

MINUTES OF THE STRATA COUNCIL MEETING
STRATA PLAN LMS 375 – Abbotsford Place
Date 12-8-2021 at 7:30 PM

ATTENDANCE: Neal Fraser 326, Izabella Lauer 212 , Susan Campbell 131, Nicholas #314

REGRETS: Adam

1.0 CALL TO ORDER:

The Chair called the meeting to order at 7:30 p.m.

2.0 Adoption Of previous minutes 9-13-2021 as circulated M: 326 2nd 131

CARRIED

3.0 Adoption Of Agenda: the agenda was approved M: 326 2ND 131

CARRIED

3.0 FINANCIAL REPORTS financial reports for October 31st 2021 reviewed by zoom
M: 326 2nd 131 to accept as presented

CARRIED

4.0 Financial Review:

- The Property Manager reviewed the financials reports for October 31st 2021.
- There remains to be multiple units that have outstanding balances on their accounts. Council is reminding unit owners that they are responsible to pay their strata fees when they are due, as well as Levies that are passed by the owners. Homelife Accounts Receivable is working to collect all delinquent accounts.
- Please review the POST AGM minutes to confirm your new monthly Strata Fees.

5.0 Letter Process Update

- The management company and the council are using a new tracking spread sheet to be sure that all letters sent to owners and tenants are tracked for accuracy, and for timely follow up and delivery. The Spreadsheet was reviewed by the Property Manager and this process appears to be working well.

6.0 Complaint Against employee of LMS 375: a complaint was filed against an employee of LMS 375 by a resident. Council takes these issues seriously and will be addressing this issue with the employee.

7.0 New Business:

- Owners and tenants are encouraged to review the Post AGM Minutes package distributed by Council in relation to the Bylaw Amendments passed 11-16-2021.

10.0 Adjournment: the meeting was adjourned at 8:30 pm.

REMINDER: INSURANCE: Council reminds owners of their responsibility to purchase their own Unit Insurance Policies. Copies of the Strata Insurance Policy can be found on the Power Strata Portal, or you can contact the Strata Manager at mweatherly@advantagepm.ca

Minutes recorded by: (Michael Weatherly Strata Manager)

Michael Weatherly, Strata Property Manager
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PROPERTY MANAGEMENT DIVISION
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Please be advised it is important to retain copies of all Council and General Meeting Minutes for a period of 2 years.

MINUTES OF THE STRATA COUNCIL MEETING
STRATA PLAN LMS 375 – Abbotsford Place
Date Jan 31-2022 at 6:30 PM

ATTENDANCE: Neal Fraser 326, Izabella Lauer 212 , Adam French 431 , Susan Campbell 131

REGRETS: Nicholas

1.0 CALL TO ORDER:

The Chair called the meeting to order at 6:30 p.m.

2.0 Adoption Of previous minutes 12-8-2021 as circulated M: 212 2nd 431

CARRIED

3.0 Adoption Of Agenda: the agenda was approved M: 212 2ND 131

CARRIED

3.0 FINANCIAL REPORTS financial reports for December 31st 2021 reviewed by zoom
M: 212 2nd 131 to accept as presented

CARRIED

4.0 Financial Review YTD:

- The Property Manager reviewed the financials reports for December 31st 2021.
- There remains to be multiple units that have outstanding balances on their accounts. Council is reminding unit owners that they are responsible to pay their strata fees when they are due, as well as Levies that are passed by the owners. Homelife Accounts Receivable is working to collect all delinquent accounts.

5.0 Repairs to Units 325, 225 and 125

- There was a water leak in unit #325 that effected neighboring units. The repairs are being completed to the effected units, and the charges are being covered by the unit insurance policy.

6.0 Employee Issue: Council is addressing an issue with an employee of the strata.

7.0 Repairs and Maintenance:

- There are various repairs and maintenance items completed on a regular basis in all three buildings including plumbing and heating issues.
- Owners are reminded that IF you are planning renovations to your unit, it is a requirement that you submit a Request For Alterations / Indemnity Agreement to the council for approval.

- There were some issues with the snow removal over the last few months including damaged curbs and speedbumps, as well as missed areas. Council is addressing these issues , and will be looking for an alternative Snow Removal Service for the 2022 – 2023 Winer Season.
- There is still some wood left over from the Tree Removal completed last fall on the south side of the building. This is being cleaned up in peace and council will continue to work on this until it has all been removed.

8.0 Upgrading / Improvements

- **Council is planning much needed improvements and upgrades to parts of the building, and are collecting quotes for various projects including:**

32870

- The flooring inside building hallways are worn, and need replacing eventually
- the floors in the lobby areas of the 2nd and 3rd floors needs replacing soon. There is some of the existing vinyl plank materials on hand. Council will assess what is currently available, and will be needed to completed the replacement of that particular flooring.

32830

- The elevator car in 32830 needs attention. It needs new paint, railings and flooring.
- A new Intercom and FOB system is being installed in 32830 by Telus later this week.

Paint:

- Council is collecting quotes for repainting inside some of the buildings.

9.0 New Business:

- **Form K:**

owners are encouraged to review the Post AGM Minutes to learn about the new and amended bylaws passed at the AGM November 16th 2021.

It is now a Bylaw requirement that ALL owners with Tenanted units have their Tenants complete and sign a Form K within 30 days. Council will be conducting periodic audits of the form K's on file and will be sending letter to units that have not completed the Form K. As this is now a Bylaw requirement, fines may be issues IF owners are not able to get the completed and signed forms from their Tenants.

- **Side Doors left unlocked:** owners and tenants have noticed that the exit doors at the sides of buildings are being left open. This poses a risk to both people and property inside the buildings. Please do NOT leave the doors open. They need to be closed and locked at all time so that only owners and occupants are able to get inside the buildings. IF you see a door left open council is asking that you close it. If you notice anybody, owners, tenants and or guest of tenants leaving the doors open, please take note and advise the council. The Security of the buildings is an important issue for everyone.

If a security service was contracted, that would be a direct cost to the owners of the units inside the building.

