



MEMORANDUM

TO: The Owners, Strata Plan BCS 879 **DATE:** June 18, 2018

FROM: Emil Filip, Strata Manager

RE: ANNUAL GENERAL MEETING MINUTES

Attached are the minutes of the Annual General Meeting held on June 11, 2018. Please read and retain them for future reference.

STRATA FEES:

Strata fees have increased, and the difference retroactive to June 1, 2018 will be charged automatically.

BYLAWS/RULES: NEW BYLAWS/RULES WERE PASSED. Please access FSR **Connect**[™] Association Documents for the current Bylaws/Rules.

NEW COUNCIL:

Petra Kintzinger (2020)
Anthony Neville (2019)
Cliff Matthews (2019)
Soheil Sabet (2020)
Ted Slinger (2019)
Gaye Simms (2020)
Alexander Milenkovic (2020)

FSR Connect[™] REGISTRATION

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

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Encl.

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**MINUTES
ANNUAL GENERAL MEETING
THE OWNERS STRATA PLAN BCS 879
SINCLAIR AT NEWPORT VILLAGE**

***Held on Monday, June 11, 2018
Within Inlet Theatre
100 Newport Drive, Port Moody, BC***

The meeting was called to order at 7:00 p.m. by Trevor Newton, Council President.

FirstService Residential BC Ltd. was represented by Emil Filip.

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 137 eligible voters, 46 represents quorum in this instance. At the commencement of the meeting there were 50 eligible voters in attendance and 11 represented by proxy for a total of 61 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 18, 2018, complied with the notice requirements of the *Strata Property Act* and that the most recently approved financial statements had been received.

APPROVAL OF AGENDA

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

APPROVAL OF GENERAL MEETING MINUTES

It was moved and seconded to approve the Minutes of the Annual General Meeting held June 12, 2017 as previously circulated. **CARRIED.**

PRESIDENT'S REPORT

Well, here we are again at another AGM! And as I always state - it has indeed been a great ride, and I am privileged to have lead such a great team of fellow Council Members.

Regrettably, this past year was my final year to have served on Your Strata Council! After serving you faithfully for the last 14 years, I feel that it is time for me to step down and to allow others to step up to the plate, and to provide leadership to your team! Although there will be a formal election of officers at the end of the AGM,

I believe that Ms. Petra Kintzinger, my current Vice President, is ready, willing and able to step into the role of Council President. I wish her every success!

Last year was another good year for the Sinclair. We were able to maintain and even enhance our aging building, all the while maintaining a careful eye on the budget. As usual, we have finished up with a small budget surplus, for our fiscal year end.

One of the 'high lights' for our 2017 – 2018 fiscal, was the refurbishing of our lobbies on P1, P2, and P3 – all within our current budget! While the Lobby Renovation project of last year did indeed officially fail, we have been working hard throughout this past year, to bring you a new proposal, which will be addressed specifically at our AGM.

Hopefully, we have been able to demonstrate that Council has, and continues to provide significant value to all the 'capital projects' we fund. We have always maintained the 'mantra' that whatever we do must provide equity and value to the Sinclair.

As a result of this commitment, we continue to be one of the most sought after units in our area; and have the reputation of being a well-managed, well maintained, and well-funded, in terms of our CRF balance!

All of this has been accomplished by your hard working Volunteer Council. My personal thanks to fellow Council Members: Petra Kintzinger - Vice President, John Arnold - Treasurer, Ted Slinger – Landscaping, Cliff Matthews – Maintenance & Engineering, Tony Neville – Maintenance & Engineering, Soheil Sabet – Member at Large, and of course our Property Manager, Mr. Emil Filip.

Guy's, please stand up and take a bow!

In closing, I would like to thank all of You - for your loyal support of both myself, and your Strata Council! We are all Owners, who share a common belief and interest - to ensure that the Sinclair continues to be one of the best places to call home!

I wish your New Council every success, and I will be pleased to support them anyway I can!

Respectfully Submitted by:

Trevor Newton - Council President

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 BFL Canada and is insured for a replacement value of \$57,564,000 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.

After a detailed presentation delivered by the Treasurer, the vote was called. The results were as follows:

59 IN FAVOUR, 2 OPPOSED, 0 ABSTAINED. **CARRIED.**

Owners please note: Strata fees have increased, retroactive to June 1, 2018.

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. You will notice an additional charge which will cover the retroactive difference as of June 1, 2018.
2. **Owners Who Pay By Post-Dated Cheques:** Please send in 12 post-dated cheques payable to Strata Plan BCS 879, 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"
BUILDING ENVELOPE, BALCONY REPAIRS & PAINTING (\$265,000)**

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

BE IT RESOLVED by a 3/4 vote that the Owners, Strata Plan BCS 879, Sinclair, in person or by proxy at this General Meeting, hereby approve the work presented for building envelope, balcony repairs and painting for a total estimated cost of up to \$265,000.00. The entire project will be funded from the Contingency Reserve Fund.

