second quotation is pending.
5. **Garbage Room:** Residents are reminded that plastic bags are not permitted in any of the recycle bins. All household refuse should be deposited into the garbage bin. Please do not leave any items outside of the bins.
6. **Weekend Building Manager:** Council discussed the snow removal duties during the weekend. After discussion, Council agreed that should snow shoveling and ice melt application be required during the weekend, the office will be closed to accommodate this work.

7. **AGM Preparation:** The Strata Manager presented Council with a quick review of possible Bylaw amendments to be presented to the Owners for consideration at the next Annual General Meeting.
8. **Council Update:** Council member, Al Schroeder, resigned, leaving six members on Council. Council would like to thank Al Schroeder for his contribution on Council this past fiscal year.

TERMINATION OF MEETING

There being no further business, the meeting was terminated at 12:06 p.m.

Next meeting: Wednesday, March 28, 2018 @ 9:00 a.m. within the Lounge

FirstService Residential BC Ltd.



May Le
Strata Manager
Per the Owners
Strata Plan NW 3119

Direct Line: 604.601.6404

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.

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.



**FS Insurance
Brokers**

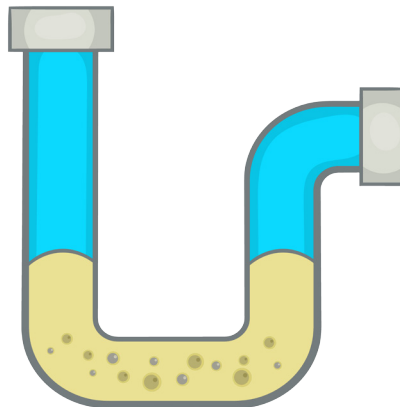
did you
KNOW?

Think Before Dumping it in the Sink

Did you know pouring grease down your kitchen sink may lead to clogs in the drainage lines, which may ultimately lead to flooding of units and the building itself? **As a unit owner, you may be responsible for the cost of repair and clean-up if the clog is sourced to your unit.**

Keep the following away from sink drains:
(and tub drains, shower drains, and toilets, too!)

- Grease, fats, oils
- Coffee grounds
- Egg shells
- Produce stickers
- Flushable cat litter
- Paper towels
- Cotton balls



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Minutes of Executive Council Meeting held on
Wednesday, February 21, 2018, 0900 in the Lounge

In Attendance: Al Schroeder Ernie Leung
Danny Hui Percy Cheung
Laurette Vital Carol Yap Chung

1. Emergency Procedures

There was a discussion regarding the process followed by First Service when calls are received from owners at their Call Centres. It was agreed that the following procedure would be effective in reducing the cost of irregular operations and unnecessary overtime service calls:

1800 - 2300 - Contact a Council Member to request Approval for Contractor.
0700 - 0900

2300-0700 - FSR Agent on call authorized to call Contractor if emergency.

Strata will accept responsibility only for authorized service calls. Unapproved calls made to contractors by owners or First Service Agent will be a chargeback and the responsibility of the source of call. Person who originates call will pay.

The water damage in December which originated in a unit at 8520 Building incurred unnecessary and excessive cost of equipment rental due to Circle Restoration Service call made by First Service Agent without approval of Council and failure to communicate with QG Office. A courtesy call with voicemail would have offered assistance.

Council reviewed the correspondence from owner regarding the chargeback for smoke detector replacement and unanimously agreed to reverse the charge as the call was originated by the First Service Duty Agent.

2. Building Manager Contract

Following a discussion regarding the Fire Alarm incident on December 31, 2017, it was unanimously agreed that the following be added to the Employment Agreement of the Building Manager:

Compensation for Emergency Call-out (Fire and Water Incidents):

1800 - 2400 1 1/2 x regular time
0600 - 0900 1 1/2 x regular time

2400 - 0600 2 x regular time
Statutory Holidays 2 x regular time

Chargeback to Owner responsible for incident.

3. Insurance Claim History

It was brought to Council's attention that there is a Service Charge charged to the insurer for each service call by a Claims Adjuster. The Hub Agent has requested Council's cooperation to request the

service of the Claim Adjuster only when necessary and there is substantial damage which will involve a claim.

It was agreed that FSR Agent is authorized to 'Open' Insurance File. Request for Claims Adjuster requires Approval of Council.

Fortunately, the Insurance coverage applies to the Expense of the current Legal Counsel retained by Council which to date totals \$15,000.00.

4. Deck Repairs

Council reviewed the 3 quotes received for the Deck Repairs:

Complete Waterproofing	- \$ 68,400 plus Drainage Hole \$450.00 each
Remdal	- \$ 87,684
Polycrete	- \$112,000

The vote was 5 in favour, 1 abstention to award the project to Complete Waterproofing.

Matt Crispin of Complete Waterproofing was invited to clarify a few details. Regarding the surface of the deck, Matt advised that the industry standard grade of sand surface will be utilized. Weather permitting, a minimum temp. Of 10c. Is required, the project is scheduled for a duration of one week in May with 3 men.

5. Parking Stall Assignment

Further discussion when details received from FSR re pertinent legislation of 2014.

6. Pool Ceiling Repair

The ceiling in proximity to the windows by the hot tub requires repair approx. \$8,000.00. It was suggested that the repairs be conducted during the Change Room Repairs.

7. Men and Women Change Rooms Water Leak

There is evidence of water under the floor tiles close to the shower wall below the sink. Further investigation is being conducted to determine the source of the water.

A new counter top and mirror will be considered during these repairs.

8. Quotes for Carpet Cleaning and Duct Cleaning will be requested for Spring Project.

There being no further business, the meeting terminated at 11.45 a.m.

**MINUTES
STRATA COUNCIL MEETING
THE OWNERS STRATA PLAN NW 3119
QUEEN'S GATE**

***Held on Wednesday, March 28, 2018
Within the Lounge of Queen's Gate
8520/8560 General Currie Road***

COUNCIL IN ATTENDANCE:	Carol Yap-Chung	President
	Danny Hui	Treasurer/Building/Finance
	Ernest Leung	Landscape/Finance
	Percy Cheung	Building/ERC/Block Watch
	Miriam Wexler	Member/Landscaping
	Laurette Vital	Member
GUEST:	Owner	8520 (9:00 a.m. to 9:08 a.m.)
STRATA MANAGER:	May Le	FirstService Residential

REMINDERS



**ALL CARDBOARD SHOULD BE FLATTENED AND DEPOSITED INTO THE YELLOW
RECYCLE BIN LOCATED AT THE VISITOR PARKING.**

WASH CONTAINERS BEFORE DEPOSITING INTO THE BLUE RECYCLE BINS.

DO NOT PLACE PLASTIC BAGS IN ANY RECYCLE OR ORGANICS BINS.

The meeting was called to order at 9:00 a.m.

GUEST BUSINESS

An Owner at 8520 Building attended the meeting to report concerns with the landscaping, specifically relating to the moss at the back of 8520 Building, the trees no longer being banded, and removal of dead wood. Council thanked the Owner as she left the meeting at 9:08 a.m.

Council discussed the Owner's concerns, and advised that per the Arborist's recommendations, the trees are sprayed annually so banding is not required. Council then directed the Strata Manager to obtain a quotation to address the moss.

APPROVAL OF STRATA COUNCIL MEETING MINUTES

The following amendment was made to the minutes of the Strata Council Meeting held on February 28, 2018:

Correspondence from Owners

7. *Council reviewed correspondence from an Owner at 8500 Building reporting that the blue recycle bins were dirty and required cleaning. After discussion, Council directed the Strata Manager to obtain a quotation to have the bins cleaned periodically.*

It was moved and seconded to approve the Minutes of the Strata Council Meeting held on February 28, 2018, as amended. **CARRIED.**

FINANCIAL REPORT

1. **Review of Accounts Receivable:** Council reviewed the Accounts Receivable Report. After discussion, Council directed the Strata Manager to send reminder letters to two units that are in arrears for Strata fees.

Owners are reminded that Strata fees are due on the 1st of each month. The Council thanks all Owners who have made their monthly Strata fee payments in full and on time each month.

2. **Report on Unapproved Expenditures:** There are no unapproved expenditures to report. The *Strata Property Act* requires that all Owners be notified as soon as possible of unapproved expenditures.
3. **Monthly Statement(s):** Council reviewed and discussed the February 2018 financial statements. After discussion, Council directed the Strata Manager to confirm the value of the Caretaker's Suite (Manor Suite), and close the Hot Water Tank Replacement Reserve account.

It was then moved and seconded to approve the financial statements of February 2018. **CARRIED.**

Owners wishing to view the most recent financial statement are encouraged to log onto **FSRConnect™**. The financial statement can be viewed by logging into your account, clicking on "Forms and Documents", then "Financial Document", and then selecting the desired file.

4. **Audit:** The draft audit for the 2016/2017 fiscal year has been reviewed and approved by Council. The signed documents will be forwarded to Dong Russell.

REPORT ON LITIGATION

There is currently a Notice of Dispute filed with the Civil Resolutions Tribunal against the Owners, Strata Plan NW 3119. The dispute is currently ongoing.

BUSINESS ARISING

1. ***Annual & Routine Maintenance:***

- a) ***Fire Inspection Follow Up:*** Vancouver Fire completed the repairs to the deficiencies at 8580 Building.
- b) ***Carpet Cleaning:*** The annual carpet cleaning of the common areas is scheduled for April 24 and 25, 2018. A notice will be posted shortly.
- c) ***Dryer Duct Cleaning:*** Cleaning of the outside dryer ducts has been scheduled for May 3 and 4, 2018, by Michael A. Smith Duct Cleaning (MASDC). The notice has been posted on FSRConnect and emailed to Owners. The notice will be posted on the notice board shortly.

Owners wishing to sign up for cleaning of their inside dryer duct at a group discounted rate, are to contact MASDC directly at 604-589-2553 or via email at masduct@live.ca. The cost for the inside dryer duct cleaning is \$25.00 (including GST) for each dryer duct, payable by the Owner at the time of the service.

Council reviewed a quotation from MASDC for cleaning of the hallway ventilation systems and the pool system. After discussion, it was moved and seconded to approve MASDC's quotation, in the amount of \$2,305.00 (plus GST). **CARRIED.**

- d) ***Window Cleaning:*** Mark Wareham has scheduled the cleaning of the exterior inaccessible windows (not including balcony windows) for April 9 to 13, 2018, per his approved quotation, in the amount of \$4,800.00 (plus GST).

Post Meeting Update: The window washing has been rescheduled for April 16 to 21, 2018.

- 2. ***302-8580 Balcony Repair:*** Tabled as the work is proposed to be done at the same time as the common area decks. Please refer to Business Arising, item #3.

3. ***Common Area Deck Repairs & Drainage:***

- (a) ***Common Area Decks:*** Rainsafe has scheduled May 1, 2018 to commence repairs to the common area decks, weather permitting.

Owners of the first-floor decks are reminded to remove their plants or any other items that may interfere with the repairs.

- (b) ***Drainage:*** Rainsafe has completed the installation of the eight drains at 8500 Building.

- 4. ***Welcome Package:*** This item is deferred until after the AGM.

- 5. ***Parkade Gate Replacement:*** Council reviewed two quotations to replace the parkade gate at 8560 Building. After discussion, Council directed the Strata Manager to request a reduced price from Ideal Door.

6. **Insurance Renewal:** Council reviewed and discussed the insurance renewal proposals from Hub Coastal and BFL Canada. After discussion, it was moved and seconded to approve BFL Canada's proposal, in the amount of \$121,257.00.

Post Meeting Update: Due to an ongoing open claim relating to the CRT Dispute, BFL Canada has refused to bind with NW 3119, therefore, the Strata has renewed with Hub Coastal, effective March 31, 2018, in the amount of \$120,065.00.

7. **AGM Preparation:** Council reviewed and discussed the AGM notice, including the draft budget prepared by the Strata Manager. Further discussion at the next meeting.

BUILDING MANAGER REPORT

The Building Manager provided Council with his monthly report.

COMMITTEE REPORTS

1. **Emergency Response:** Council reviewed a request from the Emergency Response Committee to replace the expired emergency supplies. After discussion, it was moved and seconded to approve the purchase of 200 12-hour light sticks, in the amount of \$358.00 (plus taxes). **CARRIED.**
2. **Landscaping:**
- (a) **Monthly Report:** Contour Landscaping provided a landscaping report for February 2018 to Council.
 - (b) **Spring Newsletter:** Contour Landscaping distributed a Spring Newsletter to Council.
 - (c) **Power Raking:** Council reviewed a quotation from Contour Landscaping to remove thatch and moss from the lawn. After discussion, it was moved and seconded to approve Contour Landscaping's quotation, in the amount of \$1,100.00 (plus GST). **CARRIED.**
 - (d) **Summer Bedding Plants:** Council reviewed a quotation from Contour Landscaping to supply and install 12 flats of assorted bedding plants for the feature areas of the complex. After discussion, Council directed the Strata Manager to request a revised quotation from Contour Landscaping, to include 8 flower pots.

CORRESPONDENCE

Owners are invited to write to the Strata Council via the Management Company regarding any Strata related matters. Owners are to note that response letters will be issued only on those matters as required in accordance with the *Strata Property Act* and Regulations, otherwise, all correspondence will be noted in the minutes as acknowledgment along with any follow-up action or directive as the Strata Council sees fit, and that no further written response to the Owner(s) is deemed necessary. Anonymous letters will not be acknowledged or noted in the minutes.

Chargeback Letters

The Strata Manager distributed one chargeback letter that was sent to an Owner since the last Council Meeting.

Bylaw Infraction Letters

None.

Correspondence from Owners

1. Council reviewed correspondence from an Owner at 8500 Building requesting exclusive use of a handicap parking stall. After discussion, Council will review the available stalls with the Owner.
2. Council reviewed correspondence from a past Owner at 8500 Building in response to a bylaw reminder letter sent to the past Owner regarding their planter boxes that are placed directly on their patio. There will be no further action.
3. Council reviewed correspondence from an Owner at 8520 Building updating Council on the progress of having window coverings installed.
4. Council reviewed correspondence from an Owner at 8520 Building requesting that the spring of the lounge exit door be adjusted to reduce the noise when the door closes, and to address the flood lights that shine directly into his master bedroom. Council advised that adjusting the spring of the lounge exit door will cause the door to not close, and that the Owner will need to purchase appropriate blinds that will block the flood lights from shining through his window.
5. Council reviewed correspondence from the Owners at 8500 Building requesting repairs to their damaged window. Council reviewed the damaged window prior to the meeting and advised the Owners to replace the window hinges.
6. Council reviewed correspondence from an Owner at 8520 Building which was addressed under "Guest Business."
7. Council reviewed correspondence from an Owner at 8580 Building reporting that the vinyl on the balcony floor is lifting, and the balcony door frame requires repairs. Matt from Rainsafe has reviewed the balcony, and provided a possible solution for Council's consideration. After discussion, Council will review further as clarification on the balcony surface is required, and repairs to the balcony door frame will be considered as a summer project.
8. Council reviewed correspondence from an Owner at 8500 Building requesting to add two items to the AGM. First item is to purchase a recumbent bike for the gym, and second item is to propose a Bylaw that prohibits smoking of any kind of substance on common property and within Strata Lots. After discussion, Council directed the Strata Manager to obtain a cost for the purchase of a commercial recumbent bike. Council agreed not to propose a Bylaw that prohibits smoking. Any Residents affected by smoke may send a complaint, in writing, to the Council, and it will be addressed accordingly.

9. Council reviewed correspondence from an Owner at 8500 Building reporting that Residents are depositing cardboard in the blue bins.
10. Council reviewed correspondence from an Owner at 8500 Building requesting that the trees on the southeast side of 8500 Building be cut down to the height of the second storey ceiling. Council advised that the Arborist will not cut the trees to reduce the height.
11. Council reviewed correspondence from an Owner's insurer at 8500 Building regarding mould that they claim resulted from a recent roof leak. Council reported that the roof leak was minor and moisture was not found in the walls when tested. The mould may have resulted from a flood that occurred within the unit due to an overflowed washing machine.
12. Council reviewed correspondence from an Owner at 8580 Building requesting Council to arrange for cleaning of the concrete structure surrounding the Hydro transformer. After discussion, Council directed the Strata Manager to contact BC Hydro.

Renovations

The following units were approved renovations since the last Council meeting.

110-8500
218-8500
314-8500
322-8580

NEW BUSINESS

1. **Record of Water Problems:** A Council member distributed a list of water related problems which occurred in March of 2018, for Council's information.
2. **Incident Reports:** The Strata Manager distributed the incident reports for February and March of 2018.
3. **Spring Maintenance:** A Council member distributed a proposed Spring maintenance schedule for Council's information.
4. **Drain Cleaning:**
 - (a) **Horizontal Drain Cleaning:** The horizontal drain cleaning will be scheduled for the month of May by Xpert Mechanical, per their approved quotation, in the amount of \$7,320.00 (plus GST).
 - (b) **Vertical Drain Cleaning:** Council reviewed Xpert Mechanical's quotation to auger the vertical sanitary pipes following the horizontal drain cleaning. After discussion, it was moved and seconded to approve Xpert Mechanical's quotation, in the amount of \$10,320.00 (plus GST). **CARRIED.**

5. **MUA Repairs:**

- (a) **MUA #5:** Airstream Heating & Air Conditioning will be scheduling repairs to the make-up air unit #5, per their approved quotation, in the amount of \$1,096.00 (plus GST).
- (b) **MUA #6:** Council reviewed a quotation from Airstream Heating & Air Conditioning for repairs to the make-up air unit #6. After discussion, Council directed the Strata Manager to request a revised quotation from the contractor, as the quotation has incorrect information.
- (c) **Exhaust Fans:** Council reviewed a quotation from Airstream Heating & Air Conditioning for repairs to several exhaust fans. After discussion, Council directed the Strata Manager to request a revised quotation from the contractor to include the garbage room exhaust fan at 8580 Building.

6. **Pool Ceiling Repairs:** BSB Construction is currently working on repairs to the pool ceiling, per their approved quotation, in the amount of \$7,665.00 (plus GST).
7. **Roof Repairs & Maintenance:** Council reviewed quotations from Harvard Roofing & Sheet Metal for repairs to the roof and annual roof maintenance. After discussion, it was moved and seconded to approve the gutter cleaning, in the amount of \$1,844.60 (plus GST). **CARRIED.**

It was then moved and seconded to approve Harvard Roofing & Sheet Metal's quotations to caulk the metal roof flashings and replace the cladding screws, in the amount totaling \$15,585.15 (plus GST) per building, where the work will carry out at one building per year. **CARRIED.**

8. **Women's Change Room Renovations:** Three quotations to renovate the women's change room are pending.
9. **Balcony Door Frames:** Council will be considering repainting the balcony door frames as a summer project.
10. **Lobby Ceiling Repairs:** BSB Construction will be repairing the lobby ceiling at 8560 Building, per their approved quotation, in the amount of \$550.00 (plus GST).
11. **Fire Sprinkler System:** Council reviewed a quotation from Vancouver Fire & Security to replace the faceplate gasket around the fire sprinkler which does not fit properly. After discussion, it was moved and seconded to approve Vancouver Fire & Security's quotation, in the amount of \$251.00 (plus GST). **CARRIED.**
12. **Council Update:** Council appointed Francis Wu, who will be replacing Al Schroeder for the remainder of the term.

TERMINATION OF MEETING

There being no further business, the meeting was terminated at 12:13 p.m.

Next Meeting: Wednesday, April 25, 2018 @ 9:00 a.m. within the Lounge

FirstService Residential BC Ltd.



May Le
Strata Manager
Per the Owners
Strata Plan NW 3119
ML/tw

Direct Line: 604.601.6404

General: 604.683.8900 (24 hours emergencies)

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**FS Insurance
Brokers**

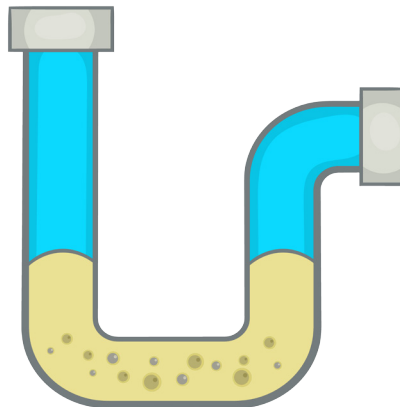
did you
KNOW?

Think Before Dumping it in the Sink

Did you know pouring grease down your kitchen sink may lead to clogs in the drainage lines, which may ultimately lead to flooding of units and the building itself? **As a unit owner, you may be responsible for the cost of repair and clean-up if the clog is sourced to your unit.**

Keep the following away from sink drains:
(and tub drains, shower drains, and toilets, too!)

- Grease, fats, oils
- Coffee grounds
- Egg shells
- Produce stickers
- Flushable cat litter
- Paper towels
- Cotton balls



DISCLAIMER: All information provided by FS Insurance Brokers is advisory in nature. Any such information may not identify or contemplate all unsafe conditions; others may exist. FS Insurance Brokers does not imply, guarantee or warrant the safety of any of the client's properties or operations or that the client or any such properties or operations are in compliance with all federal, provincial, or local laws, codes, statutes, ordinances, standards or recommendations. All decisions in connection with the implementation, if any, of any of FS Insurance Brokers' advice or recommendations shall be the sole responsibility of, and made by, the client or other recipient of the information.

**MINUTES
STRATA COUNCIL MEETING
THE OWNERS STRATA PLAN NW 3119
QUEEN'S GATE**

***Held on Wednesday, April 25, 2018
Within the Lounge of Queen's Gate
8520/8560 General Currie Road***

COUNCIL IN ATTENDANCE:	Carol Yap-Chung	President (<i>Left at 12:34 p.m.</i>)
	Danny Hui	Treasurer / Building / Finance
	Ernest Leung	Landscape / Finance
	Percy Cheung	Building / ERC / Block Watch
	Miriam Wexler	Member / Landscaping (<i>Left at 12:30 p.m.</i>)
	Laurette Vital	Member (<i>Left at 12:34 p.m.</i>)
	Francis Wu	Member

STRATA MANAGER:	May Le	FirstService Residential
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REMINDERS



DO NOT PLACE ANY UNWANTED FURNITURE OR ITEMS IN COMMON AREAS, INCLUDING THE LOUNGE, HOBBY ROOM, AND LIBRARY.

CLEAR PLASTIC BAGS WHICH CONTAIN SHREDDED PERSONAL PAPERS ARE TO BE PLACED ON THE FLOOR BESIDE THE BLUE BIN, NOT INSIDE THE BIN!

THE STRATA CORPORATION'S WATER DAMAGE DEDUCTIBLE HAS INCREASED TO \$15,000. OWNERS ARE REMINDED TO UPDATE THEIR OWN HOMEOWNER'S INSURANCE TO ENSURE THEY ARE COVERED FOR THE WATER DAMAGE DEDUCTIBLE.

RESIDENTS ARE REMINDED THAT THE COMMON AREA DECKS BELONG TO THE STRATA CORPORATION. NO PERSONAL ITEMS, INCLUDING PLANTERS AND FLOWER POTS SHOULD BE PLACED ON THESE DECKS. COMMON AREA DECKS THAT HAVE NOW BEEN CLEARED MUST REMAIN CLEARED MOVING FORWARD.

RESIDENTS WHO ARE EXPERIENCING NOISE EMANATING FROM A NEIGHBOURING UNIT IS REQUESTED TO PUT A NOTE UNDER THEIR NEIGHBOUR'S DOOR TO NOTIFY THE NEIGHBOUR OF THE NOISE, OR MAKE A FORMAL COMPLAINT BY WRITING A LETTER TO THE STRATA COUNCIL. PLEASE DO NOT BANG ON YOUR NEIGHBOUR'S DOOR.

The meeting was called to order at 9:00 a.m.

APPROVAL OF STRATA COUNCIL MEETING MINUTES

It was moved and seconded to approve the Minutes of the Strata Council Meeting held on March 28, 2018, as distributed. **CARRIED.**

FINANCIAL REPORT

1. **Review of Accounts Receivable:** Council reviewed the Accounts Receivable Report. After discussion, Council directed the Strata Manager to send a lien warning letter to an Owner.

Owners are reminded that Strata fees are due on the 1st of each month. The Council thanks all Owners who have made their monthly Strata fee payments in full and on time each month.

2. **Report on Unapproved Expenditures:** There are no unapproved expenditures to report. The *Strata Property Act* requires that all Owners be notified as soon as possible of unapproved expenditures.

3. **Monthly Statement(s):** The March 2018 financial statement(s) were deferred as one item needed to be re-coded.

Owners wishing to view the most recent financial statement are encouraged to log onto **FSRConnect™**. The financial statement can be viewed by logging into your account, clicking on "Forms and Documents", then "Financial Document", and then selecting the desired file.

4. **Audit:** The finalized audit for the 2016/2017 fiscal year is in progress from Dong Russell.

REPORT ON LITIGATION

There is currently a Notice of Dispute filed with the Civil Resolutions Tribunal against the Owners, Strata Plan NW 3119. The dispute is currently ongoing.

BUSINESS ARISING

1. **Annual and Routine Maintenance:**
 - a) **Carpet Cleaning:** Citrus-O is scheduled to clean the common area carpets on April 24 and 25, 2018.
 - b) **Dryer Duct Cleaning:** Cleaning of the outside dryer ducts has been scheduled for May 3 and 4, 2018, by Michael A. Smith Duct Cleaning (MASDC), along with any Owners that have signed up for the optional inside dryer duct cleaning, payable by the Owner at the time of the service.

- c) **Hallway Vents and Pool System:** Cleaning of the hallway ventilation systems and the pool system will be scheduled by MASDC shortly.
 - d) **Window Cleaning:** Mark Wareham completed the cleaning of the exterior inaccessible windows on April 16 to 21, 2018.
2. **302-8580 Balcony Repair:** Council reported that Rainsafe cannot repair the balcony floor. Council directed the Strata Manager to obtain a quotation from a contractor that specializes in balcony vinyl repairs.
3. **Common Area Deck Repairs and Drainage:**
- (a) **Common Area Decks:** Rainsafe has scheduled May 1, 2018 to commence repairs to the common area decks, weather permitting. The project is expected to complete in mid-June. **Residents are reminded that during the project, the exit doors leading to the decks are to be used in the event of an emergency only.**
4. **Welcome Package:** This item is deferred until after the Annual General Meeting.
5. **Parkade Gate Replacement:** Council discussed the revised quotation from Ideal Door. After discussion, a Council Member will review the options provided by the contractor, and provide recommendations to the rest of Council of which options are recommended.
6. **Annual General Meeting Preparation:** Council reviewed and discussed the Annual General Meeting notice, including the draft budget prepared by the Strata Manager. Changes were made to the Annual General Meeting notice and budget, and will be emailed to Council for a final review before distribution.
- Previously, an Owner had requested to amend the Bylaws for use of washing machines to cease after 9:30 p.m. The Strata Manager recommended to Council that the Bylaws should be reviewed by a lawyer in order to ensure it does not conflict with the noise Bylaw. Council agreed not to move forward with presenting this Bylaw amendment to the Owners at the Annual General Meeting.
7. **Drain Cleaning:** Xpert Mechanical has scheduled the drain cleaning on the following days: Horizontal – May 10 to 16, 2018, Vertical – May 16 to 18, 2018.
8. **MUA Repairs:** Repairs to the make-up air Unit #6 will be scheduled by Airstream Heating & Air Conditioning, per their approved quotation, in the amount of \$1,146.00 (plus GST).
9. **Exhaust Fans:** Repairs to several exhaust fans throughout the buildings will be scheduled by Airstream Heating & Air Conditioning, per their approved quotation, in the amount of \$4,741.00 (plus GST).
10. **Pool Ceiling Repairs:** BSB Construction completed the repairs to the pool ceiling.

11. **Roof Repairs and Maintenance:** Council discussed the repairs that are required on the metal roof. After discussion, Council agreed to have the cladding screws replaced and caulking the metal roof flashings for all buildings at one time. A resolution will be presented to the Owners at the Annual General Meeting for the expenditure to be used from the accumulated operating surplus.
12. **Women's Change Room Renovations:** Council reviewed three quotations to replace the two shower stalls in the women's change room. After discussion, it was moved and seconded to approved BSB Construction's quotation, in the amount of \$8,700.00 (plus GST). **CARRIED.**
13. **Lobby Ceiling Repairs:** BSB Construction completed the repairs to the lobby ceiling at 8560 Building.
14. **Fire Sprinkler System:** The faceplate gasket has not yet been replaced by Vancouver Fire & Security.

BUILDING MANAGER REPORT

The Building Manager provided Council with his monthly report.

COMMITTEE'S REPORTS

1. **Emergency Response:** The emergency Committee reported that the locker room fan at 8500 Building is blowing air into the common areas. Council clarified that air that is blown into the corridor is drawn in from outside the building through a duct that runs through the locker room while a separate exhaust fan inside the locker room takes the air from the inside of the locker room and blows it outside the building.
2. **Landscaping:**
 - (a) **Monthly Report:** Contour Landscaping provided a landscaping report for March 2018 to Council.
 - (b) **Chafer Control:** Council reviewed a quotation for European Chafer Control treatment, to prevent the lawn from being torn up by birds and raccoons throughout the year. After discussion, it was moved and seconded to approve Contour Landscaping's quotation, in the amount of \$1,180.00 (plus GST). **CARRIED.**
 - (c) **Power Raking:** Power raking the lawns will be scheduled shortly, by Contour Landscaping.
 - (d) **Summer Bedding Plants:** Contour Landscaping will schedule the installation of twelve flats of assorted bedding plants and eight flower pots for the feature areas of the complex, per their approved quotations, in the amounts totaling \$1,115.00 (plus GST).

- (e) **Contract Renewal:** The Strata Corporation has renewed the contract with Contour Landscaping for another year, effective April 1, 2018.

CORRESPONDENCE

Owners are invited to write to the Strata Council via the Management Company regarding any Strata related matters. Owners are to note that response letters will be issued only on those matters as required in accordance with the *Strata Property Act* and Regulations, otherwise, all correspondence will be noted in the minutes as acknowledgment along with any follow-up action or directive as the Strata Council sees fit, and that no further written response to the Owner(s) is deemed necessary. Anonymous letters will not be acknowledged or noted in the minutes.

