

**TO ALL OWNERS OF
ARBUTUS COURT – LMS 1448**



Attached is a copy of the Minutes of the Annual General Meeting held March 12, 2019.

At the Annual General Meeting of the Owners of Arbutus Court, a budget of \$96,424.00 was adopted **with an increase in Strata Fees**. In keeping with the budget, it is the responsibility of all Owners to pay their portion of monthly fees on the first day of each month to meet the obligations of this budget commencing April 1, 2019.

For the Budget, our preferred method of receiving payment is with the pre-authorized debit directly from your bank account. If you would like to pay using this method please contact the Teamwork office. If you are already on the auto-debit plan, you are not required to take any action. The newly adopted fee amount will be withdrawn on your auto-debit April 1, 2019. Otherwise, we ask you prepare 12 post-dated cheques dated April 1, 2019 to March 1, 2020, or pay the entire year in advance. Please make your cheques payable to: Strata Plan LMS 1448 (Unit # __) and forward them to the Teamwork office.

The following Owners have been elected to serve on the 2019/2020 Strata Council:

Lew Murphy	Unit 103
Rachel Barnes	Unit 107
Joan Gusta	Unit 302
Linda McNarmara	Unit 108
Klaus Iden	Unit 207
Kelli MacLanders	Unit 208

If you have any questions or concerns regarding the Strata Corporation, please feel free to contact our office at the address and telephone number noted below. Office hours are Monday through Thursday, 9:00 am to 5:00 pm and Friday 9:00 am to 4:30 pm.

We look forward to working with you this coming year.

Yours truly,
TEAMWORK PROPERTY MANAGEMENT LTD.
On Behalf of the Strata Corporation,
Tiffany Corrigan



**THE MINUTES OF THE ANNUAL GENERAL MEETING
STRATA CORPORATION LMS 1448 – ARBUTUS COURT
HELD TUESDAY, MARCH 12, 2019 IN THE AMENITIES ROOM**

1. CALL TO ORDER

The meeting was called to order at 7:00 pm by Tiffany Corrigan of Teamwork Property Management.

2. CALLING OF ROLL AND CERTIFICATION OF PROXIES

Prior to the start of the meeting, the registration of Owners attending, certification of proxies, and issuing of voting cards was conducted by Tiffany Corrigan of Teamwork Property Management, in accordance with the Strata Property Act. The Act requires that a quorum, which consists of one-third of voters holding eligible votes, of the Strata Corporation's votes in person or by proxy be present in order for the meeting to proceed.

3. DETERMINE QUOROM

There are twenty eight (28) Strata Lots holding votes, of which one third would be ten (10). Throughout the meeting there were a total of fourteen (14) eligible voters represented in person and two (2) represented by eligible proxy voters for a total of sixteen (16) eligible voters. A total of sixteen (16) voting cards were issued to eligible voters. Teamwork Property Management reported the number of Owners registered for the meeting and confirmed a quorum was indeed present.

4. ELECTION OF CHAIR FOR MEETING

It was moved by Strata Lot **14** and seconded by Strata Lot **20** to have Tiffany Corrigan from Teamwork Property Management Chair the meeting.

FOR 16 OPPOSED 0 ABSTAIN 0 CARRIED

5. FILING PROOF OF NOTICE OF MEETING

The Strata Property Act requires appropriate notice be given to all Owners either by mail to their last known address or hand-delivered onsite. It was reported, Notice of the meeting, was delivered to all Owners on February 20, 2019 giving the required Notice of the meeting as specified in the Strata Property Act (Sections 45 and 63). The Strata Agent signed the Proof of Notice, which will become part of the Strata Corporation's files. The meeting was declared legally constituted.

6. APPROVE AGENDA

It was moved by Strata Lot **2** and seconded by Strata Lot **12** to approve the Agenda as presented.

FOR 15 OPPOSED 0 ABSTAIN 1 CARRIED

7. ADOPTION OF THE MINUTES OF THE ANNUAL GENERAL MEETING

It was moved by Strata Lot **3** and seconded by Strata Lot **12** the minutes of the Annual General Meeting held January 9, 2019 be accepted as circulated.

FOR 15 OPPOSED 0 ABSTAIN 1 CARRIED

8. COUNCIL REPORTS

Council president Lew Murphy provided the Owners present with a report from the last fiscal year.

9. RATIFY NEW RULES MADE BY THE STRATA CORPORATION

None to ratify.

