

MINUTES OF THE STRATA COUNCIL MEETING OF OWNERS
STRATA COPORATION EPS 1788 – THE WOODS

15588 32nd AVENUE, SURREY, BC

HELD January 21st, 2021 **LOCATION** Zoom Video Conference (due to COVID19)
AGENT Michael Flader, Property Manager, Dwell Property Management
QUORUM 7 / 7 Members Present at 6:30pm
PRESENT President – Lauren Tristan (22) Vice President – Aaron Pante (93)
Michele Somerville (10) Treasurer – Drew Keddy (70)
Secretary – Julia Angelopoulos (54) Privacy Officer – Chris Beaton (40)
Mark Fletcher (83)
GUEST Tenant of SL27

PREVIOUS MEETING MINUTES

The meeting minutes from the previous strata council meeting held on October 1st, 2020 were motioned, seconded and CARRIED for approval.

Financial Report The financial report will be provided to the strata council around the 3rd week of the following reporting month. Statement details and invoices are available upon request of the council. The council reviewed the financial statements for September - November 2020. It was motioned, seconded and CARRIED to approve of the statements.

Accounts Receivable Strata fees are due on the first of each month. All accounts owing more than \$10 will receive a statement of account in the mail. All accounts owing 30 – 60 days will receive a bylaw infraction fine of \$50 per month. All accounts owing \$1000 or more will be sent a lien warning notification letter. Once a lien is registered, the owner is required to pay the cost of the lien. The final step is force of sale.

SL85 - late fees charged

SL33 – late fees charged

SL63 - late fees charged

SL72 - late fees charged

BUSINESS ARISING

1. Landscaping

Review seasonal recommendations from WhiteStar Landscaping. List to be sent to the landscaping committee for recommendations.

Glenn & Karen Reed, Michelle & Tim Bisson-Somerville (10), Chris Beaton (40) volunteered for landscaping committee.

Committee structure:

- Suggestions & requests for landscaping alterations & upgrades must be approved by the strata council.
- All funding must go through the strata council and be approved prior to any reimbursable expenditure.
- Responsible for allocation and administration of community garden plots.

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2. Access Gate

At the last meeting, it was decided that a gate committee would be established of owners willing to contribute and find options and how to proceed to remove the easement. Drew will attempt to talk to the City of Surrey. Council is to provide him with the contact information. Any owner wishing to lend a helping hand, please contact the property manager.

3. Maintenance 2021

Vinyl Deck soft-wash, approved. Extra attention will be given to the North face exposures.

Pressure Washing, common stairs & walks, approved.

Window Cleaning, all inaccessible windows, approved.

Caulking & Painting Project Phase 2 & 3. Project was postponed last year due to budget restraints. The 2021 budget includes both the phase from last year and this year. Scope will be reviewed by council prior to commencement.

NEW BUSINESS

1. Strata Council Duties & Obligations

The strata council's role is to:

- act as the managing body for the strata corporation
- make daily decisions that enable the strata corporation to operate smoothly and
- operate according to the [Strata Property Act, regulations, bylaws and rules](#), or a majority vote of the owners

The [Strata Property Act](#) states that the strata council's role is to "exercise the powers and perform the duties of the strata corporation, including the enforcement of bylaws and rules." In exercising the powers and performing the duties of the strata corporation, each council member must act honestly and in good faith with a view to the best interests of the strata corporation, and exercise the care, diligence and skill of a reasonably prudent person in comparable circumstances.

Strata council members must ensure that they refrain from acting in their capacity as a strata council member if their personal interests conflict directly or indirectly with those of the strata corporation. To protect against conflicts of interest strata council members must:

- disclose any personal interest they have in a contract, transaction or matter under consideration by the strata corporation
- disclose fully and promptly to the council the nature and extent of the interest
- abstain from voting on the contract, transaction or matter, and
- leave the council meeting while the contract, transaction or matter is discussed, unless asked by council to be present to provide information, and while the council votes on the contract, transaction or matter

Strata Council President: He or she sets the agenda, and chairs the Annual General Meeting (AGM) and Council meetings, maintaining order and keeping the discussion on topic. The President is responsible for the daily execution of the corporation's business and is the primary Council contact for the strata manager.

The Strata Council elected the following positions:

President – Lauren Tristan (22); Vice President – Aaron Pante (93); Treasurer – Drew Keddy (70);

Secretary – Julia Angelopoulos (54); Privacy Officer – Chris Beaton (40)

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Strata corporations will now find it easier to comply with the requirements of the *Personal Information Protection Act* (PIPA) thanks to new guidelines from the Office of the Information & Privacy Commissioner. PIPA imposes rules on strata corporations and strata managers regarding the collection, use and disclosure of personal information. These rules include the requirement for corporation to appoint a privacy officer to ensure that personal information is protected from unauthorized access, use, disclosure, loss and other risks. These helpful guidelines include privacy tips for minute taking at Strata Corporation and annual general meetings, responding to privacy breaches, prevention and more. The guidelines are available at: www.housing.gov.bc.ca/strata.

For information about strata corporation's and strata council's, Google – BC Housing Strata Corporation.

2. Headwaters, Sump Pump

Cost sharing agreement was discussed. The strata council will consider establishment of a committee to oversee the agreement or to pay Dwell Property Management for a special project (not included in the regular Agency Agreement).

Alarm Monitoring discussed. Pressure has been put on the Headwaters strata to get quotes for installing an alarm monitor on the sump pump station. There will be a high cost to installing the alarm, but it should provide an alert in advance to prevent any major backups.

3. Insurance Renewal

2021/2022 Strata Corporation insurance renewal due April 1st. Quote request submitted to CapriCMW. Insurance appraisal will be updated in February 2021. Council discussed market forecast and options.

4. Fiscal Year-End change

The Strata Council discussed changing the fiscal year-end. The intention is to change the year-end so that the insurance renewal is complete prior to the AGM and the finalization of the annual budget.

Changing the year-end requires a $\frac{3}{4}$ vote of approval by the owners at an SGM and approval of CRA.

Should the council choose to change the year-end, the suggested date would be February or March. AGM's are usually 30-60 days after the year-end.

The strata council agreed that an SGM should be scheduled to suggest to the owners that the strata corporation change the year-end.

CORRESPONDENCE

Correspondence related to the Strata Corporation may be sent directly to the Property Manager. SL refers to Strata Lot which may, in some cases, be different from the unit number.

Strata Lot 27 RE: Complaint of marijuana smell from neighbor in SL26. Copies of correspondence provided to council. Both parties invited to attend council meeting hearing. SL27 attended and addressed the issue with the council.

It was decided that Julia Angelopoulos (54) will contact SL26 to reach resolution.

It was also decided that the vents connected to the fans in each unit should be investigated to ensure proper function and configuration.

Strata Lot 25 RE: A/C installation retroactive approval. Indemnity agreement signed by owner. Approved.

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ADJOURNMENT

There being no further business, the meeting was terminated at 9:40pm

Next meeting: April 22nd, 2021
 July 15th, 2021
 November 4th, 2021 (budget meeting)
 December 2nd, 2021 AGM