BYLAW INFRACTION LETTERS

Council reviewed four Bylaw infraction letters sent to Owners since the last Council meeting and one Bylaw infraction letter that was on hold due to an approved extension. After discussion, it was moved and seconded to levy a \$200.00 fine to a unit at 8520 Building for not providing access for the annual fire inspection after a one-month extension was provided to the Owner. **CARRIED.**

CORRESPONDENCE

1. Council reviewed correspondence from an Owner at 8580 Building regarding standing water on the balcony when it rains. After discussion, a Council Member will confirm with Rainsafe whether a drain hole can be added to this area as the balcony does not currently have one.
2. Council reviewed correspondence from an Owner at 8580 Building requesting to change the door lock and door handle. After discussion, it was moved and seconded to approve the Owner's request. **CARRIED.**
3. Council reviewed correspondence from an Owner at 8580 Building regarding pipe noise in an adjacent unit, and noise from the neighbours walking on their deck at night time. After discussion, Council directed the Strata Manager to respond to the Owner accordingly.
4. Council reviewed correspondence from an Owner at 8520 Building regarding noise emanating from an adjacent unit. After discussion, Council directed the Strata Manager to send a Bylaw reminder to the alleged unit Owner.
5. Council reviewed correspondence from the Owners at 8580 Building requesting repairs to the ceiling that resulted from a roof leak. After discussion, Council directed the Strata Manager to respond to the Owner accordingly.
6. Council reviewed correspondence from an Owner at 8560 Building regarding the smell of cooking odour coming through the kitchen fan. Council advised that the issue will be investigated the following week.

7. Council reviewed correspondence from an Owner at 8580 Building reporting that there are a lot of lint appearing on the bedroom floor. The Owner's contractor reported to the Owner that the cause may be due to water dripping from the roof between the walls. After discussion, Council advised that there are no water marks on the walls or ceilings, and that the lint on the floor was not caused by a water leak.

NEW BUSINESS

1. **Record of Water Problems:** A Council Member distributed a list of water related problems which occurred in April of 2018, for Council's information.
2. **Incident Reports:** The Strata Manager distributed the incident reports for April of 2018.
3. **Proposed Special Maintenance Projects:** A Council Member distributed a list of proposed special maintenance projects for Council's review. After discussion, it was moved and seconded to approve all projects, subject to approval by the Owners at the next Annual General Meeting for the roof repairs and the parkade gate and motor replacement (8560 Building). **CARRIED.**
4. **Elevator Contract Renewal:** Council reviewed the elevator contract renewal from Richmond Elevator Maintenance. After discussion, it was moved and seconded to approve Richmond Elevator Maintenance's renewal contract for another seven years, in the amount of \$1,419.00 (plus GST) per month, effective August 1, 2018. **CARRIED.**
5. **Building Manager Performance Review:** The Strata Manager and the Council President updated the rest of Council on the Building Manager, Mario Menta's performance review. After discussion, it was moved and seconded to approve Mario Menta's salary increase to \$46,000.00, effective March 1, 2018. **CARRIED.**
6. **Leak Investigations:** Council discussed responsibility for repairs when it comes to leak investigations within a unit. Council directed the Strata Manager to simplify the "Insurance & Major Perils" information package for Owners.
7. **Stucco Damage:** Council reported that there is damage on the stucco walls caused by woodpeckers. Council will arrange a contractor to repair the stucco walls.
8. **Fibre Optics:** Novus Entertainment distributed an information package to Council proposing to bring their Fibre network to the Residents of Queen's Gate. After discussion, Council agreed not to move forward with the offer.
9. **Irrigation Repairs:** Council reported that repairs to the Zone 13 valve was required after the Spring irrigation start up.

TERMINATION OF MEETING

There being no further business, the meeting was terminated at 12:45 p.m.

Next Meeting: Annual General Meeting, Wednesday, May 23, 2018 at 7:00 p.m. within the Lounge.

FirstService Residential BC Ltd.



May Le
Strata Manager
Per the Owners
Strata Plan NW 3119

ML/vp

Direct Line: 604.601.6404

General: 604.683.8900 (24 hours emergencies)

Customer Care Centre: 1.855.273.1967 (24 hours non-emergency)

www.fsresidential.com

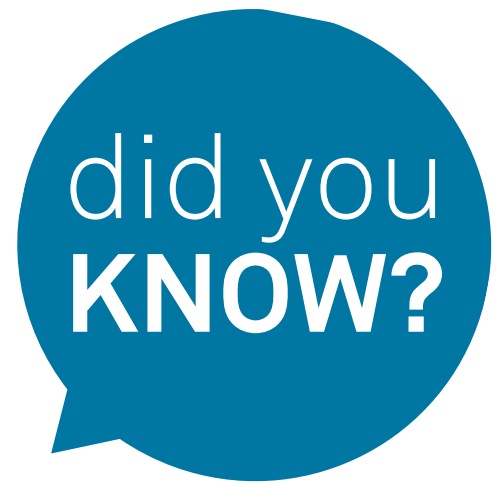
Please keep a copy of these Minutes for future reference, which will be required at the time of sale. A charge, as per the *Strata Property Act*, will be assessed for replacement copies.

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.



**FS Insurance
Brokers**



Dryer Vent Cleaning

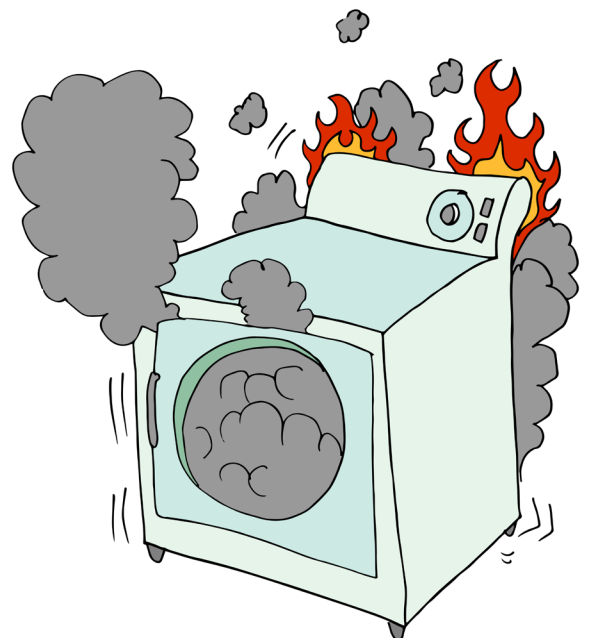
A clogged dryer vent that doesn't properly exhaust can present a major fire hazard. *Did you know* that dust, fibre and clothing cause more than 90% of the 15,000 dryer fires that occur each year across North America? In most cases, taking appropriate steps to properly clean a dryer can prevent property damage and other losses.

Signs that a dryer vent is blocked and/or needs to be cleaned:

- ▶ Clothing does not dry completely during a normal cycle
- ▶ Musty odor is noticeable on clothing
- ▶ Clothing is unusually hot to the touch after a cycle
- ▶ Dryer vent hood flap does not properly open
- ▶ Debris is visible in the outside vent opening
- ▶ Excessive heat is collecting in the room where dryer is operating
- ▶ Excessive amount of lint is accumulating in lint trap during operation

Tips for preventing dryer fires:

- ▶ Do not use the dryer without lint filter
- ▶ Clean the lint filter before or after each load of laundry
- ▶ Remove lint that has collected around the drum
- ▶ Do not overload your dryer
- ▶ Do not operate dryer when not at home
- ▶ Always follow the manufacturer's operating instructions



DISCLAIMER: All information provided by FS Insurance Brokers is advisory in nature. Any such information may not identify or contemplate all unsafe conditions; others may exist. FS Insurance Brokers does not imply, guarantee or warrant the safety of any of the client's properties or operations or that the client or any such properties or operations are in compliance with all federal, provincial, or local laws, codes, statutes, ordinances, standards or recommendations. All decisions in connection with the implementation, if any, of any of FS Insurance Brokers' advice or recommendations shall be the sole responsibility of, and made by, the client or other recipient of the information.

**MINUTES
STRATA COUNCIL MEETING
THE OWNERS STRATA PLAN NW 3119
QUEEN'S GATE**

***Held on Thursday, June 28, 2018
Within the Lounge of Queen's Gate
8520/8560 General Currie Road***

COUNCIL IN ATTENDANCE: Carol Yap-Chung
Danny Hui
Ernest Leung
Percy Cheung
Miriam Wexler
Laurette Vital
Francis Wu

GUESTS: Owners 8500 Building (*left at 9:10 a.m.*)

STRATA MANAGER: May Le FirstService Residential

REMINDERS



COUNCIL HAS REQUESTED VOLUNTEERS FOR THE EMERGENCY, BUILDING, GARDEN, AND SOCIAL COMMITTEES. ANY INTERESTED OWNERS ARE TO PUT THEIR REQUEST IN WRITING, AND DEPOSIT INTO THE STRATA MAILBOX.

A REMINDER THAT AS PER *BYLAW 3(33)(D)*, RESIDENTS MUST KEEP UNIT DOORS CLOSED AT ALL TIMES.

ALL CARDBOARD MUST BE FLATTENED. AND DEPOSITED INTO THE CARDBOARD BIN LOCATED IN THE VISITOR PARKING.

The meeting was called to order at 9:00 a.m.

GUEST BUSINESS

The Owners at 8500 Building attended the meeting to report their concerns with the plastic protector that is placed on the common hallway carpet during renovations, collecting dust. The Owners requested that the plastic sheet is either replaced or cleaned on a daily basis. Council thanked the Owners for their attendance as they left the meeting at 9:10 a.m.

Council discussed the Owners' concerns, and two Council members volunteered to review the plastic sheet. Post meeting update: Two Council members reviewed the plastic sheet, and reported that the sheet was left clean, and no further action was required.

NOMINATION OF OFFICERS

The following Council members accepted the officer positions noted below:

Carol Yap-Cheung	President
Percy Cheung	Vice-President
Danny Hui	Treasurer

APPROVAL OF STRATA COUNCIL MEETING MINUTES

It was moved and seconded to approve the Minutes of the Strata Council Meeting held on April 25, 2018, as distributed. **CARRIED.**

FINANCIAL REPORT

1. **Review of Accounts Receivable:** Owners are reminded that Strata fees are due on the 1st of each month. The Council thanks all Owners who have made their monthly Strata fee payments in full and on time each month.
2. **Report on Unapproved Expenditures:** There are no unapproved expenditures to report. The *Strata Property Act* requires that all Owners be notified as soon as possible of unapproved expenditures.
3. **Monthly Statement(s):** It was moved and seconded to approve the financial statements up to and including May 2018. **CARRIED**

Owners wishing to view the most recent financial statement are encouraged to log onto **FSRConnect™**. The financial statement can be viewed by logging into your account, clicking on "Forms and Documents", then "Financial Document", and then selecting the desired file.

4. **Audit:** The finalized audit for the 2016/2017 fiscal year is in progress from Dong Russell.

REPORT ON LITIGATION

There is currently a Notice of Dispute filed with the Civil Resolutions Tribunal against the Owners, Strata Plan NW 3119. The dispute is currently ongoing.

BUSINESS ARISING

1. **Annual and Routine Maintenance:**
 - a) **Carpet Cleaning:** Citrus-O completed the cleaning of the common area carpets on April 25, 2018.

- b) **Dryer Duct Cleaning:** Michael A. Smith Duct Cleaning (MASDC) completed the cleaning of the outside dryer ducts on May 4, 2018.
 - c) **Hallway Vents and Pool System:** MASDC completed the cleaning of the hallway ventilation systems. Cleaning of the pool system will be scheduled by MASDC for July.
2. **302-8580 Balcony Repair:** Council reviewed a quotation to replace the vinyl membrane on the balcony of 302-8580. After discussion, it was moved and seconded to approve Celsky Vinyl Sundecks & Railings' quotation, in the amount of \$2,400.00 (plus GST). **CARRIED**
3. **Common Area Deck Repairs:** Rainsafe completed the repairs to the common area decks.
4. **Welcome Package:** This item is deferred until the next Council Meeting.
5. **Parkade Gate Replacement:** Following approval from the Owners at the AGM, Council reviewed quotations to replace the parkade gate and motor at 8560 Building. After discussion, it was moved and seconded to approve Doorcare's quotation, in the amount of \$9,700.00 (plus GST). **CARRIED**
6. **Drain Cleaning:** Xpert Mechanical completed the drain cleaning on May 18, 2018.
7. **MUA Repairs:** Airstream Heating & Air Conditioning completed the repairs to the make-up air unit #6.
8. **Exhaust Fans:** Airstream Heating & Air Conditioning completed the repairs to several exhaust fans throughout the buildings.
9. **Roof Repairs and Maintenance:** Following approval from the Owners at the AGM, Council reviewed three quotations to replace the cladding screws and re-caulk the flashing joints on the metal roofs. After discussion, it was moved and seconded to approve Roofix's quotation, in the amount of \$48,596.78 (plus GST). **CARRIED**
- Roofix's quotation also includes repairs to a deficient panel which will be separately invoiced and expensed through the operating budget.
10. **Women's Change Room Renovations:** BSB Construction completed the replacement of the two shower stalls in the women's change room.
- Integrity Countertops completed the installation of the countertops, sinks, and faucets in both the men and women's change rooms, per their approved quotation which included the supply of the countertops, in the amount of \$2,044.30. **CARRIED**
11. **Fire Sprinkler System:** The faceplate gasket has not yet been replaced by Vancouver Fire & Security. Council directed the Strata Manager to follow up with Vancouver Fire.

12. **Insurance & Major Perils:** The Strata Manager distributed two articles relating to Insurance and responsibility when the damages fall below the strata's deductible. After discussion, Council directed the Strata Manager to post the articles on FSRConnect and email a copy to the Building Manager to provide to Owners, if requested.
13. **Stucco Damage:** This item is deferred to the fall.
14. **Irrigation Repairs:** University Sprinklers completed the repairs to the irrigation system.

BUILDING MANAGER REPORT

The Building Manager provided Council with his monthly report.

COMMITTEE'S REPORTS

1. **Landscaping:**
 - (a) **Monthly Report:** Contour Landscaping provided a landscaping report for April and May 2018 to Council.
 - (b) **Chafer Control:** Contour Landscaping has not applied the European Chafer Control treatment yet. Council directed the Strata Manager to follow up with Contour Landscaping.
 - (c) **Power Raking:** Due to the hot weather, Contour Landscaping rescheduled the power raking to September when the weather cools down.
 - (d) **Summer Bedding Plants:** Contour Landscaping completed the installation of the summer plants.
 - (e) **Tree Watering:** Council reviewed a quotation from Contour Landscaping to deep root watering of the trees at Queen's Gate. After discussion, Council agreed that the work was not required.
 - (f) **Tree Pruning:** Bartlett Tree Experts is scheduled to prune the trees on July 9, 2018.
 - (g) **Riding Mowers:** Council reviewed correspondence from Contour Landscaping in response to Council's concerns regarding the use of riding lawn mowers which have damaged the pathway boards. Contour Landscaping advised that the pathway boards are naturally breaking and deteriorating away, and their maintenance contract price would increase if their workers are to use hand mowers. After discussion, Council directed the Strata Manager to obtain the pricing for use of hand mowers.

CORRESPONDENCE

Owners are invited to write to the Strata Council via the Management Company regarding any Strata related matters. Owners are to note that response letters will be issued only on those matters as required in accordance with the *Strata Property Act* and Regulations, otherwise, all correspondence will be noted in the minutes as acknowledgment along with any follow-up action or directive as the Strata Council sees fit, and that no further written response to the Owner(s) is deemed necessary. Anonymous letters will not be acknowledged or noted in the minutes.

CHARGE BACK LETTERS

The Strata Manager distributed several charge back letters sent to Owners since the last Council Meeting. After discussion, it was moved and seconded to reverse the charge backs from two units, and advise those Owners accordingly. **CARRIED**

BYLAW INFRACTION LETTERS

Council reviewed four Bylaw infraction letters sent to Owners since the last Council Meeting, and three responses from the Owners of three units. After discussion, it was moved and seconded to levy a \$200.00 fine to a unit at 8580 Building for causing excessive noise. **CARRIED**

CORRESPONDENCE

1. Council reviewed correspondence from an Owner at 8500 Building reporting that the box hedge across the fence at 8500 courtyard is overgrown, and a portion has also died. Council advised that this issue has been dealt with.
2. Council reviewed correspondence from an Owner at 8560 Building reporting that the noise in the ceiling of the common hallway has been ongoing for the last six months. Council advised that Xpert Mechanical reported there may be high water pressure causing the banging pipes. Council will direct the Building Manager to check for loose pipes.
3. Council reviewed correspondence from an Owner at 8580 Building regarding who is responsible to advise Owners of a water shut down during unit renovations. Council directed the Strata Manager to respond to the Owner accordingly.
4. Council reviewed correspondence from an Owner at 8560 Building regarding numerous trees at Queen's Gate that require attention. A Council member has since spoken to the Owner regarding the concerns.
5. Council reviewed correspondence from the Owners at 8560 Building requesting that the two large trees near the deck be trimmed to reduce the number of leaves that fall onto the deck. This item will be reviewed with the Garden Committee.
6. Council reviewed correspondence from an Owner at 8580 Building regarding laundry noise from a neighbouring unit. After discussion, Council directed the Strata Manager to request that the Owners of both units attend a Council Meeting to resolve the matter.

7. Council reviewed correspondence from an Owner at 8580 Building following up on action taken against a neighbouring unit for ongoing noise. After discussion, Council directed to the Strata Manager to advise the Owner that a fine has been applied to the offending unit.
8. Council reviewed correspondence from an Owner at 8580 Building requesting that Council consider switching pest control companies due to continuous mice/rat droppings appearing on the deck. Council advised that traps have been set up in the areas that were reported, and the continuous droppings may be coming from a different animal.
9. Council reviewed correspondence from an Owner at 8520 Building regarding ongoing mice issues within the unit. The Strata Manager advised that a response has since been sent to the Owner on how to address the matter.
10. Council reviewed correspondence from the Owners at 8500 Building requesting that the plastic placed on the common hallway carpet during unit renovations be wet mopped during each work day or remove the plastic, and vacuum the hallway carpet at the end of each work day. This item has been addressed under "Guest Business."
11. Council reviewed correspondence from the Owners at 8500 Building requesting to change their parking stall. After discussion, a majority of Council denied the Owners' request.
12. Council reviewed correspondence from an Owner at 8560 Building reporting intermittent leaks from a neighbouring unit, and other possible leaks that the Owner can hear through the bathroom wall. Council advised that the leak coming from the neighbouring unit has been addressed, and an investigation of other possible leaks can be arranged, but should the leak be sourced back to the Owner's unit, the Owner will be responsible for the costs relating to the investigation.
13. Council reviewed correspondence from an Owner at 8500 Building regarding unauthorized entry by the Council and the tradesman. After discussion, Council directed the Strata Manager to respond to the Owner accordingly.
14. Council reviewed correspondence from an Owner at 8580 Building regarding backed up toilet water when the neighbouring unit flushes the toilet. A plumber has since cleared the drains in that stack.
15. Council reviewed correspondence from an Owner at 8520 Building regarding loud noise emanating from a neighbouring unit. Council advised that the offending unit Owner will be vacating the premises shortly.
16. Council reviewed correspondence from an Owner at 8500 Building reporting continuous water ingress as a result from a possible roof leak. The Strata Manager has since emailed the Owner with a possible resolution, but has not heard back from the Owner.
17. Council reviewed correspondence from an Owner at 8580 Building regarding ongoing noise emanating from a neighbouring unit, and allowing dirty water to go down the drain while washing the balcony. After discussion, Council directed the Strata Manager to send a reminder letter to the offending unit.

NEW BUSINESS

1. ***Record of Water Problems:*** A Council Member distributed a list of water related problems which occurred in May and June of 2018, for Council's information.
2. ***Incident Reports:*** The Strata Manager distributed the incident reports for February to June of 2018.
3. ***Hytec Water Management:*** Council reviewed a new 5.5 year lease agreement from Hytec Water Management, for Council's consideration. The lease agreement includes an upgrade to the water treatment system, and one free year of service. After discussion, Council directed the Strata Manager to forward Hytec's service reports for Council's review, and Council will arrange a meeting with the Sales Manager before considering to renew the lease.
4. ***Bin Cleaning:*** Council directed the Strata Manager to contact the City of Richmond to request routine cleaning of the recycling totes.
5. ***Enterphone Upgrade:*** Council reported that the current enterphone systems at Queen's Gate is failing periodically, and requires replacing in the near future. One quotation has been received, and additional quotations have been requested. Further discussion at the next meeting.
6. ***Window Repairs:*** Council discussed responsibility for repairs when it comes to leak investigations within a unit. Council directed the Strata Manager to simplify the "Insurance & Major Perils" information package for Owners.
7. ***Building Manager Vacation Coverage:*** Council discussed the weekend Building Manager's change in availability due to new commitments. After discussion, Council directed the Strata Manager to obtain a cost from FirstService's Building Services division for a new covering Building Manager.

TERMINATION OF MEETING

There being no further business, the meeting was terminated at 12:47 p.m.

Next Meeting: Council Meeting, Tuesday, July 24, 2018 at 9:00 a.m. within the Lounge.

FirstService Residential BC Ltd.



May Le
Strata Manager
Per the Owners
Strata Plan NW 3119

ML/cm

Direct Line: 604.601.6404

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.

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.



**FS Insurance
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did you
KNOW?

Shower Diverter Valves

Did you know that the function of a shower diverter valve is to direct water flow to either the bathtub spout or the shower head in combination bath/shower units? When a diverter valve is working properly, water only flows from one end. **However, diverters can falter and not function as designed, causing significant leaks** and allowing water to flow out of the tub spout even when in shower mode (or vice versa).



Fixing a shower diverter can help correct abnormal water pressure issues while also saving energy and water. Remember that your diverter valve is not designed as a handle, and it should not be used for assistance climbing in or out of the tub.

Possible indicators of a leak:

- ▶ Difficulty moving the diverter
- ▶ Low water pressure
- ▶ Continual dripping
- ▶ Corrosion

DISCLAIMER: All information provided by FS Insurance Brokers is advisory in nature. Any such information may not identify or contemplate all unsafe conditions; others may exist. FS Insurance Brokers does not imply, guarantee or warrant the safety of any of the client's properties or operations or that the client or any such properties or operations are in compliance with all federal, provincial, or local laws, codes, statutes, ordinances, standards or recommendations. All decisions in connection with the implementation, if any, of any of FS Insurance Brokers' advice or recommendations shall be the sole responsibility of, and made by, the client or other recipient of the information.

**MINUTES
STRATA COUNCIL MEETING
THE OWNERS STRATA PLAN NW 3119
QUEEN'S GATE**

***Held on Tuesday, July 24, 2018
Within the Lounge of Queen's Gate
8520/8560 General Currie Road***

COUNCIL IN ATTENDANCE: Carol Yap-Chung President (*Left at 12:00 p.m.*)
Percy Cheung Vice-President
Danny Hui Treasurer
Miriam Wexler Member (*Left at 12:04 p.m.*)
Laurette Vital Member
Francis Wu Member

STRATA MANAGER: May Le FirstService Residential

REMINDERS



A REMINDER THAT THE BAIT STATIONS USED TO CAPTURE MICE/RATS ARE NOT TO BE MOVED OR TOUCHED AS THE SMELL OF HUMANS WILL PREVENT THE MICE/RATS FROM ENTERING THE BAIT STATIONS.

A REMINDER THAT THE COMMON AREA DOORS THAT DO NOT HAVE FOB ACCESS MAY BE ACCESSED WITH THE BIG KEY / OLD POOL KEY.

ALL CARDBOARD MUST BE FLATTENED. AND DEPOSITED INTO THE CARDBOARD BIN LOCATED IN THE VISITOR PARKING.

The meeting was called to order at 9:00 a.m.

APPROVAL OF STRATA COUNCIL MEETING MINUTES

The following amendments were made to the minutes of the Strata Council Meeting held on June 28, 2018:

1. ***Council in Attendance:*** Ernest Leung was not in attendance.
2. ***New Business Item #6 – Window Repairs:*** Council directed the Strata Manager to request that Island Glass attend to the window repairs for 3 units.

It was moved and seconded to approve the minutes of the Strata Council Meeting held on June 28, 2018, as amended. **CARRIED.**

FINANCIAL REPORT

1. **Review of Accounts Receivable:** Owners are reminded that Strata fees are due on the 1st of each month. The Council thanks all Owners who have made their monthly Strata fee payments in full and on time each month.
2. **Report on Unapproved Expenditures:** There are no unapproved expenditures to report. The *Strata Property Act* requires that all Owners be notified as soon as possible of unapproved expenditures.
3. **Monthly Statement(s):** The financial statement(s) of June 2018 were deferred as Council required clarification on 2 budget line items.

Owners wishing to view the most recent financial statement are encouraged to log onto **FSRConnect™**. The financial statement can be viewed by logging into your account, clicking on "Forms and Documents", then "Financial Document", and then selecting the desired file.

4. **2016/2017 Audit:** The finalized audit for the 2016/2017 fiscal year is in progress from Dong Russell.

REPORT ON LITIGATION

There is currently a Notice of Dispute filed with the Civil Resolutions Tribunal against the Owners, Strata Plan NW 3119. The dispute is currently ongoing.

BUSINESS ARISING

1. **Annual and Routine Maintenance:**
 - (a) **Pool System:** Michael A. Smith Duct Cleaning completed the cleaning of the pool system vents.
2. **302 – 8580 Balcony Repair:** Council directed the Strata Manager to follow up with Celsky Vinyl Sundecks & Railings on when the balcony repairs at 302 – 8580 will be scheduled.
3. **Welcome Package:** A review and revision of the current Queen's Gate welcome package is in progress.
4. **Parkade Gate Replacement:** Doorcare is scheduled to replace the parkade gate and motor at 8560 Building within the next 2 weeks.
5. **Roof Repairs and Maintenance:** RooFix is scheduled to start the repairs to the metal roofs on July 30, 2018.

6. **Fire Sprinkler System:** The Strata Manager reported that replacement of the faceplate gasket is delayed due to Vancouver Fire & Security misplacing the work order.

Council directed the Strata Manager to request that Vancouver Fire & Security switch the 2 phone lines that are connected to the fire monitoring system as the primary phone line is currently connected to the QG office.

7. **Hytec Water Management:** Council reviewed a renewal agreement from Hytec Water Management for a further 72 months, which would include a major upgrade to the water treatment system. After discussion, it was moved and seconded to approve Hytec Water Management's renewal agreement, commencing on October 1, 2018. **CARRIED.**

The payment terms are as follows:

- October 1, 2018 to March 1, 2019, \$200.00 (plus taxes) per month.
- April 1, 2019 until the end of the term, \$1,309.80 (plus taxes) per month.

8. **Enterphone Upgrade:** Council reviewed quotations to upgrade the enterphone system to a new Enterphone IQ System, which would require separate phone lines to function. After discussion, Council directed the Strata Manager to arrange for a Special General Meeting on September 12, 2018, to propose a resolution to the Owners for consideration.

Council discussed a response plan in the event that the current enterphone system fails again. After discussion, Council directed the Strata Manager to prepare a standard building notice for posting during the enterphone system failure.

9. **Window Repairs:** Council directed the Strata Manager to follow up with Island Glass for when the window repairs will be scheduled.
10. **Building Manager Vacation Coverage:** Council discussed whether a new part-time Caretaker is required due to some changes with Hank's availability. After discussion, Council agreed to hold off until Hank confirms his availability.

BUILDING MANAGER'S REPORT

N/A.

COMMITTEE'S REPORTS

1. **Landscaping:**

- (a) **Monthly Report:** Contour Landscaping provided a Landscaping Report for June 2018 to Council.
- (b) **Chafer Control:** Contour Landscaping has not applied the European Chafer control treatment yet. Council directed the Strata Manager to follow up with Contour Landscaping.

- (c) **Power Raking:** Due to the hot weather, Contour Landscaping rescheduled the power raking to September when the weather cools down.
- (d) **Tree Pruning:** Bartlett Tree Experts has not completed the tree pruning. Council directed the Strata Manager to follow up with Bartlett on when they will return to complete the pruning.
- (e) **Riding Mowers:** Council reviewed the pricing from Contour Landscaping to use a 21" push lawn mower instead of a 48" riding mower, as the riding mower has damaged the pathway boards. Council agreed not to move forward as the cost to use the 21" push lawn mower for the year is an additional \$13,920.00 (plus GST).
- (f) **Back Lawn:** Council directed the Strata Manager to obtain recommendations for the back lawn areas that require attention.

CORRESPONDENCE

Owners are invited to write to the Strata Council via the Management Company regarding any Strata related matters. Owners are to note that response letters will be issued only on those matters as required in accordance with the *Strata Property Act* and Regulations, otherwise, all correspondence will be noted in the minutes as acknowledgment along with any follow-up action or directive as the Strata Council sees fit, and that no further written response to the Owner(s) is deemed necessary. Anonymous letters will not be acknowledged or noted in the minutes.

CHARGE BACK LETTERS

The Strata Manager distributed to Council, 4 charge back letters sent to Owners since the last Council Meeting.

BYLAW INFRACTION LETTERS

Council reviewed 2 Bylaw infraction letters sent to Owners since the last Council Meeting. After discussion, Council agreed not to levy fines at this time.

CORRESPONDENCE

1. Council reviewed correspondence from an Owner at 8500 Building reporting an increase in mice activity in the 8500 Common Area Courtyard. Council reported that some Owners are moving the bait stations around when cleaning their decks, which is causing the mice/rats to avoid the bait stations. Owners are reminded not to touch the bait stations as the smell of humans is a deterrent to the mice/rats.
2. Council reviewed correspondence from an Owner at 8580 Building reporting continuous noise emanating from a neighbouring unit, including banging and scraping on the deck as well as the sounds of water turning on and off during all hours of the day and night. After discussion, Council directed the Strata Manager to send a Bylaw infraction letter to the offending unit.

3. Council reviewed correspondence from an Owner at 8520 Building reporting that the cleaning solutions used by the janitors are strongly scented, and requested that they switch back to unscented cleaning solutions. After discussion, Council agreed that switching to unscented cleaning solutions is not required at this time.
4. Council reviewed correspondence from an Owner at 8520 Building requesting clarification on who is responsible to replace the weather stripping that is located on the inside of the balcony door. Council advised that the inside weather stripping is an Owner's responsibility.
5. Council reviewed correspondence from an Owner at 8500 Building reporting concerns with the pruning of the hedges at the 8500 Courtyard and safety concern with a vertical pipe that protrudes out of the ground. Council will review the hedges with the Garden Committee, and the Building Committee will review the pipe, and a response will be sent to the Owner.
6. Council reviewed correspondence from an Owner at 8560 Building reporting that the balcony door installed in 2014 was not aligned to the door frame, and the window in the living room was foggy. The Strata Manager advised that the window repair has been reported to Island Glass for review. A Council Member and the Building Manager will review the balcony door.
7. Council reviewed correspondence from an Owner at 8500 Building requesting clarification relating to the gas leak incident in the unit above. Council directed the Strata Manager to respond to the Owner accordingly.
8. Council reviewed correspondence from an Owner at 8500 Building requesting to switch parking stalls as the Owner is finding it more difficult to park in the current assigned parking stall. After discussion, it was moved and seconded to deny the Owner's request.
CARRIED.