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

60 IN FAVOUR, 1 OPPOSED, 0 ABSTAINED. **CARRIED.**

**CONSIDERATION OF 3/4 VOTE RESOLUTION "B"
LOBBY TRAFFIC PATTERN IMPROVEMENTS**

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

BE IT RESOLVED by a 3/4 vote that the Owners, Strata Plan BCS 879, Sinclair, in person or by proxy at this General Meeting, hereby approve the work presented for lobby traffic pattern improvements at a total estimated cost of up to \$30,000.00. The entire project will be funded from the Contingency Reserve Fund.

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

53 IN FAVOUR, 8 OPPOSED, 0 ABSTAINED. **CARRIED.**

**CONSIDERATION OF 3/4 VOTE RESOLUTION "C"
WAIVER OF DEPRECIATION REPORT**

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 BCS 879, Sinclair, wish to waive the requirement for a Depreciation Report otherwise required under Section 94 of the *Strata Property Act* for one year;

BE IT RESOLVED by a 3/4 vote resolution of The Owners, Strata Plan BCS 879, Sinclair, 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 obtain a Depreciation Report is hereby waived until the next Annual General Meeting.

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

61 IN FAVOUR, 0 OPPOSED, 0 ABSTAINED. **CARRIED.**

As Resolution "C" passed, a vote on Resolution "D" was no longer required.

**CONSIDERATION OF 3/4 VOTE RESOLUTION "E"
BYLAW AMENDMENT - COLLECTIONS**

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 BCS 879, Sinclair, 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 BCS 879, Sinclair, wish to amend the Bylaws of their Strata Corporation;

BE IT RESOLVED by a 3/4 vote of the Owners, Strata BCS 879, Sinclair, 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 2.5 which currently reads as follows:

“Section 2 - Payment of strata fees and special levies

2.5 *To ensure proper collection of arrears, the Strata Corporation will apply one or more of the following measures against the units that owe sums in excess of \$500 to the Strata Corporation for either lienable or non-lienable charges: denial of access to recreational facilities, deactivation of all but one FOB, and initiation of legal action. The application of this rule is authorized for arrears that pertain to, but are not limited to unpaid strata fees, special levies, interest on arrears, NSF charges, security deposits, moving fees, purchase of FOBs and Visitor passes, legal expenses, unpaid insurance deductibles, the cost for remediation of damage and repairs charged back to a unit and fines for violations of the rental bylaws or any other bylaw that infringe upon common safety, security or well-being of the community of residents at The Sinclair.”*

to read as follows:

“Section 2 - Payment of strata fees and special levies

2.5 *To ensure proper collection of arrears, the Strata Corporation will apply one or more of the following measures against the units that owe monies to the Strata Corporation for either lienable or non-lienable charges: denial of access to recreational facilities, deactivation of all but one FOB, and initiation of legal action. The application of this bylaw is authorized for arrears that pertain to, but are not limited to unpaid strata fees, special levies, interest on arrears, NSF charges, security deposits, moving fees, purchase of FOBs and Visitor passes, legal expenses, unpaid insurance deductibles, the cost for remediation of damage and repairs charged back to a unit and fines for violations of the rental bylaws or any other bylaw that infringes upon common safety, security or well-being of the community of residents at The Sinclair.”*

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

60 IN FAVOUR, 1 OPPOSED, 0 ABSTAINED. **CARRIED.**

**CONSIDERATION OF 3/4 VOTE RESOLUTION "F"
BYLAW AMENDMENT - PETS**

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 BCS 879, Sinclair, 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 BCS 879, Sinclair, wish to amend the Bylaws of their Strata Corporation;

BE IT RESOLVED by a 3/4 vote of the Owners, Strata BCS 879, Sinclair, 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 5.2 which currently reads as follows:

“Section 5 - Pets and animals

5.2 *No owner, tenant, occupant or visitor may keep a pet on a residential strata lot other than:*

- (a) a reasonable number of fish or other small aquarium animals*
- (b) a reasonable number of small caged mammals*
- (c) up to 2 caged birds*
- (d) one dog or one cat”*

to read as follows:

“Section 5 - Pets and animals

5.2 *No owner, tenant, occupant or visitor may keep a pet on a residential strata lot other than:*

- (a) a reasonable number of fish or other small aquarium animals*
- (b) a reasonable number of small caged mammals*
- (c) up to 2 caged birds*
- (d) two dogs, two cats, or a combination of one dog and one cat”*

