

**ANNUAL GENERAL MEETING
STRATA PLAN L.M.S. 4496
HELD ON FEBRUARY 23, 2006**

1. SIGN IN AND CERTIFICATION OF PROXIES

26 Strata Lots were represented, in person or by Proxy and the Annual General Meeting was fit to proceed.

2. APPOINTING A CHAIRPERSON

Laura Seekings chaired the meeting.

3. CALL TO ORDER

The President called the meeting to order at 7:45 p.m.

4. FILING OF PROOF OF NOTICE OF MEETING

The proof of notice was filed, verifying that the notice of meeting had been prepared and distributed in accordance with Sections 45 and 103 of the Strata Property Act.

5. APPROVAL OF THE AGENDA

Moved and seconded: "That the agenda be approved with the addition of discussing dryer vents and mould in an attic."

CARRIED

6. ADOPTION OF MINUTES OF PREVIOUS GENERAL MEETING.

Moved and Seconded: "That the minutes of the 2005 A.G.M. be approved as circulated."

CARRIED

7. UNFINISHED BUSINESS

President's Report on 2005 Activities:

The following projects were accomplished with the Onni Deficiency Settlement: new site lighting, storage shed, painting of fences, mailbox security enclosure, lawn maintenance & landscaping improvements, and addition of lattice screens.

Grass Kim has submitted a proposal to address the drainage issues. The first phase will be undertaken immediately – Units 34 – 43 along fence line. Units 44 – 50 will be done as Phase 2 of the project.

There is now an outgoing mailbox at the mail kiosk - #64. You can place your "return to sender" and postage stamped mail in that box and the letter carrier will take it away.

The Council purchased a pressure washer for the community to use.

8. NEW BUSINESS

- I. Review of Insurance Coverage & Approve by ¾ Vote the Withdrawal of CRF funds to pay 2006 Premium – to be repaid monthly.

Numerous insurance claims for water escape and sewer backup over the past few years have resulted in the deductible being increased from \$2500 to \$5000.

Council wishes to remind owners that the deductible for water damage claims arising from negligence on the owner's part will be charged back to the strata lot, per the bylaws.

Please be careful with handling of grease and cooking oil: do not pour grease or oil down the drains. Do not put whole food or paper towels down the drains or toilets.

**Moved and Seconded "That the owners approve the payment of the insurance premium via the Contingency Reserve Fund and repay monthly."
CARRIED UNANIMOUSLY**

Next year the council will consider financing the premium and will also shop for better rates.

II. Discuss fencing, playground, speed bumps, and dryer duct cleaning.

- o The Strata Agent obtained several quotations to construct a cedar/lattice top fence along the school playground. The price range is from \$7500 to \$10,700. The general feeling is that the owners along the east side are not interested in paying for a fence.
- o Playground: Owners discussed removal of the playground equipment and making it a more community friendly area, rather than just a playground. Council has made provision in the budget to spend \$2500 per year to beautify and the area
- o Dryer Duct Cleaning is scheduled for March 10 and 13. One owner reported that the lint had been collecting in the vent pipe that was too convoluted to allow proper airflow. The flapper was also not the correct one. A service company recommended that the dryers be direct vented. The Council will discuss obtaining a quote to direct vent dryers in several units, including 62 and 9.
- o Speed Bumps: Many people are still speeding through the complex and can't be stopped. Council can continue to throw "fines" at the culprits but Council feels that there is now no alternative but to install speed bumps strategically on the roadways.

It was Moved and Seconded "That installation of speed bumps be approved in principle and if approved, the council would install speed bumps gradually throughout the year.

Vote was 15 in favour/11 opposed.

MOTION

CARRIED.

III. ¾ Vote to Change Bylaw 31(10) reducing the number of days a visitor may park in Visitor Parking without permission from 3 to 2 days.

After discussion, a motion was made to approve the proposed bylaw change, however, there was no "second" on that motion. **The motion was lost.**

IV. ¾ Vote to approve withdrawal of funds from CRE to cover plumbing emergency in January.
A recent, severe blockage of the main sewer lines by solid grease necessitated that

the pipes be thoroughly cleaned under the roadway from #1 to 13. Creative Plumbing billed \$2900.00 for this service. The homes responsible for the blockage could be easily identified by the build up of grease in the connecting lines.

Council strongly requests that people do not pour grease and cooking oil down the drains and toilets. In future, owners responsible for this type of blockage may be billed for the cost of clearing the lines.

Moved and Seconded "That the owners approve the January emergency expense for the sewer cleaning being paid out of the Contingency Reserve Fund." CARRIED UNANIMOUSLY.