RENOVATIONS

The following units were approved for renovations prior to the meeting:

- 326 – 8520
- 113 – 8560
- 306 – 8560
- 303 – 8580

NEW BUSINESS

1. ***Record of Water Problems:*** A Council Member distributed a list of water related problems, which occurred in July of 2018, for Council's information.
2. ***Incident Reports:*** The Strata Manager distributed the incident reports for July of 2018, for Council's information.

3. **Pathway Repairs:** Council reviewed a quotation to restore the pathway located at the back of Queen's Gate buildings. After discussion, Council will look into other options to rebuild the pathway.
4. **Fibre Optic Network:** Council reviewed a proposal from Novus Entertainment to install fibre optics network at Queen's Gate. After discussion, Council directed the Strata Manager to request that Novus Entertainment attend a meeting with Council to answer any questions Council may have.
5. **Renovation Requests:** Council reviewed the renovation approval process, and the Indemnity Agreement. After discussion, Council agreed that the current renovation approval process is sufficient.

TERMINATION OF MEETING

There being no further business, the meeting was terminated at 12:07 p.m.

Next Council Meeting: Wednesday, August 29, 2018 at 9:00 a.m. within the Lounge.

FirstService Residential BC Ltd.



May Le
Strata Manager
Per the Owners
Strata Plan NW 3119

ML/vp

Direct Line: 604.601.6404

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.

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.

The shocks and outbursts of EARTHQUAKES

*In the face of this natural hazard,
how resilient is your Strata Corporation?*

Given that there are 4,000 earthquakes recorded in Canada each year, and a 30% chance of a significant earthquake occurring in Southwestern BC in the next 50 years, there is no way to guarantee your Strata won't have to deal with the effects of an earthquake. Being prepared is a community effort.

FACT: *Over 25% of the population in British Columbia live in a Strata Corporation*

FACT: *Over 60% of British Columbians live in a region where some of the largest earthquakes in the world have occurred*

Let's talk the BIG ONE...



The Insurance Bureau of Canada (IBC) estimates that the cost of a megathrust earthquake (9.0 magnitude) off the coast of BC could trigger \$75 billion in total economic loss

High population density, urban development near fault lines, older structures not built or upgraded to current building codes, and robust economic activity in the coastal areas of BC are all determinants in this estimation

IT'S NOT ALL DOOM & GLOOM...

Think about risk and consider this:

Disasters are the collision of 2 opposing forces: certain factors of vulnerability on one side & the natural hazard (earthquake) on the other.

Simply put, vulnerability is the capacity to be wounded. This could be physical, financial or emotional.

Prior to an earthquake, the owners of a Strata Corporation must identify and look for ways to reduce vulnerabilities that would make them prone to loss and damage and become more resilient.



Resilience is the ability to deflect under pressure without breaking!



We need to talk about INSURANCE...

Insurance is a form of risk transfer and a measure to mitigate adverse financial impacts caused by a hazard, such as an earthquake. Purchasing insurance is a smart strategy to protect your investment and prepare for the worst-case scenario! Plus, your neighbours will appreciate it.

FACT: The Strata Property Act requires the Strata Corporation to obtain and maintain property insurance on common property, common assets, buildings shown on the Strata Plan and fixtures built or installed by the owner developer as part of the original construction.

FACT: The Strata Corporation's insurance must be on the basis of full replacement value and insure against all major perils as set out in the Act, as well as any other perils specified in the Bylaws.

FACT: In BC, Strata Insurance is typically one of the most expensive items in the operating budget – and often subject to a deductible in the event of a claim.

DID YOU KNOW?

Typically, insurance doesn't 'kick-in' until the deductible is paid.

How is the Strata Corporation's Earthquake Deductible Calculated?

Deductibles are a percentage – typically ranging 10% to 20% – of the total property limit stated on the policy – and not the amount of damage incurred.

Did you know that the Strata's appraised value must be updated annually on the policy to comply with the Act? Having a current appraisal keeps the extended clause that gives the Strata a 'buffer' if construction costs exceed the policy limit in the event of a full loss. It's worth having!

Case Study: 150 unit Strata in downtown Vancouver

Property Limit / Appraised Value	\$50,000,000
Earthquake deductible	15%
Total Deductible for Strata	\$7,500,000

Does your Strata Corporation have this kind of money saved?

DID YOU KNOW:

Insurance deductibles are a common expense. If the Strata Corporation does not have sufficient funds to pay the deductible, each owner will be responsible for their portion, through an assessment, based on their individual unit entitlement.

What if the deductible is \$7.5M and the damage is \$6M? As damage falls below the deductible, the Strata's insurance policy wouldn't apply. However, each owner would still be responsible for their portion of repairs!



Unit entitlement is provided upon move-in and also included annually in the AGM package.

Calculation: individual unit entitlement / total unit entitlement X total amount of earthquake deductible = your portion!

How can my Strata Council help?

RESILIENCE TIPS:

Earthquake Buy-down option: Strata Corporations can now buy-down the earthquake deductible to as low as 5%. Using the above case study, this could save the Strata Corporation up to \$5,000,000! This option can be purchased at renewal – or at any time.

Promote awareness and change through education and communication: Unfortunately, personal policies are not mandatory under the Act. As a council member, communicate the importance of personal policies at AGM's. Post notices in common areas. Invite your broker to deliver education to the ownership.

Have a Back-up Plan: Consider investigating a banking or credit arrangement that would cover the amount of the deductible to get repairs underway, faster. You're in a much better position to be approved for lending and to negotiate optimal terms before sustaining loss / damage.

As an owner, it is your personal responsibility to purchase insurance. Your neighbours will thank you!



"It is better to have, and not need, than to need, and not have" (Frank Kafka).

FACT:

Earthquake coverage is typically not included on a home insurance policy – but can be purchased separately as an add-on to your policy. Make sure to ask!

FACT:

The annual cost of an average condo policy in Metro- Vancouver is only \$400 – or \$480 with earthquake coverage – which breaks down to approximately \$9.25 per week.

DID YOU KNOW:

The Insurance Bureau of Canada estimates that only 55% of owners in Metro-Vancouver have earthquake insurance, despite living in a high risk region!

As an owner in a Strata Corporation, you'll be thankful to have deductible and special assessment coverage (i.e. – water damage, earthquake) on your homeowner policy if an assessment is made by the Strata Corporation to your unit!

HOW CAN I HELP AS AN OWNER?

RESILIENCE TIPS:

Buy a homeowners policy with earthquake coverage. Talk to a broker who understands Strata living and consider purchasing your policy from the same brokerage that issues the Strata's policy. This will help ensure adequate limits and can also help simplify the claims handling process.

Coverage's worth having: personal property and contents, additional living expenses, any betterments & improvements made to the unit, personal liability, loss of rental income (if applicable), and deductible and special assessment coverage.

Know your unit entitlement and purchase necessary amounts of insurance. Download a copy of the Strata's policy and deductible amounts from FSR Connect and give to your personal broker.

DID YOU KNOW:

Disaster aid often excludes insurable loss which is why purchasing insurance is so important!

What else can our Strata do to prepare?



Here are some other ideas:

Attend a Workshop. Attend a free emergency preparedness workshop run by the City. (Tip: with 15 participants, they'll come to you!)

Establish a Disaster Committee. Strengthen your community & resilience by establishing a disaster committee within your Strata – also a good excuse to get to get to know your neighbours! Identify those with physical limitations or disabilities, health issues, language barriers, and the elderly.

Know where the Strata's main shut off valves are located and who is responsible for turning them off in the case of an emergency. As fire often follows a major earthquake, consider installing a seismic gas shut- off valve.

Be prepared to survive for 72 hours without help. Keep an emergency kit at home – and at work. Remember: it's all about supplies: basic supplies, additional emergency supplies, first-aid supplies and supplies for unique needs.

"Preparedness, when properly pursued, is a way of life, not a sudden, spectacular program" (Spencer Kimball)

SOURCES

<https://www.emergencyinfobc.gov.bc.ca/>

<http://www2.gov.bc.ca/gov/content/safety/emergency-preparedness-response-recovery/emergency-response-and-recovery/disaster-financial-assistance>

http://www2.gov.bc.ca/assets/gov/public-safety-and-emergency-services/emergency-preparedness-response-recovery/embc/preparedbc/preparedbc_apartment_and_condo_guide_web.pdf

<http://vancouver.ca/home-property-development/free-emergency-workshops.aspx>

<http://assets.ibc.ca/Documents/Brochures/Earthquake-preparations-for-residents-of-BC.pdf>

<http://assets.ibc.ca/Documents/Brochures/Earthquake-Be-Prepared-Not-Scared.pdf>

<http://vancouver.ca/home-property-development/earthquake-facts.aspx>

<https://www.leoinsurance.ca/>

<http://assets.ibc.ca/Documents/Brochures/EQ-study-results-at-a-glance.pdf>

<http://www.ibt.ca/ns/resources/industry-resources/insurance-fact-book>

**MINUTES
STRATA COUNCIL MEETING
THE OWNERS STRATA PLAN NW 3119
QUEEN'S GATE**

*Held on Wednesday, August 29, 2018
Within the Lounge of Queen's Gate
8520/8560 General Currie Road*

COUNCIL IN ATTENDANCE:	Carol Yap-Chung	President
	Percy Cheung	Vice-President
	Danny Hui	Treasurer
	Miriam Wexler	Member (<i>Left at 12:20 p.m.</i>)
	Laurette Vital	Member
	Francis Wu	Member

STRATA MANAGER:	May Le	FirstService Residential
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REMINDERS



PLEASE BEWARE OF SHORT-TERM ACCOMMODATION RENTALS (I.E. AIRBNB). IF OWNERS OBSERVE A POSSIBLE SHORT-TERM ACCOMMODATION RENTAL, PLEASE REPORT IT TO THE STRATA MANAGER IMMEDIATELY.

ALL CARDBOARD MUST BE FLATTENED. AND DEPOSITED INTO THE CARDBOARD BIN LOCATED IN THE VISITOR PARKING.

The meeting was called to order at 9:12 a.m.

APPROVAL OF STRATA COUNCIL MEETING MINUTES

It was moved and seconded to approve the Minutes of the Strata Council Meeting held on July 24, 2018, as distributed. **CARRIED**

FINANCIAL REPORT

1. ***Review of Accounts Receivable:*** Council reviewed the accounts receivable report. After discussion, Council directed the Strata Manager to send arrears letters to two units.

Owners are reminded that Strata fees are due on the 1st of each month. The Council thanks all Owners who have made their monthly Strata fee payments in full and on time each month.

2. ***Report on Unapproved Expenditures:*** There are no unapproved expenditures to report. The *Strata Property Act* requires that all Owners be notified as soon as possible of unapproved expenditures.

3. **Monthly Statements:** It was moved and seconded to approve the financial statements of June 2018, as circulated. **CARRIED**

Owners wishing to view the most recent financial statement are encouraged to log onto **FSRConnect™**. The financial statement can be viewed by logging into your account, clicking on "Forms and Documents", then "Financial Document", and then selecting the desired file.

4. **2016/2017 Audit:** The finalized audit for the 2016/2017 fiscal year is in progress from Dong Russell.
5. **2017/2018 Audit:** Council reviewed a quotation to audit the financial statements of 2017/2018. After discussion, it was moved and seconded to approve Dong Russell's quotation, in the amount of \$3,750.00 (plus GST). **CARRIED**

Council directed the Strata Manager to inquire on the costs of audit services for every two years.

REPORT ON LITIGATION

There is currently a Notice of Dispute filed with the Civil Resolutions Tribunal against the Owners, Strata Plan NW 3119. The dispute is currently ongoing.

BUSINESS ARISING

Annual and Routine Maintenance:

1. **302 – 8580 Balcony Repair:** Vinyl Celsky Sundecks & Railings completed the repairs to the balcony at unit 302-8580 on August 13, 2018.
2. **Welcome Package:** Council reviewed the custom welcome package prepared by the Council President. After discussion, Council directed the Strata Manager to include the Emergency Response package. The finalized welcome package will be distributed to all new Owners upon completion of a sale, as well as, be made available at the Queen's Gate office for distribution to Owners during a move-in.
3. **Parkade Gate Replacement:** Door care completed the replacement to the parkade gate and motor at 8560 Building.
4. **Roof Repairs and Maintenance:** Roofix completed the repairs to the metal roofs on August 9, 2018.
5. **Fire Sprinkler System:** The Strata Manager is currently waiting for a response from Vancouver Fire & Security regarding the replacement of the faceplate gasket for the fire sprinkler head.
6. **Hytec Water Management:** The Strata Manager reported that the signed lease documents and void cheque have been forwarded to the leasing company. The Strata Manager will follow up with Hytec Water Management for when the upgrade will take place.

7. **Enterphone Upgrade:** Prior to the meeting, the enterphone system at the main gate failed. Council approved to move forward with replacing all enterphone systems with a new Vista phone MESH 19 system for the main gate, and four Vista phone IQ systems for the lobby entrances. Telus installed a phone line on August 27, 2018, Viscount is scheduled to install the new Vista phone MESH 19 system at the main gate on August 30, 2018, and the four Vista phone MESH 19 systems have been ordered, per their approved quotation, in the amount of \$20,823.00 (plus GST). The cost will be reduced by 30% when the Strata signs up to a 5-year maintenance contract with Viscount as an Unapproved Expenditure to be ratified at the next General Meeting.
8. **Window Repairs:** The repairs to windows of two units at 8500 and 8580 Buildings, as well as, one window in the common area of 8500 Building has yet to be scheduled by Island Glass.
9. **Building Manager Vacation Coverage:** Council discussed the Building Manager's vacation coverage as the current part-time Caretaker is no longer able to provide coverage. After discussion, Council agreed that the office will close during the Building Manager's vacations. Coverage for daily duties will be arranged with Council members.
10. **Fibre Optic Network:** Council discussed the fibre optics proposal offered by Novus Entertainment. After discussion, Council directed the Strata Manager to advise Novus Entertainment to add Queen's Gate to the waiting list.

BUILDING MANAGER'S REPORT

The Building Manager's monthly report was distributed to Council for reference.

COMMITTEE'S REPORTS

1. **Landscaping:**
 - (a) **Monthly Report:** Contour Landscaping provided a Landscaping Report for July 2018 to Council.
 - (b) **Summer Annuals:** Council discussed the additional invoice from Contour Landscaping for installation of the summer annuals. Due to miscommunication between Council, the Landscaping Committee, and Contour Landscaping, Contour Landscaping has offered a credit of \$200.00 to Queen's Gate.
 - (c) **Chafer Control:** Contour Landscaping has reported that Merit which is used to control and prevent European Chafer, has now been banned by the City of Richmond.
 - (d) **Power Raking:** Due to the hot weather, Contour Landscaping rescheduled the power raking to September when the weather cools down.
 - (e) **Tree Pruning:** Bartlett Tree Experts completed the tree pruning on August 9, 2018.
 - (f) **Fall Plantings:** Council discussed the fall planting of pots with Perennials and Spring Bulbs which were recommended by the Garden Committee, and for which a quotation was received from Contour Landscaping. Council will explore the option of a suggested contractor who specializes in planting of flowers.
 - (g) **Back Lawn:** Council directed the Strata Manager to obtain recommendations for the back lawn areas that require attention.

- (h) **Garden Committee:** It was agreed that Val Chuy of the Garden Committee will do a weekly walkabout and provide a list of deficiencies to Council for follow-up and action by the landscape contractor.

CORRESPONDENCE

Owners are invited to write to the Strata Council via the Management Company regarding any Strata related matters. Owners are to note that response letters will be issued only on those matters as required in accordance with the *Strata Property Act* and Regulations, otherwise, all correspondence will be noted in the minutes as acknowledgment along with any follow-up action or directive as the Strata Council sees fit, and that no further written response to the Owner(s) is deemed necessary. Anonymous letters will not be acknowledged or noted in the minutes.

CHARGE BACK LETTERS

The Strata Manager distributed to Council, 4 charge back letters sent to Owners since the last Council Meeting.

BYLAW INFRACTION LETTERS

Council reviewed four Bylaw infraction letters sent to Owners since the last Council Meeting, and responses from two unit Owners. After discussion, Council agreed not to levy fines at this time.

CORRESPONDENCE

1. Council reviewed correspondence from an Owner at 8500 Building requesting that a protective pad be placed over the lobby table during moves of furniture and/or construction items, as well as, limiting the quantity of construction items being stored in the main lobby areas as the items obstruct the pathway for Residents. Council will be looking into this.
2. Council reviewed correspondence from an Owner at 8560 Building reporting ongoing motor sounds in the hallway. Council reported that the noise may have been located from two fans running, and has since turned off the fans for the time being.
3. Council reviewed correspondence from an Owner at 8500 Building explaining the cause of the failed fireplace gas valves in three units. After discussion, Council directed the Strata Manager to respond to the Owner accordingly.
4. Council reviewed correspondence from an Owner at 8520 Building advising Council that the stripping around the balcony door glass cannot be replaced on the inside only, and must be replaced on both the inside and outside. After discussion, Council agreed that the Strata will pay for half of the costs to replace the stripping on the inside and outside of the balcony door glass.
5. Council reviewed correspondence from an Owner at 8500 Building requesting that Council consider hiring a cleaner to clean the guest suites on Saturdays to accommodate guest suite bookings on Fridays. Council advised that should an Owner require a booking on a Friday, Council will find ways to accommodate.

6. Council reviewed correspondence from an Owner at 8500 Building requesting that Council obtain another landscaping contractor due to the damages that the current landscapers have done to the irrigation sprinklers and the pathway boards. After discussion, Council directed the Strata Manager to obtain quotations for landscape maintenance, as well as, recommendations for the back lawn area.
7. Council reviewed correspondence from an Owner at 8500 Building reported that the lobby table at 8500 Building is scratched and chipped. After discussion, Council will arrange to have the lobby table repaired.
8. Council reviewed correspondence from an Owner at 8580 Building in response to a Bylaw reminder to clean the common areas during the renovations. The Owner apologized for the mess, and assured Council that moving forward, the contractors will ensure the common areas are left clean during the renovations.
9. Council reviewed correspondence from an Owner at 8580 Building reporting loud noise emanating from a neighbouring unit during the weekend of August 3, 2018. After discussion, Council directed the Strata Manager to send a Bylaw infraction to the alleged unit.
10. Council reviewed correspondence from an Owner at 8500 Building requesting a handicap parking stall closer to the door. After discussion, Council directed the Strata Manager to respond to the Owner accordingly.

RENOVATIONS

The following units were approved for renovations prior to the meeting:

- 218 – 8500
- 221 – 8500

NEW BUSINESS

1. **Record of Water Problems:** A Council Member distributed a list of water related problems, which occurred in August of 2018, for Council's information.
2. **Incident Reports:** The Strata Manager distributed the incident reports for July and August of 2018, for Council's information.
3. **Summer & Fall Maintenance Programs:** A Council Member distributed a list of the completed Summer maintenance projects and the proposed Fall maintenance projects for Council's information.
4. **Insurance Seminar:** Queen's Gate will be holding a seminar on October 18, 2018 at 7:00 p.m. to provide information to Owners regarding responsibility when it comes to water damage claims. Michelle Elliott from Hub International Coastal Insurance Brokers will be in attendance to answer any questions Owners may have.
5. **Main Entrance Gate:** Council reviewed quotations to replace the swing gate arm and hinges which were malfunctioning. After discussion, it was moved and seconded to approve Door care's quotation, in the amount of \$3,955.00 (plus GST). **CARRIED**
6. **Snow Removal:** Council directed the Strata Manager to order 80 bags of ice melt.

7. **Hot Tub Cover:** Council reviewed a quotation for a 3-piece unhinged Dorlon Cover for the hot tub as the current cover is worn out. After discussion, Council directed the Strata Manager to obtain additional quotations.
8. **Bell Satellite Dish:** Council directed the Strata Manager to contact Bell TV to remove the satellite dish located on the roof.
9. **Building System Regulators:** Due to a failed Building System Regulator at 8500 Building that caused the fireplace gas valves to fail in two units, Council directed the Strata Manager to obtain a contractor to assess all Building System Regulators at Queen's Gate to ensure proper functioning.
10. **Parking Stall:** Council directed the Strata Manager to send a Bylaw infraction letter to an Owner at 8580 Building regarding motor vehicle which is leaking oil in the assigned parking stall.

TERMINATION OF MEETING

There being no further business, the meeting was terminated at 12:30 p.m.

Next Council Meeting: Wednesday, September 26, 2018 at 9:00 a.m. within the Lounge.

FirstService Residential BC Ltd.



May Le
Strata Manager
Per the Owners
Strata Plan NW 3119

Direct Line: 604.601.6404

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.

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.

For those Owners who have already signed up to **FSRConnect™** you may access the website at <http://bc.fsrconnect.ca/NW3119>

**MINUTES
STRATA COUNCIL MEETING
THE OWNERS STRATA PLAN NW 3119
QUEEN'S GATE**

*Held on Wednesday, September 26, 2018
Within the Lounge of Queen's Gate
8520/8560 General Currie Road*

COUNCIL IN ATTENDANCE:	Carol Yap-Chung	President
	Percy Cheung	Vice-President
	Danny Hui	Treasurer
	Laurette Vital	Member
	Francis Wu	Member
REGRETS:	Miriam Wexler	Member
STRATA MANAGER:	May Le	FirstService Residential

REMINDERS



DO NOT FLUSH WET WIPES DOWN THE TOILET AS THE WIPES WILL BLOCK THE COMMON DRAINS CAUSING BACKUPS.

OWNERS CARRYING STORAGE INSURANCE FOR THE VEHICLES PARKED IN THEIR PARKING STALLS ARE REQUIRED TO PROVIDE A COPY TO THE QUEEN'S GATE OFFICE, AS WELL AS, DISPLAY THE STORAGE INSURANCE ON THE VEHICLE WHERE VISIBLE. FOR PRIVACY PROTECTION, PLEASE BLACK OUT YOUR PERSONAL INFORMATION.

PLEASE BEWARE OF SHORT-TERM ACCOMMODATION RENTALS (I.E. AIRBNB). IF OWNERS OBSERVE A POSSIBLE SHORT-TERM ACCOMMODATION RENTAL, PLEASE REPORT IT TO THE STRATA MANAGER IMMEDIATELY.

ALL CARDBOARD MUST BE FLATTENED. AND DEPOSITED INTO THE CARDBOARD BIN LOCATED IN THE VISITOR PARKING.

COUNCIL WOULD LIKE TO INFORM OWNERS THAT THERE IS A SHORTAGE OF VOLUNTEERS FOR THE QUEEN'S GATE COMMITTEES. COUNCIL WOULD LIKE TO ENCOURAGE OWNERS TO VOLUNTEER FOR THE FOLLOWING COMMITTEES BY CONTACTING THE QUEEN'S GATE OFFICE:

**BLOCK WATCH COMMITTEE
BUILDING COMMITTEE
EMERGENCY RESPONSE COMMITTEE**

The meeting was called to order at 9:05 a.m.

APPROVAL OF STRATA COUNCIL MEETING MINUTES

It was moved and seconded to approve the Minutes of the Strata Council Meeting held on August 29, 2018, as distributed. **CARRIED**

FINANCIAL REPORT

1. **Review of Accounts Receivable:** Council reviewed the accounts receivable report. After discussion, it was moved and seconded to register a Certificate of Lien against a strata lot of unpaid Strata fees, subject to the Strata Manager contacting the Owner via phone first. **CARRIED.**

Owners are reminded that Strata fees are due on the 1st of each month. The Council thanks all Owners who have made their monthly Strata fee payments in full and on time each month.

2. **Report on Unapproved Expenditures:** Installation of the new enterphones will be expensed from the Contingency Reserve Fund as an unapproved expenditure, to be ratified at the next General Meeting.
3. **Monthly Statements:** Council reviewed the July and August 2018 financial statements, and reported that there were several errors. After the Strata Manager informed Council that a different property accountant was assigned to Queen's Gate, Council directed the Strata Manager to report the errors to FirstService's management team, and to reassign the previous property accountant back to Queen's Gate. The July and August 2018 financial statements were deferred to the next meeting.

Owners wishing to view the most recent financial statement are encouraged to log onto **FSRConnect™**. The financial statement can be viewed by logging into your account, clicking on "Forms and Documents", then "Financial Document", and then selecting the desired file.

4. **2016/2017 Audit:** The finalized audit for the 2016/2017 fiscal year is in progress by Dong Russell.
5. **2017/2018 Audit:** The draft audit for 2017/2018 fiscal year is in progress by Dong Russell.

REPORT ON LITIGATION

There is currently a Notice of Dispute filed with the Civil Resolutions Tribunal against the Owners, Strata Plan NW 3119. The dispute is currently ongoing.

BUSINESS ARISING

1. **Fire Sprinkler System:** Vancouver Fire & Security completed the replacement of the faceplate gasket for the fire sprinkler head.
2. **Hytec Water Management:** Hytec Water Management began the upgrades to the water management system on September 26, 2018.

3. **Enterphone Upgrade:** Viscount completed the installation of the Vista phone MESH 19 at the front entrance gate. The four new Vista phone IQ systems for the lobby entrances have been ordered, and is expected to arrive and be installed in the upcoming weeks.
4. **Window Repairs:** Island Glass completed the replacement of the failed seal and window hinges at a unit at 8500 Building, a failed window at a unit in 8580 Building, and two failed seals in the common area at 8500 Building, per their approved quotations, totaling \$2,620.00 (plus GST). The cost of materials and labour for the window hinges at 8500 Building will be charged back to the unit as this cost is an Owner's responsibility.
5. **Fibre Optic Network:** Council forwarded the signed access agreement submitted by Novus Entertainment, to be added onto the waiting list for fibre optic network installation.
6. **Building System Regulators:** The Strata Manager advised Council that the gas contractor would charge an hourly rate to assess all of the building system regulators at Queen's Gate. The assessment would require a shut down and start up of all building system regulators, as well as access to all units to relight the gas fireplaces. After discussion, Council agreed not to move forward at this time, and directed the Strata Manager to check what other Stratas have done.
7. **Snow Removal:**
 - (a) **Ice Melt:** The Strata Manager advised Council that 80 bags of ice melt have been ordered from Wood Wyant at a cost of \$10.95 (plus GST) per bag.
 - (b) **Snow Plowing/Salting:** It was moved and seconded to approve Golden Heart Property Maintenance's quotation for snow removal services at an hourly call out rate of \$250.00 (plus GST) per hour, minimum 1.5 hour charge per visit.

BUILDING MANAGER'S REPORT

N/A

COMMITTEE'S REPORTS

1. **Landscaping:**
 - (a) **Monthly Report:** Contour Landscaping provided a Landscaping Report for August 2018 to Council.
 - (b) **Fall Newsletter:** Contour Landscaping provided a fall newsletter to update Council on what landscaping services to expect during the fall.
 - (c) **Mushroom Newsletter:** Contour Landscaping provided a newsletter regarding the growth of mushrooms during Autumn for Council's information.
 - (d) **Fall Plantings:** Council reviewed two quotations for fall and winter plantings. After discussion, it was moved and seconded to approve Jill Wright Garden Designs' quotation, in the amount of \$805.84 (including taxes). **CARRIED**
 - (e) **Lounge Garden:** Council reviewed a quotation to renovate the lounge garden by adding compost, installing three flats of Pansies, Darwin Tulips, Allium, Crocus,

and Daffodils. After discussion, Council directed the Strata Manager to obtain a cost for removing the current plants, as well as, recommendations of which plants should be removed.

- (f) **Back Lawn:** Recommendations for the back lawn have been requested along with the quotation requests for landscape maintenance.
- (g) **Landscape Maintenance Contract:** One quotation has been received for a new landscape maintenance contractor. Additional quotations are pending, and will be forwarded to Council for review via email.
- (h) **Garden Committee Meeting Minutes:** It was moved and seconded to approve the Garden Committee Meeting Minutes of September 17, 2018. **CARRIED**

Owners may view the Garden Committee Meeting Minutes on **FSRConnect™**.

CORRESPONDENCE

Owners are invited to write to the Strata Council via the Management Company regarding any Strata related matters. Owners are to note that response letters will be issued only on those matters as required in accordance with the *Strata Property Act* and Regulations, otherwise, all correspondence will be noted in the minutes as acknowledgment along with any follow-up action or directive as the Strata Council sees fit, and that no further written response to the Owner(s) is deemed necessary. Anonymous letters will not be acknowledged or noted in the minutes.

CHARGE BACK LETTERS

None

BYLAW INFRACTION LETTERS

Council reviewed five Bylaw infraction letters sent to Owners since the last Council Meeting, and three responses from Owners. After discussion, it was moved and seconded to levy a \$200.00 fine against a unit for restricting Residents' access to the change room facility, a \$200.00 fine against a unit for dumping non-permitted household items in the garbage bin, and a \$200.00 fine against a unit for occupying the unit as a short-term accommodation rental. **CARRIED.**

CORRESPONDENCE

1. Council reviewed correspondence from an Owner at 8500 Building regarding a gas leak in a unit that affected the use of the gas fireplace. The Strata Manager since responded to the Owner.
2. Council reviewed correspondence from an Owner at 8500 Building requesting repairs to the deteriorated moulding on the patio door. Council will arrange to review the moulding and repair accordingly.
3. Council reviewed correspondence from an Owner at 8580 Building reporting issues with FirstService Residential's fax machine during the weekend of September 15, 2018, and alleged noise emanating from a neighbouring unit. After discussion, Council directed the Strata Manager to respond to the Owner accordingly.