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

8 IN FAVOUR, 53 OPPOSED, 0 ABSTAINED. **DEFEATED.**

**CONSIDERATION OF 3/4 VOTE RESOLUTION "G"
BYLAW AMENDMENT – USE OF PROPERTY**

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 BCS 879, Sinclair, 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 BCS 879, Sinclair, wish to amend the Bylaws of their Strata Corporation;

BE IT RESOLVED by a 3/4 vote of the Owners, Strata BCS 879, Sinclair, 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* Bylaw 4.6 as follows:

“Section 4 - Use of property

- 4.6 *A resident or visitor must not use or occupy, or permit to be used or occupied, a strata lot, the common property, limited common property or common assets for the purpose of growing, producing, harvesting, marketing, selling, distribution or smoking of marijuana."*

It was moved and seconded to amend the resolution to read:

- 4.6 ***A resident or visitor must not use or occupy, or permit to be used or occupied, a strata lot, the common property, limited common property or common assets for the purpose of growing, producing, harvesting, marketing, selling or distribution of cannabis."***

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

57 IN FAVOUR, 1 OPPOSED, 0 ABSTAINED. **CARRIED AS AMENDED.**

**CONSIDERATION OF 3/4 VOTE RESOLUTION "H"
BYLAW AMENDMENT – PRIVACY POLICY**

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

WHEREAS the *Personal Information Protection Act* ("PIPA") requires a Strata Corporation to adopt a privacy policy;

AND WHEREAS the Strata Corporation collects personal information through the use of surveillance cameras and access FOBs;

AND WHEREAS The Owners, Strata Plan BCS 879, Sinclair, 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 BCS 879, Sinclair, wish to amend the Bylaws of their Strata Corporation;

BE IT RESOLVED by a 3/4 vote of the Owners, Strata BCS 879, Sinclair, 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* Bylaw 56.1 to 9 and 57.1 to 8 as follows:

"Section 56 - Privacy Policy

56.1 *The Strata Corporation's Commitment regarding Personal Information:*

The Strata Corporation is committed to protecting the personal information of its residents.

56.2 *Why the Strata Corporation Collects Personal Information:*

- *To identify and communicate with the residents;*
- *To process payments;*

- *To respond to emergencies;*
- *To ensure the orderly management of the Strata Corporation;*
- *To comply with requirements imposed by the Strata Property Act and other applicable laws; and*

56.3 *What Information the Strata Corporation May Collect, Use or Disclose:*

Typically, the Strata Corporation collects the following information from or about residents:

- *Name(s), address(es) and phone number(s), as applicable*
- *Banking or credit card information*
- *Emergency contact information*
- *Vehicle description/license plates*
- *Pet information*

Residents may give consent either orally, in writing, electronically or through an authorized representative. Consent will be implied when the purpose for collecting, using or disclosing personal information would be considered obvious and the individual voluntarily provides his or her personal information for that obvious purpose.

56.4 *Collection, Use and Disclosure of Personal Information by the Strata Corporation*

Except where the Strata Corporation is legally authorized (for example, pursuant to a bylaw) or consent is otherwise not required (as discussed below under the next heading), the Strata Corporation will seek consent before collecting, using or disclosing personal information.

The Strata Corporation will only collect, use or disclose the personal information that is necessary to fulfill the identified purposes and will not collect, use or disclose personal information in other circumstances unless the Strata Corporation first receives further consent from the person involved.

The Strata Corporation will make reasonable efforts to ensure that the personal information that it collects, uses or discloses is accurate and complete. If a resident is aware that the personal information the Strata Corporation has about them needs to be corrected, please advise the Strata Corporation about the correction in writing.

56.5 *What Personal Information the Strata Corporation Can Collect, Use or Disclose without Consent:*

- *With respect to an owner, the owner's name, the strata lot address, the mailing address if different from the strata lot address, the strata lot number, any parking stall number, and the unit entitlement of the owner's strata lot;*

- *Information authorized by a bylaw;*
- *The names and addresses of individual mortgagees who have filed a Mortgage Request for Notification;*
- *The names of tenants of a strata lot, if any;*
- *With respect to a council member, the telephone number or some other method by which the council member can be contacted on short notice;*
- *Information necessary for emergency medical treatment if it cannot otherwise be obtained in a timely manner;*
- *Information for an investigation or a legal proceeding if collection with consent would compromise its availability or accuracy;*
- *Information already available to the public from any of the following: a telephone directory, a professional or business directory, a registry, or a printed or electronic publication;*
- *If the Strata Corporation requires legal advice from a lawyer;*
- *If the Strata Corporation is collecting money owed by an owner, tenant or occupant; and*
- *If the personal information is required to be collected, used or disclosed by law.*

56.6 *Withdrawing Consent:*

Except where withdrawing consent would frustrate the performance of a legal obligation, a resident can withdraw consent at any time by giving the Strata Corporation reasonable notice. If consent is withdrawn, the Strata Corporation will inform the person withdrawing the consent of the likely consequences of that step.