V. Acceptance of Proposed Budget

The owners discussed the budget proposal, going over the increases and decreases, questioning not transferring surplus to offset the expenses and thereby reducing the increase of fees.

The \$10,000 budget surplus was offset by \$3000 in accounts receivable and \$2200 in prepaid insurance. The cash on hand in the operating account was only \$5000 at year-end therefore, it would not be prudent to transfer the excess into the operating account.

It was Moved and Seconded "That the proposed budget be approved." CARRIED.

New fees are effective immediately and retroactively to January 1. The difference in fees for January and February will have to be made up via cash or cheque. Please refer to the attached schedule of fees.

VI. Election of Council

The following owners were nominated or volunteered to serve on the strata council:

<i>Laura Seekings</i>	<i>#9</i>
<i>Michel Valois</i>	<i>#12</i>
<i>Tim Quat</i>	<i>#50</i>
<i>Tony Passalacqua</i>	<i>#41</i>
<i>Chris Atkinson</i>	<i>#62</i>

9. **OTHER BUSINESS**

Hot Water Tanks/Furnaces: Hot water tank and furnace maintenance or replacement is the responsibility of each owner individually. One owner reported that the hot and cold lines to the hot water tank had been plumbed backwards. Owners should check to make sure the piping is correct, or have a service technician check it.

#63 Attic Mould: The owner reported some mould in the attic. The Strata Agent will send someone to check it.

Drainage: The owner of #62 requested reimbursement for a portion of the drainage repairs that he undertook last year. He reported that the work had successfully addressed the problem. The drainage deficiency portion of the remediation was estimated at \$700.00

The current quote for per yard drainage work is \$400.00. The council queried the owners present at the meeting if they agreed that \$400.00 would be fair compensation for #62.

It was then Moved and Seconded "That \$400 should be paid to #62 and that if any other owners had undertaken drainage work and desired comparable reimbursement, that the request must be made in writing to council with details of the deficiencies, proposed work, or if completed, whether the work was successful." CARRIED.

10. ADJOURNMENT

The meeting was adjourned at 9:50 p.m.



To ensure that the council is made aware of your questions, requests, and concerns, please submit all communications in written form via Profile Properties Ltd.

PROFILE PROPERTIES LTD.
#108, 2331 Marpole Avenue
Port Coquitlam, B.C. V3C 2A1
604 464-7548

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**STRATA PLAN LMS 4496
ANNUAL GENERAL MEETING
MARCH 1, 2007 7:30PM**

Attendance:	3	7	9	10	11	18	28	34	40	41
	44	46	47	49	50	53	60	63		
Proxy:	20	24	26	38	39	48				

There being 24 owners present, either in person or by proxy, a quorum was established and the meeting was competent to proceed. The meeting was chaired by the property manager, Christine Depner and was called to order at 7:40 pm.

AGENDA: It was moved/seconded by units 49, 46 to approve the agenda as distributed.

MOTION CARRIED

MINUTES: It was moved/ seconded by units 60, 26 to approve the minutes of the previous Annual General Meeting of February 23, 2006.

MOTION CARRIED

PROOF OF NOTICE OF MEETING: It was moved/ seconded by 40, 46 that all owners received their notice of the meeting.

MOTION CARRIED

INSURANCE COVERAGE: A copy of the insurance cover sheet is included in the minutes of the Annual General Meeting. The insurance premium for 2007 is \$29,374.00. Please note that there is an increase in the water damage deductible from \$5,000.00 to 10,000.00.

SPECIAL RESOLUTION #1: It was moved/ seconded by 60, 26 that it be resolved by a ¾ vote that the owners of Strata Plan LMS 4496 discuss and vote on the following:

The strata corporation will borrow from contingency fund next year, for the purpose of pre-paying insurance. The purpose of this is to eliminate borrowing costs. Borrowing would not exceed the total amount of the insurance premium and will be repaid on a monthly basis.

The following are some of the questions that were asked:

Q. Who proposed this and what was done in the past to pay for the insurance premium?

A. The strata agent proposed this as a means of saving the unbudgeted financing charges. The same was done in the past.

Q. Is the budget for the insurance premium going up?

A. Yes, insurance rates are going up based on the property values.

Q. Is this why our maintenance fees are going up?

A. Yes, this is one of the reasons.

Q. How much is left in our contingency account?

A. As of January 31, 2007 the contingency is \$8,358.00 and will increase on a monthly basis as the insurance cost is replaced from the operating account. The amount owed to the contingency for the insurance premium is shown on the balance sheet of the financial statements as "owed to contingency- Insurance".