4. Council reviewed correspondence from an Owner at 8580 Building regarding noise allegedly emanating from a neighbouring unit. After discussion, Council directed the Strata Manager to send a Bylaw infraction letter to the alleged unit.
5. Council reviewed correspondence from an Owner at 8500 Building thanking the Council for their response regarding guest suite rental procedures.
6. Council reviewed correspondence from an Owner at 8500 Building requesting that Council reimburse the Owner for costs to clean out the aerator in the ensuite bathroom basin. After discussion, Council denied the Owner's request.
7. Council reviewed correspondence from an Owner at 8500 Building reported that there is a leak in the bathroom skylight. Council advised that after a review of the skylight and roof, the issue is condensation within the bathroom. Council directed the Strata Manager to request that the Owner replace the bathroom vent.
8. Council reviewed correspondence from an Owner at 8500 Building requesting that the high branches on the trees at the south east side of 8500 Building be cut down to two storeys high as they are blocking the sunlight to the unit. Council advised that the Arborist prunes the trees on an annual basis to what is recommended to ensure the health of the trees. The tree pruning cannot be customized for every individual Owner.
9. Council reviewed correspondence from an Owner at 8500 Building informing Council that The Province and Vancouver Sun newspapers are made available online at a lower cost and saves paper.
10. Council reviewed correspondence from an Owner at 8580 Building requesting to renovate the unit. After discussion, it was moved and seconded to approve the Owner's request.
CARRIED.
11. Council reviewed correspondence from an Owner at 8560 Building following up on a previous request to realign the balcony door and replace the window seal in the living room. Council will review the balcony door and the Strata Manager has dispatched Island Glass to provide a quotation to replace the window seal.

RENOVATIONS

The following units were approved for renovations prior to the meeting:

- 105-8500

NEW BUSINESS

1. **Record of Water Problems:** A Council Member distributed a list of water related problems, which occurred in September of 2018, for Council's information.
2. **Incident Reports:** The Strata Manager distributed the incident reports for July and August of 2018, for Council's information. Council directed the Strata Manager to send reminder letters to three units informing the Residents that wet wipes are not to be flushed down the toilets as this will cause the drain pipes to be blocked and backed up.

3. **Dog Bite:** The Building Manager was bitten by a Resident's dog causing injury and a visit to the emergency. A letter has since been sent to the Resident, as well as, a report to the SPCA.
4. **Fire Door Repairs:** Due to a recent break-in, the Mandoor at 8580 Building has been repaired by Nikl's, per their approved quotation, in the amount of \$1,172.00 (plus GST). The emergency exit doors at 8500 and 8580 Buildings located at the inner courtyard facing the fountain have been ordered by Nikl's, per their approved quotation, in the amount of \$5,984.00 (plus GST).
5. **HVAC Maintenance Contract:** Airstream Heating & Air Conditioning has increased their annual fee for HVAC maintenance by an additional \$98.32 per annum.
6. **Rules Update:** It was moved and seconded to approve the updated Rules, to be ratified at the next Annual General Meeting. **CARRIED**

The following Rule was added:

User Fees: *Any vehicle that uses a common area plug will be charged \$30.00 a month, for electrical charging of electrical vehicles using common area electrical outlets, payable in advance.*

7. **Lockboxes:** Council directed the Strata Manager to send a letter to an Owner requesting the removal of a lockbox that was installed on the unit door. Owners that require assistance with access into their unit may apply to the Council to install a digital lock on the unit door.
8. **Mailbox Repairs:** Nikl's is scheduled to repair the four faulty mailbox panels on September 28, 2018. Quotations are pending for repairs to the mailbox doors as some Owners have reported that it is difficult to open their mailboxes.
9. **Emergency Enterphone Access:** An enterphone access code will be set up for the fire department for access to Queen's Gate Main Gate in the event of an emergency.
10. **BC Hydro Transformer:** Council directed the Strata Manager to contact BC Hydro for access to the locked transformer room located in the lounge, as there is strange noise being heard in a unit at 8560 that cannot be located.
11. **Vehicle Insurance:** Council directed the Strata Manager to send a letter to an Owner at 8580 Building to advise that the vehicle parked in the assigned parking stall will be towed, without notice, if the vehicle insurance is not valid.

TERMINATION OF MEETING

There being no further business, the meeting was terminated at 12:09 p.m.

Next Council Meeting: Wednesday, October 31, 2018 at 9:00 a.m. within the Lounge.

FirstService Residential BC Ltd.



May Le
Strata Manager
Per the Owners
Strata Plan NW 3119

ML/jh

Direct Line: 604.601.6404

General: 604.683.8900 (24 hours emergencies)

Customer Care Centre: 1.855.273.1967 (24 hours non-emergency)

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**FS Insurance
Brokers**

did you
KNOW?

Candle Fire Hazards

Did you know that home fires started by candles can cause property damage, displacement, bodily injury and loss of life. Most candle fires start in the bedroom, and occurring during the months of December and January—especially on Christmas Eve, Christmas Day, and New Year's Day. **On average, 25 home candle fires are reported daily across North America,** causing 115 deaths and \$418 million in property damage every year.

Tips to prevent fires associated with candles:

- ▶ Trim the wick to ¼ inch each time before burning
- ▶ Keep candles at least foot away from flammable items
- ▶ Always burn candles in a well-ventilated room, but avoid drafts, vents or air currents to prevent rapid or uneven burning
- ▶ Do not leave burning candles unattended; blow out candles before leaving a room or going to sleep
- ▶ Do not place burning candles where they can easily be knocked over
- ▶ Never touch or move a burning candle; never move a votive or container candle when the wax is liquefied
- ▶ Use caution if burning candles during a power outage
- ▶ Always follow the manufacturer's recommendations on burn time and proper use



DISCLAIMER: All information provided by FS Insurance Brokers is advisory in nature. Any such information may not identify or contemplate all unsafe conditions; others may exist. FS Insurance Brokers does not imply, guarantee or warrant the safety of any of the client's properties or operations or that the client or any such properties or operations are in compliance with all federal, provincial, or local laws, codes, statutes, ordinances, standards or recommendations. All decisions in connection with the implementation, if any, of any of FS Insurance Brokers' advice or recommendations shall be the sole responsibility of, and made by, the client or other recipient of the information.

**MINUTES
STRATA COUNCIL MEETING
THE OWNERS STRATA PLAN NW 3119
QUEEN'S GATE**

*Held on Wednesday, October 31, 2018
Within the Lounge of Queen's Gate
8520/8560 General Currie Road*

COUNCIL IN ATTENDANCE:	Carol Yap-Chung	President
	Percy Cheung	Vice-President
	Laurette Vital	Member
	Francis Wu	Member
	Miriam Wexler	Member
REGRETS:	Danny Hui	Treasurer
STRATA MANAGER:	May Le	FirstService Residential

REMINDERS



OWNERS/RESIDENTS ARE NOT PERMITTED TO ENTER THE LOUNGE FOR THE DAY THE LOUNGE IS RENTED. PLEASE BE RESPECTFUL OF THE RESIDENT WHO HAS PAID FOR EXCLUSIVE USE OF THE LOUNGE FOR THE DAY, FROM 9:00 A.M. TO MIDNIGHT.

DO NOT FLUSH WET WIPES OR SWIFFER SHEETS DOWN THE TOILET AS THESE ITEMS WILL BLOCK THE COMMON DRAINS CAUSING BACKUPS.

PLEASE BEWARE OF SHORT-TERM ACCOMMODATION RENTALS (I.E. AIRBNB). IF OWNERS OBSERVE A POSSIBLE SHORT-TERM ACCOMMODATION RENTAL, PLEASE REPORT IT TO THE STRATA MANAGER IMMEDIATELY.

ALL CARDBOARD MUST BE FLATTENED. AND DEPOSITED INTO THE CARDBOARD BIN LOCATED IN THE VISITOR PARKING.

NEW ENTERPHONE SYSTEM

MOBILE PHONE NUMBERS CAN NOW BE SET UP ON THE NEW ENTERPHONE SYSTEM. OWNERS MUST COMPLETE AN ENTERPHONE REGISTRATION FORM AVAILABLE AT THE QUEEN'S GATE OFFICE. AS A QUEEN'S GATE POLICY, ONLY ONE PHONE NUMBER MAY BE SET UP FOR EACH UNIT, AND MUST BE A LOCAL PHONE NUMBER.

LOBBY ENTRANCE ENTERPHONES: OWNERS MAY INFORM THEIR VISITORS TO PRESS ANY KEY ON THE KEYPAD TO ACTIVATE THE ENTERPHONE SYSTEM.

The meeting was called to order at 9:05 a.m.

APPROVAL OF STRATA COUNCIL MEETING MINUTES

The following amendments were made to the minutes of the Strata Council Meeting held on September 26, 2018:

- ***Amend Business Arising Item #4:*** Island Glass completed the replacement of a failed window at a unit in 8580 Building, and two failed seals in the common area at 8500 Building, per their approved quotations, in the amounts totaling \$2,350.00 (plus GST).
- ***Add Business Arising Item #8 – Main Entrance Gate:*** Door Care completed the replacement of the swing gate arm and hinges at the main entrance gate on September 20, 2018.
- ***Add Business Arising Item #9 – Hot Tub Cover:*** Imperial Paddock Pools delivered the new hot tub cover on September 12, 2018, per their approved quotation, in the amount of \$559.50 (plus GST).
- ***Add Business Arising Item #10 – Bell Satellite Dish:*** The Strata Manager advised Council that the Bell satellite dish installed on the roof is now the Strata's property as the satellite dish was purchased by a past Owner. Council agreed to not remove the satellite dish at this time.

It was moved and seconded to approve the Minutes of the Strata Council Meeting held on September 26, 2018, as amended. **CARRIED**

FINANCIAL REPORT

1. ***Review of Accounts Receivable:*** Council reviewed the accounts receivable report. The Strata Manager advised Council that an Owner at 8580 Building will pay some of the arrears in November. After discussion, Council directed the Strata Manager to inform the Owner that a Certificate of Lien will be registered against the strata lot if full payment is not received by November 30, 2018.

Owners are reminded that Strata fees are due on the 1st of each month. The Council thanks all Owners who have made their monthly Strata fee payments in full and on time each month.

2. ***Report on Unapproved Expenditures:*** Installation of the new enterphones will be expensed from the Contingency Reserve Fund as an unapproved expenditure, to be ratified at the next General Meeting.
3. ***Monthly Statements:*** The July, August, and September 2018 financial statements were deferred as the Treasurer was not present at the meeting.

Owners wishing to view the most recent financial statement are encouraged to log onto **FSRConnect™**. The financial statement can be viewed by logging into your account, clicking on "Forms and Documents", then "Financial Document", and then selecting the desired file.

4. ***2016/2017 Audit:*** The finalized audit for the 2016/2017 fiscal year was received by Dong Russell.
5. ***2017/2018 Audit:*** The draft audit for 2017/2018 fiscal year is in progress by Dong Russell.

REPORT ON LITIGATION

There is currently a Notice of Dispute filed with the Civil Resolutions Tribunal against the Owners, Strata Plan NW 3119. The dispute is currently ongoing.

BUSINESS ARISING

1. ***Hytec Water Management:*** Hytec Water Management completed the upgrades to the water management system.
2. ***Enterphone Upgrade:*** Viscount completed the installation of the Vista phone MESH 19 at the front entrance gate and the four Vista phone IQ systems at the lobby entrances.
3. ***Fibre Optic Network:*** Currently on Novus Entertainment's waiting list.
4. ***Building System Regulators:*** The Strata Manager informed Council that other Stratas have planned to replace all of the Building System Regulators once a few of them have failed. After discussion, Council will consider planning for replacement of all Building System Regulators once a few more fails.
5. ***Fire Door Repairs:*** Nikl's completed the replacement of the emergency exit door at 8500 Building. The emergency exit door at 8580 Building cannot be replaced as the door that was ordered does not fit the door frame. Council will look into installing an anti-theft bar instead.
6. ***Mailbox Repairs:*** Nikl's completed the repairs to the four faulty mailbox panels at 8520 Building on September 28, 2018.

Council reviewed two quotations to replace the mailboxes at all buildings. After discussion, Council agreed not to move forward, and to replace the panels when required.

BUILDING MANAGER'S REPORT

N/A

COMMITTEE'S REPORTS

1. ***Emergency Response Committee (ERC):*** The ERC minutes were distributed to Council.

Owners may view the ERC Meeting Minutes on **FSRConnect™**.
2. ***Social Committee Minutes:*** Owners may view the Social Committee Meeting Minutes on **FSRConnect™**.
3. ***Landscaping:***
 - (a) ***Fall Plantings:*** Jill Wright Garden Designs is scheduled to install the winter containers shortly. **Post Meeting Update:** The installation is now completed.
 - (b) ***Lounge Garden:*** Jill Wright Garden Designs completed the upgrades to the lounge garden.

- (c) **Back Lawn/Gravel Pathway:** Tabled.
- (d) **Landscape Maintenance Contract:** It was moved and seconded to ratify the email decision to terminate Contour Landscaping, effective October 31, 2018, and to contract M & V Complete Landscaping and Ground Maintenance for landscaping services, effective November 1, 2018, in the amount of \$3,200.00 (plus GST) per month. **CARRIED**

CORRESPONDENCE

Owners are invited to write to the Strata Council via the Management Company regarding any Strata related matters. Owners are to note that response letters will be issued only on those matters as required in accordance with the *Strata Property Act* and Regulations. Otherwise, all correspondence will be noted in the minutes as acknowledgment along with any follow-up action or directive as the Strata Council sees fit, and that no further written response to the Owner(s) is deemed necessary. Anonymous letters will not be acknowledged or noted in the minutes.

CHARGE BACK LETTERS

The Strata Manager distributed to Council, one charge back letter sent to a unit since the last Council Meeting.

BYLAW INFRACTION LETTERS

Council reviewed six Bylaw infraction letters sent to Owners since the last Council Meeting, and three responses from Owners. After discussion, it was moved and seconded to levy a \$200.00 fine against two units for noise disturbance during quiet hours, a \$200.00 fine against a unit for a dog bite, and a \$200.00 fine against a unit for parking in the courtyard by the lobby entrance. **CARRIED.**

CORRESPONDENCE

1. Council reviewed correspondence from an Owner at 8560 Building following up on when the noisy parkade gate at 8560 Building will be repaired. The parkade gate has since been repaired.
2. Council reviewed correspondence from an Owner at 8580 Building requesting FOB access through the parkade gate at 8560 Building to accommodate entry with a powered scooter. Council approved the Owner's request prior to the meeting.
3. Council reviewed correspondence from an Owner at 8560 Building requesting reimbursement from the Strata for a service call to relight the pilot light in the gas fireplace. Council denied the Owner's request as the cause was not confirmed to be the Strata's responsibility.
4. Council reviewed correspondence from an Owner at 8500 Building requesting the Council arrange to close a window at a neighbouring unit as the Owner of said unit is not currently occupying the unit. Council directed the Strata Manager to contact the Owner's lawyer for access to the unit.

5. Council reviewed correspondence from an Owner at 8520 Building offering feedback and assistance in developing a policy for Electric Vehicle charging. After discussion, Council directed the Strata Manager to obtain legal advice under the Strata's insurance coverage.
6. Council reviewed correspondence from an Owner at 8500 Building reporting issues with the new enterphone systems. Council directed the Strata Manager to respond to the Owner accordingly.
7. Council reviewed correspondence from an Owner at 8500 Building requesting reimbursement from the Strata for replacing the base drain which was privately arranged with the Owner of the unit below. After discussion, Council denied the Owner's request, and directed the Strata Manager to respond to the Owner accordingly.
8. Council reviewed correspondence from an Owner at 8520 Building following up on matters brought up at the Insurance Seminar held on October 18, 2018.

RENOVATIONS

The following units were approved for renovations prior to the meeting:

- 310-8500
- 216-8580
- 302-8580

NEW BUSINESS

1. **Record of Water Problems:** A Council Member distributed a list of water related problems which occurred in September and October of 2018, for Council's information.
2. **Incident Reports:** The Strata Manager distributed the incident reports for September and October of 2018, for Council's information.
3. **Pipes Repairs:** Xpert Mechanical completed the repairs to the two leaking pipes at 8580 Building, per their approved quotations, in the amounts totaling \$1,140.00 (plus GST). As per the Strata's insurance adjuster, the resulting water damage repairs did not exceed the Strata's water damage deductible; therefore, any in-suite water damage repairs will be the responsibility of the unit Owner.

BSB Construction completed the repairs relating to the investigation of the pipe leaks, per their approved quotation, in the amount of \$3,587.00 (plus GST).
4. **Building Manager Sick Leave:** Council directed the Strata Manager to request that the Building Manager obtain a doctor's note with a timeline on when he would be fully recovered from his leg injury.
5. **Failed Windows:** Council reviewed a quotation to replace two windows in a unit at 8560 Building. After discussion, it was moved and seconded to approve Island Glass' quotation, in the amount of \$450.00 (plus GST). **CARRIED**
6. **Balcony Sliding Doors:** Council directed the Strata Manager to obtain a quotation to replace the deteriorated plastic molding on two balcony sliding doors.

7. **Lounge Rental:** Council directed the Strata Manager to send a Bylaw infraction letter to an Owner for entering the lounge while the lounge is rented and paid for.
8. **Shredding Documents:** Council directed the Strata Manager to obtain a price to shred old strata documents.
9. **New Owners:** Council directed the Strata Manager to ensure that the Queen's Gate office is informed of new Owners at the time of completion.
10. **Maximum Unit Occupancy:** Council directed the Strata Manager to contact the new Owners at 8560 Building to confirm how many people are occupying the unit as it has been reported that there are at least six people in the unit.

TERMINATION OF MEETING

There being no further business, the meeting was terminated at 12:07 p.m.

Next Council Meeting: Wednesday, November 28, 2018 at 9:00 a.m. within the Lounge.

FirstService Residential BC Ltd.



May Le
Strata Manager
Per the Owners
Strata Plan NW 3119

ML/db

Direct Line: 604.601.6404

General: 604.683.8900 (24 hours emergencies)

Customer Care Centre: 1.855.273.1967 (24 hours non-emergency)

www.fsresidential.com

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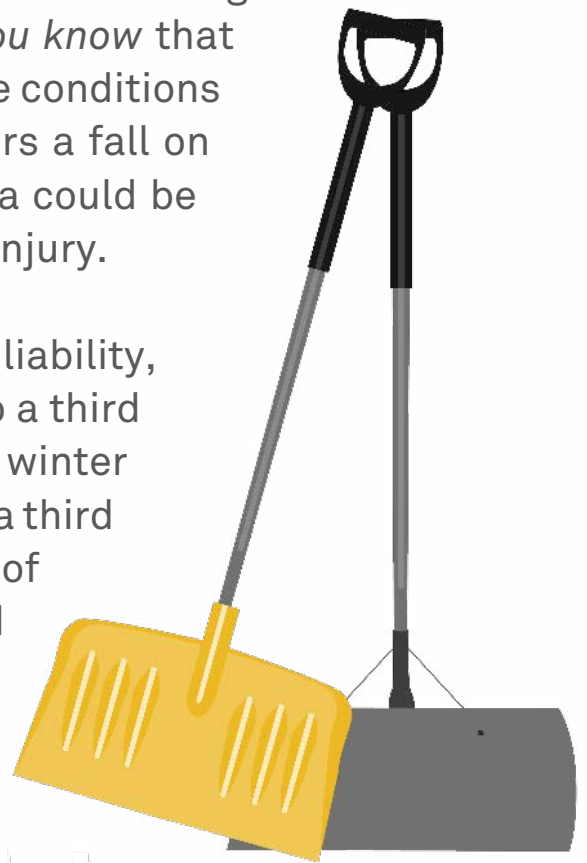
**FS Insurance
Brokers**

did you
KNOW?

Snow Removal & Deicing

Snow and ice on the grounds of your building is a major hazard for slip and fall accidents, as parking lots and building entrances can become extremely slick. *Did you know* that it is the Strata's responsibility to maintain safe conditions on their property? If a resident or guest suffers a fall on untreated, unmaintained walkways, the Strata could be liable for lost wages, medical bills and bodily injury.

To keep your building protected and limit your liability, contract snow removal and deicing services to a third party who can maintain the grounds during the winter months. If this service is not contracted out to a third party, keep a log of dates, times and names of personnel who performed snow removal and deicing on the building grounds. In case of an insurance claim, the log can be used as evidence that your building was adhering to an appropriate standard of care to residents and guests.



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**MINUTES
STRATA COUNCIL MEETING
THE OWNERS STRATA PLAN NW 3119
QUEEN'S GATE**

*Held on Wednesday, November 28, 2018
Within the Lounge of Queen's Gate
8520/8560 General Currie Road*

COUNCIL IN ATTENDANCE:	Carol Yap-Chung	President
	Percy Cheung	Vice-President
	Danny Hui	Treasurer
	Laurette Vital	Member
	Francis Wu	Member
	Miriam Wexler	Member
GUEST:	Owner	8520 Building (<i>left at 9:11 a.m.</i>)
STRATA MANAGER:	May Le	FirstService Residential

REMINDERS



OWNERS/RESIDENTS THAT USE THE COMMON AREA ELECTRICAL OUTLETS TO PLUG THEIR ELECTRIC VEHICLES WILL AUTOMATICALLY BE CHARGED A MONTHLY USER FEE OF \$30.00.

PLEASE BEWARE OF SHORT-TERM ACCOMMODATION RENTALS (I.E. AIRBNB). IF OWNERS OBSERVE A POSSIBLE SHORT-TERM ACCOMMODATION RENTAL, PLEASE REPORT IT TO THE STRATA MANAGER IMMEDIATELY.

ALL CARDBOARD MUST BE FLATTENED. AND DEPOSITED INTO THE CARDBOARD BIN LOCATED IN THE VISITOR PARKING.

NEW ENTERPHONE SYSTEM

PLEASE ENSURE THAT THE QUEEN'S GATE OFFICE HAS YOUR CORRECT PHONE NUMBER SET UP ON THE ENTERPHONE SYSTEM.

The meeting was called to order at 9:03 a.m.

GUEST BUSINESS

The Owner at 8520 Building attended the meeting to respond to the Bylaw infraction relating to storage on the balcony. The Owner explained to Council the reason for the delay, and has since, removed the storage from the balcony. Council thanked the Owner as the Owner left the meeting at 9:11 a.m.

Council discussed the Owner's response, and after discussion, it was moved and seconded to not proceed with any further action. **CARRIED**

APPROVAL OF STRATA COUNCIL MEETING MINUTES

It was moved and seconded to approve the Minutes of the Strata Council Meeting held on October 31, 2018, as circulated. **CARRIED**

FINANCIAL REPORT

1. **Review of Accounts Receivable:** Owners are reminded that Strata fees are due on the 1st of each month. The Council thanks all Owners who have made their monthly Strata fee payments in full and on time each month.
2. **Report on Unapproved Expenditures:** Installation of the new enterphones will be expensed from the Contingency Reserve Fund as an unapproved expenditure, to be ratified at the next General Meeting. The invoice has yet to be paid due to reoccurring issues with the enterphone at 8500 Building.
3. **Monthly Statements:** It was moved and seconded to approve the July to October 2018 financial statements, as circulated. **CARRIED**

Owners wishing to view the most recent financial statement are encouraged to log onto **FSRConnect™**. The financial statement can be viewed by logging into your account, clicking on "Forms and Documents", then "Financial Document", and then selecting the desired file.

4. **2017/2018 Audit:** The draft audit for 2017/2018 fiscal year is in progress by Dong Russell.

REPORT ON LITIGATION

There is currently a Notice of Dispute filed with the Civil Resolutions Tribunal against the Owners, Strata Plan NW 3119. The dispute is currently ongoing.

BUSINESS ARISING

1. **Annual & Routine Maintenance:**
 - (a) **Fountain Shut Down:** The fountain has been shut down for the winter on November 7, 2018.
2. **Fibre Optic Network:** Currently on Novus Entertainment's waiting list.

3. **EV Charging:** Council reviewed a legal opinion from Clark Wilson LLP regarding charging a set monthly user fee for using the Strata's common electrical outlet to charge electric vehicles, regardless of how often an Owner uses the electrical outlet. After discussion, Council agreed that the user fee of \$30.00 shall remain in effect.
4. **Building Manager Sick Leave:** Council discussed implementing a sick leave policy for the Building Manager as there is currently no policy in place. Further discussion at the next meeting.
5. **Failed Windows:** Replacement of the two failed windows in a unit at 8560 Building will be scheduled by Island Glass in January as the Owner is currently out of town.
6. **Balcony Sliding Doors:** A quotation is pending for repairs to the deteriorated plastic moulding at two balcony sliding doors.

BUILDING MANAGER'S REPORT

N/A

COMMITTEE'S REPORTS

1. **Emergency Response Committee (ERC):** Owners may view the ERC Meeting Minutes on **FSRConnect™**.
2. **Social Committee:**
 - (a) **Pub Television:** Council reviewed correspondence from the Social Committee requesting that the Strata cover half the cost to purchase a new flat screen television as the current one is making a buzzing sound. After discussion, it was moved and seconded to deny the Social Committee's request as the cost for a flat screen television has significantly reduced over the years, and the television would not be available to Owners outside of Social Committee functions.
 - (b) **Minutes:** Owners may view the Social Committee Meeting Minutes on **FSRConnect™**.
3. **Garden Committee Minutes:** It was moved and seconded to approve the Garden Committee Meeting Minutes, as circulated. **CARRIED**

Council advised that the Garden Committee Chair has resigned, and a new Chair will be appointed in January.

Owners may view the Garden Committee Meeting Minutes on **FSRConnect™**.

4. **Landscaping:**
 - (a) **Back Lawn/Gravel Pathway:** Tabled.
 - (b) **Fall Cleanup:** M & V Complete Landscaping is scheduled to complete the fall cleanup by January, which will include removal of 20 to 30 feet of hedges by the back fence.

- (c) **Wood Edge:** Council reviewed a quotation to replace the rotted wooden edge around the pond bricks with ProFlex paver edging material. After discussion, it was moved and seconded to approve M & V Complete Landscaping's quotation, in the amount of \$1,850.00 (plus GST). **CARRIED**

CORRESPONDENCE

Owners are invited to write to the Strata Council via the Management Company regarding any Strata related matters. Owners are to note that response letters will be issued only on those matters as required in accordance with the *Strata Property Act* and Regulations. Otherwise, all correspondence will be noted in the minutes as acknowledgment along with any follow-up action or directive as the Strata Council sees fit, and that no further written response to the Owner(s) is deemed necessary. Anonymous letters will not be acknowledged or noted in the minutes.

CHARGE BACK LETTERS

The Strata Manager distributed to Council, two charge back letters sent to Owners since the last Council Meeting.

BYLAW INFRACTION LETTERS

Council reviewed two Bylaw infraction letters sent to Owners since the last Council Meeting. One Bylaw infraction letter will be reviewed again at the next meeting as the compliance date has not expired, and the other Bylaw infraction letter is referred to under "Guest Business."

CORRESPONDENCE

1. Council reviewed correspondence from an Owner at 8520 Building responding to a Bylaw reminder regarding the Owner's guest utilizing the Strata's gym which is not permitted per the Strata's Bylaws.
2. Council reviewed correspondence from an Owner at 8580 Building responding to Council's response letter regarding noise from a neighbouring unit and FirstService Residential's inoperable fax machine during a building power shut down.
3. Council reviewed correspondence from an Owner at 8580 Building reporting continuous banging and running noise from a neighbouring unit during quiet hours. After discussion, Council directed the Strata Manager to send a Bylaw infraction letter to the alleged unit.
4. Council reviewed correspondence from an Owner at 8500 Building expressing concerns regarding the cancellation of the Sunday morning coffee meeting due the lounge being rented by an Owner. The Owner requested that cancellation of the Sunday morning coffee meetings only be authorized by Council. Council has since dealt with the Owner's concerns. Years ago, the Strata's Bylaws permitted the lounge to be rented starting at 11:00 a.m., but has since been amended to permit rentals starting at 9:00 a.m. After discussion, Council agreed that it would be fair that the decision to allow the Sunday coffee meetings to resume when the lounge is rented will be under the sole discretion of the Resident who has paid for the lounge on that specific day. The pub is now being used by the coffee group when the lounge is unavailable.

5. Council reviewed correspondence from an Owner at 8560 Building advising Council that repairs to the failed windows will need to be scheduled after mid-January when the Owner returns to town. This item is mentioned under "Business Arising, Item #5."
6. Council reviewed correspondence from an Owner at 8500 Building recommending a parking stall reassignment when an Owner sells the unit.
7. Council reviewed correspondence from an Owner at 8580 Building reporting that an Owner has been storing three jerry cans in the storage locker. The offending Owner has since been advised and has disposed the jerry cans.

RENOVATIONS

The following units were approved for renovations prior to the meeting:

- 104-8560

NEW BUSINESS

1. **Record of Water Problems:** A Council Member distributed a list of water related problems which occurred in November of 2018 for Council's information.
2. **Incident Reports:** The Strata Manager distributed the incident reports for November of 2018 for Council's information.
3. **Access Gas:** Council reviewed a proposal from Access Gas for fixed gas rates over the course of the next five years as the Strata is no longer on a contract with Access Gas, and due to the increase in gas rates resulting from the gas pipeline explosion, Access Gas recommended that the Strata lock into a fixed rate. After discussion, it was moved and seconded to cancel Access Gas, subject to a 30-day termination notice and to switch back to FortisBC as the gas supplier. **CARRIED**

Council reported that Access Gas has been charging interest for late payment of invoices. The Strata Manager advised Council that Access Gas has either been emailing the invoices one day prior to the due date or not at all, where the property accountant has to constantly follow up with Access Gas for invoices that haven't been received. After discussion, Council directed the Strata Manager to request that Access Gas reimburse the Strata for the paid interest charges and to hold back the final invoice until reimbursement is received.

4. **Door Sweeps:** Council is looking into installing door sweeps on a few exit doors, including the pub, library and pool doors, to keep out insects, as well as, drafts.
5. **Pub Upgrades:** Council discussed upgrading the furniture, carpet, and paint in the pub. After a discussion, Council agreed to add these items to the wish list.
6. **Office Equipment:** A Council Member purchased a new laptop to replace the old office computer, per Council's approved budget of up to \$500.00.
7. **Winter Maintenance Schedule:** A Council Member distributed the proposed Winter Maintenance Schedule for Council's review.

8. **Open Claim:** A water claim has been opened with Hub/Coastal (the Strata's insurer) for water damages resulting from water overflow originating in a 3rd floor unit at 8560 Building. The insurance deductible of \$15,000.00 will be charged back to the responsible unit.
9. **Canada Furnace:** Council reported that Canada Furnace, who installed the new boilers at 8520/8560 Buildings, have not returned to replace the broken pressure gauge after numerous follow ups. Council directed the Strata Manager to continue to follow up with Canada Furnace and to request the Canada Furnace provide one free maintenance visit per year as agreed within the installation agreement.
10. **Age Restriction Bylaw:** Council discussed updating the Age Restriction Bylaw to restrict Non-Resident Owners from permitting family members/friends to occupy the unit without a person age 55+. The Strata Manager recommended to Council to have a lawyer review all of the Queen's Gate Bylaws to ensure the Bylaws adhere to today's standards.
11. **Parkade Gate Repairs:** Ideal Door replaced the springs on the parkade gate at 8500 Building for \$1,000.00 (plus GST).