56.7 *Retention of Personal Information:*

The Strata Corporation will only retain personal information for as long as necessary to fulfill the identified purposes or as long as required for a legal or business purpose. If the information of a resident is used to help the Strata Corporation render a decision, the information will be retained for a one (1) year period.

56.8 *Security of Personal Information:*

The Strata Corporation has implemented reasonable security arrangements to prevent against risks associated with personal information, such as unauthorized access, collection, use, disclosure, copying, modification or disposal.

If the Strata Corporation retains another organization to do work for the corporation that involves personal information, the corporation will ensure that there is an agreement in place that commits that organization to adhere to this privacy policy.

56.9 Access to Personal Information:

A resident is entitled to access to their own personal information that is under the Strata Corporation's control and is also entitled to know the ways in which that information has been used or disclosed.

Any request by resident for his or her must be made in writing and directed to the Strata Corporation's Privacy Officer:

Privacy Officer of Strata Plan BCS 879

The Strata Corporation will charge a minimum fee when an access request is made and the amount should be verified when the request is made.

The Strata Corporation will respond to a written request within 30 business days of receipt of the request; however, the Strata Corporation may be entitled in some circumstances to extend the response period. In providing the response, the Strata Corporation will inform the requesting party whether he or she is entitled to access the requested information, and if access is denied, the reason for the denial, and the name and contact information of the Strata Corporation's Privacy Officer who can answer any questions about the response.

When providing personal information in response to a request, the Strata Corporation will edit out certain information as required or authorized by law, including any personal information about other individuals and/or the personal information about the requesting party that is subject to an investigation or a legal proceeding.

If a requesting person is not satisfied with a response from the Strata Corporation, that person may complain to the British Columbia Office of the Information and Privacy Commissioner (www.oipcbc.ca).

Section 57 - Security Measures

57.1 *The Strata Corporation has installed closed circuit television and video surveillance in those common areas of the strata plan identified in the rules of the Strata Corporation for the purpose of collecting data from such systems. The hours of system operation will be determined by the council.*

57.2 *The Strata Corporation collects data with respect to the usage of each access fob programmed for use at and within Strata Plan BCS 879.*

57.3 *The video files and/or security fob usage records will be used by the Strata Corporation for surveillance and monitoring purposes only, including the following purposes:*

- (a) being alerted to the presence of trespassers within the boundaries of Strata Plan BCS 879;*

- (b) *preventing, recording, investigating and obtaining evidence of any theft, vandalism, nuisance, damage or injury caused by or to any person within the boundaries of Strata Plan BCS 879; and*
 - (c) *enforcing those strata corporation bylaws and rules which relate to the safety and security of the strata plan and its owners, tenants, occupants and visitors.*
- 57.4 *The video files and/or security fob usage records will be stored by or on behalf of the Strata Corporation via its security contractor for a period of up to 12 month(s) from the date of recording, which period may be extended for those files required for law enforcement and/or bylaw or rule enforcement purposes.*
- 57.5 *The personal information of owners, tenants, occupants or visitors will only be reviewed or disclosed as follows:*
- (a) *to law enforcement for the purposes set out in bylaw 57 (3)(a) or (b), or as otherwise required by law;*
 - (b) *to the Privacy Officer, strata manager, caretakers of the Strata Corporation, council members and/or the Strata Corporation's security contractor for the purposes set out in bylaws 57 (3)(a), (b) or (c), or as otherwise required by law; or*
 - (c) *in the event that the surveillance camera footage or fob records include the personal information of an owner, tenant, occupant or visitor, such personal information of the requesting owner, tenant, occupant or visitor.*
- 57.6 *An owner, tenant, occupant or visitor must not do anything to damage or interfere with any closed circuit television, video surveillance or access fob equipment.*
- 56.7 *In installing and/or maintaining the systems described herein, the Strata Corporation makes no representations or guarantees that any of the systems will be fully operational at all times. The Strata Corporation is not responsible or liable to any owner, tenant, occupant or visitor in any capacity (including a failure to maintain, repair, replace, locate or monitor any of the systems, whether arising from negligence or otherwise) for personal security or personal property in any area monitored by any of the systems.*
- 57.8 *A resident must not install or use, or permit to be installed or used, any surveillance measures (such as video surveillance) on the common property where such measures will or may capture any personal information about another resident or a visitor."*

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

56 IN FAVOUR, 1 OPPOSED, 0 ABSTAINED. **CARRIED.**

ELECTION OF COUNCIL

Under the current Bylaws, Council members serve for a two-year term. Unless otherwise specified, those persons elected to the Council at this meeting will hold office until the Annual General Meeting in 2019.