Q. If this resolution is defeated what are our options?

A. The owners will be required to pay a special levy in this case.

As there was no further questions, a vote was taken and the results are as follows:

18 Yes, 3 No, 3 Abstention

MOTION CARRIED

SPECIAL RESOLUTION #2: It was moved/ seconded by 60, 26 that it be resolved by a $\frac{3}{4}$ vote that the owners of Strata Plan LMS 4496 discuss and vote on the following:

The strata corporation will agree to expense the insurance deductibles in the amount of \$10,000.00 from the contingency fund. The amount will be forgiven and will not be paid back.

Q. How many insurance claims does this amount reflect?

A. There were two insurance claims and they both were related to water damage.

Q. Is the deductible covered by the homeowner?

A. No, the only time that the homeowner is responsible for the deductible is if the damage is due to negligence. That was the not the case with these two incidents

As there was no further questions a vote was taken and the results are as follows:

22 Yes, 0 No, 2 Abstentions

MOTION CARRIED

SPECIAL RESOLUTION #3: It was moved/ seconded by 60, 26 that it be resolved by a $\frac{3}{4}$ vote that the owners of Strata Plan LMS 4496 discuss and vote on the following:

To install the appropriate survey devices that will enable the east retaining wall to be monitored for further movement and settling. The cost for which will be \$1,200.00 to install the necessary baselines and \$700.00 per visit to monitor for movement. Monitoring will be done on a monthly basis during the rainy months and every 2 to 3 months in the dryer months. The total for one year of monitoring would not exceed \$8,200.00.

Q. What is the risk of the wall failing completely

A. We do not know that at this time. The intention of performing this study is to determine the likelihood of failure and the length of time that it will occur.

Q. The fence line has not moved at all. If the wall is moving to any extent then the fence line should be compromised also. Please explain?

A. The council is acting through concerns that were raised by owners. We recognize that this may not be the view of all owners but are obligated to address the situation. This resolution is the opportunity for all owners to exercise their opinion.

As there was no further questions a vote was taken and the results are as follows:

0 Yes, 24No, 0 Abstentions

MOTION DEFEATED

BUDGET: It was moved/ seconded by 60, 26 to approve the budget as presented in the notice of meeting:

The following are some of the questions that were raised:

Q. Please explain the reason that account #4325 Special Projects is over budget.

A. The strata corporation received money from the developer to pay for various expenses that were deficient at the time of construction of this complex. Those expenses were paid from the "Special Projects" account. The money spent was offset by the income into the account, "Special Projects Transfer #3312".

Q. How was this money spent(Special Projects)

A. The money was spent on perimeter drainage(entire complex) and gardening

improvements(center courtyard).

Q. Why are the fees going up?

A. There are increases to many accounts. For example: Building maintenance, Window cleaning, Special projects, Electricity, Management fees, Insurance, Insurance deductible, Insurance appraisal and Postage & photocopies.

It was moved/ seconded by units 10, 34 to amend the budget to reduce the expenses and eliminate the need for a maintenance fee increase. Upon review of various budget items, a decision was not made and the motion was not carried.

As there were no further questions a vote was taken and the results are as follows:

19 Yes, 3 No, 2 Abstentions

MOTION CARRIED

Note to Owners – FYI

Owners are reminded that the new fees are payable from the start of the fiscal period(January 1, 2007. If you are set up on pre-authorized withdraw the new fees will be automatically adjusted as of April 1, 2007. Those owners that pay by cheque are asked to please send in the correct amount based on the attached fee schedule.

***All owners are required to send payment for the additional fees from January 1, 2007 through current.**

NEW BUSINESS: New business items for the upcoming fiscal period are as follows:

- 1) Sun awning installation for west-facing units; owners that are interested are asked to contact the council or the management company.
- 2) East retaining wall may have had measurement baselines installed in prior years. The manager will look into this.
- 3) Sanitary line repair and monitoring. This is ongoing.
- 4) Fire sprinkler system. This is under investigation by the insurance company and the council will be advised once complete.

COUNCIL: The following are the nominations and/or volunteers for the ensuing year:

Odile Morrison	Unit 53	Tony Passalacqua	Unit 41
Kevin Gowie	Unit 18	Lewis Dahlby	Unit 40
Ken Pepin	Unit 11		

There was none opposed to accepting the above names for the 2007/ 2008 year.