10.0 Adjournment: the meeting was adjourned at 7:45 pm.

REMINDER: INSURANCE: Council reminds owners of their responsibility to purchase their own Unit Insurance Policies. Copies of the Strata Insurance Policy can be found on the Power Strata Portal, or you can contact the Strata Manager at mweatherly@advantagepm.ca

Minutes recorded by: (Michael Weatherly Strata Manager)

Michael Weatherly, Strata Property Manager
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MINUTES OF THE STRATA COUNCIL MEETING
STRATA PLAN LMS 375 – Abbotsford Place
Date Feb 7-2022 at 6:00 PM

ATTENDANCE: Neal Fraser 326, Izabella Lauer 212 , Adam French 431 , Susan Campbell 131

REGRETS: Nicholas

1.0 CALL TO ORDER:

The Chair called the meeting to order at 6:05 p.m.

2.0 Adoption Of Agenda: the agenda was approved M: 212 2ND 131

CARRIED

3.0 Employee Issue: Council is addressing an issue with an employee of the strata, and an occupant of a unit. Council has sought legal advice on this issue, and will be taking the necessary actions based on that advice.

4.0 New Business:

Vacant Units / Insurance Coverage

- Owners of a Vacant unit have a requirement to advise the council immediately if there is a vacancy of more than 30 days. Owners of a vacant unit are obligated to do the following:
- Advise their Insurance Broker of the beginning date and the expected end date of the Vacancy to ensure they have the proper Insurance, and that they are aware of the vacancy. Failure to do so could potentially **VOID the insurance policy**, or cause the denial of any claims. IF there is a loss to their vacant unit.
- **Follow the steps required by the Unit Insurance Company to maintain the insurance coverage including but not limited to:**
 - Keeping the power, and heat on inside their unit during the vacancy.
 - Making regular visits to inspect the unit
 - it is recommended to have a licensed plumber turn off the water to the unit.
- Advise Council of the beginning date and expected end date of the Vacancy so the council can update the Insurance broker for the Strata Policy.
- Council encourages the owners to review the Post AGM Minutes from the meeting held in Nov 16th 2021 as it related to new and amended bylaws passed by the owners. The minutes can be accessed through Power Strata, or by contacting the property manager at mweatherly@advantagepm.ca

9.0 **Adjournment:** the meeting was adjourned at 6:55 pm.

REMINDER: INSURANCE: Council reminds owners of their responsibility to purchase their own Unit Insurance Policies. Copies of the Strata Insurance Policy can be found on the Power Strata Portal, or you can contact the Strata Manager at mweatherly@advantagepm.ca

Minutes recorded by: (Michael Weatherly Strata Manager)

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MINUTES OF THE STRATA COUNCIL MEETING
STRATA PLAN LMS 375 – Abbotsford Place
Date May 19-2022 at 6:00 PM

ATTENDANCE: Neal Fraser 326, Izabella Lauer 212 , Adam French 431 , Susan Campbell 131

REGRETS: Nicholas

1.0 CALL TO ORDER:

The Chair called the meeting to order at 6:05 p.m.

2.0 Adoption Of Agenda: the agenda was approved M: 326 2ND 131

CARRIED

3.0 Adoption of Previous Minutes from February 7th . m: 326 2nd: 131

CARRIED

4.0 Financials: the financial reports for April 30th were reviewed and approved as presented.
M: 326 2nd: 131

CARRIED

4.0 Correspondence from Unit Owner:

- A unit owner was sent a letter regarding the pets associated with their unit. The unit owner has responded to the letter and Council is working to resolve this issue.

5.0 Repairs and Maintenance:

- Council is discussing potentially painting inside the buildings and taking steps to improve the inside of the elevators.
- Council is discussing replacing the flooring on some floors. Some materials are on hand, and other will need to be purchased.
- Quotes are being collected to re-stain the rooftop patio in unit #431.

9.0 Adjournment: the meeting was adjourned at 7:25 pm.

REMINDER: INSURANCE: Council reminds owners of their responsibility to purchase their own Unit Insurance Policies. Copies of the Strata Insurance Policy can be found on the Power Strata Portal, or you can contact the Strata Manager at mweatherly@advantagepm.ca

Minutes recorded by: (Michael Weatherly Strata Manager)

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MINUTES OF THE STRATA COUNCIL MEETING
STRATA PLAN LMS 375 – Abbotsford Place
Date August 22nd -2022 at 6:30 PM

ATTENDANCE: Neal Fraser 326, Izabella Lauer 212 , Adam French 431 , Susan Campbell 131

REGRETS: Nicholas

1.0 CALL TO ORDER:

The Chair called the meeting to order at **6:32 p.m.**

2.0 Adoption Of Agenda: the agenda was approved M: 326 2ND 131

CARRIED

3.0 Adoption of Previous Minutes from May 19th . m: 326 2nd: 431

CARRIED

4.0 Financials: the financial reports for July 31st were reviewed and approved as presented.
M: 326 2nd: 431

CARRIED

4.0 Ongoing issues with tenants and Occupants: Security Issues

- There have been ongoing issues involving the tenants and occupants of units inside the buildings. “ Visitors “ have been loitering around the outside of the buildings waiting to be let in to visit units. In the case of one unit the tenants have been evicted, and the issues seems to have been resolved.
- Owners and tenants are reminded not to allow people they do not know to enter into the buildings. If you see suspicious or illegal activity, please contact the onsite manager or call the Abbotsford police.
- Recently there was a water leak involving multiple units. The cause of the leak was leaving water running unattended. Council is asking that owner, tenants and occupants not leave water running attended in side your units.

5.0 Repairs and Maintenance:

- Council is collecting pricing for security fencing along the west side of the complex. It is though that the fencing will deter people from walking through the property, and prevent people from accessing the back of the property.
- Lighting: council is looking at improving the lighting both inside and outside the buildings by converting to LED lighting. Quotes are being collected.
- Quote are being collected to Pressure wash the outside of the buildings and patios.

AGM Budget Discussion:

- Homelife has submitted a preliminary budget for the upcoming AGM. Council is working to ensure the Strata is adequately funded for all expense including upcoming repairs and maintenance.