Petra Kintzinger, Soheil Sabet, Gaye Simms and Alexander Milenkovic were nominated for a two-year term. Their term will expire in June 2020.

The term of the other continuing three Council members will expire in June 2019.

The Strata Council for 2018-2019 consists of the following members:

Petra Kintzinger (2020)
Anthony Neville (2019)
Cliff Matthews (2019)
Soheil Sabet (2020)
Ted Slinger (2019)
Gaye Simms (2020)
Alexander Milenkovic (2020)

The new Council was elected by acclamation.

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.



Emil Filip
Strata Manager
Per the Owners
Strata Plan BCS 879

EF/cm

Email: emil.filip@fsresidential.com
Direct Line: 604.689.6937
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.

BCS879-SINCLAIR@NEWPORTVILLAGE

Approved Annual Budget Jun 01, 2018 to May 31, 2019

<u>A/C Description</u>	<u>APPROVED</u> <u>2018/2019</u> <u>Budget</u> \$
<u>INCOME</u>	
<u>STRATA FEES</u>	
4002 Operating Fund Contribution	592,011
4003 Contingency Fund Contribution	45,000
TOTAL STRATA FEES	637,011
4640 Interest Income	500
4660 Key	200
4702 Move In / Move Out Fee	500
4720 Parking	500
4782 Prior Year Surplus / (Deficit)	15,000
TOTAL INCOME	653,711
<u>EXPENSES</u>	
<u>GENERAL EXPENSES</u>	
5005 Administration	8,000
5445 Caretaker Wages & Benefits	50,000
6300 Insurance	85,000
6305 Insurance Deductible	15,000
6504 Legal Fees	2,000
6700 Management Fees	35,211
7600 Telephone and Pager	2,900
TOTAL GENERAL EXPENSES	198,111
<u>BUILDING & GROUND EXPENSES</u>	
5010 Alarm Monitoring	4,000
5203 Building Envelope Investigation / Maintenance	26,000
5446 Carpet Cleaning	2,000
5450 Cleaning and Janitorial Supplies	3,000
5705 Electricity	65,000

BCS879-SINCLAIR@NEWPORTVILLAGE

Approved Annual Budget
Jun 01, 2018 to May 31, 2019

<u>A/C Description</u>	<u>APPROVED</u> <u>2018/2019</u> <u>Budget</u> \$
5715 Elevator Maintenance	25,600
6001 Garbage Removal	13,000
6005 Gas	75,000
6513 Landscape - Maintenance	42,000
7240 Repair and Maintenance	150,000
TOTAL BUILDING & GROUND EXPENSES	405,600
<u>REC. CENTRE EXPENSES</u>	
7208 Recreation Facilities / Amenity - Furniture / Equi	5,000
TOTAL REC. CENTRE EXPENSES	5,000
9010 Reserve - Contingency Fund	45,000
TOTAL EXPENSES	653,711
CURRENT YR NET SURPLUS/(DEFICIT)	--
9990 Operating Surplus (Deficit) Balance Forward	21,664
ENDING OP SURPLUS/(DEFICIT)	21,664

BCS879-SINCLAIR@NEWPORTVILLAGE
Approved Strata Fee Schedule
Jun 01, 2018 to May 31, 2019