MOTION CARRIED

***Thank you to the previous council members for your volunteering your time over the past year. Your efforts are appreciated!**

ADJOURNMENT: As there was no further business it was moved/ seconded by 60, 9 to terminate the meeting. The time was 9:10pm. The next council meeting is scheduled for April 11, 2007 @ 7:00pm.

PROFILE PROPERTIES LTD.
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Christine Depner

Recent recommendations to the Real estate Regulations require a vendor to provide purchasers with copies of minutes. Please retain these minutes provided to you, at no cost, as replacement minutes will be subject to a fee.

**THE COUNCIL MEETING
STRATA PLAN L.M.S. 4496
October 11, 2005**

Meeting called to order: 7:40 P.M. at Unit 41.

In attendance: Tony Passalacqua, Laura Seekings, Bernie Proietti, Kylie Brundell and Tim Quat. Rhonda Vance attended for Profile Properties Ltd.

Absent: Michel Valois.

Adopting Minutes: Moved and Seconded, "That the minutes of the September 13/05 meeting be approved". **CARRIED**

Financial Report: The Treasurer reviewed the reports and recommended that they be approved.

It was, Moved and Seconded, "That the financial report be approved." **CARRIED**

UNFINISHED BUSINESS

Occupancy Permit:

The draft is now complete and Stephen Che of the City of Port Coquitlam Building Dept. assured the Strata Agent that the final report would be ready at the end of the week. The Strata Agent will follow up and will forward copies of the report to Council upon receipt.

Noise Bylaw/Carnoustie Golf Course:

Letter sent this week to Ingrid Hart asking if the maintenance staff could cut the grass behind Heritage Meadows a little later in the morning. No response yet.

#21 Holes in Roof Sheathing:

Bernie Proietti is to recall the inspection report and by the next meeting, direction will be given to the Strata Agent. **TABLED.**

CORRESPONDENCE

Letters sent to: #52 request to clean up limited common property, Carnoustie Golf Club, Onni/St Paul re: #36, Letter of Reference for Pro Works.

UNFINISHED BUSINESS

Change of Waste Hauler:

IPI is prepared to start on November 1. Strata Agent is confirming the service day.

Blue recycling boxes will be required as this is IPI's policy for the safe handling of glass and tin. Recycling boxes will be provided to each home and a nominal

charge of \$8.00 will be billed to each homeowner's account. This fee is due and payable on December 1.

Maintenance Items:

Soffits on several units require adjustment (13/15/16/18/21/58) and siding is loose on 13/15, Hoot N Owl has been contacted and has put these items on their schedule.

Bathroom Fans: The Strata Agent will confirm with Stephen Che of the City of Port Coquitlam whether fans must, by building code, run continuously.

Request for LCP Cleanup: The Strata Agent will send a second letter of request to an owner. If the owner does not comply, the Strata Corporation will arrange for clean up of the property and the costs will be charged back to the owner.

NEW BUSINESS

Entry Signage: The Strata Council believes that the garden bed in front of the Heritage Meadows sign should be re-landscaped. Strata Agent will discuss this with Grass Kim.

Snow Removal: The Strata Council agreed that snow clearing would be on an "on call" basis. Council will set out buckets of ice melter for all residents to utilize as needed. They ask that during periods of cold, icy weather, residents spread the ice melter on sidewalks, stairs, and areas of the driveway adjacent to the their garages. This will ensure that no one slips and injures him or herself and protect the Strata Corp. against lawsuits.

Pressure Washer Repair: The pressure washer is not functioning properly. Council will return it to Canadian Tire for repairs.

#18 – Sprinkler Pipe Leak: A leak in a sprinkler pipe was caught early and only minor damage resulted.

#36 – Leak in Garage Ceiling: The owner has reported that this is still a problem. The issue was reported to Onni and was never addressed. The Strata Agent brought this to the attention of the warranty provider.

#15: There is a cable coming out of the front window of this unit and running up the front of the house to the second level. Strata Council instructed the Strata Agent to send this owner a letter requesting that the cable be removed.

Acknowledgement of Garbage and Speed Bylaws: The bylaws concerning the correct way to place household waste out for pickup and the posted speed limit within the property are not being followed by a number of residents.

The Strata Agent will prepare a memo outlining these bylaws. Tim Quat will arrange for translation into various Asian languages for the benefit of all the Asian owners.

Dogs: Owners are reminded that dogs must not be let loose on the common property and that all dog waste must be cleaned up immediately.

Budget: The Strata Council will consider projects for the next year and discuss at the next meeting.

Next Meeting: Nov. 17 at unit #10.

Meeting adjourned at: 8:45 p.m.