9.0 Adjournment: the meeting was adjourned at 7:25 pm.

REMINDER: INSURANCE: Council reminds owners of their responsibility to purchase their own Unit Insurance Policies. Copies of the Strata Insurance Policy can be found on the Power Strata Portal, or you can contact the Strata Manager at mweatherly@advantagepm.ca

Minutes recorded by: (Michael Weatherly Strata Manager)

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MINUTES OF THE STRATA COUNCIL MEETING
STRATA PLAN LMS 375 – Abbotsford Place
Date March 27th -2023 at 6:30 PM

ATTENDANCE: Neal Fraser 326, Izabella Lauer 212 , Adam French 431 , Susan Campbell 131,
Kevin #436

REGRETS: Izabella Lauer 212

1.0 CALL TO ORDER:

The Chair called the meeting to order at 6:16 p.m.

2.0 Adoption Of Agenda: the agenda was approved **M: 326 2ND 131** **CARRIED**

3.0 Adoption of Previous Minutes from 8-22-2022 . **M: 326 2nd: 431** **CARRIED**

4.0 Financials: the financial reports for 1-31-2023 were reviewed and approved as presented.

It was decided to amend the financial reports as follows: invoices totaling \$11,812.00 for tree work will be moved out of landscaping improvement budget and moved to the Repairs and Maintenance budget.

M: 131 2nd: 436 **CARRIED**

5.0 Repairs and Maintenance:

5.1. Unit #437 Patio Door: Council has 2 quotes to replace the patio door in Unit #437. After reviewing the two quotes council voted to approved the quote from Power House Installs for the cost of #2,257.65

M: 326 2nd: 131 **CARRIED**

5.2 Exhaust Fans: Homelife will contract contractors to collect quotes to clean the exhaust fans inside the Units.

6.0 Repairs and Maintenance Projects:

6.1 Carpets and Flooring: Council has quotes from 4 suppliers to replace the carpets in the 30/50/70 buildings Due to the costs involved Council will keep these quotes on file until the AGM where owners will need to Decide how to proceed.

6.2 Painting Quotes: Council has collected quote to repaint the insides of the 32870 and 32830 hallways and Stairwells. The quote from raga Construction was approved by the council for the amount of \$13,500 + gst for each building totaling a budget of up to \$28,350 including GST including gst. This will be taken from the Repairs and Maintenance budget approved at the AGM

M: #436 2nd: 326 **CARRIED**

- 6.3 Fencing quotes: council has been collecting quotes for refencing parts of the complex. The quotes were reviewed by the council and kept on file for future reference.

7.0 Planning R/M Goals for 2023:

- 7.1 Elevator Cars: the elevator cars are aging and will need either major repairs or replacements in the near future. Council will be collecting quotes from Richmond Elevator, TKE and other Elevator companies to review with the owners. These replacements will be larger investments and will require approval at an Annual or Special General meeting.

8.0 Insurance Renewal 2023

- 8.1 Homelife has approached multiple insurance companies for quotes for the May 1st 2023 renewal of the Strata Insurance Policy including Sea First, Hub, BFL, Capri CMW and Schill. We are currently insured with Sea First insurance. Once the Insurance is renewed the new policy will be posted on Power Strata for the owners to review with their Insurance Brokers.

9.0 Letters:

- 9.1 Home reviewed the process for Bylaw Infraction letters as per Section 135 of the Strata Property Act with the council to ensure the Strata is in compliance.

10.0 New Business:

- 10.1 Council to meet with the Landscapers: Council will be scheduling a meeting to walk around with the landscapers. We have received complaints about the quality of the work, so we will be meeting with the contractors to set expectations. Michael from Homelife will attend as well.
- 10.2 Snow Removal: the property manager asked the council for feedback on the performance of the Snow Removal contractor Pro-Snow. The feedback from council was very favorable. We will be looking to sign with this contractor again for the 2023-2024 winter season.
- 10.3 New RULES: a new rule was proposed and the Rules amended as follows:

5.0 Pets:

- 5.1 visiting pets must be kept on a leash at all times
- 5.2 Abbotsford Place does not allow residents to keep dogs. Visiting dogs must not be kept in a \strata lot for more than 24 hrs
- 5.3 owners and occupants must clean up after visiting pets. Pet Feces must be cleaned up immediately

M: 326 2nd: 431

CARRIED

9.0 **Adjournment:** the meeting was adjourned at 7:25 pm.

Next Scheduled Council meeting April 24th at 6:30 Pm.

REMINDER: INSURANCE: Council reminds owners of their responsibility to purchase their own Unit Insurance Policies. Copies of the Strata Insurance Policy can be found on the Power Strata Portal, or you can contact the Strata Manager at mweatherly@advantagepm.ca

Minutes recorded by: (Michael Weatherly Strata Manager)

Michael Weatherly, Strata Property Manager
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MINUTES OF THE STRATA COUNCIL MEETING
STRATA PLAN LMS 375 – Abbotsford Place
Date April 24th 2023 at 6:30 PM

ATTENDANCE: Neal Fraser 326, Susan Campbell 131,
Kevin #436

REGRETS: Adam French 431

1.0 CALL TO ORDER:

The Chair called the meeting to order at 6:16 p.m.

2.0 Adoption Of Agenda: the agenda was approved **M: 326 2ND 131**

CARRIED

3.0 Adoption of Previous Minutes from 3-27-2023 . **M: 326 2nd: 431**

CARRIED

4.0 Financials: the financial reports for 3-31-2023 were reviewed and approved as presented

M: 131 2nd: 436

CARRIED

5.0 Agenda Items:

5.1. Insurance Renewal: - Insurance Renewal with Sea First Insurance was reviewed, and approved. The renewal premium will be \$93,372 and the new policy will take effect May 1st 2023. Once the Full Policy available it will be uploaded to Power Strata for owners to review with their Insurance Broker.

M: 326 2nd: 436

CARRIED

5.2 Unit #437 Patio Door: Patio door is on back order, and the replacement will be schedule once delivery is confirmed.

5.2 Council Meeting with Landscaper: on March 29th the Council and Property Manager met with the landscape contractor to go some deficiencies, and to discuss the needed scope of work. The landscaper agreed to make some adjustments, and to improved communications with the council. We will review the impact of the changes and monitor service levels.

5.3 Balcony Issues 70 building: during the walk around the complex council and the property manager identified some minor repairs may be necessary to some of the board on the decks facing George Ferguson way.

6.0 Repairs and Maintenance Projects:

6.1 Carpets and Flooring: Council has quotes from 4 suppliers to replace the carpets in the 30/50/70 buildings Due to the costs involved Council will keep these quotes on file until the AGM where owners will need to decide how to proceed.