TERMINATION OF MEETING

There being no further business, the meeting was terminated at 10:54 a.m.

Next Council Meeting: Wednesday, January 30, 2019 at 9:00 a.m. within the Lounge.

FirstService Residential BC Ltd.



May Le
Strata Manager
Per the Owners
Strata Plan NW 3119

ML/sm

Direct Line: 604.601.6404

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.

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.

For those Owners who have already signed up to **FSRConnect™** you may access the website at <http://bc.fsrconnect.ca/NW3119>



**FS Insurance
Brokers**

did you
KNOW?

Christmas Tree Fires

According to the National Fire Protection Association, over 200 fires per year involve Christmas trees, causing over \$15 million of property damage. Sadly, one out of every 34 Christmas tree fires results in death.

Did you know that dry trees, electrical lights, and nearby heat sources like fireplaces, radiators, wood stoves or candles are the main causes of Christmas tree fires? **Tree fires can fill a room with heavy, black smoke in under 30 seconds**, making it nearly impossible for occupants to see, breathe or escape. Use the tips below stay safe with your next tree.

- ▶ Choose a tree with fresh, green needles that do not fall off when touched
- ▶ Cut two inches from the base of the trunk before placing it in the stand
- ▶ Make sure the tree does not block an exit
- ▶ Check light strings for worn or broken cords before placing on the tree
- ▶ Turn off tree lights before leaving the house or going to bed
- ▶ Keep live trees well watered
- ▶ Dispose of trees before they dry out; do not store dry trees inside a home or garage



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Within the Lounge of Queen's Gate
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COUNCIL IN ATTENDANCE:	Carol Yap-Chung	President
	Percy Cheung	Vice-President
	Danny Hui	Treasurer
	Laurette Vital	Member
	Francis Wu	Member
	Miriam Wexler	Member (9:00 a.m. – 9:30 a.m.) (via telephone conference)
GUEST:	Owner	8560 Building (8:55 a.m. – 9:07 a.m.)
STRATA MANAGER:	May Le	FirstService Residential

REMINDERS



MEDICAL EMERGENCY ASSISTANCE: COUNCIL WOULD LIKE TO REMIND RESIDENTS THAT ACCESS TO UNITS CANNOT BE ARRANGED WITH THE QG OFFICE IN THE EVENT OF A MEDICAL EMERGENCY. COUNCIL WOULD LIKE TO ENCOURAGE RESIDENTS TO ARRANGE FOR ACCESS WITH A NEIGHBOUR (PREFERABLY WITHIN THE SAME BUILDING) FOR ASSISTANCE.

ABSOLUTELY NO GREASE OR FOOD WASTE IS TO BE POURED DOWN THE DRAINS, AND ONLY TOILET PAPER CAN BE FLUSHED DOWN THE TOILETS. DRAINS ARE BACKING UP INTO THE LOWER UNITS CAUSING UNNECESSARY WATER DAMAGE. PLEASE BE EXTRA CAUTIOUS AND RUN HOT WATER DOWN THE DRAINS FROM TIME TO TIME TO HELP CLEAR UP ANY BLOCKAGES. RESIDENTS WHO ARE AWAY ARE REQUESTED TO ASSIGN SOMEONE WITH A KEY TO THE UNIT TO RUN HOT WATER DOWN THE DRAINS ON A REGULAR BASIS.

ANY RESIDENTS USING THE LOUNGE KITCHEN MUST CLEAN UP AFTER EACH USE.

PLEASE BEWARE OF SHORT-TERM ACCOMMODATION RENTALS (I.E. AIRBNB). IF OWNERS OBSERVE A POSSIBLE SHORT-TERM ACCOMMODATION RENTAL, PLEASE REPORT IT TO THE STRATA MANAGER IMMEDIATELY.

ALL CARDBOARD MUST BE FLATTENED. AND DEPOSITED INTO THE CARDBOARD BIN LOCATED IN THE VISITOR PARKING.

The meeting was called to order at 8:55 a.m.

GUEST BUSINESS

The Owner at 8560 Building attended a hearing, per the request of the Council, to address the Bylaw infractions relating to the Owner's pet. Council and the Owner discussed the Bylaw infractions and resolutions to ensure that the pet remains under the Owner's full control while on Queen's Gate common property. Council thanked the Owner and the Owner left the meeting at 9:07 a.m.

Council then discussed the Owner's response and directed the Strata Manager to send a letter to the Owner with conditions that the Owner must follow while the pet is on the interior and exterior common property of Queen's Gate.

APPROVAL OF STRATA COUNCIL MEETING MINUTES

The following amendments were made to the minutes of the Strata Council Meeting held on November 28, 2018:

1. **Amend Committee Reports Item #2(a) – Pub Television:** Council reviewed correspondence from the Social Committee requesting that the Strata cover half the cost to purchase a new flat screen television that is currently being used for Social Committee activities, **as well as, other Queen's Gate activities**, as the current television is making a buzzing sound. After discussion, it was moved and seconded to deny the Social Committee's request as the cost for a flat screen television has been significantly reduced over the years.
2. **Amend Correspondence Item #4 –** Council reviewed correspondence from an Owner at 8500 Building expressing concerns regarding the cancellation of the Sunday morning coffee meeting due to the lounge being rented by an Owner. The Owner requested that cancellation of the Sunday morning coffee meetings only be authorized by Council. Council has since dealt with the Owner's concerns. Years ago, the Strata's Bylaws permitted the lounge to be rented starting at 11:00 a.m., but has since been amended to permit rentals starting at 9:00 a.m. **After discussion, Council agreed that when the lounge is rented on a Sunday, the Sunday Coffee Group will use the pub.**

It was then moved and seconded to approve the minutes of the Strata Council Meeting held on November 28, 2018, as amended. **CARRIED**

FINANCIAL REPORT

1. **Review of Accounts Receivable:** Council reviewed the accounts receivable report and directed the Strata Manager to send an arrears letter to an Owner at 8520 for an outstanding balance. Council discussed an Owner at 8580 Building who is in significant arrears for outstanding Strata fees, and after discussion, it was moved and seconded to approve registering a Certificate of Lien against the title to the Strata Lot. **CARRIED**
2. **Report on Unapproved Expenditures:** Enterphone Installation \$17,470.66, expensed from the Contingency Reserve Fund as an unapproved expenditure, to be ratified at the next General Meeting.

3. **Monthly Statements:** The November and December 2018 financial statements have been deferred to the next meeting.

Owners wishing to view the most recent financial statement are encouraged to log onto **FSRConnect™**. The financial statement can be viewed by logging into your account, clicking on "Forms and Documents", then "Financial Document", and then selecting the desired file.

4. **2017/2018 Audit:** The draft audit for 2017/2018 fiscal year is in progress by Dong Russell.

REPORT ON LITIGATION

There is currently a Notice of Dispute filed with the Civil Resolutions Tribunal against the Owners, Strata Plan NW 3119. The dispute is currently ongoing.

BUSINESS ARISING

1. **Annual & Routine Maintenance:**

- (a) **Annual Fire Inspection:** Vancouver Fire & Radius Security completed the annual fire inspection. Council reviewed the quotation to test the elevator devices (no charge), test the missed suites. and replace 76 old and faulty smoke alarms. After discussion, it was moved and seconded to approve Vancouver Fire & Radius Security's quotation, in the amount of \$9,302.00 (plus GST). **CARRIED**

2. **Fibre Optic Network:** Currently on Novus Entertainment's waiting list.

3. **Building Manager Sick Leave:** Council discussed implementing a sick leave policy for the Building Manager as there is currently no policy in place. After discussion, it was moved and seconded to approve ten (10) paid sick days per calendar year for the Building Manager. **CARRIED**

Council directed the Strata Manager to send an amended employment contract to the Building Manager to sign.

4. **Failed Windows:** Island Glass is scheduled to replace the faulty window glass at 8560 Building on January 31, 2019.

5. **Balcony Sliding Doors:** Council reviewed quotations to replace the roll beads on the patio doors at two units in 8500 Building. After discussion, it was moved and seconded to approve Island Glass' quotations, in the amounts totaling \$370.00 (plus GST). **CARRIED**

6. **Access Gas:** The Strata Manager advised Council that FortisBC will only accept Strata Corporation clients every November, as such, the Strata will need to remain with Access Gas until November. FortisBC has been notified of the switch over to commence on November 1, 2019. A termination letter will be sent to Access Gas in August.

Council discussed their concerns regarding the interest charges that have been paid to Access Gas over the last year. Access Gas invoices for 2018 were distributed to Council for their review. The Treasurer will conduct a detailed analysis of the 2018 invoices. Council directed the Strata Manager to include the monthly Access Gas invoices in the agenda for every meeting, moving forward.

The Strata Manager is currently corresponding with Access Gas to come to an agreement to waive the interest charges that have been paid in the past as there have been issues with receiving the invoices.

7. **Door Sweeps:** Door sweeps have been installed on a few exit doors, the pub, the library, and the pool doors.
8. **Open Claim:** A water claim has been opened with Hub/Coastal (the Strata's insurer) for water damages resulting from water overflow originating in a 3rd floor unit at 8560 Building. The insurance deductible of \$15,000.00 will be charged back to the responsible unit.
9. **Canada Furnace:** Canada Furnace has completed the replacement of the broken pressure gauge on January 10, 2019. Council directed the Strata Manager to follow up with Canada Furnace regarding the terms of the contract agreement which included three free annual service visits, but Canada Furnace has not yet scheduled a service visit.
10. **Bylaws:** Council discussed proposing some amendments to the Bylaws at the next Annual General Meeting (AGM). The Strata Manager advised Council that it is highly recommended to have the Strata's Bylaws reviewed by a lawyer from time to time to ensure each Bylaw is still valid and enforceable. After discussion, Council directed the Strata Manager to obtain a budget quotation from Clark Wilson LLP for a full review of the Strata's Bylaws. Council will also review the current Bylaws, and discuss what changes may need to be proposed at the AGM.

BUILDING MANAGER'S REPORT

The Building Manager's report for December 15, 2018 to January 15, 2019 was distributed to Council for their reference.

COMMITTEE'S REPORTS

1. **Emergency Response Committee (ERC):** Owners may view the ERC Meeting Minutes on **FSRConnect™**.
2. **Social Committee:** Owners may view the Social Committee Meeting Minutes on **FSRConnect™**.
3. **Garden Committee Minutes:** Owners may view the Garden Committee Meeting Minutes on **FSRConnect™**.
4. **Landscaping:**
 - (a) **Back Lawn/Gravel Pathway:** A quotation has been requested from M & V Complete Landscaping for repairs to the gravel pathway.
 - (b) **Fall Cleanup:** M & V Complete Landscaping has completed half of the fall cleanup.
 - (c) **Wood Edge:** A follow up has been sent to M & V Complete Landscaping to provide a timeline for the replacement of the rotted wooden edge around the pond bricks with ProFlex paver edging material.

- (d) **Tree Maintenance:** Council reviewed a quotation to apply treatment to the trees at Queen's Gate to help promote growth and vitality. After discussion, Council directed the Strata Manager to obtain a second quotation from a different arborist.

CORRESPONDENCE

Owners are invited to write to the Strata Council via the Management Company regarding any Strata related matters. Owners are to note that response letters will be issued only on those matters as required in accordance with the *Strata Property Act* and Regulations. Otherwise, all correspondence will be noted in the minutes as acknowledgment along with any follow-up action or directive as the Strata Council sees fit, and that no further written response to the Owner(s) is deemed necessary. Anonymous letters will not be acknowledged or noted in the minutes.

CHARGE BACK LETTERS

The Strata Manager distributed to Council, two charge back letters sent to Owners since the last Council Meeting. Council reported that the incorrect unit was noted on an invoice from Xpert Mechanical. After discussion, Council directed the Strata Manager to obtain a revised invoice from Xpert Mechanical and send a charge back letter to the correct unit, as well as, a redaction letter to the incorrect unit. There was also a clerical error in the second charge back letter which had the wrong mailing address for the Owner. Council directed the Strata Manager to revise the letter and resend the letter to the Owner.

BYLAW INFRACTION LETTERS

Council reviewed six Bylaw infraction letters sent to Owners since the last Council Meeting. After discussion, it was moved and seconded to levy fines of \$200 to three units; one unit at 8560 Building for a Pet Bylaw, one unit at 8520 Building for interference with the lounge rental, and one unit at 8520 Building for window coverings. **CARRIED**

Council directed the Strata Manager to obtain legal advice relating to the alleged ongoing noise emanating from a unit at 8580 Building and send a Bylaw infraction letter to a unit at 8500 Building for parking in an unpaid rental parking stall, as well as, the Owner's visitor who has exceeded the maximum duration to park in the covered visitors' parking.

CORRESPONDENCE

1. Council reviewed correspondence from an Owner at 8500 Building requesting that the Council propose an amendment to the Lounge Bylaws, to enable the Strata to fine an Owner if that Owner interferes with the use of the Lounge when the Lounge is rented for a private function. After discussion, Council denied the Owner's request as Bylaw 3(4) covers such incident.
2. Council reviewed correspondence from an Owner at 8500 Building regarding the Pub TV and the Sunday Coffee Group that was mentioned in the November 28, 2018 Council Meeting Minutes. The amendments to the minutes, mentioned under "Approval of Strata Council Meeting Minutes" addresses the Owner's concerns.
3. An Owner at 8560 Building forwarded a letter to Council for reference which was sent to a third-floor unit Owner regarding damages to the unit resulting from putting non-permitted items down the drain causing backups into the unit.

4. Council reviewed correspondence from the Owners at 8500 and 8580 Buildings reporting that the Lounge oven was malfunctioning. Council advised that service has been called to repair the Lounge oven.
5. Council reviewed correspondence from an Owner at 8500 Building reporting that the windows in the living room leak whenever it rains. Council advised that the Building Manager will review the windows.
6. Council reviewed correspondence from an Owner at 8500 Building reporting that due to the pipe burst in September of 2018, the wood flooring in the unit hallway was damaged and requires replacing. Council directed the Strata Manager to send an Indemnity Agreement to the Owner.
7. Council reviewed correspondence from an Owner at 8580 Building requesting that Council reduce the Bylaw fine that was levied for parking the vehicle at the entrance of 8580 Building as the cost to retrieve the vehicle, if the vehicle was towed, would be less than the fine. After discussion, Council denied the Owner's request as the cost for towing to an impound lot is significantly higher than towing a vehicle to an Owner's preferred location.

The Owner also responded to a Bylaw infraction letter regarding uninsured vehicles parked in the assigned parking stall and the rental parking stall. After discussion, Council directed the Strata Manager to respond to the Owner accordingly.

8. Council reviewed correspondence from an Owner at 8520 Building requesting Council to waive the fine and interest for late strata fee payments. The Strata Manager has spoken to the Owner to clarify the pre-authorized payment versus the online payment set-up, as there was confusion with the Owner. After discussion, it was moved and seconded to approve the reversal of the fine and interest as the Owner has now been informed of the payment process, and full payment has been received. **CARRIED.**
9. Council reviewed correspondence from an Owner at 8580 Building reporting ongoing noise from the unit above. No further action until the Strata Manager obtains legal advice on the matter.
10. Council reviewed correspondence from an Owner at 8580 Building requesting that the pest control company check the mouse trap on the deck every time they are on site as there are many droppings seen on the deck. Council advised that due to the cold weather, there is an increase in mice activity, and that the pest control visits have been increased from once per month to twice per month.
11. Council reviewed correspondence from an Owner at 8500 Building reporting that the tiles/grout in the pool area require a thorough cleaning, and the carpet near the main entrance of 8500 Building has a very noticeable dark stain. Council advised that the tiles in the pool area are washed daily and the carpet stain cannot be removed after several attempts.
12. Council reviewed correspondence from an Owner at 8500 Building reporting that there is rain water collecting in the sliding tracks of the east facing window in the dining room. The Strata Manager advised that the Building Manager has provided the Owner with a solution to resolve the issue.

13. Council reviewed correspondence from an Owner at 8580 Building denying the allegations regarding ongoing noise emanating from the unit. No further action until the Strata Manager has obtained legal advice on the matter.
14. Council reviewed correspondence from an Owner at 8580 Building reporting water ingress at the east-facing dining room window when the wind drives the rain directly onto the window. Two Council members volunteered to review the window as the Owner is only available outside of the Building Manager's work hours. **Post Meeting Update: Council has reviewed the window and directed the Strata Manager to obtain a quotation to repair the window.**
15. Council reviewed correspondence from an Owner at 8560 Building reporting a leak at the window frame located in the living room. Council advised that the window requires caulking and directed the Strata Manager to obtain a quotation to re-caulk the window frame.
16. Council reviewed correspondence from an Owner at 8580 Building reporting that rodents have chewed up the wires in the vehicle electronic system causing costly repairs to the vehicle. The Strata Manager advised Council that a possible solution would be to install the Rid-A-Rat which flashes an LED light, deterring rodents from entering the vehicle engine, and attaches to the car battery.
17. Council reviewed correspondence from the Owners of 8580 Building requesting that Council resolve their issue with the rain water that falls onto the exterior flashing and hits the metal window sill causing loud splashing sounds in the middle of the night. The Building Manager has been requested to review the Owners' concern.
18. Council reviewed correspondence from an Owner at 8520 Building reporting that food odours are still coming into the unit through the kitchen vent. Council advised that due to the design of the building, the vents are in stacks, shared between units. Council suggests that Owners turn on their kitchen fans to eliminate the food odours.

NEW BUSINESS

1. **Record of Water Problems:** A Council Member distributed a list of water related problems which occurred in December 2018 and January 2019 for Council's information.
2. **Incident Reports:** The Strata Manager distributed the incident reports from November 28, 2018 to January 14, 2019, for Council's information.
3. **Fire Panel Replacement:** Council reviewed a quotation to replace the fire alarm panel at 8580 Building which is currently still operating after some modifications were made, but requires replacement as soon as possible. After discussion, it was moved and seconded to approve Vancouver Fire and Radius Security's quotation, in the amount of \$11,926.00 (plus GST), subject to approval of additional requested information (warranty terms, whether an engineer is required to review the project, and pictures/sizes of the new fire alarm panel.) **CARRIED**
4. **Deck Drains:** Council reviewed a quotation to install two deck drains at the south-end of 8580 Building after an inspection was carried out in December to inspect the restored decks for water pooling. After discussion, it was moved and seconded to approve Rainsafe's quotation, in the amount of \$970.00 (plus GST). **CARRIED**

5. **MUA Repairs:** Airstream Heating & Air Conditioning completed the repairs to the make-up air (MUA) unit #3, per their approved quotation, in the amount of \$819.70 (plus GST).
6. **Use of Swords:** Legal advice was obtained regarding use of metal swords in the recreational areas. Amendment to the Bylaws will be required to prohibit the use of metal swords in common areas. Further discussion at the next meeting.
7. **Telus Fibre Network:** Council reviewed a proposal from TELUS Communications to install fibre optic network at Queen's Gate. After discussion, Council directed the Strata Manager to invite the TELUS project coordinator to the next Council Meeting for clarification on the installation.
8. **Charge Back Procedures:** Due to a clerical error made by a contractor with regards to the incorrect unit noted on the invoice, Council created a new charge back form which will be completed by the Building Manager and forwarded to the Strata Manager to track the invoices that are charged back to Owners, to ensure the correct unit is being charged back.
9. **Weather Stripping:** Council directed the Strata Manager to send a letter to an Owner of 8520 Building to replace the failed weather stripping on the unit door.

TERMINATION OF MEETING

There being no further business, the meeting was terminated at 11:40 a.m.

Next Council Meeting: Wednesday, February 27, 2019 at 9:00 a.m. within the Lounge.

FirstService Residential BC Ltd.



May Le
Strata Manager
Per the Owners
Strata Plan NW 3119

ML/db

Direct Line: 604.601.6404

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.

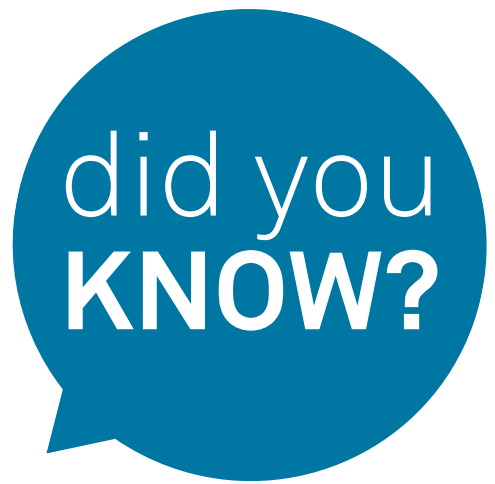
FSRConnect™ REGISTRATION

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.

For those Owners who have already signed up to **FSRConnect™** you may access the website at <http://bc.fsrconnect.ca/NW3119>



**FS Insurance
Brokers**



Condo Owners' Coverage

Imagine returning home from the month-long vacation of your dreams to an onslaught of voice-mails and letters. You soon discover that a leak originated in your unit while you were away, and even though you'd thought about getting insurance, you never did. Now, you are legally (and personally) responsible for damages and repairs. The Strata Council is seeking payment of the building's insurance deductible and your neighbors are suing for damages. *Did you know* that Condo Owners' Coverage is available to help in situations exactly like this? Don't wait until it's too late!

Condo Owners' Coverage provides protection for:

- Deductible Assessment Insurance
- Loss Assessment Coverage
- Additional living expenses
- Upgrades inside the unit
- Personal contents
- Personal liability
- Leak originating in your unit causing damage to:
 - Your unit
 - Neighboring units
 - Common property



DISCLAIMER: All information provided by FS Insurance Brokers is advisory in nature. Any such information may not identify or contemplate all unsafe conditions; others may exist. FS Insurance Brokers does not imply, guarantee or warrant the safety of any of the client's properties or operations or that the client or any such properties or operations are in compliance with all federal, provincial, or local laws, codes, statutes, ordinances, standards or recommendations. All decisions in connection with the implementation, if any, of any of FS Insurance Brokers' advice or recommendations shall be the sole responsibility of, and made by, the client or other recipient of the information.

**MINUTES
STRATA COUNCIL MEETING
THE OWNERS STRATA PLAN NW 3119
QUEEN'S GATE**

*Held on Wednesday, February 27, 2019
Within the Lounge of Queen's Gate
8520/8560 General Currie Road*

COUNCIL IN ATTENDANCE:	Carol Yap-Chung	President
	Percy Cheung	Vice-President
	Danny Hui	Treasurer
	Laurette Vital	Member
	Francis Wu	Member (<i>left at 12:23 p.m.</i>)
REGRETS:	Miriam Wexler	Member
GUEST:	Ryan Chung	Ledcor (<i>left at 9:38 a.m.</i>)
	Gary Leung	Ledcor (<i>left at 9:38 a.m.</i>)
STRATA MANAGER:	May Le	FirstService Residential

REMINDERS



RESTORED DECKS: MOVING FORWARD, THE RESTORED DECKS WILL NOT BE POWER WASHED, BUT WILL BE SOFT WASHED AS TO PRESERVE THE DECKS FOR MANY YEARS TO COME. OWNERS THAT HAVE HAD THEIR DECKS RESTORED LAST SUMMER SHOULD SPRAY OR BRUSH ON WITH A 20% BLEACH WATER MIX AND LET SIT FOR TWO TO FOUR HOURS. THEN HOSE OFF.

MOTOR VEHICLE STORAGE INSURANCE: PLEASE BE REMINDED THAT UNLICENSED MOTOR VEHICLES, MOTORCYCLES, TRAILERS, BOATS, AND RECREATIONAL VEHICLES MUST DISPLAY ON DASH A COPY OF STORAGE INSURANCE WITH A MINIMUM THIRD- PARTY LIABILITY COVERAGE OF \$200,000.00, A COPY OF WHICH IS TO BE PROVIDED TO THE QUEEN'S GATE OFFICE, PER THE STRATA'S BYLAWS.

NEW RESIDENTS: OWNERS ARE REMINDED THAT ANY NEW RESIDENTS THAT MOVE INTO THEIR UNIT MUST BE REGISTERED WITH FIRSTSERVICE RESIDENTIAL, PER THE STRATA'S BYLAWS.

6(2) *WITHIN TWO WEEKS OF BECOMING A RESIDENT, OCCUPANT OR TENANT THE STRATA CORPORATION SHALL BE PROVIDED WITH THE OCCUPANT'S NAME, STRATA LOT NUMBER AND TELEPHONE NUMBER.*

PETS: PLEASE BE ADVISED THAT THE STRATA'S BYLAW REGARDING PET SIZES APPLY TO ALL PETS, INCLUDING VISITORS' PETS, AND PETS THAT ARE TEMPORARILY RESIDING IN THE UNIT (IE. DOGSITTING). ALL PETS THAT ARE KEPT IN A STRATA LOT MUST BE REGISTERED AT THE QUEEN'S GATE OFFICE.

DRAIN BACKUP: ABSOLUTELY NO GREASE OR FOOD WASTE IS TO BE POURED DOWN THE DRAINS, AND ONLY TOILET PAPER CAN BE FLUSHED DOWN THE TOILETS. DRAINS ARE BACKING UP INTO THE LOWER UNITS CAUSING UNNECESSARY WATER DAMAGE. PLEASE BE EXTRA CAUTIOUS AND RUN HOT WATER DOWN THE DRAINS FROM TIME TO TIME TO HELP CLEAR UP ANY BLOCKAGES. RESIDENTS WHO ARE AWAY ARE REQUESTED TO ASSIGN SOMEONE WITH A KEY TO THE UNIT TO RUN HOT WATER DOWN THE DRAINS ON A REGULAR BASIS.

PLEASE BEWARE OF SHORT-TERM ACCOMMODATION RENTALS (I.E. AIRBNB). IF OWNERS OBSERVE A POSSIBLE SHORT-TERM ACCOMMODATION RENTAL, PLEASE REPORT IT TO THE STRATA MANAGER IMMEDIATELY.

ALL CARDBOARD MUST BE FLATTENED. AND DEPOSITED INTO THE CARDBOARD BIN LOCATED IN THE VISITOR PARKING.

The meeting was called to order at 9:00 a.m.

GUEST BUSINESS

Ryan Chung and Gary Leung from Ledcor (TELUS Project Coordinators) attended the meeting to provide Council with information regarding TELUS' proposal to bring fibre optic network into the Queen's Gate complex. Mr. Chung advised Council that once the access agreement is signed by the Council, a design walkthrough will be conducted by Ledcor on how the fibre lines would run through the buildings and into each individual units. The Strata Manager informed Ledcor that the access agreement will need to be revised and may require a 3/4 vote of the Owners at a general meeting before the Strata can move forward. Council thanked Mr. Chung and Mr. Leung as they left the meeting at 9:38 a.m.

Council then discussed TELUS' proposal and directed the Strata Manager to obtain recommendations on sections of the access agreement that require revisions.

APPROVAL OF STRATA COUNCIL MEETING MINUTES

It was moved and seconded to approve the minutes of the Strata Council Meeting held on January 30, 2019, as distributed. **CARRIED.**

FINANCIAL REPORT

1. **Review of Accounts Receivable:** Council reviewed the Accounts Receivable Report and directed the Strata Manager to send arrears letters to an Owner at 8580 Building and have the Building Manager hand deliver an arrears letter to an Owner at 8520 Building.
2. **Report on Unapproved Expenditures:** Enterphone Installation \$17,470.66, expensed from the Contingency Reserve Fund as an unapproved expenditure, to be ratified at the next General Meeting.

3. **Monthly Statement(s):** It was moved and seconded to approve the November 2018 to January 2019 financial statement(s), as circulated. **CARRIED.**

Owners wishing to view the most recent financial statement are encouraged to log onto **FSRConnect™**. The financial statement can be viewed by logging into your account, clicking on “Forms and Documents”, then “Financial Document”, and then selecting the desired file.

4. **2017/2018 Audit:** The draft audit for 2017/2018 fiscal year is in progress by Dong Russell.

REPORT ON LITIGATION

There is currently a Notice of Dispute filed with the Civil Resolutions Tribunal against the Owners, Strata Plan NW 3119. The dispute is currently ongoing.

BUSINESS ARISING

1. **Annual and Routine Maintenance:**

- (a) **Annual Fire Inspection:** The follow-up visit for the deficiencies and to test the smoke alarms in the missed suites will be scheduled once the ordered parts have been received at Vancouver Fire and Radius Security.
- (b) **Window Cleaning:** Cleaning of the exterior inaccessible windows is scheduled for April 23 to 27, 2019.
- (c) **Carpet Cleaning:** Citrus-O Carpet Care is scheduled to clean the common area carpets on April 25 and 26, 2019, at the same cost as last year.
- (d) **Dryer Duct Cleaning:** Council directed the Strata Manager to schedule the exterior dryer duct cleaning with Michael A. Smith Duct Cleaning if the cost remains the same as last year. Owners will have the option to have their interior dryer ducts cleaned at the Owner's cost.
- (e) **Fountain Cleaning:** The fountain cleaning and paint touch-up is scheduled for April 16 to 26, 2019, and will be turned on, on April 29, 2019.

2. **Fibre Optic Network:** Currently on Novus Entertainment's waiting list. See “Guest Business” regarding TELUS' proposal.
3. **Failed Windows:** Island Glass completed the replacement of the faulty window glass at 8560 Building on January 31, 2019. The Owner reported deficiencies with the repairs. After discussion, Council directed the Strata Manager to follow up on the deficiencies with Island Glass & Mirror.
4. **Balcony Sliding Doors:** Council directed the Strata Manager to follow up with Island Glass & Mirror regarding scheduling the replacement of the patio door roll beads at two units in 8500 Building.