Strata Lot	Civic	Unit	Op. Fund Monthly Contribution	CRF Monthly Contribution	Total Monthly Strata Fees	OLD Monthly Strata Fees	Retroactive Fee Adjustment Jun/18
Number	Address	Entitlement	\$	\$	\$	\$	\$
1	#101 - 235 Guildford Way	115	402.86	30.62	433.48	406.56	26.92
2	#102 - 235 Guildford Way	87	304.77	23.17	327.94	307.57	20.37
3	#201 - 235 Guildford Way	116	406.36	30.89	437.25	410.09	27.16
4	#202 - 235 Guildford Way	89	311.78	23.70	335.48	314.64	20.84
5	#203 - 235 Guildford Way	100	350.31	26.63	376.94	353.53	23.41
6	#204 - 235 Guildford Way	81	283.75	21.57	305.32	286.36	18.96
7	#205 - 235 Guildford Way	100	350.31	26.63	376.94	353.53	23.41
8	#206 - 235 Guildford Way	89	311.78	23.70	335.48	314.64	20.84
9	#207 - 235 Guildford Way	116	406.36	30.89	437.25	410.09	27.16
10	#301 - 235 Guildford Way	116	406.36	30.89	437.25	410.09	27.16
11	#302 - 235 Guildford Way	89	311.78	23.70	335.48	314.64	20.84
12	#303 - 235 Guildford Way	100	350.31	26.63	376.94	353.53	23.41
13	#304 - 235 Guildford Way	82	287.26	21.83	309.09	289.89	19.20
14	#305 - 235 Guildford Way	100	350.31	26.63	376.94	353.53	23.41
15	#306 - 235 Guildford Way	89	311.78	23.70	335.48	314.64	20.84
16	#307 - 235 Guildford Way	116	406.36	30.89	437.25	410.09	27.16
17	#401 - 235 Guildford Way	116	406.36	30.89	437.25	410.09	27.16
18	#402 - 235 Guildford Way	89	311.78	23.70	335.48	314.64	20.84
19	#403 - 235 Guildford Way	100	350.31	26.63	376.94	353.53	23.41
20	#404 - 235 Guildford Way	82	287.26	21.83	309.09	289.89	19.20
21	#405 - 235 Guildford Way	100	350.31	26.63	376.94	353.53	23.41
22	#406 - 235 Guildford Way	89	311.78	23.70	335.48	314.64	20.84
23	#407 - 235 Guildford Way	116	406.36	30.89	437.25	410.09	27.16
24	#501 - 235 Guildford Way	116	406.36	30.89	437.25	410.09	27.16
25	#502 - 235 Guildford Way	89	311.78	23.70	335.48	314.64	20.84
26	#503 - 235 Guildford Way	100	350.31	26.63	376.94	353.53	23.41
27	#504 - 235 Guildford Way	82	287.26	21.83	309.09	289.89	19.20
28	#505 - 235 Guildford Way	100	350.31	26.63	376.94	353.53	23.41
29	#506 - 235 Guildford Way	89	311.78	23.70	335.48	314.64	20.84

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BCS879-SINCLAIR@NEWPORTVILLAGE
Approved Strata Fee Schedule
Jun 01, 2018 to May 31, 2019

Strata Lot	Civic	Unit	Op. Fund Monthly Contribution	CRF Monthly Contribution	Total Monthly Strata Fees	OLD Monthly Strata Fees	Retroactive Fee Adjustment Jun/18
Number	Address	Entitlement	\$	\$	\$	\$	\$
30	#507 - 235 Guildford Way	116	406.36	30.89	437.25	410.09	27.16
31	#601 - 235 Guildford Way	116	406.36	30.89	437.25	410.09	27.16
32	#602 - 235 Guildford Way	89	311.78	23.70	335.48	314.64	20.84
33	#603 - 235 Guildford Way	102	357.32	27.16	384.48	360.60	23.88
34	#604 - 235 Guildford Way	82	287.26	21.83	309.09	289.89	19.20
35	#605 - 235 Guildford Way	102	357.32	27.16	384.48	360.60	23.88
36	#606 - 235 Guildford Way	89	311.78	23.70	335.48	314.64	20.84
37	#607 - 235 Guildford Way	116	406.36	30.89	437.25	410.09	27.16
38	#701 - 235 Guildford Way	116	406.36	30.89	437.25	410.09	27.16
39	#702 - 235 Guildford Way	89	311.78	23.70	335.48	314.64	20.84
40	#703 - 235 Guildford Way	102	357.32	27.16	384.48	360.60	23.88
41	#704 - 235 Guildford Way	82	287.26	21.83	309.09	289.89	19.20
42	#705 - 235 Guildford Way	103	360.82	27.43	388.25	364.13	24.12
43	#706 - 235 Guildford Way	89	311.78	23.70	335.48	314.64	20.84
44	#707 - 235 Guildford Way	116	406.36	30.89	437.25	410.09	27.16
45	#801 - 235 Guildford Way	116	406.36	30.89	437.25	410.09	27.16
46	#802 - 235 Guildford Way	89	311.78	23.70	335.48	314.64	20.84
47	#803 - 235 Guildford Way	102	357.32	27.16	384.48	360.60	23.88
48	#804 - 235 Guildford Way	81	283.75	21.57	305.32	286.36	18.96
49	#805 - 235 Guildford Way	103	360.82	27.43	388.25	364.13	24.12
50	#806 - 235 Guildford Way	89	311.78	23.70	335.48	314.64	20.84
51	#807 - 235 Guildford Way	116	406.36	30.89	437.25	410.09	27.16
52	#901 - 235 Guildford Way	116	406.36	30.89	437.25	410.09	27.16
53	#902 - 235 Guildford Way	89	311.78	23.70	335.48	314.64	20.84
54	#903 - 235 Guildford Way	102	357.32	27.16	384.48	360.60	23.88
55	#904 - 235 Guildford Way	81	283.75	21.57	305.32	286.36	18.96
56	#905 - 235 Guildford Way	103	360.82	27.43	388.25	364.13	24.12
57	#906 - 235 Guildford Way	89	311.78	23.70	335.48	314.64	20.84
58	#907 - 235 Guildford Way	116	406.36	30.89	437.25	410.09	27.16