6.2 Painting Project: The painting projects for the 32870 and 32830 hallways and Stairwells in underway. The 70 building is done, and the 30 building will start next week.

6.3 Re-Piping Project: council is beginning the process to have contractors come and assess the piping in the building. Older pipes can cause potential leaks, and costly repairs. Council is investigating IF it is more cost effective in the long-run to re-pipe the building vs the cost of plumbing repairs as they are needed.

7.0 Rules / Bylaws:

7.1 Parking: Moving forward the Rental Parking will be managed by Homelife. Owners and tenants will be sent a New Parking Rental Agreement and Pre-Authorized Payment forms. In order to keep your rental parking spots owners and tenants **will need to sign a new parking Agreement and to submit the new PAP payment forms** to Homelife. Council will no longer accept Cash or Cheques as payment for rental parking.

The Strata counts on the parking revenue to pay for repairs and maintenance in the complex. Owners and Tenants who do not submit their Parking Agreements and or PAP forms before July 1st, will lost their spots and they will be offered to owners and tenants who are waiting for available spots.

Where do I find the new Parking Agreement and Pap forms ?: Homelife is sending the forms for the owners and tenants who are currently renting Parking Spots in the complex by email in Power Strata. These forms are also available to be down loaded in Power Strata, and will be available at the Rental Office.

Where do I send the forms ?:

- submit the completed and signed forms to HomeLife in Power Strata by messaging accounts receivable and the Property Manager
- Printed and signed documents can also be dropped off to Julio at the rental office.

If you require assistance or have questions about the new process, please contact Council or the Property manager in Power Strata.

7.2 Balcony Rules: Privacy Screens and Deck Coverings:

- Rule Changes: “ Garbage “ was added to the list of items that is NOT allowed on the decks.
- Please find the attached amended RULE list for Abbotsford Place.

M: #131 2nd: #326

CARRIED

7.3 Council Directives Process: the property manager reviewed the new Council Directives Reporting process. Homelife will be sending a semi monthly report to council updating progress on outstanding issues, letters, Accounts Receivable etc. This will better organize communications and improving tracking progress made on the issues at Abbotsford Place.

8.0 New Business:

8.1 Garbage: the owners and tenants at Abbotsford Place are reminded that organics go in the organics container, and the garbage goes in the garbage container. Garbage is Not to be left on the ground. If the bins appear full, you can push the garbage into the bin to create space. The garbage piles up at the front of the bins, and there is plenty of space to fit all the garbage for the complex. Owners or tenants who leave garbage on the ground will be sent Bylaw Violation Letter and could have fines of \$200 assessed against their strata lot.

8.2 Pending Litigation: Homelife had a meeting with Hamilton and Co. The pending litigation from October 2020 is being removed as there has been no progress and the reason for the Litigation has been resolved.

9.0 **Adjournment:** the meeting was adjourned at 8:25 pm.

REMINDER: INSURANCE: Council reminds owners of their responsibility to purchase their own Unit Insurance Policies. Copies of the Strata Insurance Policy can be found on the Power Strata Portal, or you can contact the Strata Manager at mweatherly@advantagepm.ca

Minutes recorded by: (Michael Weatherly Strata Manager)

Michael Weatherly, Strata Property Manager
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RULES

Abbotsford Place

STRATA CORPORTAION LMS375

1.0 Patios:

What is allowed on the patio decks:

- Patio furniture meant for outdoor use
- One BBQ with one propane tank
- Flowers/plant – MUST have water catchment/saucer tray
- Umbrella – Appropriately sized, that does not impede on other residents. White/Cream/Light grey

What is NOT allowed on patio decks:

- Hanging baskets or baskets/planters placed on patio rails or otherwise attached to the building structure.
- Inside furniture
- Bikes
- Boxes/toys/clutter of any kinds
- Lattices
- Absolutely NO Air-conditioning units hanging/sitting on windows sill
- garbage of ANY kind

2.0 Window Coverings

- All window coverings must be "white" or "off-white" blinds or curtains that are designated "Window Coverings".

3.0 Parkade:

- No clutter of any kind in parkade.
- No uninsured vehicles permitted in parkade. All vehicles must be insured and must be in good working order.

4.0 Parking Rules

- 1) Parking is only permitted in a designated parking space.
- 2) Owners will be assigned one parking space.
- 3) An additional parking space may be obtained for a user fee of \$30/month payable monthly in advance.
- 4) Additional parking spaces will be allocated on a first come first serve basis. The council will maintain a waiting list of owners or tenants who wish to obtain an additional parking space.
- 5) An owner or tenant who is 60 days in arrears of the user fee for the use of an additional parking space must cease using the parking space and if the use continues, the vehicle will be towed.
- 6) Recreational vehicles, boats, and trailers may not be parked or stored on the common property without approval of the council.
- 7) The user of each parking space will be responsible for the cleaning of any oil/fluid spills on any common property parking space. Continuous oil spills will result in prohibition from parking on common property until the vehicle is repaired.
- 8) An owner, tenant, or occupant must not store unlicensed or uninsured vehicles on the common property.
- 9) An owner, tenant, or occupant storing a vehicle must provide proof of storage insurance to the strata corporation on the commencement date of the storage.
- 10) An owner, tenant or occupant, must not permit a vehicle to be parked or left unattended in a manner that interferes with parking spaces, access lanes or no parking zone.
- 11) Other than a vehicle, no items may be stored in a parking space.

5.0 Pets

- Visiting pets must be kept on leash at all times
- Abbotsford Place does not allow residents to keep dogs. Visiting dogs must not be kept in a Strata for more than 24 hours

MOVED: _____ 2nd: _____ Vote: Accept: _____ oppose: _____ abstain: _____

MINUTES OF THE STRATA COUNCIL MEETING
STRATA PLAN LMS 375 – Abbotsford Place
Date May 30th 2023 at 6:30 PM

ATTENDANCE: Neal Fraser 326, Susan Campbell 131,
Kevin #436

REGRETS: Adam French 431

1.0 CALL TO ORDER:

The Chair called the meeting to order at 6:30 p.m.