10. REPORT ON INSURANCE COVERAGE

The Strata Corporations insurance coverage was reviewed with the Owners as per the attached report provided by the Strata's Insurance Broker, Hub Coastal International.

11. APPROVE THE BUDGET

Approve the budget for the coming year in accordance with Section 103 of the Act
Resolution 1 – Budget

Be it resolved by majority vote of the Owners, LMS 1448 Arbutus Court, the proposed 2019/2020 Operating Budget of \$96,424.00 be approved with any 2018/2019 surplus/deficit to remain in the Operating Fund.

It was moved by Strata Lot 12 and seconded by Strata Lot 3 to bring Resolution 1 forward for discussion.

The Owners discussed the budget.

A call to vote was made by Strata Lot 3.

FOR 16 OPPOSED 0 ABSTAIN 0 CARRIED

12. NEW BUSINESS

Resolution 2 – Contingency Reserve Fund Expense – Depreciation Report

Be it resolved by a majority vote of the Owners LMS 1448 Arbutus Court to approve an expense from the Contingency Reserve Fund of up to \$10,000.00 for the purpose of renewing the Depreciation Report.

It was moved by Strata Lot 3 and seconded by Strata Lot 16 to bring Resolution 2 forward for discussion.

There was discussion on Resolution 2

A call to vote was made by Strata Lot 3.

FOR 16 OPPOSED 0 ABSTAIN 0 CARRIED

Resolution 3 – Bylaw Amendment – Pets

Be it resolved by a ¾ vote of the Owners, LMS 1448 Arbutus Court, to approve the following Bylaw amendment;

From

5. Pets and Animals:

- 5.2 A resident must not keep a pet on a strata lot other than one or more of the following:
- (a) A reasonable number of fish.
 - (b) Up to 2 caged birds.
 - (c) Dogs or cats (maximum of 2 pets), providing the pets are at a maximum height of 15 inches at shoulder and maximum weight of 18 lbs. (AGM 2011)

To

5. Pets and Animals:

- 5.2 A resident must not keep a pet on a strata lot other than one or more of the following:
- (a) A reasonable number of fish.
 - (b) Up to 2 caged birds.
 - (c) Dogs or cats (maximum of 2 pets), ~~providing the pets are at a maximum height of 15 inches at shoulder and maximum weight of 18 lbs. (AGM 2011)~~

It was moved by Strata Lot **12** and seconded by Strata Lot **3** to bring Resolution 3 forward for discussion.

There was discussion on the proposed Bylaw amendment.

A call to vote was made by Strata Lot **3**.

FOR 9 OPPOSED 3 ABSTAIN 4 CARRIED

Resolution 4 – Repeal and Replace Bylaws as Amended

Be it resolved by a $\frac{3}{4}$ vote of the Owners of Strata Plan LMS 1448 Arbutus Court to repeal the Bylaws currently filed at land titles and replace as written with the addition of the approved amendments at the Annual General Meeting held March 12, 2019. *(numbering changes will be made as required)*

It was moved by Strata Lot **12** and seconded by Strata Lot **11** to bring Resolution 4 forward for discussion.

There was discussion on Resolution 4.

A call to vote was made by Strata Lot **3**.

FOR 9 OPPOSED 3 ABSTAIN 4 CARRIED

13. ELECTION OF STRATA COUNCIL

In accordance with Sections 25 & 28 of the Act, eligible voters present in person or by proxy at the meeting may elect a Council. The following are considered to be eligible to serve as a Council member: a) Owners; b) individuals representing corporate Owners, and c) a tenant who, under Section 147 or 148, who have been assigned a landlord's right to stand for Council.

The following Owners accepted nomination to the 2019/2020 Strata Council:

Lew Murphy	Unit 103
Celia Moragne	Unit 309
Rachel Barnes	Unit 107
Joan Gusta	Unit 302
Linda McNamara	Unit 108
Klaus Iden	Unit 207
Kelli MacLanders	Unit 208

There being no further nominations, it was moved by Strata Lot **9** and seconded by Strata Lot **3** to close nominations for Council.

The Owner of Strata Lot **7** requested the Council election be held by secret ballot.

The Owners cast their votes for Council and scrutineers from Strata Lot **7** and **16** counted the votes. The following Owners were elected to Council;

Lew Murphy	Unit 103
Rachel Barnes	Unit 107
Joan Gusta	Unit 302
Linda McNamara	Unit 108
Klaus Iden	Unit 207
Kelli MacLanders	Unit 208

14. GENERAL DISCUSSION

The Owners present discussed the installation of fibre optics at the building by Telus. After the contract was reviewed and amended the Owners were in agreement to go forward with the fibre optic installation. The next step will be for a Telus representative to determine the required installation, residents will be advised as information becomes available.