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BCS879-SINCLAIR@NEWPORTVILLAGE
Approved Strata Fee Schedule
Jun 01, 2018 to May 31, 2019

Strata Lot	Civic	Unit	Op. Fund Monthly Contribution	CRF Monthly Contribution	Total Monthly Strata Fees	OLD Monthly Strata Fees	Retroactive Fee Adjustment Jun/18
Number	Address	Entitlement	\$	\$	\$	\$	\$
59	#1001 - 235 Guildford Way	116	406.36	30.89	437.25	410.09	27.16
60	#1002 - 235 Guildford Way	89	311.78	23.70	335.48	314.64	20.84
61	#1003 - 235 Guildford Way	102	357.32	27.16	384.48	360.60	23.88
62	#1004 - 235 Guildford Way	81	283.75	21.57	305.32	286.36	18.96
63	#1005 - 235 Guildford Way	103	360.82	27.43	388.25	364.13	24.12
64	#1006 - 235 Guildford Way	89	311.78	23.70	335.48	314.64	20.84
65	#1007 - 235 Guildford Way	116	406.36	30.89	437.25	410.09	27.16
66	#1101 - 235 Guildford Way	116	406.36	30.89	437.25	410.09	27.16
67	#1102 - 235 Guildford Way	89	311.78	23.70	335.48	314.64	20.84
68	#1103 - 235 Guildford Way	102	357.32	27.16	384.48	360.60	23.88
69	#1104 - 235 Guildford Way	81	283.75	21.57	305.32	286.36	18.96
70	#1105 - 235 Guildford Way	103	360.82	27.43	388.25	364.13	24.12
71	#1106 - 235 Guildford Way	89	311.78	23.70	335.48	314.64	20.84
72	#1107 - 235 Guildford Way	116	406.36	30.89	437.25	410.09	27.16
73	#1201 - 235 Guildford Way	116	406.36	30.89	437.25	410.09	27.16
74	#1202 - 235 Guildford Way	89	311.78	23.70	335.48	314.64	20.84
75	#1203 - 235 Guildford Way	102	357.32	27.16	384.48	360.60	23.88
76	#1204 - 235 Guildford Way	81	283.75	21.57	305.32	286.36	18.96
77	#1205 - 235 Guildford Way	102	357.32	27.16	384.48	360.60	23.88
78	#1206 - 235 Guildford Way	89	311.78	23.70	335.48	314.64	20.84
79	#1207 - 235 Guildford Way	116	406.36	30.89	437.25	410.09	27.16
80	#1301 - 235 Guildford Way	116	406.36	30.89	437.25	410.09	27.16
81	#1302 - 235 Guildford Way	89	311.78	23.70	335.48	314.64	20.84
82	#1303 - 235 Guildford Way	102	357.32	27.16	384.48	360.60	23.88
83	#1304 - 235 Guildford Way	81	283.75	21.57	305.32	286.36	18.96
84	#1305 - 235 Guildford Way	102	357.32	27.16	384.48	360.60	23.88
85	#1306 - 235 Guildford Way	89	311.78	23.70	335.48	314.64	20.84
86	#1307 - 235 Guildford Way	116	406.36	30.89	437.25	410.09	27.16
87	#1401 - 235 Guildford Way	116	406.36	30.89	437.25	410.09	27.16

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Approved Strata Fee Schedule
Jun 01, 2018 to May 31, 2019