2.0 Adoption Of Agenda: the agenda was approved M: 326 2ND 131

CARRIED

3.0 Adoption of Previous Minutes from 4-24-2023 . M: 326 2nd: 431

CARRIED

4.0 Financials: the financial reports for 4-30-2023 were reviewed and approved as presented

M: 131 2nd #436

CARRIED

5.0 Agenda Items:

5.1. Insurance Renewal: - Insurance Renewal with Sea First Insurance renewed with an annual premium of \$93,372. Council approved a loan from the CRF for the FULL premium amount. This loan will be repaid over the next 3 months from the operating fund.

M: 326 2nd: 436

CARRIED

5.2 Target Zero Waste Consulting: The property manager has contacted a Waste Management consultant to negotiate our waste removal contracts. Target Zero Consulting has presented a proposal that represents a significant savings in our Waste Removal Costs.

Service:	Size:	Quantity:	Frequency:	Current cost per month:	Target Zero Waste cost per month:
Waste	8yd	1	3 x Week	\$1149.47	\$985.87
Co-Mingled Recycling	6yd	1	2 x week	\$1196.60	\$749.75
Organics	32Gal	3	1 x week	\$171.89	\$155.82
Total:				\$2517.96	\$1891.44

This proposal represents an monthly savings of \$626.52 / month.

Council voted in favor of moving the Waste Management to Target Zero Waste Consulting.

M#326 2nd #436

CARRIED

5.3 Re-Piping Project: Due to the cost involved in the project, council has decided to defer the proposed Re-piping project until at least 2024.

5.4 Parking: Moving forward the Rental Parking will be managed by Homelife. Owners and tenants will be sent a New Parking Rental Agreement and Pre-Authorized Payment forms. In order to keep your rental parking spots owners and tenants will need to sign a new parking Agreement and to submit the new PAP payment forms to Homelife. Council will no longer accept Cash or Cheques as payment for rental parking.

The Strata counts on the parking revenue to pay for repairs and maintenance in the complex. Owners and Tenants who do not submit their Parking Agreements and or PAP forms before July 1st, will lost their spots and they will be offered to owners and tenants who are waiting for available spots.

Where do I find the new Parking Agreement and Pap forms ?: Homelife is sending the forms for the owners and tenants who are currently renting Parking Spots in the complex by email in Power Strata. These forms are also available to be down loaded in Power Strata, and will be available at the Rental Office.

Where do I send the forms ?:

- submit the completed and signed forms to HomeLife in Power Strata by messaging accounts receivable and the Property Manager
- Printed and signed documents can also be dropped off to Julio at the rental office.

If you require assistance or have questions about the new process, please contact Council or the Property manager in Power Strata.

6.0 Repairs and Maintenance Projects:

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7.0 REMINDERS:

7.1 **Insurance Claims:** When a loss occurs, the Strata Corporation is responsible for the cost of the emergency mitigation, and the repairs of the COMMON PROPERTY. Owners are responsible for the cost of repairs to their strata lot up to the amount of the Strata deductible (please see the included CHOA Insurance Flow Chart for reference)

Owners are also reminded that as per the Bylaws at LMS 375 Abbotsford Place unit owners are responsible for any damages caused to common or limited common property by their tenants, visitors and or occupants of their units.

*** please refer to the included Strata Bylaws: 32 Insurance and Responsibility ***

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9.0 **Adjournment:** the meeting was adjourned at 7:55 pm.

REMINDER: INSURANCE: Council reminds owners of their responsibility to purchase their own Unit Insurance Policies. Copies of the Strata Insurance Policy can be found on the Power Strata Portal, or you can contact the Strata Manager at mweatherly@advantagepm.ca

Minutes recorded by: (Michael Weatherly Strata Manager)

Michael Weatherly, Strata Property Manager
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PROPERTY MANAGEMENT DIVISION
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DIVISION 9 – MISCELLANEOUS

32 INSURANCE AND RESPONSIBILITY

- 32.1 An owner, tenant, occupant or visitor must not do, or omit to do, whether deliberately, accidentally or inadvertently, anything which may adversely affect the strata corporation's insurance, including, not exhaustively, anything which may:
- (a) increase the rate of any premium applicable to or any deductible under the strata corporation's insurance;
 - (b) result in the cancellation or voiding of any policy of the strata corporation's insurance; or
 - (c) result in the loss of any insurance coverage that the strata corporation would ordinarily obtain.
- 32.2 An owner, tenant or occupant is responsible for obtaining insurance coverage to cover risks that are not covered by the insurance policies taken out by the strata corporation. Without limiting the foregoing, an owner is responsible for obtaining insurance coverage to pay any deductibles payable under the strata insurance for which the owner is responsible
- 32.3 If an owner is responsible for any loss or damage to a strata lot, common property, limited common property, or common assets, that owner must indemnify and save harmless the strata corporation from the expense of any maintenance, repair or replacement rendered necessary to the strata lot, common property, limited common property or common assets but only to the extent that such expense is not reimbursed from the proceeds received by operation of any strata insurance policy.
- 32.4 For clarity and without limiting the meaning of the word "responsible", an owner is deemed to be responsible, for any of the following:
- a) the owner is 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, as the word "responsible" has been interpreted in the courts or a tribunal in connection with section 158(2) of the Act;
 - b) 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, occupants, and visitors (including family members, employees, agents, contractors, guests or invitees); and
 - c) 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 or limited common property designated for the exclusive use of such owner's strata lot, including, but not limited to, anything arising from any of the following:
 - i) dishwasher;
 - ii) refrigerator with ice/water dispensing capabilities;