An Owner requested the Council consider for the next 2020 Annual General Meeting to implement Bylaws to allow electric car charging stations. Council is in agreement to go forward with the research on the installation and presenting the proposal to the Owners at the 2020 Annual General Meeting. Subsequent to the meeting, the Owner volunteered to do some research on the installation of charging stations and government grants which are available.

15. ADJOURNMENT

There being no further business, it was moved by Strata Lot **27** and seconded by Strata Lot **3** to adjourn the meeting. The meeting adjourned at 8:50 pm.

FOR 16 OPPOSED 0 ABSTAIN 0 CARRIED

**TEAMWORK PROPERTY MANAGEMENT LTD.
#105 – 34143 Marshall Road Abbotsford, BC. V2S 1L8
Phone: 1-866-880-8326 (ext. 325) Fax: 604-854-1754
After hour Emergency # 778-241-7787**

Policy No. CLMS1448**Declarations**

Named Insured: The Owners of Strata Plan LMS 1448 Arbutus Court
 Additional Insured(s): Teamwork Property Management Ltd.
 Mailing Address: c/o Teamwork Property Management Ltd., 105 - 34143 Marshall Road, Abbotsford, BC V2S 1L8
 Location Address(es): 20240 54A Avenue, Langley, BC V3A 3W7
 Policy Period: **March 31, 2019 to March 31, 2020** 12:01 a.m. Standard Time
 Loss Payable to: The Insured or Order in Accordance with the Strata Property Act of British Columbia
 Insurers: As Per List of Participating Insurers Attached.

Insurance is provided subject to the Declarations, Terms, Conditions, Limitations and Endorsements of this policy and only for those coverages for which specific limits or amounts of Insurance are shown on this Declaration Page.

Insuring Agreements	Deductibles	Limit
PROPERTY COVERAGES - Form STR (07/18)		
All Property, All Risks, Unlimited Guaranteed Replacement Cost	\$2,500	\$7,546,200
Unlimited Additional Living Expenses	Included	Included
Water Damage	\$5,000	Included
Backup of Sewers, Sumps, Septic Tanks or Drains	\$5,000	Included
Earthquake Damage	10 %	Included
Flood Damage	\$10,000	Included
Key and Lock Replacement	Nil	\$50,000
BLANKET EXTERIOR GLASS INSURANCE - Form 820000 (02/06)		
Residential	\$ 100	Blanket
Commercial	\$ 250	Blanket
COMMERCIAL GENERAL LIABILITY - Form 000102-10 (06/12)		
Each Occurrence Limit	\$ 500	\$10,000,000
Coverage A - Bodily Injury & Property Damage Liability - <i>Per Occurrence</i>	\$ 500	\$10,000,000
Products & Completed Operations - <i>Aggregate</i>		\$10,000,000
Coverage B - Personal Injury Liability - <i>Per Occurrence</i>	\$ 500	\$10,000,000
Non-Owned Automobile - SPF #6 - Form 335002-02- <i>Per Occurrence</i>		\$10,000,000
STRATA DIRECTORS & OFFICERS LIABILITY		
Primary Policy - Form NP-512258 (09/18)	Nil	\$2,000,000
Cyber Security and Privacy Liability - Form NP-512258		\$250,000
ENVIRONMENTAL LIABILITY POLICY / POLLUTION LEGAL LIABILITY		
Master Policy EIL 7230144, Form AGRC-PO 2001 Canada 11-14	\$10,000 Retention	\$1,000,000
Limit of Liability – Each Incident, Coverages A-G	5 Day Waiting Period	\$250,000
Limit of Liability – Each Incident, Coverage H		\$1,000,000
Aggregate Limit		
VOLUNTEER ACCIDENT INSURANCE COVERAGE STR (08/17)		
Personal Accident Limit - Maximum Benefit - Lesser of \$350,000 or 7.5x Annual Salary		\$350,000
Weekly Accident Indemnity - Lesser of \$750 or 75% of Gross Weekly Earnings (52 weeks)	8 day Waiting Period	
Accident Expenses - various up to \$15,000 (see policy wording) Dental Expense - \$5,000		
Program Aggregate Limit		\$10,000,000
COMPREHENSIVE DISHONESTY, DISAPPEARANCE AND DESTRUCTION		
Employee Dishonesty - Form 500000 (08/14) / Excess - Form CE 14-02-4028	Nil	\$1,000,000
Broad Form Money & Securities - Form 500000 (08/14) / Excess - Form CE 14-02-4028	Nil	\$60,000
Program Aggregate Limit		\$10,000,000