Strata Lot	Civic	Unit	Op. Fund Monthly Contribution	CRF Monthly Contribution	Total Monthly Strata Fees	OLD Monthly Strata Fees	Retroactive Fee Adjustment Jun/18
Number	Address	Entitlement	\$	\$	\$	\$	\$
88	#1402 - 235 Guildford Way	89	311.78	23.70	335.48	314.64	20.84
89	#1403 - 235 Guildford Way	102	357.32	27.16	384.48	360.60	23.88
90	#1404 - 235 Guildford Way	81	283.75	21.57	305.32	286.36	18.96
91	#1405 - 235 Guildford Way	103	360.82	27.43	388.25	364.13	24.12
92	#1406 - 235 Guildford Way	89	311.78	23.70	335.48	314.64	20.84
93	#1407 - 235 Guildford Way	116	406.36	30.89	437.25	410.09	27.16
94	#1501 - 235 Guildford Way	116	406.36	30.89	437.25	410.09	27.16
95	#1502 - 235 Guildford Way	89	311.78	23.70	335.48	314.64	20.84
96	#1503 - 235 Guildford Way	102	357.32	27.16	384.48	360.60	23.88
97	#1504 - 235 Guildford Way	81	283.75	21.57	305.32	286.36	18.96
98	#1505 - 235 Guildford Way	103	360.82	27.43	388.25	364.13	24.12
99	#1506 - 235 Guildford Way	89	311.78	23.70	335.48	314.64	20.84
100	#1507 - 235 Guildford Way	116	406.36	30.89	437.25	410.09	27.16
101	#1601 - 235 Guildford Way	116	406.36	30.89	437.25	410.09	27.16
102	#1602 - 235 Guildford Way	89	311.78	23.70	335.48	314.64	20.84
103	#1603 - 235 Guildford Way	102	357.32	27.16	384.48	360.60	23.88
104	#1604 - 235 Guildford Way	81	283.75	21.57	305.32	286.36	18.96
105	#1605 - 235 Guildford Way	102	357.32	27.16	384.48	360.60	23.88
106	#1606 - 235 Guildford Way	89	311.78	23.70	335.48	314.64	20.84
107	#1607 - 235 Guildford Way	116	406.36	30.89	437.25	410.09	27.16
108	#1701 - 235 Guildford Way	116	406.36	30.89	437.25	410.09	27.16
109	#1702 - 235 Guildford Way	89	311.78	23.70	335.48	314.64	20.84
110	#1703 - 235 Guildford Way	102	357.32	27.16	384.48	360.60	23.88
111	#1704 - 235 Guildford Way	82	287.26	21.83	309.09	289.89	19.20
112	#1705 - 235 Guildford Way	102	357.32	27.16	384.48	360.60	23.88
113	#1706 - 235 Guildford Way	89	311.78	23.70	335.48	314.64	20.84
114	#1707 - 235 Guildford Way	116	406.36	30.89	437.25	410.09	27.16
115	#1801 - 235 Guildford Way	116	406.36	30.89	437.25	410.09	27.16
116	#1802 - 235 Guildford Way	89	311.78	23.70	335.48	314.64	20.84

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Approved Strata Fee Schedule
Jun 01, 2018 to May 31, 2019

Strata Lot	Civic	Unit	Op. Fund Monthly Contribution	CRF Monthly Contribution	Total Monthly Strata Fees	OLD Monthly Strata Fees	Retroactive Fee Adjustment Jun/18	
Number	Address	Entitlement	\$	\$	\$	\$	\$	
117	#1803 - 235 Guildford Way	102	357.32	27.16	384.48	360.60	23.88	
118	#1804 - 235 Guildford Way	81	283.75	21.57	305.32	286.36	18.96	
119	#1805 - 235 Guildford Way	103	360.82	27.43	388.25	364.13	24.12	
120	#1806 - 235 Guildford Way	89	311.78	23.70	335.48	314.64	20.84	
121	#1807 - 235 Guildford Way	116	406.36	30.89	437.25	410.09	27.16	
122	#1901 - 235 Guildford Way	116	406.36	30.89	437.25	410.09	27.16	
123	#1902 - 235 Guildford Way	89	311.78	23.70	335.48	314.64	20.84	
124	#1903 - 235 Guildford Way	102	357.32	27.16	384.48	360.60	23.88	
125	#1904 - 235 Guildford Way	81	283.75	21.57	305.32	286.36	18.96	
126	#1905 - 235 Guildford Way	103	360.82	27.43	388.25	364.13	24.12	
127	#1906 - 235 Guildford Way	89	311.78	23.70	335.48	314.64	20.84	
128	#1907 - 235 Guildford Way	116	406.36	30.89	437.25	410.09	27.16	
129	#2001 - 235 Guildford Way	170	595.53	45.27	640.80	600.99	39.81	
130	#2002 - 235 Guildford Way	144	504.45	38.34	542.79	509.08	33.71	
131	#2003 - 235 Guildford Way	144	504.45	38.34	542.79	509.08	33.71	
132	#2101 - 235 Guildford Way	171	599.03	45.53	644.56	604.53	40.03	
133	#2102 - 235 Guildford Way	143	500.94	38.08	539.02	505.54	33.48	
134	#2103 - 235 Guildford Way	143	500.94	38.08	539.02	505.54	33.48	
135	#2201 - 235 Guildford Way	171	599.03	45.53	644.56	604.53	40.03	
136	#2202 - 235 Guildford Way	143	500.94	38.08	539.02	505.54	33.48	
137	#2203 - 235 Guildford Way	143	500.94	38.08	539.02	505.54	33.48	
			14,083	49,334.42	3,750.13	53,084.55	49,787.25	3,297.30

Total Annual Strata Fees (x 12 months) =

637,014.60 597,447.00

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