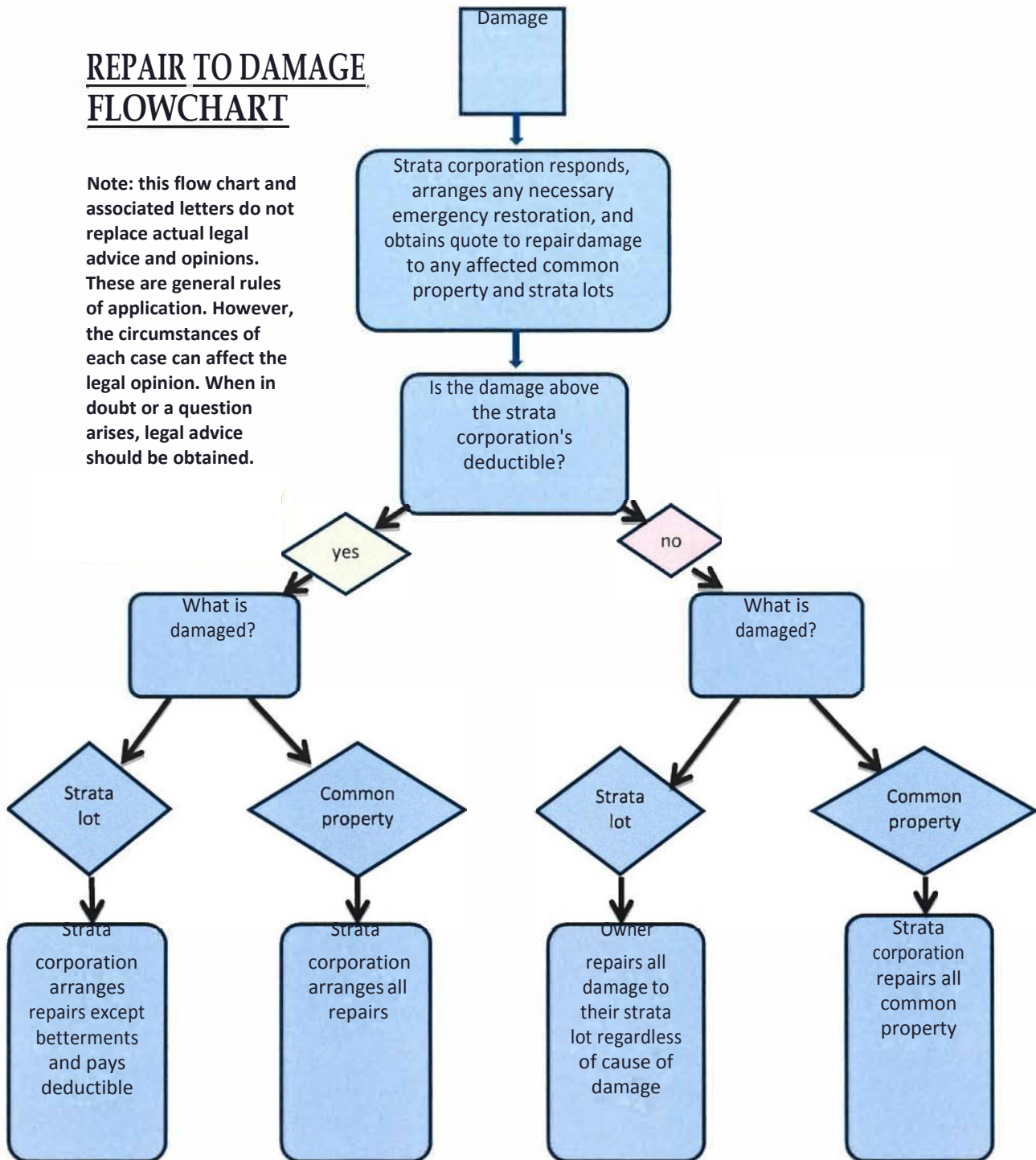
- iii) garburator;
- iv) washing machine;
- v) toilets, sinks, bathtubs;
- vi) dedicated plumbing related pipes and fixtures, that solely service a strata lot;
- vii) fireplaces;
- viii) exhaust fans and humidifiers/dehumidifiers;
- ix) anything introduced into the strata lot by a resident or visitor;
- x) any alterations or additions to the strata lot, the limited common property or the common property made by the owner or by prior owner(s) of the strata lot;
- xi) any pets residing in or visiting at the owner's strata lot;
- xii) any person residing in or visiting at the owner's strata lot; and
- xiii) barbecues or smokers.

32.5 For the purposes of these bylaws, an expense not covered by the strata insurance proceeds received by the strata corporation includes:

- a) the costs of investigating the cause of any loss or damage, where the owner is responsible;
- b) the costs of repairing the cause of any loss or damage, where the owner is responsible;
- c) legal costs, on a full indemnity basis, incurred in relation to defending any claim against the strata corporation, and/or prosecuting any claim made against the owner;
- d) any insurance deductible paid or payable by the strata corporation; and
- e) the costs to repair the loss or damage, where no strata insurance policy operates or where the strata council decides not to make a claim on any strata insurance policy because no strata insurance policy would operate or because making a claim is not in the best interests of the strata corporation, as determined by the strata council acting reasonably. Where an insurance claim is not made because it would not be in the best interests of the strata corporation, the owner's liability under this bylaw 32.5(e) is limited to an amount equal to the insurance deductible that would have been paid or payable by the strata corporation had an insurance claim been made and accepted by the insurer.

REPAIR TO DAMAGE FLOWCHART

Note: this flow chart and associated letters do not replace actual legal advice and opinions. These are general rules of application. However, the circumstances of each case can affect the legal opinion. When in doubt or a question arises, legal advice should be obtained.



NOTES: Strata corporation may be able to charge back the deductible or damage below the deductible if there is a valid chargeback bylaw and the threshold set out in the bylaw is met (i.e. negligence or responsibility). If there is no chargeback bylaw, the strata corporation may be able to sue the owner for the deductible under s. 158(2), but not the damage below the deductible. Where damage is below the deductible, the "innocent" owner may sue for reimbursement of strata lot repairs if the damage was caused by the negligence of the strata corporation or the negligence of another **owner**.

MINUTES OF THE STRATA COUNCIL MEETING
STRATA PLAN LMS 375 – Abbotsford Place
Date June 12th 2023 at 6:30 PM

ATTENDANCE: Neal Fraser 326, Susan Campbell 131,
Kevin #436

REGRETS: Adam French 431

1.0 CALL TO ORDER:

The Chair called the meeting to order at 6:30 p.m.

2.0 Adoption Of Agenda: the agenda was approved M: 326 2ND 131

CARRIED

3.0 Adoption of Previous Minutes from 4-24-2023 . M: 326 2nd: 431

CARRIED

4.0 Financials: the financial reports for 4-30-2023 were reviewed and approved as presented

M: 131 2nd #436

CARRIED

5.0 Agenda Items:

5.1. Insurance Renewal: - Insurance Renewal with Sea First Insurance renewed with an annual premium of \$93,372. Council approved a loan from the CRF for the FULL premium amount. This loan will be repaid over the next 3 months from the operating fund.