5. **Access Gas:** The most recent Access Gas Services' invoices were distributed to Council for their information. Access Gas Services has reversed the paid interest charges for the last three months. The Strata Manager is currently working on having the rest of the interest charges reversed.
6. **Open Claim:** A water claim has been opened with Hub/Coastal (the Strata's insurer) for water damages resulting from water overflow originating in a 3rd Floor unit at 8560 Building. The insurance deductible of \$15,000.00 will be charged back to the responsible unit.
7. **Canada Furnace:** Canada Furnace is scheduled to service the two boilers at 8520/8560 Buildings on March 5, 2019.
8. **Bylaws:** A Council Member distributed a list of Bylaws that may require an update/revision, for Council's review. As Clark Wilson LLP is currently understaffed, quotations have been requested by other Strata law firms to review the Bylaws and make the necessary updates/changes. Further discussion at the next meeting.
9. **Fire Panel Replacement:** Following the last Council meeting, Council approved the specifications of the new fire panel for 8580 Building and the 1-year warranty. Vancouver Fire Radius and Security will schedule the replacement once the parts have been received.
10. **Deck Drains:** Installation of two deck drains at the south-end of 8580 Building will be scheduled by Rainsafe in April when the weather improves.

BUILDING MANAGER'S REPORT

The Building Manager's Report for January 15, 2018 to February 15, 2019 was distributed to Council for their reference.

COMMITTEE'S REPORTS

1. **Emergency Response Committee (ERC):** Owners may view the ERC Meeting Minutes on **FSRConnect™**.
2. **Social Committee:** Owners may view the Social Committee Meeting Minutes on **FSRConnect™**.
3. **Garden Committee Minutes:** It was moved and seconded to approve the Garden Committee Meeting Minutes of January 14, 2019. **CARRIED.**

Owners may view the Garden Committee Meeting Minutes on **FSRConnect™**.

4. **Landscaping:**
 - (a) **Back Lawn / Gravel Pathway:** M & V Complete Landscaping will schedule the removal of the rotten wood along the back pathway and reseed the back lawn in the Spring, per their approved quotations totaling \$2,000.00 (plus GST).
 - (b) **Fall Cleanup:** M & V Complete Landscaping completed the remaining fall cleanup.

- (c) **Wood Edge:** M & V Complete Landscaping will schedule the replacement of the rotted wooden edge around the pond bricks with ProFlex paver edging material in the Spring.
- (d) **Paver Edging:** M & V Complete Landscaping will schedule to install paver edging at the entrance of the lobby to divide the gravel from the soil, in the Spring, as per their approved quotation, in the amount of \$500.00 (plus GST).
- (e) **Tree Maintenance:** Council reviewed quotations for tree removal, pruning, and to perform a visual assessment and inventory of all the trees that are larger than eight inches in stem diameter. After discussion, it was moved and seconded to approve Bartlett Tree Experts' quotations to remove the large decayed Maple tree at the rear south-west border of the property and the large Locust at the south-east corner of the property, as well as, prune the Ash tree at the rear south-center of the property, in the amounts totaling \$2,617.00 (plus GST). **CARRIED.**

Council directed the Strata Manager to advise Bartlett Tree Experts to include the Ash tree on the tree removal permit application as Council is considering to remove the Ash tree next Spring. To save on costs, Council will order tags and arrange to inventory the trees at Queen's Gate.

CORRESPONDENCE

Owners are invited to write to the Council via the Management Company regarding any Strata related matters. Owners are to note that response letters will be issued only on those matters as required in accordance with the *Strata Property Act* and Regulations. Otherwise, all correspondence will be noted in the minutes as acknowledgment along with any follow-up action or directive as the Council sees fit, and that no further written response to the Owner(s) is deemed necessary. Anonymous letters will not be acknowledged or noted in the minutes.

CHARGEBACK LETTERS

The Strata Manager distributed to Council, two chargeback letters sent to Owners since the last Council Meeting.

BYLAW INFRACTION LETTERS

Council reviewed one Bylaw infraction letter sent to an Owner since the last Council Meeting for parking in a parking stall that was not assigned to the unit. Council agreed not to levy a fine against the Owner as there was confusion on which stall was assigned to the unit.

CORRESPONDENCE

1. Council reviewed correspondence from an Owner at 8500 Building regarding the Knitting Club using the lounge to sell their knitting merchandise for the last two years, but no notification on the revenue and what was donated to charities were made. The Owner is concerned about the accountability of the finances, and using the lounge for commercial functions (selling merchandise) that does not benefit the Owners is against the Strata

- Bylaws. After discussion, Council directed the Strata Manager to send a letter to the Knitting Club regarding the use of the Lounge for commercial purposes.
2. Council reviewed correspondence from an Owner at 8580 Building reporting that a Resident exited the 8580 parkade while driving on the wrong side of the driveway (left) as to bypass the vehicle in front which had the right of way. After discussion, Council directed the Strata Manager to send a Bylaw infraction letter to the Owner of the unit that is assigned to the parking stall where the alleged vehicle is parked.
 3. Council reviewed correspondence from an Owner at 8580 Building reporting noise of running water from the unit above throughout the night. A decision by Council was not made at this time as Council is waiting on legal advice on Bylaw enforcement when the Owner of the alleged unit denies the allegations.
 4. Council reviewed correspondence from an Owner at 8520 Building informing Council that the swords, as mentioned in the last Council Meeting Minutes, are not metal swords, but are made of non-metallic and/or plastic materials.
 5. Council reviewed correspondence from an Owner at 8500 Building reporting that the mailbox is old and faulty causing the mailbox door to be left open at times. Council will look into the issue.
 6. Council reviewed correspondence from an Owner at 8520 Building reporting that the refrigerator in the lounge storage room is leaking water and ice on the inside. Council reviewed the refrigerator prior to the meeting and reported that someone had changed the temperature setting on the refrigerator. The temperature setting has now been adjusted.
 7. Council reviewed correspondence from an Owner at 8500 Building forwarding information relating to a class action suit against the manufacturer of Kitec Plumbing System, which consists of "flexible aluminum pipes between an inner and outer layer of plastic pipes with brass fittings" and with bright orange and bright blue coverings. As far as the Council knows, Queen's Gate has not used this type of pipe, so the class action suit does not apply to the Strata.

NEW BUSINESS

1. ***Record of Water Problems:*** A Council Member distributed a list of water related problems, which occurred in February 2019, for Council's information.
2. ***Incident Reports:*** The Strata Manager distributed the incident reports from February 14 to 22, 2019, for Council's information.
3. ***Drywall Repair:*** Repairs to the drywall in a unit at 8500 Building, which was removed by the Strata's plumber to source out a leak will be scheduled by BSB Construction, as per their approved quotation, in the amount of \$650.00 (plus GST).
4. ***Waste Management:*** The Strata Manager advised Council that a recent partnership with FirstService Residential and Waste Management will reduce the Strata's monthly garbage/carboard fees and there will no longer be fuel/environmental charges.

5. **CDVI Software Upgrade:** Council reviewed two quotations to upgrade and install the CDVI Software to the new office computer, which is used for the access control system at Queen's Gate. After discussion, it was moved and seconded to approve Apex Security's quotation, to supply and install the CDVI Software on the new office computer, in the amount of \$1,475.00 (plus taxes). **CARRIED.**
6. **Guest Suites:** Council agreed to purchase new beds and bedframes for the guest suites.
7. **Phone Bill Reimbursement:** It was moved and seconded to approve reimbursement of \$50.00 per month to Council Member, Percy Cheung, for his monthly cell phone bill as his cell phone is mainly used for Strata related operations. **CARRIED.**

TERMINATION OF MEETING

There being no further business, the meeting was terminated at 12:35 p.m.

Next Council Meeting: Wednesday, March 27, 2019 at 9:00 a.m. within the Lounge.

FirstService Residential BC Ltd.



May Le
Strata Manager
Per the Owners
Strata Plan NW 3119
ML/vp

General: 604.683.8900 (24 hours emergencies)

Customer Care Centre: 1.855.273.1967 (24 hours non-emergency)

www.fsresidential.com

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**FS Insurance
Brokers**

did you
KNOW?

Toilet Leaks

Did you know that almost 30% of water use in an average home comes from the toilet? A silent leak inside or underneath the tank can lead to wasted water, damaged floors, high utility bills, and even damage to neighbouring units! If your toilet is leaking, you may see water on the floor, there may be a soft, spongy feeling on the floor near your toilet, or you may occasionally smell sewer gas. Leaks will typically occur in the tank, at the shutoff valve, in the supply line, or even underneath the toilet.

Things to consider:

- Learn to shut off your toilet valve before a leak occurs
- Recognize signs of a potential leak:
 - sounds of running water
 - the need to “jiggle” the handle to complete a flush
 - trickling water on inside of bowl
- Purchase a leak detection system
- Perform a leak test using a toilet tablet or food colouring
- Maintain adequate limits of personal insurance including water damage and sewer back-up



If a leak does occur, shut off the water supply and call a plumber ASAP!

DISCLAIMER: All information provided by FS Insurance Brokers is advisory in nature. Any such information may not identify or contemplate all unsafe conditions; others may exist. FS Insurance Brokers does not imply, guarantee or warrant the safety of any of the client's properties or operations or that the client or any such properties or operations are in compliance with all federal, provincial, or local laws, codes, statutes, ordinances, standards or recommendations. All decisions in connection with the implementation, if any, of any of FS Insurance Brokers' advice or recommendations shall be the sole responsibility of, and made by, the client or other recipient of the information.

**MINUTES
STRATA COUNCIL MEETING
THE OWNERS STRATA PLAN NW 3119
QUEEN'S GATE**

*Held on Thursday, March 28, 2019
Within the Lounge of Queen's Gate
8520/8560 General Currie Road*

COUNCIL IN ATTENDANCE:	Carol Yap-Chung	President
	Percy Cheung	Vice-President
	Danny Hui	Treasurer
	Laurette Vital	Member
	Francis Wu	Member
	Miriam Wexler	Member
GUEST:	Owner	8500 Building (9:05 a.m. to 9:15 a.m.)
	Owner	8520 Building (9:16 a.m. to 9:26 a.m.)
STRATA MANAGER:	May Le	FirstService Residential

REMINDERS



WATER DAMAGE DEDUCTIBLE: PLEASE BE ADVISED THAT THE NEW WATER DAMAGE DEDUCTIBLE IS \$20,000. PLEASE ENSURE YOU HAVE ADEQUATE COVERAGE WITH YOUR PERSONAL INSURERS.

MOTOR VEHICLE STORAGE INSURANCE: PLEASE BE REMINDED THAT UNLICENSED MOTOR VEHICLES, MOTORCYCLES, TRAILERS, BOATS, AND RECREATIONAL VEHICLES MUST DISPLAY ON DASH A COPY OF STORAGE INSURANCE WITH A MINIMUM THIRD- PARTY LIABILITY COVERAGE OF \$200,000.00, A COPY OF WHICH IS TO BE PROVIDED TO THE QUEEN'S GATE OFFICE, PER THE STRATA'S BYLAWS.

NEW RESIDENTS: OWNERS ARE REMINDED THAT ANY NEW RESIDENTS THAT MOVE INTO THEIR UNIT MUST BE REGISTERED WITH FIRSTSERVICE RESIDENTIAL, PER THE STRATA'S BYLAWS.

6(2) *WITHIN TWO WEEKS OF BECOMING A RESIDENT, OCCUPANT OR TENANT THE STRATA CORPORATION SHALL BE PROVIDED WITH THE OCCUPANT'S NAME, STRATA LOT NUMBER AND TELEPHONE NUMBER.*

PETS: PLEASE BE ADVISED THAT THE STRATA'S BYLAW REGARDING PET SIZES APPLY TO ALL PETS, INCLUDING VISITORS' PETS, AND PETS THAT ARE TEMPORARILY RESIDING IN THE UNIT (IE. DOGSITTING). ALL PETS THAT ARE KEPT IN A STRATA LOT MUST BE REGISTERED AT THE QUEEN'S GATE OFFICE.

DRAIN BACKUP: ABSOLUTELY NO GREASE OR FOOD WASTE IS TO BE POURED DOWN THE DRAINS, AND ONLY TOILET PAPER CAN BE FLUSHED DOWN THE TOILETS. DRAINS ARE BACKING UP INTO THE LOWER UNITS CAUSING UNNECESSARY WATER DAMAGE. PLEASE BE EXTRA CAUTIOUS AND RUN HOT WATER DOWN THE DRAINS FROM TIME TO TIME TO HELP CLEAR UP ANY BLOCKAGES. RESIDENTS WHO ARE AWAY ARE REQUESTED TO ASSIGN SOMEONE WITH A KEY TO THE UNIT TO RUN HOT WATER DOWN THE DRAINS ON A REGULAR BASIS.

The meeting was called to order at 9:00 a.m.

GUEST BUSINESS

An Owner at 8500 Building attended the meeting to bring up concerns relating to the March Strata fee payment which was rejected by the Owner's bank. The Strata Manager spoke to the Owner's bank representative and informed the Owner of the reason behind the payment being rejected, and advised the Owner that the issue should be resolved now, but to wait until mid-April to ensure the April Strata fee payment has cleared. Council then thanked the Owner for attending the meeting and the Owner left at 9:15 a.m.

An Owner at 8520 Building attended the meeting to respond to two Bylaw infraction letters regarding the window blinds and entering the Lounge during a private function. The Owner advised Council that the Owner is planning to replace the window blinds after the walls are painted and the floors are replaced, and that the Owner did not know that there was a private function going on at the time as the Owner entered the Lounge from the second floor and did not see a sign posted. The Owner was requested to leave the meeting at 9:26 a.m.

APPROVAL OF STRATA COUNCIL MEETING MINUTES

It was moved and seconded to approve the minutes of the Strata Council Meeting held on February 27, 2019, as distributed. **CARRIED.**

FINANCIAL REPORT

1. ***Review of Accounts Receivable:*** Council reviewed the Accounts Receivable Report and directed the Strata Manager to confirm that the Pre-Authorized Debit form was received from the Estate for a deceased unit Owner. Council discussed another Owner who hasn't paid Strata fees since June of 2018 and currently has a Certificate of Lien registered against the title to the unit. After discussion, it was moved and seconded to proceed with legal proceedings against the Owner, via the Civil Resolutions Tribunal (CRT). **CARRIED.**
2. ***Report on Unapproved Expenditures:*** Enterphone Installation \$17,470.66, expensed from the Contingency Reserve Fund as an unapproved expenditure, and is to be ratified at the next Annual General Meeting (AGM).
3. ***Monthly Statement(s):*** It was moved and seconded to approve the February 2019 financial statement(s), as circulated. **CARRIED.**

It was then moved and seconded to transfer the surplus from the Deck Repair, Elevator, Parkade Gate, and Roof reserves back to the Contingency Reserve Fund and close the accounts. **CARRIED.**

The Strata Manager provided an option to Council to change the financial reporting from accruals to cash. The Strata Manager informed Council that moving to cash financial reporting will not reflect accurate monthly expenses until the end of the fiscal year when all unpaid expenses are accounted for and the audit adjustments are applied. After discussion, it was moved and seconded to change the financial reporting to cash, effective April 1, 2019. **CARRIED.**

Owners wishing to view the most recent financial statement are encouraged to log onto **FSRConnect™**. The financial statement can be viewed by logging into your account, clicking on "Forms and Documents", then "Financial Document", and then selecting the desired file.

4. **2017/2018 Audit:** The draft audit for 2017/2018 fiscal year is in progress by Dong Russell.
5. **2018/2019 Audit:** Council reviewed a quotation from Dong Russell to prepare the 2018/2019 audit and to file the T2/T1044 forms. After discussion, it was moved and seconded to approve Dong Russell's quotations, in the amounts totaling \$4,125.00 (plus GST). **CARRIED.**

REPORT ON LITIGATION

The CRT has ordered the Strata Corporation to arrange with Richmond Fire-Rescue (RFR) and up to two Council members to inspect a unit at 8520 Building to determine whether the Owner of the unit is contravening three Strata Bylaws, within thirty days from the date of the Order dated March 5, 2019.

An inspection of the unit was carried out with the Fire Prevention Officer, Bob Whitty. A report from RFR is currently pending.

BUSINESS ARISING

1. **Annual and Routine Maintenance:**
 - (a) **Annual Fire Inspection:** The follow-up visit for the deficiencies and to test the smoke alarms in the missed units, has been scheduled for April 1 to 3, 2019. **Post Meeting Update: Vancouver Fire and Radius Security confirmed that all deficiencies have been repaired and the smoke alarms in the missed units have been tested/replaced.**
 - (b) **Window Cleaning:** Mark Wareham is scheduled to clean the exterior inaccessible windows on April 23 to 27, 2019, per his approved quotation in the amount of \$5,000.00 (plus GST).
 - (c) **Carpet Cleaning:** Citrus-O Carpet Care is scheduled to clean the common area carpets on April 25 and 26, 2019, at the same cost as last year. Optional in-suite carpet cleaning will be available at the Owners' cost, payable at the time of the cleaning. Owners are requested to contact Citrus-O directly at 1-855-248-7875 to arrange for in-suite carpet cleaning.
 - (d) **Dryer Duct Cleaning:** Michael A. Smith Duct Cleaning (MASDC) is scheduled to clean the exterior dryer ducts on May 6 to 7, 2019, at the same cost as last year. Optional in-suite dryer duct cleaning will be available, at the Owners' cost, payable

at the time of the cleaning. Owners are requested to contact MASDC directly at 604-589-2553 or email masduct@live.ca to arrange for inside dryer duct cleaning.

- (e) **Fountain Cleaning:** The fountain cleaning and paint touch-up has been rescheduled to mid-May, subject to the weather and the plumber's schedule.
- (f) **Drain Cleaning:**
 - (i) **Drain Backup:** Xpert Mechanical cleared the kitchen sink backup in a unit at 8560 Building and installed a cleanout in the parkade for future cleaning.
 - (ii) **Drain Cleaning:** Council reviewed quotations to flush the horizontal and vertical lines at Queen's Gate. After discussion, it was moved and seconded to approve Xpert Mechanical's quotations, in the amounts totaling \$8,050.00 (plus GST). **CARRIED.**
- 2. **Fibre Optic Network:** Currently on Novus Entertainment's waiting list. Council directed the Strata Manager to request that the TELUS representative from Ledcor attend an Information Meeting two weeks prior to the AGM to inform Owners of TELUS' proposal to bring fibre optic network into Queen's Gate.
- 3. **Failed Windows:** Following the last Council Meeting, Island Glass will arrange a site visit to confirm the window trim colour used when replacing the window glass at 8560 Building, after receiving a complaint from the Owner that the trim did not match.
- 4. **Balcony Sliding Doors:** Island Glass completed the replacement of the patio door roll beads at two units in 8500 Building.
- 5. **Access Gas:** The most recent Access Gas Services' invoices were distributed to Council for their information.
- 6. **Open Claim:** There is an open water claim with Hub/Coastal for damages relating to a sink overflow in a 3rd floor unit at 8560 Building. Repairs have been completed and the insurance deductible invoice is currently pending.
- 7. **Bylaws:** Council reviewed two quotations for legal services to update the current Strata Bylaws. After discussion, it was moved and seconded to approve Lesperance Mendes Law Corporation's quotation, in the amount of \$1,200.00 (plus GST), to review the entire Strata Bylaws and prepare resolutions and amendments. **CARRIED.**
- 8. **Fire Panel Replacement:** Replacement of the fire panel at 8580 Building will be scheduled once the parts are received from the supplier. **Post Meeting Update: Vancouver Fire Radius and Security completed the installation of the fire panel at 8580 Building on April 23, 2019. A new stainless-steel faceplate will be installed on the fire panel once the part is received from the supplier.**
- 9. **Deck Drains:** Installation of two deck drains at the south-end of 8580 Building will be scheduled by Rainsafe in April when the weather improves.
- 10. **Drywall Repairs:** BSB Construction completed the drywall repairs for two units at 8500 Building.
- 11. **CDVI Software:** Apex Security completed the upgrade to the CDVI Software.

12. **Guest Suites:** The new guest suite beds and bed frames have been received from Sleep Country per their approved quotation, in the amount of \$2,719.92 (including GST). The beds are covered under an eight-year warranty.

BUILDING MANAGER'S REPORT

The Building Manager's Report for February 15, 2019 to March 15, 2019 was distributed to Council for their reference.

COMMITTEE'S REPORTS

1. **Emergency Response Committee (ERC):** Owners may view the ERC Meeting Minutes on **FSRConnect™**.
2. **Social Committee:** Owners may view the Social Committee Meeting Minutes on **FSRConnect™**.
3. **Garden Committee Minutes:** It was moved and seconded to approve the Garden Committee Meeting Minutes of March 11, 2019. **CARRIED.**

Owners may view the Garden Committee Meeting Minutes on **FSRConnect™**.

4. **Landscaping:**
 - (a) **Back Lawn / Gravel Pathway:** M & V Complete Landscaping completed the removal of the rotted wood along the back pathway and reseeded the back lawn.
 - (b) **Wood Edge:** M & V Complete Landscaping will schedule the replacement of the rotted wooden edge around the pond bricks with ProFlex paver edging material in the Spring.
 - (c) **Paver Edging:** M & V Complete Landscaping will schedule to install paver edging at the entrance of the lobby to divide the gravel from the soil, in the Spring.
 - (d) **Tree Maintenance:** Tags have been ordered by Council to carry out an inventory of the trees at Queen's Gate. The tree removal and pruning has not yet been scheduled by Bartlett Tree Experts.
 - (e) **Plantings:** Council reviewed a quotation for Spring planting at the lounge garden and front gates, and additional plants for the four sun pots and four shade pots. After discussion, it was moved and seconded to approve Jill Wright's quotations, in the amounts totaling \$966.00 (plus GST). **CARRIED.**

It was then moved and seconded to pre-approve a budget of \$500.00 for Jill Wright to source out additional perennial plants. **CARRIED.**

CORRESPONDENCE

Owners are invited to write to the Council via the Management Company regarding any Strata related matters. Owners are to note that response letters will be issued only on those matters as required in accordance with the *Strata Property Act* and Regulations. Otherwise, all correspondence will be noted in the minutes as acknowledgment along with any follow-up action

or directive as the Council sees fit, and that no further written response to the Owner(s) is deemed necessary. Anonymous letters will not be acknowledged or noted in the minutes.

CHARGEBACK LETTERS

The Strata Manager distributed to Council, three chargeback letters sent to Owners since the last Council Meeting. Council reviewed a response from an Owner regarding a charge back for half of the cost to replace the strip around the window frame of the balcony door. After discussion, Council directed the Strata Manager to respond to the Owner accordingly.

BYLAW INFRACTION LETTERS

Council reviewed four Bylaw infraction letters sent to Owners since the last Council Meeting. After discussion, it was moved and seconded not to levy fines. **CARRIED.**

CORRESPONDENCE

1. Council reviewed correspondence from an Owner at 8500 Building requesting that Council consider replacing the common area carpets and painting the walls in the stairwells. After discussion, Council agreed to review all building carpets and stairwells.
2. Council reviewed correspondence from an Owner at 8520 Building reporting that the balcony door track appears to be grinding metal and is difficult to open. Council advised that the balcony door wheels require replacing and the cost would be the responsibility of the Owner as it is due to wear and tear from usage.
3. Council reviewed correspondence from an Owner at 8520 Building regarding concerns with the new enterphone not working at times and that there is only one phone line used for all enterphones. Council advised that deficiencies with the enterphones have now been addressed by Viscount and that one phone line is sufficient for the enterphones as use of more than one enterphone at one time rarely occurs.
4. Council reviewed correspondence from an Owner at 8560 Building requesting that the Council waive the NSF charge due to a mix up with the Owner's bank. Council advised that the NSF charge cannot be waived as this is a charge from the bank and the Strata has incurred this charge.
5. Council reviewed correspondence from an Owner at 8560 Building regarding ceiling repairs resulting from a roof leak. Council advised that the source of the leak has been repaired, and directed the Strata Manager to advise the Owner to proceed with the in-suite repairs as the damages fall below the Strata's water damage deductible.
6. Council reviewed correspondence from an Owner at 8500 Building requesting the trees on the south side of 8500 Building be reduced in height. After discussion, Council denied the Owner's request as the trees are reviewed by an Arborist on an annual basis and recommendations are provided by the Arborist to maintain the health of the trees.
7. Council reviewed correspondence from an Owner at 8580 Building requesting to lower the fireplace mantel, install a television above the fireplace mantel, and build a desk next to the fireplace. After discussion, it was moved and seconded to approve the Owner's request. **CARRIED.**
8. Council reviewed correspondence from an Owner at 8580 Building disputing the \$200 fine for parking the vehicle at the front driveway. The Owner claims that the cost of towing

fees would not exceed \$130.00 if the vehicle is claimed the next morning from the towing lot. Council advised that the fine is for contravening a Bylaw and remains valid. Council directed the Strata Manager to return the uncashed cheque to the Owner which is for partial payment for the remaining balance of the fine only.

9. Council reviewed correspondence from an Owner at 8520 Building providing suggestions to Council regarding the review of the Strata's Bylaws. Council directed the Strata Manager to respond to the Owner to acknowledge the correspondence.
10. Council reviewed correspondence from an Owner at 8580 Building reporting that the door hinges at 8580 Building slam each time it is used. Council advised that the hinges cannot be adjusted as this will cause the door to not lock/latch properly.
11. Council reviewed correspondence from an Owner at 8580 Building reporting rat droppings on the patio. The Strata Manager is waiting to hear back from the pest control company regarding a solution to address the issue.

RENOVATIONS

Renovations to the following units were approved since the last Council Meeting:

- 305-8580

NEW BUSINESS

1. **Record of Water Problems:** A Council Member distributed a list of water related problems which occurred in March 2019, for Council's information.
2. **Incident Reports:** The Strata Manager distributed the incident reports from February 22 to March 11, 2019, for Council's information.
3. **Insurance Renewal:** Council reviewed the two options provided by Hub/Coastal for renewal of the Strata's insurance coverage. After discussion, it was moved and seconded to approve Hub/Coastal's quotation, in the premium amount of \$152,875.00, effective March 31, 2019, and includes the Platinum Legal Services Retainer with Clark Wilson LLP. **CARRIED.**
4. **Parkade Gate:** Ideal Door will be replacing the worn out gear box on the north 8500 operator and the worn out brake assembly on the 8520 parkade gate per their approved quotation in the amount of \$1,435.00 (plus GST).
5. **Parkade Leak:** Council reviewed a quotation to repair a leak in the parkade ceiling. After discussion, Council directed the Strata Manager to obtain a quotation for repairing the parkade ceiling using the Kryton repairing system.
6. **CCTV Update:** Apex Security replaced the DVR to improve the power supply to the cameras in order to address the issue with the 8520/8560 Building cameras not recording, per their approved quotation in the amount of \$1,268.00 (plus taxes).
7. **Building Manager Sick Leave:** Council directed the Strata Manager to confirm with Human Resources that the proper protocol is followed prior to the Building Manager going on sick leave.

8. **Roof Leak:** Council reviewed Incredible Restorations' findings after a non-invasive investigation of water damage in a 3rd floor unit at 8500 Building. The thermal imaging and moisture reader confirmed that elevated moisture was present and recommended a roofing contractor be retained to inspect all roofing and flashing. After discussion, Council directed the Strata Manager to arrange for Incredible Restorations and Harvard Industries to inspect the roof above the unit.
9. **Exterior Painting:** Council reviewed a quotation to paint the first level of the exterior stucco walls on the perimeter of all buildings. After discussion, it was moved and seconded to approve Imad's quotation in the amount of \$20,500.00 (plus GST), to be expensed from the Contingency Reserve Fund, and subject to approval by the Owners at the next AGM. **CARRIED.**
10. **Recirculation Pipe:** Council reviewed a quotation to replace the leaking recirculation pipe and repair the ceiling in the 1st floor hallway at 8500 Building. After discussion, it was moved and seconded to approve Xpert Mechanical's quotation to replace the leaking recirculating pipe in the amount of \$2,220.00 (plus GST) and BSB Construction's quotation to repair the ceiling thereafter, in the amount of \$3,150.00 (plus GST). **CARRIED.**

TERMINATION OF MEETING

There being no further business, the meeting was terminated at 12:53 p.m.

Next Council Meeting: Wednesday, May 1, 2019 at 9:00 a.m. Within the Lounge.

Annual General Meeting: Thursday, May 30, 2019 at 7:00 p.m. Within the Lounge

FirstService Residential BC Ltd.



May Le
Strata Manager
Per the Owners
Strata Plan NW 3119
ML/db

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.

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.

For those Owners who have already signed up to **FSRConnect™** you may access the website at <http://bc.fsrconnect.ca/NW3119>



**FS Insurance
Brokers**

did you
KNOW?

Toilet Leaks

Did you know that almost 30% of water use in an average home comes from the toilet? A silent leak inside or underneath the tank can lead to wasted water, damaged floors, high utility bills, and even damage to neighbouring units! If your toilet is leaking, you may see water on the floor, there may be a soft, spongy feeling on the floor near your toilet, or you may occasionally smell sewer gas. Leaks will typically occur in the tank, at the shutoff valve, in the supply line, or even underneath the toilet.

Things to consider:

- Learn to shut off your toilet valve before a leak occurs
- Recognize signs of a potential leak:
 - sounds of running water
 - the need to “jiggle” the handle to complete a flush
 - trickling water on inside of bowl
- Purchase a leak detection system
- Perform a leak test using a toilet tablet or food colouring
- Maintain adequate limits of personal insurance including water damage and sewer back-up



If a leak does occur, shut off the water supply and call a plumber ASAP!

DISCLAIMER: All information provided by FS Insurance Brokers is advisory in nature. Any such information may not identify or contemplate all unsafe conditions; others may exist. FS Insurance Brokers does not imply, guarantee or warrant the safety of any of the client's properties or operations or that the client or any such properties or operations are in compliance with all federal, provincial, or local laws, codes, statutes, ordinances, standards or recommendations. All decisions in connection with the implementation, if any, of any of FS Insurance Brokers' advice or recommendations shall be the sole responsibility of, and made by, the client or other recipient of the information.

**MINUTES
STRATA COUNCIL MEETING
THE OWNERS STRATA PLAN NW 3119
QUEEN'S GATE**

*Held on Wednesday, May 1, 2019
Within the Lounge of Queen's Gate
8520/8560 General Currie Road*

COUNCIL IN ATTENDANCE:	Carol Yap-Chung	President
	Percy Cheung	Vice-President
	Danny Hui	Treasurer
	Francis Wu	Member
	Miriam Wexler	Member
REGRETS:	Laurette Vital	Member
GUEST:	Owners	Knitting Club (<i>left at 9:16 a.m.</i>)
STRATA MANAGER:	May Le	FirstService Residential

REMINDERS



WATER DAMAGE DEDUCTIBLE: PLEASE BE ADVISED THAT THE NEW WATER DAMAGE DEDUCTIBLE IS \$20,000. PLEASE ENSURE YOU HAVE ADEQUATE COVERAGE WITH YOUR PERSONAL INSURERS.