Condo Unit Owners Policies: Important Questions to Ask Your Broker



OUR KNOWLEDGE.
YOUR ADVANTAGE.™

Most people who purchase a Condominium Insurance Policy to cover their possessions from loss or damage believe that they are fully covered for any claim that may arise. However, not all insurance policies are the same. It is important that your unit owner insurance compliments the strata's insurance policy to ensure there are no gaps in coverage that could leave you paying thousands in uncovered losses or deductible chargebacks. Take the extra time now to review the terms and conditions of your policy with your insurance broker. Below are some key questions to ask your broker to ensure your policy provides the necessary coverage:

1. If the strata suffers a loss that originates from my unit, what amount of coverage is provided in the event that I am charged back the strata policy's deductible?

You will need to know the strata's policy deductibles to ensure that your condo unit owner's policy provides sufficient coverage. If it does not, you may have the option to purchase a higher limit.

2. If there is damage to my unit (damage to floors, ceilings, walls, NOT Improvements & Betterments or Contents), but the damage is under the strata's deductible, what amount of coverage is provided to repair this damage?

This coverage is usually called "Unit Additional Protection" and coverage for this varies from insurer to insurer. As we are seeing larger deductibles on strata corporation policies, especially for water/sewer losses, it could lead to an expensive repair for a unit owner. While you might recover financially from having to do a \$4,500 repair if the strata's policy has a \$5,000 water/sewer deductible, having to pay for a \$20,000 repair with the strata's water/sewer deductible at \$25,000 is another story entirely.

3. How much coverage is provided for assessments made necessary by the Strata's Earthquake Deductible?

Increasing costs as well as increasing earthquake deductibles are a real issue in the Lower Mainland. It is important that you know what the strata's earthquake deductible is and what amount you, as a unit owner, would be assessed back in the event of an earthquake loss. Many insurers provide an option to purchase additional coverage for this exposure. Often it is as inexpensive as \$25 for \$25,000 coverage. An earthquake deductible can be significant, possibly 10% of the Building Sum Insured or more. Strata buildings are often insured in the millions so the deductibles could be hundreds of thousands. This amount would then be assessed back to each unit owner, based on unit entitlement.

It is crucial to have this discussion with your personal broker. To facilitate this conversation, you should bring a copy of the strata's insurance to your broker's office. A copy of the strata's insurance coverage is provided with your AGM package.

Please ensure you have these coverages for your own protection.

Contact us today for a quote on a Condo Unit Owners Policy or any questions regarding your strata's insurance policy:

HUB International Coastal Insurance Brokers

400-4350 Still Creek Drive, Burnaby BC V5C 0G5

Monday to Friday: *9am to 5pm*

T: 604.269.1010 TF: 1.800.665.3310 E: coastal@hubinternational.com

www.hubcoastal.ca



What is The Strata Insuring Inside a Unit and Why?

The Strata Corporation **must** insure certain items within a strata lot. This is a requirement of the Strata Property Act, which reads as follows:

Section 149 (1) The strata corporation must obtain and maintain property insurance on
(d) fixtures built or installed on a strata lot, if the fixtures are built or installed by the owner developer as part of the original construction on the strata lot.

The Regulations applicable to the Act define fixtures as follows:

Section 9.1 (1) For the purposes of section 149 (1) (d) of the Act, “fixtures” means items attached to a building, including floor and wall coverings and electrical and plumbing fixtures, but does not include, if they can be removed without damage to the building, refrigerators, stoves, dishwashers, microwaves, washers, dryers or other items.

The key to section 149 (d) is the fact that the fixtures had to be installed by the owner developer as part of the original construction on the strata lot. If items were installed after the original construction on the strata lot the unit owner needs to insure these as an improvement or betterment under their own policy. If an owner isn't the original owner of the unit, it is very important for the owner to find out what improvements may have been made after the original construction on the strata lot because the new owner is still responsible for insuring any improvements they acquire with the unit.

It is also important to note that the Act does allow the Strata to insure items that can be removed.

Section 152 - The strata corporation may obtain and maintain insurance in respect of
(b) fixtures built or installed on a strata lot that were not built or installed by the owner developer as part of the original construction on the strata lot.