M: 326 2nd: 436

CARRIED

5.2 Target Zero Waste Consulting: The property manager has contacted a Waste Management consultant to negotiate our waste removal contracts. Target Zero Consulting has presented a proposal that represents a significant savings in our Waste Removal Costs.

Service:	Size:	Quantity:	Frequency:	Current cost per month:	Target Zero Waste cost per month:
Waste	8yd	1	3 x Week	\$1149.47	\$985.87
Co-Mingled Recycling	6yd	1	2 x week	\$1196.60	\$749.75
Organics	32Gal	3	1 x week	\$171.89	\$155.82
Total:				\$2517.96	\$1891.44

This proposal represents an monthly savings of \$626.52 / month.

Council voted in favor of moving the Waste Management to Target Zero Waste Consulting.

M#326 2nd #436

CARRIED

5.3 Re-Piping Project: Due to the cost involved in the project, council has decided to defer the proposed Re-piping project until at least 2024.

5.4 Parking: Moving forward the Rental Parking will be managed by Homelife. Owners and tenants will be sent a New Parking Rental Agreement and Pre-Authorized Payment forms. In order to keep your rental parking spots owners and tenants will need to sign a new parking Agreement and to submit the new PAP payment forms to Homelife. Council will no longer accept Cash or Cheques as payment for rental parking.

The Strata counts on the parking revenue to pay for repairs and maintenance in the complex. Owners and Tenants who do not submit their Parking Agreements and or PAP forms before July 1st, will lost their spots and they will be offered to owners and tenants who are waiting for available spots.

Where do I find the new Parking Agreement and Pap forms ?: Homelife is sending the forms for the owners and tenants who are currently renting Parking Spots in the complex by email in Power Strata. These forms are also available to be down loaded in Power Strata, and will be available at the Rental Office.

Where do I send the forms ?:

- submit the completed and signed forms to HomeLife in Power Strata by messaging accounts receivable and the Property Manager
- Printed and signed documents can also be dropped off to Julio at the rental office.

If you require assistance or have questions about the new process, please contact Council or the Property manager in Power Strata.

6.0 Repairs and Maintenance Projects:

6.1 Carpets and Flooring: Council has quotes from 4 suppliers to replace the carpets in the 30/50/70 buildings Due to the costs involved Council will keep these quotes on file until the AGM where owners will need to decide how to proceed. Early estimates range between \$150,00 - \$175,000 for all three buildings. Council is considering funding options for the proposed recarpeting t be presented to the owners at the AGM including partial funding from the Contingency Reserve Fund.

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6.6 Council Directives Report: the property reviewed the CDR process and reviewed recent reports with the council. So far the CDR bi-weekly reporting has been working well to improve trackability and increased communication efficiency.

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7.1 **Insurance Claims:** When a loss occurs, the Strata Corporation is responsible for the cost of the emergency mitigation, and the repairs of the COMMON PROPERTY. Owners are responsible for the cost of repairs to their strata lot up to the amount of the Strata deductible (please see the included CHOA Insurance Flow Chart for reference)

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9.0 **Adjournment:** the meeting was adjourned at 7:55 pm.

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 - ii) refrigerator with ice/water dispensing capabilities;

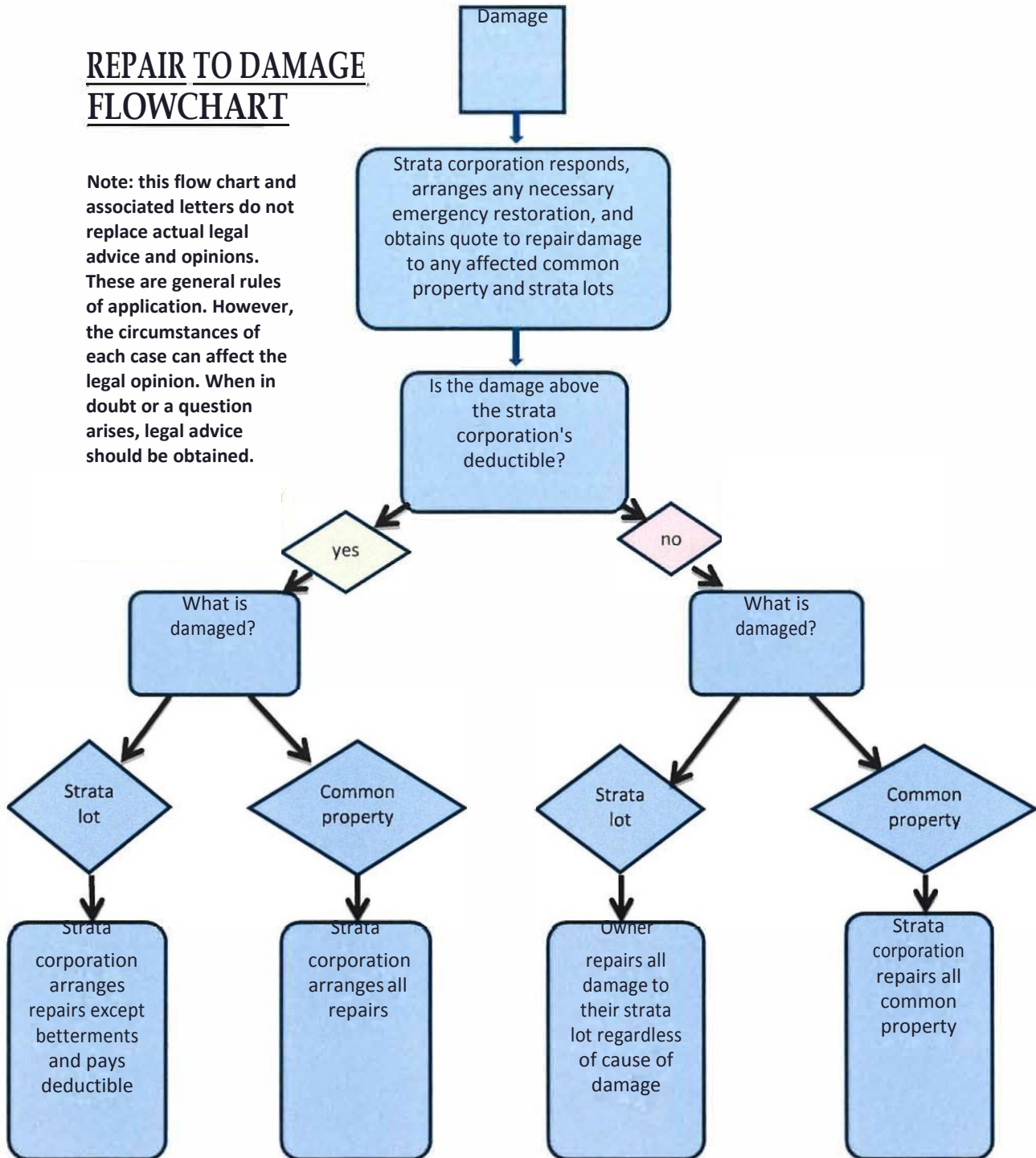
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REPAIR TO DAMAGE FLOWCHART