MOTOR VEHICLE STORAGE INSURANCE: PLEASE BE REMINDED THAT UNLICENSED MOTOR VEHICLES, MOTORCYCLES, TRAILERS, BOATS, AND RECREATIONAL VEHICLES MUST DISPLAY ON DASH A COPY OF STORAGE INSURANCE WITH A MINIMUM THIRD- PARTY LIABILITY COVERAGE OF \$200,000.00, A COPY OF WHICH IS TO BE PROVIDED TO THE QUEEN'S GATE OFFICE, PER THE STRATA'S BYLAWS.

NEW RESIDENTS: OWNERS ARE REMINDED THAT ANY NEW RESIDENTS THAT MOVE INTO THEIR UNIT MUST BE REGISTERED WITH FIRSTSERVICE RESIDENTIAL, PER THE STRATA'S BYLAWS.

6(2) *WITHIN TWO WEEKS OF BECOMING A RESIDENT, OCCUPANT OR TENANT THE STRATA CORPORATION SHALL BE PROVIDED WITH THE OCCUPANT'S NAME, STRATA LOT NUMBER AND TELEPHONE NUMBER.*

PETS: PLEASE BE ADVISED THAT THE STRATA'S BYLAW REGARDING PET SIZES APPLY TO ALL PETS, INCLUDING VISITORS' PETS, AND PETS THAT ARE TEMPORARILY RESIDING IN THE UNIT (IE. DOGSITTING). ALL PETS THAT ARE KEPT IN A STRATA LOT MUST BE REGISTERED AT THE QUEEN'S GATE OFFICE.

DRAIN BACKUP: ABSOLUTELY NO GREASE OR FOOD WASTE IS TO BE POURED DOWN THE DRAINS, AND ONLY TOILET PAPER CAN BE FLUSHED DOWN THE TOILETS. DRAINS ARE BACKING UP INTO THE LOWER UNITS CAUSING UNNECESSARY WATER DAMAGE. PLEASE BE EXTRA CAUTIOUS AND RUN HOT WATER DOWN THE DRAINS FROM TIME TO TIME TO HELP CLEAR UP ANY BLOCKAGES. RESIDENTS WHO ARE AWAY ARE REQUESTED TO ASSIGN SOMEONE WITH A KEY TO THE UNIT TO RUN HOT WATER DOWN THE DRAINS ON A REGULAR BASIS.

The meeting was called to order at 9:00 a.m.

GUEST BUSINESS

Three members of the Knitting Club attended the meeting to address a complaint regarding the Knitting Club financials. The members informed Council that the Knitting Club consist of twenty Residents who volunteer many hours of their time to knit clothing and accessories for charity, in which a portion of the knitted items are purchased by the members of the Knitting Club. All proceeds from sales are used to purchase more wool and donate to charitable organizations, a third of unsold knitted items are donated to the church that feeds the homeless and nineteen Afghans, were donated last year. At times, members of the Knitting Club contribute their own funds to cover any deficits. The members of the Knitting Club requested that the Council permit the Knitting Club to use the Lounge for sales as they have confirmed that the Knitting Club is a non-profit group. Council thanked the three members and they left the meeting at 9:16 a.m.

Council discussed the response letter received from the Knitting Club and the three members' responses during their attendance at the meeting. After discussion, Council agreed that there is enough evidence to support that the Knitting Club is a non-profit group, and that they may continue to use the Lounge to sell their knitted items, moving forward. Council has requested that the notices posted by the Knitting Club include more detailed information on the sale proceeds and donations made to charities to prevent any future complaints.

As a matter of fairness, disclosing detailed information of proceeds and donations on notices will apply to all other Owner/Resident organized clubs, functions, etc. Strata Committees will continue to report their monthly finances directly to the Strata Council.

APPROVAL OF STRATA COUNCIL MEETING MINUTES

It was moved and seconded to approve the minutes of the Strata Council Meeting held on March 28, 2019, as distributed. **CARRIED.**

FINANCIAL REPORT

1. **Review of Accounts Receivable:** Council reviewed the Accounts Receivable Report and directed the Strata Manager to request that the accounting department note in the report that the charge back owing for a unit in 8560 Building does not have a limitation period, and is collectible when the unit sells.

Owners are reminded that Strata fees are due on the 1st day of each month. The Council thanks all Owners who have made their monthly Strata fee payments in full and on time each month.

2. **Report on Unapproved Expenditures:** Enterphone Installation \$17,470.66, expensed from the Contingency Reserve Fund as an unapproved expenditure, and is to be ratified at the next Annual General Meeting (AGM).
3. **Monthly Statement(s):** It was moved and seconded to approve the March 2019 financial statement(s), as circulated. **CARRIED.**

Owners wishing to view the most recent financial statement are encouraged to log onto **FSRConnect™**. The financial statement can be viewed by logging into your account, clicking on “Forms and Documents”, then “Financial Document”, and then selecting the desired file.

4. **2017/2018 Audit:** The draft audit for the 2017/2018 fiscal year has been completed by Dong Russell, and is currently under review by Council.
5. **2018/2019 Audit:** The 2018/2019 draft audit is currently in progress by Dong Russell.

REPORT ON LITIGATION

The *Strata Property Act* requires that all Owners be notified as soon as possible of any legal action involving the Strata Corporation. To the best of our knowledge there is no litigation to report.

BUSINESS ARISING

1. **Annual and Routine Maintenance:**
 - (a) **Annual Fire Inspection:** Vancouver Fire & Radius Security completed the deficiencies and testing of the smoke alarms in the missed units on April 3, 2019. Their report has confirmed that all in-suite smoke alarms have been tested and/or replaced as required.
 - (b) **Window Cleaning:** Mark Wareham completed the cleaning of the exterior inaccessible windows on April 27, 2019. Deficiencies were reported from the Owners of two units at 8580 Building. Council will report the deficiencies to Mr. Wareham.
 - (c) **Carpet Cleaning:** Citrus-O Carpet Care completed the cleaning of the common area carpets at 8520, 8560, and 8580 Buildings on April 26, 2019. The common area carpets at 8500 Building is scheduled to be cleaned on May 2, 2019.
 - (d) **Dryer Duct Cleaning:** Michael A. Smith Duct Cleaning (MASDC) is scheduled to clean the exterior dryer ducts on May 6 to 7, 2019.
 - (e) **Fountain Cleaning:** The fountain cleaning and paint touch-up has been completed.
 - (f) **Drain Cleaning:** Xpert Mechanical is scheduled to flush the horizontal and vertical lines on May 21 to 27, 2019.

2. **Fibre Optic Network:** Currently on Novus Entertainment's waiting list. Council directed the Strata Manager to cancel TELUS's attendance at the next Information Meeting as the meeting will be specific to discussion on the upcoming Bylaw amendments. TELUS brochures will be obtained and made available to Owners.
3. **Failed Windows:** Council reported that Island Glass has not contacted the QG Office to review the beige strip in the window glass that was replaced at 8560 Building. The Strata Manager will follow up with Island Glass.
4. **Access Gas:** The most recent Access Gas Services' invoices were distributed to Council for their information.
5. **Open Claim:** There is an open water claim with Hub/Coastal for damages relating to a sink overflow in a 3rd floor unit at 8560 Building. Repairs have been completed and the insurance deductible invoice is currently pending.
6. **Fire Panel Replacement:** Vancouver Fire & Radius Security completed the replacement of the fire panel at 8580 Building.

Post Meeting Update: The new stainless steel face plate and the frame have now been installed.

7. **Deck Drains:** Rainsafe completed the installation of the two deck drains at the south-end of 8580 Building.
8. **Unit Inspection:** Following the Order from the Civil Resolutions Tribunal (CRT), the Strata arranged with the Richmond Fire-Rescue (RFR) to inspect a unit at 8520 Building. Based on RFR's report, Council determined that the Owner was contravening three Bylaws. After discussion, Council directed the Strata Manager to send two Bylaw infraction letters to the Owner as one was already sent previously.

The RFR issued a fourteen-day notice to the Owner to bring the unit back to a safe and habitable space and will inspect the unit again. Any concerns after the next follow up inspection will be reported to Council by RFR.

9. **Common Area Carpets:** Following the last Council Meeting, Council reviewed all common area carpets including the stairwells and reported there are no issues with the carpets, but some minor tears that Council will arrange to have repaired.
10. **Parkade Gate:** Ideal Door completed the replacement of the worn out gear box on the north 8500 operator and the worn out brake assembly on the 8520 parkade gate.
11. **Parkade Leak:** Allquest Contracting has been requested to provide a quotation for repairing a leaking section of the parking ceiling using the Kryton repairing system.
12. **CCTV Update:** Apex Security reinstalled the security software to resolve the issue with the surveillance camera not recording.
13. **Building Manager Sick Leave:** Mario Menta is currently on sick leave as of April 29, 2019 for a minimum of five weeks.

14. **Roof Leak:** Following the last Council Meeting, Incredible Restorations returned to the 3rd floor unit at 8500 Building and removed the drywall to further investigate the elevated moisture that was detected on the thermal imaging. Harvard Industries reviewed the roof and located the source to be a failed scupper drain on the roof which has now been replaced.

Council reviewed the updated report from Incredible Restorations which notes mold growth and structural damage, and recommended that the Strata obtain a specialist to assess the potential structural damage. After discussion, Council directed the Strata Manager to open a Strata insurance claim and have the insurance adjuster arrange for a specialist to review the structural damage.
15. **Exterior Painting:** Tabled to the Annual General Meeting.
16. **Recirculation Pipe:** Xpert Mechanical completed the replacement of the leaking recirculation pipe in hallway at 8500 Building and BSB Construction completed the ceiling repairs thereafter.

COMMITTEE'S REPORTS

1. **Emergency Response Committee (ERC):** Owners may view the ERC Meeting Minutes on **FSRConnect™**.
2. **Social Committee:** Owners may view the Social Committee Meeting Minutes on **FSRConnect™**.
3. **Garden Committee Minutes:** It was moved and seconded to approve the Garden Committee Meeting Minutes of March 11, 2019. **CARRIED.**

Owners may view the Garden Committee Meeting Minutes on **FSRConnect™**.
4. **Landscaping:**
 - (a) **Wood Edge:** M & V Complete Landscaping completed the replacement of the rotted wood edge around the pond bricks with ProFlex paver edging material.
 - (b) **Paver Edging:** M & V Complete Landscaping completed the installation of the paver edging at the entrance of the lobby to divide the gravel from the soil.
 - (c) **Tree Maintenance:** The tree removal and pruning has not yet been scheduled by Bartlett Tree Experts.
 - (d) **Plantings:** Following the last Council meeting, the installation of the approved plantings is currently in progress by Jill Wright.
 - (e) **Tree Treatment:** Council directed the Strata Manager to request that Bartlett Tree Experts attend to the worm treatment as soon as possible.

CORRESPONDENCE

Owners are invited to write to the Council via the Management Company regarding any Strata related matters. Owners are to note that response letters will be issued only on those matters as required in accordance with the *Strata Property Act* and Regulations.

Otherwise, all correspondence will be noted in the minutes as acknowledgment along with any follow-up action or directive as the Council sees fit, and that no further written response to the Owner(s) is deemed necessary. Anonymous letters will not be acknowledged or noted in the minutes.

CHARGEBACK LETTERS

The Strata Manager distributed to Council, three chargeback letters sent to Owners since the last Council Meeting. Council reviewed a response from an Owner regarding a charge back for half of the cost to replace the strip around the window frame of the balcony door. After discussion, Council directed the Strata Manager to respond to the Owner accordingly.

BYLAW INFRACTION LETTERS

Council reviewed two Bylaw infraction letters sent to Owners since the last Council Meeting and responses from both Owners. After discussion, it was moved and seconded not to levy fines.
CARRIED.

CORRESPONDENCE

1. Council reviewed correspondence from an Owner at 8520 Building requesting clarification on why replacement of the patio door wheels and handle are the Owner's responsibility. Council advised that the patio door wheels and handle are due to wear and tear from Owner's usage.
2. Council reviewed correspondence from an Owner at 8580 Building requesting why a restoration company was not called out when water flooded down into the unit. Council advised that the incident was a minor leak and per FirstService Residential's afterhours report, the leak had stopped when the Strata Manager contacted the Owner's sister who had reported the leak. Firemen were on site and shut off the water.
3. Council reviewed correspondence from an Owner at 8580 Building reporting that the garbage room floor is filthy and smells, and that an Owner rented the guest suite for a family member who couldn't sleep in the room because of an odour. Council advised that the garbage room is cleaned with water on a weekly basis.

Please note: Council will not address any correspondence from Owners who are reporting other Owners' issues/complaints. If an Owner approaches you with a concern, please encourage them to write a letter directly to Council.

4. Council reviewed correspondence from an Owner at 8580 Building reporting a concern with the patio as the part of the rebar is exposed. After discussion, Council members Percy and Francis have volunteered to review all 1st floor patios.

5. Council reviewed correspondence from an Owner at 8500 Building regarding rocks that were found in the dryer ducts while the washer/dryer was being replaced by a technician. Council advised that the rocks are a result from the roof work that was carried out a few years ago; however, the roofers likely did not assume that the rocks went further than the 3rd floor.
6. Council reviewed correspondence from an Owner at 8580 Building requesting why an Owner at 8560 Building is getting the water damaged ceiling repaired and paid by the Strata, per the last Council Meeting minutes. The Strata Manager advised Council that the minutes state that the Owner may proceed with the in-suite repairs as the cost of the damages fall below the Strata's deductible. To clarify, the Owner will be paying for the in-suite repairs.

RENOVATIONS

Renovations to the following units were approved since the last Council Meeting:

- 221-8500
- 106-8580

NEW BUSINESS

1. ***Record of Water Problems:*** A Council Member distributed a list of water related problems which occurred in April 2019, for Council's information.
2. ***Incident Reports:*** The Strata Manager distributed the incident report for April 15, 2019, for Council's information.
3. ***Lobby Painting:*** Council will consider repainting the lobbies at the end of the 2019/2020 fiscal year if the Strata ends in an operating surplus.
4. ***Pest Control:*** Council reviewed correspondence from Orkin Canada regarding recommendations on addressing the ongoing rat issue on a patio at 8580 Building. After discussion, Council directed the Strata Manager to request that Orkin Canada arrange a site visit directly with the Owner who is having the issue.
5. ***Annual General Meeting Preparation:*** Prior to the meeting, Council had finalized the Proposed 2019/2020 Budget and provided the Strata Manager a copy for the Annual General Meeting Notice. The revised Strata Bylaws are still being drafted by the lawyer, and will be reviewed by Council via email.

TERMINATION OF MEETING

There being no further business, the meeting was terminated at 12:07 p.m.

Information Meeting –

Discussion on Bylaw Amendments: Thursday, May 30, 2019, 6:00 p.m. to 7:00 p.m.,
Within the Lounge.

Annual General Meeting: Tuesday, June 4, 2019 at 7:00 p.m. Within the Lounge

FirstService Residential BC Ltd.



May Le
Strata Manager
Per the Owners
Strata Plan NW 3119
ML/ef

General: 604.683.8900 (24 hours emergencies)

Customer Care Centre: 1.855.273.1967 (24 hours non-emergency)

www.fsresidential.com

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For those Owners who have already signed up to **FSRConnect™** you may access the website at <http://bc.fsrconnect.ca/NW3119>

did you
KNOW?



**FS Insurance
Brokers**

Barbecue and Grilling

Using a barbeque is a fantastic benefit of warmer weather! Abiding by some basic courtesies make it a more pleasant experience for everyone.

Things to consider:

1. Check your by-laws to learn what type of barbeque is allowed, where it can be used and if communal barbeques need to be reserved.
2. Do not use lighter fluid unless explicitly allowed and needed.
3. Keep functioning fire extinguishers (manual or ceiling mounted) close by.
4. If your grill is smoking particularly badly, or the wind is wafting toward your neighbors' open windows, close the lid, turn down the heat or scrape off the grate.
5. As a courtesy to other grillers, avoid grilling foods with a strong aroma (fish, seafood, onions, cruciferous vegetables) on a community grill unless wrapped in heavy-duty aluminum foil or the grill is lined with foil.
6. Clean up after yourself. Use a barbecue brush or balled up aluminum foil ball to scrape the cooking grates. Use paper towels and approved spray cleaner on the entire area, including the counter, the grill knobs and the outside of the grill, especially where raw meat may have touched. Put everything back where it belongs.



DISCLAIMER: All information provided by FS Insurance Brokers is advisory in nature. Any such information may not identify or contemplate all unsafe conditions; others may exist. FS Insurance Brokers does not imply, guarantee or warrant the safety of any of the client's properties or operations or that the client or any such properties or operations are in compliance with all federal, provincial, or local laws, codes, statutes, ordinances, standards or recommendations. All decisions in connection with the implementation, if any, of any of FS Insurance Brokers' advice or recommendations shall be the sole responsibility of, and made by, the client or other recipient of the information.

IMPORTANT INFORMATION Please have this translated

重要資料 請找人為你翻譯

RENSEIGNEMENTS IMPORTANTS Prière de les faire traduire

これはたいせつなお知らせです。どなたかに日本語に訳してもらってください。

INFORMACIÓN IMPORTANTE Busque alguien que le traduzca

알려드립니다 이것을 번역해 주십시오

CHỈ DẪN QUAN TRỌNG Xin nhờ người dịch hộ

ਜ਼ਰੂਰੀ ਜਾਣਕਾਰੀ ਕਿਰਪਾ ਕਰਕੇ ਕਿਸੇ ਕੋਲੋਂ ਇਸ ਦਾ ਉਲੱਥਾ ਕਰਵਾਓ

**MINUTES
STRATA COUNCIL MEETING
THE OWNERS STRATA PLAN NW 3119
QUEEN'S GATE**

*Held on Wednesday, June 26, 2019
Within the Lounge of Queen's Gate
8520/8560 General Currie Road*

COUNCIL IN ATTENDANCE: Carol Yap-Chung
Percy Cheung
Danny Hui
Francis Wu
Miriam Wexler
Laurette Vital
Brian Katz

STRATA MANAGER: May Le FirstService Residential

The meeting was called to order at 9:00 a.m.

NOMINATION OF OFFICERS

The following Council members accepted the officer positions noted below:

Carol Yap-Chung	President
Percy Cheung	Vice-President
Danny Hui	Treasurer

APPROVAL OF STRATA COUNCIL MEETING MINUTES

It was moved and seconded to approve the minutes of the Strata Council Meeting held on May 1, 2019, as distributed. **CARRIED.**

FINANCIAL REPORT

1. **Review of Accounts Receivable:** The Strata Manager advised Council that the Accounts Receivable Report shows a number of units in arrears for catch-up Strata fees, but most of the accounts will be cleared up on July 1, 2019 when the catch-up fees are deducted from the PAD.

Council discussed an Owner's request for an extension to pay off the outstanding balance owing on the account by July 31, 2019. After discussion, it was moved and seconded to approve a final payment extension as previous extensions were granted, but payments were not received. **CARRIED.** Council directed the Strata Manager to mail and hand deliver a letter to the Owner granting the payment extension to July 31, 2019, and to send

the file to a lawyer to commence legal proceedings should payment not be received by the due date.

Owners are reminded that Strata fees are due on the 1st day of each month. The Council thanks all Owners who have made their monthly Strata fee payments in full and on time each month.

2. **Report on Unapproved Expenditures:** There are no unapproved expenditures to report. The *Strata Property Act* requires that all Owners be notified as soon as possible of unapproved expenditures.
3. **Monthly Statement(s):** The April and May 2019 financial statements have been tabled to the next meeting.

Owners wishing to view the most recent financial statement are encouraged to log onto **FSRConnect™**. The financial statement can be viewed by logging into your account, clicking on "Forms and Documents", then "Financial Document", and then selecting the desired file.

4. **2017/2018 Audit:** It was moved and seconded to approve the 2017/2018 draft audit prepared by Dong Russell. **CARRIED**
5. **2018/2019 Audit:** The 2018/2019 draft audit is currently in progress by Dong Russell.

REPORT ON LITIGATION

The *Strata Property Act* requires that all Owners be notified as soon as possible of any legal action involving the Strata Corporation. To the best of our knowledge there is no litigation to report.

BUSINESS ARISING

1. **Annual and Routine Maintenance:**
 - (a) **Carpet Cleaning:** Citrus-O Carpet Care completed the cleaning of the common area carpets at 8520, 8560, and 8580 Buildings on April 26, 2019 and 8500 Building on May 2, 2019.
 - (b) **Dryer Duct Cleaning:** Michael A. Smith Duct Cleaning (MASDC) completed the cleaning of the exterior dryer ducts on May 7, 2019.
 - (c) **Drain Cleaning:** Xpert Mechanical completed the flushing of the horizontal and vertical lines on May 27, 2019.
2. **Fibre Optic Network:** Currently on Novus Entertainment's waiting list. The Strata Manager forwarded a revised TELUS Access Agreement for Council's review. Further discussion at the next meeting.
3. **Failed Windows:** Island Glass clarified that their beige Mutton bars for the windows are a little lighter than the Mutton bars in the original windows and cannot be matched 100%.

Council also reported that Island Glass' technicians are not following the proper protocol by contacting the Building Manager when they are on site. Council directed the Strata Manager to contact the Owner of Island Glass that the Building Manager must be informed at all times when their technicians are on site.

4. **Open Claim:** Repairs to the affected 1st floor unit at 8560 Building have been completed. The Strata's deductible invoice has been charged back to the responsible 3rd floor unit.
5. **Unit Inspection:** Richmond Fire-Rescue (RFR) has conducted a reinspection of a unit at 8520 Building and determined that the unit Owner has not complied with the Notice of Violation. As such, the Strata now has the obligation to work with the RFR to arrange the cleanup to the unit. All cleanup costs will be charged back to the unit.
6. **Parkade Leak:** Council reviewed two quotations to repair the leaks in the 8560 parkade by either epoxy injection or Kryton repair grout. After discussion, Council agreed to start with installing drain holes as a first option since the several drain holes installed on the 8500 decks last year have been successful so far.
7. **Roof Leak – Open Claim:** Spratt Emanuel Engineering (SEE) conducted a review of the potential structural damage in a 3rd floor unit at 8500 Building as a result of a leak sourced from a failed scupper drain on the roof. SEE reported the areas with wood rot that would require replacement. A quotation was obtained and reviewed by Council. After discussion, it was moved and seconded to approve BSB Construction's quotation to replace the rotten wood, in the amount of \$1,950.00 (plus GST). **CARRIED**
8. **Exterior Painting:** Following approval from the Owners at the AGM, the exterior painting of the 1st floor building perimeters will be scheduled this Summer.

BUILDING MANAGER REPORT

Council directed the Strata Manager to advise the Building Manager to do a walkabout of all buildings, including the parkades, on a weekly basis, and to report any items that require attention.

COMMITTEE'S REPORTS

1. **Emergency Response Committee (ERC):** Owners may view the ERC Meeting Minutes on **FSRConnect™**.
2. **Social Committee:** Owners may view the Social Committee Meeting Minutes on **FSRConnect™**.
3. **Garden Committee Minutes:** It was moved and seconded to approve the Garden Committee Meeting Minutes of June 10, 2019, with an amendment to "Old Business – a)" where the additional amount approved for the Spring/Summer plantings should be \$500.00. **CARRIED**.

Owners may view the Garden Committee Meeting Minutes on **FSRConnect™**.

4. **Landscaping:**
 - (a) **Tree Maintenance:** Bartlett Tree Experts is scheduled to remove two trees this week. Pruning of eleven Oak trees at the back lane and centre court will be carried

out at the same time as the tree removal, in the amount of \$3,430.35 (plus GST), approved by Council via email. **Post Meeting Update: The work has been completed.**

- (b) **Plantings:** Jill Wright has completed the installation of the Spring/Summer plantings.
- (c) **Tree Treatment:** Bartlett Tree Experts completed the worm treatment immediately following the last Council Meeting. The remaining tree treatment is scheduled for this week. **Post Meeting Update: The work has been completed.**

CORRESPONDENCE

Owners are invited to write to the Council regarding any Strata related matters, via a letter to be deposited in the QG mailbox or by email at nw3119@gmail.com. Owners are to note that response letters will be issued only on those matters as required in accordance with the *Strata Property Act* and Regulations.

Otherwise, all correspondence will be noted in the minutes as acknowledgment along with any follow-up action or directive as the Council sees fit, and that no further written response to the Owner(s) is deemed necessary. Anonymous letters will not be acknowledged or noted in the minutes.

BYLAW INFRACTION LETTERS

Council reviewed two alleged Bylaw infraction letters sent to an Owner at 8520 Building for items stored in the assigned parking stall and items stored within the unit that increased the risk of a fire. Fines will be held off at this time as arrangements have been made to rectify the issues.

CORRESPONDENCE

1. Council reviewed correspondence from an Owner at 8560 Building reporting that a Resident of 8520 Building had locked the changeroom restricting access for other Residents use. After discussion, Council directed the Strata Manager to send a warning letter to the Resident of 8520 that future access to the change room may be denied if this continues.
2. Council reviewed correspondence from four Owners at 8520 Building reporting excessive storage in a vehicle parked in 8520 parkade. As there is no Bylaw prohibiting storage in a vehicle and the RFR did not find that the vehicle was in violation of the BC Fire Code, further action cannot be taken at this time. An arrangement has been made between the Owner of the vehicle and another Owner to clear out some items from the vehicle.
3. Council reviewed correspondence from an Owner at 8580 Building requesting a refund for parking rental charges that the Owner paid through PAD but was not renting a parking stall. After discussion, Council confirmed that the Owner did not rent a parking stall and directed the Strata Manager to verify the total parking rental charges that the Owner paid and process a refund cheque.
4. Council reviewed correspondence from an Owner at 8520 Building reporting that the door frame has not been painted and that there are ant hills outside the 8520 Building entrance.

Council advised that the ant hills have been cleared and directed the Strata Manager to clarify with the Owner on whether the door frame is located inside of the unit or outside of the unit.

5. Council reviewed correspondence from an Owner at 8560 Building regarding an ongoing leak from the roof that occurs during the winter when the temperature drops causing the door to be displaced from the usual position and a leak through the ceiling. After discussion, Council advised that the leak will need to be monitored and investigated during the winter when it is active in order to locate the issue.
6. Council reviewed correspondence from an Owner at 8580 Building regarding an ongoing issue with noisy pipes when the unit above flushes the toilet. After discussion, three Council members volunteered to investigate the noise along with the Building Manager.

NEW BUSINESS

1. ***Record of Water Problems:*** A Council Member distributed a list of water related problems which occurred in May 2019, for Council's information. Council advised that moving forward a list will no longer be distributed to Council as water leaks that occurred are already mentioned in the minutes.
2. ***Incident Reports:*** The Strata Manager distributed the incident report for May 14 to June 18, 2019, for Council's information.
3. ***Pipe Repairs:*** Xpert Mechanical completed the repairs to leaking pipe in the 3rd floor common hallway at 8500 Building and the 1st floor common hallway at 8560 Building.
4. ***Water Leak:*** A leak occurred in the kids' Playroom on June 21, 2019 which was sourced to leaking shower drain in a unit at 8500 Building. Council directed the Strata Manager to send a letter of responsibility to the unit Owner.
5. ***Laundry Room:*** Council reported some wall damage in the Strata's laundry room at 8500 Building, on the left side corner of wall.
6. ***Executive Meetings:*** In order to reduce the Council Meetings to two hours, Council will be holding Executive Meetings on the Monday prior to every Council Meeting to discuss the agenda items. Final decisions will be formally made at the Council Meeting.

TERMINATION OF MEETING

There being no further business, the meeting was terminated at 12:00 p.m.

Annual General Meeting: Wednesday, July 31, 2019 at 9:00 a.m. within the Lounge.

irstService Residential BC Ltd.



May Le
Strata Manager
Per the Owners
Strata Plan NW 3119
ML

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.

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.

For those Owners who have already signed up to **FSRConnect™** you may access the website at <http://bc.fsrconnect.ca/NW3119>

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KNOW?



**FS Insurance
Brokers**

Cigarette Disposal

Cigarettes and cigars are a leading cause of residential fires in Canada. In Vancouver in 2015, there were 90 smoking-related fires and in 2017, 120. Since 2001, 1 in 3 fire-related deaths in Vancouver have been attributed to smoking. With the legalization of cannabis, incidents are expected to rise.

Fires caused by residents or guests using flower pots or planters as ashtrays or throwing cigarettes over balconies or patios can cause devastating property and life loss. The soil in planters often contain highly combustible materials like peat moss, and yet they are commonly used as ashtrays. Peat moss is added to potting soil to retain moisture and keep the pot light. Other materials that are found in planters and can fuel flames are vermiculite, Styrofoam and fertilize.

Remember:

- Never toss hot cigarette butts over the balcony or out a window.
- Never toss hot cigarette butts or ashes in the trash or in a planter.
- Use a sturdy ashtray with a wide stable base or a can filled with sand to extinguish smoking materials.
- Do not place ashtrays on chairs or sofas.
- Soak cigarette butts and ashes in water before throwing them away.
- Never smoke in bed.



DISCLAIMER: All information provided by FS Insurance Brokers is advisory in nature. Any such information may not identify or contemplate all unsafe conditions; others may exist. FS Insurance Brokers does not imply, guarantee or warrant the safety of any of the client's properties or operations or that the client or any such properties or operations are in compliance with all federal, provincial, or local laws, codes, statutes, ordinances, standards or recommendations. All decisions in connection with the implementation, if any, of any of FS Insurance Brokers' advice or recommendations shall be the sole responsibility of, and made by, the client or other recipient of the information.

IMPORTANT INFORMATION Please have this translated

重要資料 請找人為你翻譯

RENSEIGNEMENTS IMPORTANTS Prière de les faire traduire

これはたいせつなお知らせです。どなたかに日本語に訳してもらってください。

INFORMACIÓN IMPORTANTE Busque alguien que le traduzca

알려드립니다 이것을 번역해 주십시오

CHỈ DẪN QUAN TRỌNG Xin nhờ người dịch hộ

ਜ਼ਰੂਰੀ ਜਾਣਕਾਰੀ ਕਿਰਪਾ ਕਰਕੇ ਕਿਸੇ ਕੋਲੋਂ ਇਸ ਦਾ ਉਲੱਥਾ ਕਰਵਾਓ

MINUTES

STRATA COUNCIL MEETING

THE OWNERS STRATA PLAN NW 3119

QUEEN'S GATE

*Held on Wednesday, July 31, 2019
Within the Lounge of Queen's Gate
8520/8560 General Currie Road*

COUNCIL IN ATTENDANCE: Carol Yap-Chung President
Percy Cheung Vice-President
Danny Hui Treasurer (*left at 10:34 a.m.*)
Francis Wu
Miriam Wexler
Brian Katz

REGRETS: Laurette Vital

STRATA MANAGER: May Le FirstService Residential

The meeting was called to order at 9:00 a.m.