Some Strata's are insuring such things as refrigerators or washers and dryers, usually in circumstances where these items came with all of the units originally. If the Strata does want to insure items of this nature, they need to include a value for these items when determining the total replacement value that is being insured. Section 149 (4)(a) of the Act states that the Strata **must** insure on the basis of full replacement value. The vast majority of Strata's determine their replacement value by obtaining a professional appraisal. If your Strata wants these items insured please make sure that you advise the appraiser to include a value for them.

We hope that you will find this information to be helpful. If you have any questions on this, or any other subject relating to strata or unit owners insurance, please don't hesitate to call us at 604-269-1010.

PREPARED FOR:

Arbutus Court
20240 - 54A Avenue
Langley, BC V3A 3W7

PREPARED BY:

Teamwork Property Management
105 - 34143 Marshall Rd.
Abbotsford, BC V2S 1L8
Tel: (604) 854-1734

	YTD Actual 2018-2019	Annual 2018-2019	Adopted 2019-2020
INCOME			
Strata Fees	83,461.65	93,709.60	96,074.00
Suite/Lounge Rental	0.00	700.00	0.00
Interest Income	401.58	250.00	250.00
Moving Fees	100.00	100.00	100.00
Bylaw fines/late fee interest	4.32	0.00	0.00
TOTAL INCOME	83,967.55	94,759.60	96,424.00
GENERAL EXPENSES			
Insurance (Accrued)	17,604.75	19,534.60	22,909.00
Administration	1,312.35	1,000.00	1,000.00
Management	9,240.00	10,080.00	12,600.00
Bank Charges	82.50	90.00	90.00
Legal/Professional Fees	152.53	100.00	100.00
Statutory Review of Books	420.00	420.00	420.00
Income Tax Filing	575.00	575.00	575.00
TOTAL GENERAL EXPENSES	29,387.13	31,799.60	37,694.00
BUILDING EXPENSES			
Fire Protection	2,178.54	3,000.00	2,000.00
Repairs & Maintenance	10,526.89	13,000.00	12,000.00
Janitorial	6,930.50	7,560.00	8,064.00
Hydro - Electricity	4,113.77	5,500.00	5,000.00
Natural Gas	5,384.24	6,400.00	5,500.00
Refuse Removal	3,817.50	5,000.00	3,000.00
Elevator Mtce & License	2,886.10	3,000.00	3,000.00
Outside Lawn Maintenance	5,102.50	4,500.00	5,166.00
TOTAL BUILDING EXPENSES	40,940.04	47,960.00	43,730.00
Contingency Reserve Fund	13,750.00	15,000.00	15,000.00
TOTAL EXPENSES	84,077.17	94,759.60	96,424.00
NET INCOME	-109.62	0.00	0.00

Statement of Cash Balances
LMS1448 - ARBUTUS COURT

February, 2019
Month #11

Operating Funds:

Cash in Envision	23,653.21
Shares	34.93
Petty Cash	<u>200.00</u>

Total Operating Funds

23,888.14

Contingency Reserve Funds:

Savings in Envision	<u>130,678.86</u>
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Total Contingency Reserve Funds

130,678.86

Total Funds Strata Corp

154,567.00

Accounts Receivable :

Strata Fees	2,439.00
Bylaw fines/late fee interest	100.14
Administration	50.00
Legal	<u>52.50</u>
Total :	<u>2,641.64</u>

Contingency Reserve Fund as at April 1, 2018

125,300.51

Monthly Contributions	13,750.00
Interest	2,286.90
Expense: FH Security: mailbox deposit (jun '18)	(3,235.05)
Expense: Progressive Fence: 127' chain link fence installed (jul '18)	(4,188.45)
Expense: FH Security: mailbox - bal due (oct '18)	<u>(3,235.05)</u>

Balance Contingency Reserve Fund as at February 28, 2019

130,678.86

Contribution to Contingency Reserve Fund March 1 - March 31, 2019	1,250.00
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Adopted contribution to Contingency Reserve Fund April 1, 2019 - March 31, 2020	15,000.00
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Adopted Expense 2019-2020: Depreciation Report: up to:	(10,000.00)
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Expense 2018-2019: security upgrades(fence/mailbox): up to \$15,000.00 - \$10,658.55 expensed	(4,341.45)
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Adopted Expense SGM January 9, 2019: Parkade Waterproofing: up to :	<u>(20,000.00)</u>
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Projected Year-End Balance Contingency Reserve as at March 31, 2020

112,587.41