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**THE COUNCIL MEETING
STRATA PLAN L.M.S. 4496
November 16, 2005**

Meeting called to order: 7:40 p.m.

In attendance: Michel Valois, Laura Seekings, Kylie Brundell, Bernie Proietti, Tim Quat, Tony Passalacqua and Rhonda Vance for Profile Properties Ltd.

Adopting Minutes: Moved and Seconded that the minutes of the Oct. 11 council meeting be adopted as circulated." CARRIED.

Financial Report: The Treasurer reviewed and approved the September financial report. With one adjusting entry to be made, he also approved the October financial report.

CORRESPONDENCE

Letters sent to: #52 second request to clean up limited common property, #17 regarding TV/Satellite cables, City of Poco requesting clarification on Occupancy Inspection Report, #42 to not store trash on back deck.

UNFINISHED BUSINESS

Occupancy Permit: Awaiting clarification from the City of Port Coquitlam.

Noise Bylaw/Carnoustie Golf Course:

The mowing activities have been moved up to 9:00 a.m. for the winter. This may be a seasonal time adjustment and will be monitored in the springtime.

#21 Holes in Roof Sheathing:

In accordance with the recommendation in the home inspector's report, the holes in the sheathing were repaired for approximately \$300.

Change of Waste Hauler:

IPI started on November 1. Pick up is 7:30 a.m. sharp on Thursdays.

Blue recycling boxes were provided as this is IPI's policy for the safe handling of glass and tin. A nominal charge of \$8.56 has been billed to each homeowner's account. This fee is due and payable on December 1 and will not be withdrawn automatically from bank accounts. It is necessary to send in a separate cheque or to bring cash to the Profile Properties office.

Bathroom Fans: The Strata Agent confirmed with the City of Port Coquitlam that fans are not mandated to run continuously.

Request for LCP Cleanup #52: Owner reported that aside from the verbally approved shed, the Limited Common Property has been cleaned up.

Drainage: Council discussed the drainage issues, which were reiterated in the City of Port Coquitlam report. After suggesting several options, it was:

Moved by Tim Quat, Seconded by Michel Valois "That Michel Valois would develop a project plan, plan and arrange for delivery of materials and hire casual labourers from Labour Unlimited to undertake the work under his supervision."

The cost of the drainage work will be taken out of the remaining Deficiency Settlement Funds.

NEW BUSINESS

Entry Signage Garden Bed: Grass Kim quoted \$4500 to renovate the garden(s) at the front entry. As the council agreed that this proposal was too expensive and plant and material list excessive, Michel Valois agreed to speak to Mr. Kim, giving him a budget framework within which he should re-quote the job. The council agreed that the maximum that should be spent is \$2,500.00.

Pressure Washer Repair: Bernie will take the pressure washer back to Home Depot to determine if the machine can be repaired.

#36 – Leak in Garage Ceiling: The owner has reported that this is still a problem. The issue was reported to Onni and the warranty provider. Onni has inspected the problem and assigned a roofer to repair the roof area.

Gutters 11 - 25 Cleaning: A contractor reported that the gutters on the golf course side are clogged and require cleaning. The Strata Council instructed the Strata Agent to arrange cleaning and to have the cleaning contractor do a spot check of other gutters.

Sump 21/22 cleaning: The Strata Agent will contact a drain cleaning company with respect to cleaning the catch basins between houses.

Sewer Backup #53: The owners of #53 arranged for a plumber to attend to a sewer back up. The Strata Corporation has reimbursed them.

#48 Sink Overflow: An owner neglected to turn off a kitchen tap and a flood ensued. An insurance claim was filed and damages will be as high as \$20,000.00 with a \$2,500.00 deductible.

The Strata Council discussed whether the Strata Corporation should be responsible for paying the deductible under the circumstances. It was:

Moved by #43, Seconded by #50: "That the owner be billed \$2500 for the insurance deductible."

#50: Request to straighten down pipe . The Strata Agent will arrange for the downpipe to be replaced.

Visitor Parking Sign: The Strata Agent will arrange for the Visitor Parking Sign to be repaired.

Visitor Parking: *A reminder that the Visitor Parking spaces are for VISITORS ONLY and that residents are not permitted to use them. Also, visitors staying longer than 3 days or 3 nights must obtain permission of council to continue to park in the Visitor Parking area.*

Christmas Lights: Christmas Lights are prohibited except between November 10 and January 15, per Bylaw 2.12.

Budget: A draft budget was presented for discussion. A revision will be tabled at the January council meeting for final consideration.

Next Meeting:

Meeting adjourned at: 8:45 p.m.

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