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LMS 375 ABBOTSFORD PLACE
Council Meeting Minutes
Date: August 14th 2023
Time: 6:30 pm - 8:00 pm

Agenda:

1.0 Administration:

1.1 Attendance: #325 Neal Fraser, #127 Susan Campbell, #436 Kevin Clare
Regrets: Adam French

1.2 Agenda: M: #326 2nd: #127

Carried

1.3 Approve Previous Minutes: June 12th 2023 M# 326 2nd#127

Carried

1.4 Approve Financials: June 30th 2023 / YE financials pending. M #127 2nd #326

Carried

- It was noted that the Snow Removal invoices had been added to the R/M numbers in the financials. The PM will working with HL bookkeeping department to have that corrected.
- It was also noted that there were numerous service charges in the R/M numbers that will be charged back to the responsible units. These invoices are having an impact the total R/m budget for the current fiscal year.

2.0 Agenda Items:

2.1 Accounts Receivable:

- Accounts with balances over 60 days are being sent reminder letters from Homelife. If you have received a reminder notice from HomeLife Collections please contact them at 604-858-7368 to make payment arrangements at your earliest convenience.

- An account has been referred to Hamilton and Co for Collections. Council is following the direction of Hamilton and Co and working with the unit owner to arrange the full payment of the balance on their account.

2.2 AGM Planning:

2.21 Budget Planning: with the Year end Financial reports not available yet, council is working with Homelife on a proposed budget for the 2023 – 2024 Fiscal year. The focus of the budget will be funding the requirements of the Strata while balancing the affordability of the monthly Strata Fee payments for owners. Once we have the YE financial reports, we will be able to complete the prosed budget for the 2023 AGM.

2.22 Bylaws changes and recommendations: Council is proposing some Bylaw changes for the 2023 AGM. Over the last 12 months there have been multiple changes to the Strata Property act that may have an impact on the current and the newly proposed Bylaws at Abbotsford Place. HomeLife will send Re-Fresh Law the requested bylaw changes for their recommendations.

2.23 Proposed Projects for 2023 - 2024 fiscal year:

- Carpet Replacements: Council has collected quotes to have the carpets in all three building replaced. They are very dated and require replacement. The best pricing we have been able to collect is from Atlanta Flooring with a total budget approximately \$130,000 including taxes. Due to the cost of the project, council will be proposing this as a Resolution at the upcoming AGM. The carpets will be replaced with Carpets tiles. Carpet tiles allow for easier and more cost effective maintenance and the ability to replace damage carpets sections in the future.

3.0 Repairs and Maintenance:

3.1 Current R/M maintenance issues: there are currently no outstanding urgent repairs and maintenance issues in the complex.

3.2 Landscaping: Council met the current landscaper with Homelife onsite in the Spring. Service issues were discussed, and they had committed to improve the service. Based on recent service levels council will explore other companies to get pricing and a defined scope of work. The current contract expires in December 2023.

3.3 Routine Maintenance schedule for 2023 – 2024: Council will be working on a planned maintenance schedule for 2023 – 2024. Please note that specific dates and times will not be available until closer to the service dates. This will be a long term planning strategy to insure nothing is missed and follows the budgeting and monthly cashflow of the strata corporation.

3.4 Snow Removal: Council noted that Pro-Snow did a very good job with snow removal last year. The “ Fixed Seasonal Cap Pricing “ model offer by pro-Snow worked to our favour, and we were able to get excellent service at a reasonable price. Homelife will be collecting pricing for the 2023 – 2024 Season, and council will be looking to commit to the same program this year.

3.5 Owners Responsibility to Maintain their Strata lot:

2 REPAIR AND MAINTENANCE OF PROPERTY BY OWNER

(Amended at the Annual General Meeting held on November 16, 2021)

- 2.1 An owner must repair and maintain the owner's strata lot, except for repair and maintenance that is the responsibility of the strata corporation under these bylaws.

As per the bylaws at Abbotsford Place Owners have a requirement to maintain their Strata lot. If you experience a water leak or other loss in your unit, the invoice for the repairs and associated emergency mitigation may be charge back against your strata lot, as well as a potential bylaw violation for failing to maintain your Strata lot.

4.0 New Business:

4.1 Target Zero Consulting /Rubbish Removal: Its only been a month but we have noticed a definite improvement in service level since switching to Target Zero Consulting.

5.0 Reminders / Notices

5.1 Insurance Claims: When a loss occurs, the Strata Corporation is responsible for the cost of the emergency mitigation, and the repairs of the COMMON PROPERTY. Owners are responsible for the cost of repairs to their strata lot up to the amount of the Strata deductible (please see the included CHOA Insurance Flow Chart for reference)

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*** Owners who make unapproved Alterations to Common Property or to their Strata Lots may be violating the Strata Bylaws, and could have fines assessed against their Strata Lot.***

*** Please ensure that all Request For Alterations forms include ALL the necessary contractor information including an Up To Date WorkSafe BC Clearance Letter, and proof of a minimum \$2,000,000 Liability Insurance.... We cannot process an RFA without all of the required information ***

If you need an RFA form, please contact Michael at Homelife mweatherly@advantagepm.ca or find it in the document section of **Power Strata**.

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