COUNCIL UPDATE

Laurette Vital submitted her resignation leaving six members remaining on Council. Council would like to thank Ms. Vital for her contribution to the Strata over the years.

At this time, Council would like to request volunteers to replace the seventh Council member. Council will review the applicants at the next meeting and will appoint the replacement Council member by a majority vote.

APPROVAL OF STRATA COUNCIL MEETING MINUTES

It was moved and seconded to approve the minutes of the Strata Council Meeting held on June 26, 2019, as distributed. **CARRIED.**

FINANCIAL REPORT

1. ***Review of Accounts Receivable:*** Council reviewed the accounts receivable report distributed by the Strata Manager. After discussion, Council directed the Strata Manager to follow up with an Owner's payment arrangement for parking rental back charges at 8560 Building.

Council discussed an Owner at 8580 Building who is in arrears for Strata fees and a Certificate of Lien had been registered against the title to the Strata Lot. After discussion, it was moved and seconded to send the Owner's file to a lawyer to commence legal proceedings. **CARRIED.**

Owners are reminded that Strata fees are due on the 1st day of each month. The Council thanks all Owners who have made their monthly Strata fee payments in full and on time each month.

2. **Report on Unapproved Expenditures:** There are no unapproved expenditures to report. The *Strata Property Act* requires that all Owners be notified as soon as possible of unapproved expenditures.
3. **Monthly Statements:** It was moved and seconded to approve the financial statements from April to June 2019, as circulated. **CARRIED.**

Owners wishing to view the most recent financial statement are encouraged to log onto **FSRConnect™**. The financial statement can be viewed by logging into your account, clicking on "Forms and Documents", then "Financial Document", and then selecting the desired file.

4. **2018/2019 Audit:** The 2018/2019 draft audit prepared by Dong Russell is currently under review by Council.

REPORT ON LITIGATION

The *Strata Property Act* requires that all Owners be notified as soon as possible of any legal action involving the Strata Corporation. To the best of our knowledge there is no litigation to report.

BUSINESS ARISING

1. **Fibre Optic Network:** Currently on Novus Entertainment's waiting list.

A TELUS representative is scheduled to meet with a Council member on August 14, 2019 to go over any concerns about the proposed project to bring the fibre network into the building and into the individual units. Further discussion at the next meeting.

2. **Unit Inspection:** It was moved and seconded to ratify Council's approval to proceed with the cleanup of a unit at 8520 Building, as ordered by the Richmond Fire-Rescue (RFR), and the cost would be charged back to the unit Owner. **CARRIED.**

The Strata Manager advised Council that the charge backs relating to the cleanup of the unit is lienable, per the *Strata Property Act*, as the cleanup was ordered by the RFR.

3. **Parkade Leak:** Rainsafe is scheduled to install drain holes at 8560 Building on July 31, 2019, to address the leak in the parkade.
4. **Roof Leak – Open Claim:** BSB Construction completed the structural repairs as reported by Spratt Emanuel Engineering. Council reviewed a quotation from Incredible Restorations to carry out the in-suite repairs. After discussion, it was moved and seconded to approve Incredible Restorations' quotation, in the amount of \$9,472.84 (including GST). **CARRIED.**

Post Meeting Update: The Strata Manager advised Council that Incredible Restorations has agreed to reduce the repair cost by 20%.

5. **Exterior Painting:** Abbie Paint & Décor started the exterior painting of the first-floor building perimeters on July 29, 2019, per their approved quotation, in the amount of \$20,500.00 (plus GST).

BUILDING MANAGER REPORT

A Building Manager report will no longer be required as the new weekly walkabout sheets completed by the Building Manager will have all relevant information. The sheets will be kept at the QG Office for Council's reference and will not be included in the agenda. Any matters requiring action from the Strata Manager will be forwarded via email.

COMMITTEE'S REPORTS

1. **Emergency Response Committee (ERC):** Owners may view the ERC Meeting Minutes on **FSRConnect™**.
2. **Social Committee:** Owners may view the Social Committee Meeting Minutes on **FSRConnect™**.
3. **Garden Committee Minutes:** Owners may view the Garden Committee Meeting Minutes on **FSRConnect™**.
4. **Landscaping:**
 - (a) **Tree Maintenance:** Bartlett Tree Experts completed pruning the trees at Queen's Gate. The arborist advised that he will not cut more dead branches as those branches will grow back; however, the branches reaching the exterior building were cut.
 - (b) **Tree Treatment:** Council reported that the tree injection was not successful as there is still sap on the trees.

CHARGEBACK LETTERS

Three chargeback letters sent since the last Council Meeting were distributed to Council for their information.

CORRESPONDENCE

Owners are invited to write to the Council regarding any Strata related matters, via a letter to be deposited in the QG mailbox or by email at nw3119@gmail.com. Owners are to note that response letters will be issued only on those matters as required in accordance with the *Strata Property Act* and Regulations.

Otherwise, all correspondence will be noted in the minutes as acknowledgment along with any follow-up action or directive as the Council sees fit, and that no further written response to the Owner(s) is deemed necessary. Anonymous letters will not be acknowledged or noted in the minutes.

BYLAW INFRACTION LETTERS

Council reviewed one alleged Bylaw infraction letter sent to an Owner at 8520 Building for items stored in the assigned parking stall. As the items have been removed within the required timeline, as per the Strata Corporation's Bylaws, no fine will be applied.

CORRESPONDENCE

1. Council reviewed correspondence from an Owner at 8500 Building requesting that if the Rhodo bushes in front of the unit needs to be trimmed, that those are trimmed minimally as to not compromise the Owner's privacy. Council advised that there will be no trimming of bushes this year, and will be tabled to July 2020.
2. Council reviewed correspondence from four Owners at 8580 Building reporting an ongoing issue with mice droppings on the deck and noise from the unit above when the toilet is flushing. Council advised that the pest control technician has attended the site and there are three traps already in place. The noise has been resolved now that Xpert Mechanical has repaired the toilet in the unit above.
3. Council reviewed correspondence from an Owner at 8520 Building advising that a friend of the Owner offers swimming lessons, without compensation. After discussion, Council advised that the swimming instructor is considered a guest of the Owner, as such, the Owner and the guest will need to adhere to the Strata Corporation's Bylaws. A Council member will be drafting a letter for the Strata Manager to mail to the Owner.
4. Council reviewed correspondence from an Owner at 8580 Building disputing a fine for a noise Bylaw. After discussion, Council directed the Strata Manager to provide the details of the original noise complaint for further review.
5. Council reviewed correspondence from an Owner at 8520 Building regarding an infestation of ants in the unit. Council advised that the issue has now been resolved.
6. Council reviewed correspondence from an Owner at 8520 Building regarding the lack of communication when contractors are on site carrying out Strata related work, specifically the power washing that was conducted to the building exterior, without prior notice to the Residents, causing damage to the Owner's plants and outdoor furniture. After discussion, Council agreed that, moving forward, any last-minute changes made by the contractors regarding rescheduling will be refused if the new date does not provide enough time to notify the Residents. Any other work that does not affect the Residents or in the event of an emergency repair, notification to the Residents may not be feasible.
7. Council reviewed correspondence from an Owner at 8560 Building regarding a motorbike that causes excessive noise when riding in and out of the parkade during the Queen's Gate quiet hours. After discussion, Council directed the Strata Manager to distribute a building notice regarding motor vehicles and noise.

NEW BUSINESS

1. ***Incident Reports:*** The Strata Manager distributed the incident reports for July 23 to 25, 2019, for Council's information.

2. **Parcel Lockers:** Prior to the meeting, Council reviewed Canada Post's proposed location of where each parcel locker would be placed at each building. After discussion, Council directed the Strata Manager to request that Canada Post provide other potential locations as the proposed locations will obstruct certain common areas.
3. **Lounge Veranda:** Rainsafe will be scheduling the installation of the Zinc strip to the lounge veranda to control moss and algae build up, per their approved quotation, in the amount of \$680.00 (plus GST).
4. **Summer Maintenance Program:** A Council member distributed a 2019 Summer Maintenance Program for Council's information.
5. **Fire Safety Plans:** Two quotations to update the fire safety plans are pending.
6. **Path Lights:** Council reviewed a quotation to install six exterior pillar path lights. After discussion, Council directed the Strata Manager to request a revised quotation from the contractor and to obtain two more quotations from other electricians, with the labour and material costs separated.

TERMINATION OF MEETING

There being no further business, the meeting was terminated at 11:48 a.m.

Council Meeting: Wednesday, August 28, 2019 at 9:00 a.m. within the Lounge.

FirstService Residential BC Ltd.



May Le
Strata Manager
Per the Owners
Strata Plan NW 3119

Email: info.bc@fsresidential.com

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.

FSRConnect™ REGISTRATION

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RENSEIGNEMENTS IMPORTANTS Prière de les faire traduire

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INFORMACIÓN IMPORTANTE Busque alguien que le traduzca

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CHỈ DẪN QUAN TRỌNG Xin nhờ người dịch hộ

ਜ਼ਰੂਰੀ ਜਾਣਕਾਰੀ ਕਿਰਪਾ ਕਰਕੇ ਕਿਸੇ ਕੋਲੋਂ ਇਸ ਦਾ ਉਲੱਥਾ ਕਰਵਾਓ

MINUTES

STRATA COUNCIL MEETING

THE OWNERS STRATA PLAN NW 3119

QUEEN'S GATE

*Held on Wednesday, August 28, 2019
Within the Lounge of Queen's Gate
8520/8560 General Currie Road*

COUNCIL IN ATTENDANCE:	Carol Yap-Chung	President (<i>left at 12:12 p.m.</i>)
	Percy Cheung	Vice-President
	Danny Hui	Treasurer (<i>left at 10:34 a.m.</i>)
	Francis Wu	Member
	Miriam Wexler	Member
REGRETS:	Brian Katz	Member
STRATA MANAGER:	May Le	FirstService Residential

The meeting was called to order at 9:00 a.m.

COUNCIL MEMBER REPLACEMENT

Council reviewed two nominations to take replace the Council member who resigned prior to the last Council Meeting. After discussion, it was moved and seconded to elect Donna Lenz as the replacement Council member. **CARRIED**

APPROVAL OF STRATA COUNCIL MEETING MINUTES

The following amendment (in bold) was made to the Strata Council Meeting minutes held on July 31, 2019:

*"Correspondence Item #3 – Council reviewed correspondence from **an Owner** at 8580 Building..."*

It was moved and seconded to approve the minutes of the Strata Council Meeting held on July 31, 2019, as amended. **CARRIED.**

FINANCIAL REPORT

1. **Review of Accounts Receivable:** Council reviewed the accounts receivable report distributed by the Strata Manager. After discussion, Council directed the Strata Manager

to send a thirty-day warning letter to an Owner at 8560 Building for outstanding parking fees and to follow up with an Owner at 8560 Building regarding the payment arrangement for parking rental back charges.

Owners are reminded that Strata fees are due on the 1st day of each month. The Council thanks all Owners who have made their monthly Strata fee payments in full and on time each month.

2. **Report on Unapproved Expenditures:** There are no unapproved expenditures to report. The *Strata Property Act* requires that all Owners be notified as soon as possible of unapproved expenditures.
3. **Monthly Statements:** It was moved and seconded to approve the financial statements of July 2019, as circulated. **CARRIED.**

Owners wishing to view the most recent financial statement are encouraged to log onto **FSRConnect™**. The financial statement can be viewed by logging into your account, clicking on "Forms and Documents", then "Financial Document", and then selecting the desired file.

4. **2018/2019 Audit:** The revisions to the 2018/2019 draft audit prepared by Dong Russell is currently under review by the Council Treasurer.

REPORT ON LITIGATION

The Strata Corporation has commenced foreclosure proceedings against a Strata Lot for sixteen months of unpaid Strata fees.

The *Strata Property Act* requires that all Owners be notified as soon as possible of any legal action involving the Strata Corporation. To the best of our knowledge there is no litigation to report.

BUSINESS ARISING

1. **Annual & Routine Maintenance:**
 - (a) **Annual Fire Inspection:** Vancouver Fire has scheduled the annual fire inspection for October 2 to 11, 2019.
2. **Fibre Optic Network:** Currently on Novus Entertainment's waiting list.

Council met with a TELUS representative prior to the meeting to discuss any concerns Council had regarding the proposal to bring fibre optic network into Queen's Gate. Following the meeting with the TELUS representative, Council proceeded with executing the Right of Entry Agreement and a design walkthrough will be scheduled shortly. It was moved and seconded to ratify the decision to proceed with executing the Right of Entry Agreement. **CARRIED**

3. **Unit Inspection:** 1st Trauma Scene Cleanup (1st Trauma) completed the cleanup of a unit at 8520 Building, as ordered by the Richmond Fire-Rescue (RFR). The RFR confirmed via email that the cleanup was completed satisfactorily and the unit is now in compliance

with the BC Fire Code. A Council member will be reviewing the final cleanup invoice with 1st Trauma prior to processing payment.

4. **Parkade Leak:** Rainsafe completed the installation of the deck drain holes at 8560 Building on July 31, 2019.
5. **Roof Leak – Open Claim:** Council reviewed an invoice from Incredible Restorations for the final water damage repairs to a unit at 8500 Building. It was moved and seconded to pay the invoice and charge back the unit Owner as the costs fall below the Strata's water damage deductible. **CARRIED**
6. **Exterior Painting:** Abbie Paint & Décor completed the first level exterior perimeter painting on August 9, 2019.
7. **Parcel Lockers:** Council discussed the Canada Post's proposed locations to place the parcel lockers. After discussion, Council agreed not to proceed with a revisit for alternate locations as there is limited space near the mailboxes to place the parcel lockers.
8. **Lounge Veranda:** Installation of the Zinc strip to the lounge veranda has not yet been scheduled by Rainsafe.
9. **Fire Safety Plans:** Council reviewed two quotations to update the fire safety plans at each building. Due to the large difference in the two quotations, Council directed the Strata Manager to obtain additional quotations. Council agreed not to proceed with updating the fire safety plans at all buildings but only the building that the RFR reported was expired.
10. **Path Lights:** Tabled as two out of the four quotations requested is in progress.

COMMITTEE'S REPORTS

1. **Emergency Response Committee (ERC):** The ERC Meeting was held on August 21, 2019. The ERC Meeting Minutes, once finalized, will be available to view and download on **FSRConnect™**.
2. **Social Committee:** Owners may view and download the Social Committee Meeting Minutes on **FSRConnect™**.
3. **Garden Committee Minutes:** Owners may view and download the Garden Committee Meeting Minutes on **FSRConnect™**.

CHARGEBACK LETTERS

Two chargeback letters sent since the last Council Meeting were distributed to Council for their information.

CORRESPONDENCE

Owners are invited to write to the Council regarding any Strata related matters, via a letter to be deposited in the QG mailbox or by email at nw3119@gmail.com. Owners are to note that

response letters will be issued only on those matters as required in accordance with the *Strata Property Act* and Regulations.

Otherwise, all correspondence will be noted in the minutes as acknowledgment along with any follow-up action or directive as the Council sees fit, and that no further written response to the Owner(s) is deemed necessary. Anonymous letters will not be acknowledged or noted in the minutes.

BYLAW INFRACTION LETTERS

Council reviewed two Bylaw infraction letters sent to an Owner at 8520 Building regarding the unit left in a state where it increases the risk of a fire. As the issues have now been resolved and confirmed by the RFR, no fine will be levied against the unit.

CORRESPONDENCE

1. Council reviewed correspondence from an Owner at 8580 Building reporting that there are cracks and exposed rebar on the inside of the balcony. Council advised that the unit will be added to the repair list.
2. Council reviewed correspondence from an Owner at 8500 Building requesting to enhance the QG Library with a group of Residents. Council advised that every Resident who is interested in enhancing the Library may do so as long as each Resident communicate with each other on how the library will be arranged.
3. Council reviewed correspondence from an Owner at 8580 Building reporting that the organic bins have not been washed for the last couple of months and concerns with the building cleaning and repairs. Council advised that the green bins were just washed yesterday, and all other building cleaning and repairs will be taken under advisement.
4. Council reviewed correspondence from an Owner at 8580 Building reporting that the elevator at 8560 Building smelt of dog feces which may have been due to a dog incident which was not cleaned properly.
5. Council reviewed correspondence from the Owners at 8500 Building requesting to paint the interior of their balcony. After discussion, it was moved and seconded to approve the Owners' request and provide the paint number to the Owners, as well as, send a letter regarding responsibility when painting limited common property.
6. Council reviewed correspondence from an Owner at 8580 Building reporting that there is still mice activity on the deck and the pipe noise in the ceiling has returned. After discussion, Council directed the Strata Manager to respond to the Owner accordingly.
7. Council reviewed correspondence from an Owner at 8580 Building disputing a Bylaw fine that was levied against the Strata lot for noise during quiet hours. After discussion, Council agreed that the fine is valid and will not be reversed.
8. Council reviewed correspondence from an Owner at 8520 Building advised that the issue with the ants has returned. A Council member advised that a few drops of the Ortho Home Defense Max Ant Eliminator will resolve the issue.

9. Council reviewed correspondence from an Owner at 8520 Building reporting a leak in the ceiling light fixture in the main bathroom. The leak was sourced to a leaking shower drain in the unit above.
10. Council reviewed correspondence from an Owner at 8560 Building reporting that the exterior balcony door frame is rotted. Council advised that additional quotations will be requested as the one quotation obtained was high due to the balcony door not fitting in the frame.
11. Council reviewed correspondence from an Owner at 8500 Building reporting that the detergent bottle in the gym is currently empty. The Building Manager will be advised to fill the bottle.
12. Council reviewed correspondence from an Owner at 8520 Building requesting on whether the Strata permits foreign exchange students. After discussion, Council directed the Strata Manager to obtain legal advice before a decision can be made.
13. Council reviewed correspondence from an Owner at 8560 Building in response to a letter sent to the Owner regarding alterations that were not included in the original approved submission. After discussion, Council directed the Strata Manager to request that the Owner obtain approval from the City of Richmond for removal of the entry wall by the kitchen.
14. Council reviewed correspondence from an Owner at 8560 Building requesting reversal of the Bylaw fines levied against the account for pet nuisance, reversal of the NSF fee for change of bank account info and reporting that the unit was broken into many times. After discussion, it was moved and seconded to deny the Owner's request. **CARRIED**

RENOVATIONS:

Unit 211-8560 was approved to carry out alterations to the unit.

NEW BUSINESS

1. **Incident Reports:** The Strata Manager distributed the incident reports for August 9 to 21, 2019, for Council's information.
2. **BC Hydro:** Council reviewed correspondence from BC Hydro regarding switching the service rate for the buildings to the high usage service rate which would reduce the Strata's electricity costs. After discussion, a Council member volunteered to speak to BC Hydro directly to clarify on the proposed changes.
3. **Security Upgrades:** Council reviewed quotations to upgrade the astragals on the exterior doors and common area locked interior doors. As the cost to upgrade all of the astragals is outside of the Strata's operating budget, upgrades were only carried out to the most crucial doors first, specifically the 8500 parkade exit door that was damaged from a recent break-in and the 8520 door from the gym and 8580 parkade exit door which are located in high security risk areas. Upgrades to the remaining quoted doors will be tabled to the next AGM. In the meantime, additional quotations will be obtained.
4. **Hand Delivering Letters:** Moving forward, confidential letters prepared by FirstService Residential will no longer be delivered under the unit door.

TERMINATION OF MEETING

There being no further business, the meeting was terminated at 12:15 p.m.

Council Meeting: Thursday, September 26, 2019 at 9:00 a.m. within the Lounge.

FirstService Residential BC Ltd.



May Le
Strata Manager
Per the Owners
Strata Plan NW 3119

Email: info.bc@fsresidential.com

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.

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.

For those Owners who have already signed up to **FSRConnect™** you may access the website at <http://bc.fsrconnect.ca/NW3119>

Summary of Coverage

Named Insured:	The Owners of Strata Plan NW 3119 Queen's Gate
Additional Insured(s):	First Service Residential BC Ltd.
Location Address(es):	8500 - 8580 General Currie Road, Richmond, BC V6Y 3V4
Policy Period:	March 31, 2019 to March 31, 2020 12:01 a.m. Standard Time

Insuring Agreements	Deductibles	Limit
PROPERTY COVERAGES		
All Property, All Risks, Extended Replacement Cost 130%	\$2,500	\$66,342,000
Equipment	\$2,500	\$185,000
Additional Living Expenses	Included	\$1,000,000
Water Damage	\$20,000	Included
Backup of Sewers, Sumps, Septic Tanks or Drains	\$20,000	Included
Earthquake Damage	15%	Included
Flood Damage	\$25,000	Included
Key and Lock Replacement	Nil	\$25,000
Rental Income - Profits Form - 18 Month period of indemnity	\$1,000	\$24,800
BLANKET EXTERIOR GLASS INSURANCE		
Residential	\$100	Blanket
Commercial	\$250	Blanket
COMMERCIAL GENERAL LIABILITY		
Each Occurrence Limit	\$500	\$10,000,000
Coverage A - Bodily Injury & Property Damage Liability - <i>Per Occurrence</i>	\$500	\$10,000,000
Products & Completed Operations - <i>Aggregate</i>		\$10,000,000
Coverage B - Personal Injury Liability - <i>Per Occurrence</i>	\$500	\$10,000,000
Non-Owned Automobile - SPF #6 - <i>Per Occurrence</i>		\$10,000,000
STRATA DIRECTORS & OFFICERS LIABILITY		
Primary Policy	Nil	\$2,000,000
Cyber Security and Privacy Liability		\$250,000
ENVIRONMENTAL LIABILITY POLICY / POLLUTION LEGAL LIABILITY		
Limit of Liability – Each Incident, Coverages A-G	\$10,000 Retention	\$1,000,000
Limit of Liability – Each Incident, Coverage H	5 Day Waiting Period	\$250,000
Aggregate Limit		\$1,000,000
VOLUNTEER ACCIDENT INSURANCE COVERAGE		
Personal Accident Limit - Maximum Benefit - Lesser of \$1,000,000 or 7.5x Annual Salary		\$1,000,000
Weekly Accident Indemnity - Lesser of \$750 or 75% of Gross Weekly Earnings (52 weeks)	8 day Waiting Period	
Accident Expenses - various up to \$15,000 (see policy wording) Dental Expense - \$5,000		
Program Aggregate Limit		\$10,000,000
COMPREHENSIVE DISHONESTY, DISAPPEARANCE AND DESTRUCTION		
Employee Dishonesty	Nil	\$1,000,000
Broad Form Money & Securities	Nil	\$60,000
Program Aggregate Limit		\$10,000,000
EQUIPMENT BREAKDOWN		
I Standard Comprehensive Plus, Replacement Cost	\$1,000	\$66,342,000
II Consequential Damage, 90% Co-Insurance	\$1,000	\$25,000
III Extra Expense	24 Hour Waiting Period	\$250,000
IV Ordinary Payroll – 90 Days	24 Hour Waiting Period	\$100,000
V Business Interruption		\$24,800
PRIVACY BREACH SERVICES		
	Nil	\$25,000
TERRORISM		
	\$500	\$500,000

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

Summary of Coverage

PLATINUM LEGAL SERVICES RETAINER – CLARK WILSON LLP

Legal advice and exclusive benefits. See Contract for details.

Limits: \$1,000,000/Legal Proceeding \$1,500,000 Aggregate

Fee: 100% Retained

Retained

March 29, 2019 - E&OE

Strata Property Act
FORM B
INFORMATION CERTIFICATE
(Section 59)

The Owners, Strata Plan NW 3119 certify that the information contained in this certificate with respect to Strata Lot 182 is correct as of the date of this certificate.

- (a) Monthly strata fees payable by the owner of the strata lot described above is: \$ **283.97**
- (b) Any amount owing to the strata corporation by the owner of the strata lot described above (other than an amount paid into court, or to the strata corporation in trust under section 114 of the *Strata Property Act*): \$ **5,862.21**
- (c) Are there any agreements under which the owner of the strata lot described above takes responsibility for expenses relating to alterations to the strata lot, the common property or the common assets?

☒ No

☐ Yes

(Since records may be unavailable or incomplete, purchaser should request the seller to disclose any applicable agreements.)

- (d) Any amount that the owner of the strata lot described above is obligated to pay in the future for a special levy that has already been approved:

Any special levy that has been approved is due and payable now by the current owner.

- (e) Any amount by which the expenses of the strata corporation for the current fiscal year are expected to exceed the expenses budgeted for the fiscal year: **Final Expenses Are Undetermined**
- (f) Amount in the contingency reserve fund minus any expenditures which have already been approved but not yet taken from the fund:
\$ 384,919.59 as of September 18, 2019.
(The amount of the Contingency Reserve Fund may not be supported by cash and may not include emergency expenditures approved by Council.)

- (g) Are there any amendments to the bylaws that are not yet filed in the Land Title Office?

☒ No

☐ Yes

- (h) Are there any resolutions passed by a 3/4 vote or unanimous vote that are required to be filed in the Land Title Office but that have not yet been filed in the Land Title Office?

☒ No

☐ Yes

- (h.1) Are there any winding-up resolutions that have been passed?

☒ No

☐ Yes

- (i) Has notice been given for any resolutions, requiring a 3/4 vote, 80% vote or unanimous vote or dealing with an amendment to the bylaws, that have not yet been voted on?

☒ No

☐ Yes

- (j) Is the strata corporation party to any court proceeding, arbitration or tribunal proceeding, and/or are there any judgments or orders against the strata corporation?

☒ No

☐ Yes

(The above may not include notices that were served directly to the Council or foreclosure proceedings against individual strata lots)

- (k) Have any notices or work orders been received by the strata corporation that remain outstanding for the strata lot, the common property or the common assets?

☒ No

☐ Yes

- (l) Number of strata lots in the strata plan that are rented:

To the best of our knowledge and as reported to us is 1 as of September 8, 2019.

(m) Are there any parking stall(s) allocated to the strata lot?

☐ No

☒ Yes

(i) If no, complete the following by checking the correct box

☐ No parking stall is available

☐ No parking stall is allocated to the strata lot but parking stall(s) within common property might be available

(ii) If yes, complete the following by checking the correct box(es) and indicating the parking stall(s) to which the check box(es) apply.

☐ Parking stall(s) number(s).....is/are part of the strata lot

☐ Parking stall(s) number(s).....is/are separate strata lot(s) or parts of a strata lot[strata lot number(s), if known, for each parking stall that is a separate strata lot or part of a separate strata lot]

☐ Parking stall(s) number(s)is/are limited common property

☒ Parking stall(s) number(s) ...40...is/are common property

(iii) For each parking stall allocated to the strata lot that is common property, check the correct box and complete the required information.

☒ Parking stall(s) number(s) ...40...is/are allocated with strata council approval*

☐ Parking stall(s) number(s)is/are allocated with strata council approval and rented at \$.....per month*

☐ Parking stall(s) number(s)may have been allocated by owner developer assignment

Details:

.....[Provide background on the allocation of parking stalls referred to in whichever of the 3 preceding boxes have been selected and attach any applicable documents in the possession of the strata corporation.]

***Note:** The allocation of a parking stall that is common property may be limited as short term exclusive use subject to section 76 of the *Strata Property Act*, or otherwise, and may therefore be subject to change in the future.

Disclaimer:

The parking stall number(s) provided above is to the best of our knowledge as compiled from the records of the Strata Corporation and information collected from the owners. FirstService Residential makes no representations and gives no warranties of any kind, including without limitation, implied warranties or conditions as to the accuracy, completeness or currency of the information. In addition, FirstService Residential makes no representations or warranties regarding compliance with the Strata Property Act in relation to the allocation of parking stalls.

(n) Are there any storage locker(s) allocated to the strata lot?

☐ No

☒ Yes

(i) If no, complete the following by checking the correct box

☐ No storage locker is available

☐ No storage locker is allocated to the strata lot but storage locker(s) within common property might be available

(ii) If yes, complete the following by checking the correct box(es) and indicating the storage locker(s) to which the check box(es) apply.

☐ Storage locker(s) number(s).....is/are part of the strata lot

☐ Storage locker(s) number(s).....is/are separate strata lot(s) or parts of a strata lot[strata lot number(s), if known, for each locker that is a separate strata lot or part of a separate strata lot]

☐ Storage locker(s) number(s)is/are limited common property

☒ Storage locker(s) number(s) ...20...is/are common property

(iii) For each storage locker(s) allocated to the strata lot that is common property, check the correct box and complete the required information.

☒ Storage locker(s) number(s) ...20...is/are allocated with strata council approval*

☐ Storage locker(s) number(s)is/are allocated with strata council approval and rented at \$.....per month*

☐ Storage locker(s)may have been allocated by owner developer assignment

Details:

.....[Provide background on the allocation of storage lockers referred to in whichever of the 3 preceding boxes have been selected and attach any applicable documents in the possession of the strata corporation.]

***Note:** The allocation of a storage locker that is common property may be limited as short term exclusive use subject to section 76 of the *Strata Property Act*, or otherwise, and may therefore be subject to change in the future.

Disclaimer:

The storage locker number(s) provided above is to the best of our knowledge as compiled from the records of the Strata Corporation and information collected from the owners. FirstService Residential makes no representations and gives no warranties of any kind, including without limitation, implied warranties or conditions as to the accuracy, completeness or currency of the information. In addition, FirstService Residential makes no representations or warranties regarding compliance with the Strata Property Act in relation to the allocation of storage lockers.

Required Attachments:

In addition to attachments mentioned above, section 59(4) of the Strata Property Act requires that copies of the following must be attached to this Information Certificate:

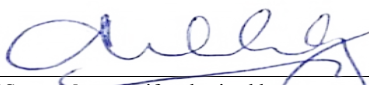
- ☒ The rules of the strata corporation;
- ☒ The current budget of the strata corporation;
- ☒ The owner developer's Rental Disclosure Statement under section 139, if any; and
- ☒ The most recent depreciation report, if any, obtained by the strata corporation under section 94.

Date: September 18, 2019

Signature of Council Member

Signature of Second Council Member (not required if council consists of only one member)

OR



Signature of Strata Manager, if authorized by strata corporation