

Date Delivered June 20, 2017 10:37AM

Strata Manager Associated Property Management

eStrataHub Order Number 175971

Folio Reference Gary Athans

Requestor Company Macdonald Realty

Requested By Gary Athans

Property Name Dogwood Estates

Strata Plan # KAS463

Strata Lot # 17

Civic Address #17 - 1950 Burtch Road

Documents and Files in this Container for Order 175971(Folio:Gary Athans)

Strata Council Meeting Minutes

ESH175971-01-Strata Council Meeting Minutes_k463 Council Minutes 2015.pdf
ESH175971-02-Strata Council Meeting Minutes_K 463 April 27, 2016 CM.pdf
ESH175971-03-Strata Council Meeting Minutes_k 463 January 27, 2016.pdf
ESH175971-04-Strata Council Meeting Minutes_K 463 March 29 2016 CM.pdf
ESH175971-05-Strata Council Meeting Minutes_k463 160614 CM.pdf
ESH175971-06-Strata Council Meeting Minutes_k463 160706 CM.pdf
ESH175971-07-Strata Council Meeting Minutes_k463 160831 CM.pdf
ESH175971-08-Strata Council Meeting Minutes_k463 160929 CM .pdf
ESH175971-09-Strata Council Meeting Minutes_k463 161103 CM .pdf
ESH175971-10-Strata Council Meeting Minutes_k463 161201 CM.pdf
ESH175971-11-Strata Council Meeting Minutes_k463 170105 CM.pdf
ESH175971-12-Strata Council Meeting Minutes_k463 170216 CM.pdf
ESH175971-13-Strata Council Meeting Minutes_k463 170316 CM .pdf
ESH175971-14-Strata Council Meeting Minutes_k463 170417 CM.pdf
ESH175971-15-Strata Council Meeting Minutes_k463 170530 CM.pdf

Annual General Meeting Minutes

ESH175971-16-Annual General Meeting Minutes_AGM April 30, 2015.pdf
ESH175971-17-Annual General Meeting Minutes_k463 AGM MIN- April 27 2016 K463.pdf
ESH175971-18-Annual General Meeting Minutes_k463 AGM MIN 170422.pdf

Financial Statements (most recent)

Documents and Files in this Container for Order 175971(Folio:Gary Athans) Page 2

eSH175971-19-Financial Statements (most recent)_Kas463 Financials April17 (PUB).pdf

Bylaws

eSH175971-20-Bylaws_k463 BYL 120508 LB504637 R&R.pdf

Rules

eSH175971-21-Rules_k463 Rules 170422.pdf

Form B - Information Certificate

eSH175971-22-Form B - Information Certificate_k463 unit 17 order form B 170619.pdf

Special General Meeting Minutes

Not Available - The document you requested is not available for this property.

Document is not available

Document:	Special General Meeting Minutes
Property:	Dogwood Estates
Strata Plan #:	KAS463
Strata Lot #:	17
Comment:	The document you requested is not available for this property.

DOGWOOD ESTATES

Strata Corp. K 463

OCTOBER 01, 2015

Location: LIFESTYLES Offices - #230 – 2000 Spall Road, Kelowna

**Attendance: Penny Hird Heather Comba Walter Stasiuk Michael Newcombe
Maria Best Emilie Busch, Strata Manager**

Owner: Karen Mellor S.L. 8

1. CALL TO ORDER

The Meeting was called to Order at 6:30 p.m. by Heather Comba, Strata Council President

2. S.L. 8 Owner had submitted email questions to Council and requested those be addressed at the Meeting. The following is a Record of Meeting. The Owner read all her emails into the Record.

-----Original Message-----

From: Karen Mellor

Sent: Friday, September 25, 2015 10:07 AM

To: Emilie Busch

For discussion - Agenda Items

So far

Bylaw

3) 1) a

Use of common property that is a nuisance I have emailed 3 times it is a nuisance to an owner- me. Gathering in the center common area keeps me awake as I need to be in bed by 7:30 p.m., Owner claimed therefore all should be quiet.

Council has asked that Ms. Mellor present a case law that demonstrates the nuisance. Visiting in common area does not take place during By-Law 'Quiet Times- 11:00 p.m. to 7:00 a.m.'. Why should other Owners be restricted in their activities because of Ms. Mellor's bedtime.

Ms. Mellor also states that there are other owners that have spoken to her regarding the noise.

She also has stated that they are not comfortable coming to a strata meeting and said that Unit 5

would not attend any meetings because of the president. Ms. Mellor will supply written documentation from other owners.

f parking - define time to time

Does not mean overnight

Ms. Mellor to get written information from Fire Department on their letterhead regarding current Strata Bylaws.

Unit 1 acknowledged that he has parked overnight in front of his unit from time to time.

If Ms. Mellor would like to present another alternative to the existing parking bylaw prior to the 2016 AGM., it could be part of the agenda.

h .alter or deface why does unit 1 be allowed to put up garage lights inconsistent with other unit accessories

Unit 1 has responded that the lights were already in place when he bought the unit over 12 years ago.

p. Hang laundry in rear patio have seen it numerous times unit 4

Ms. Mellor has been advised to write a formal complaint including dates and times of the offences.

q. Lots not showing white through window, may be silly but a rule

Ms. Mellor to present prior to 2016 AGM those bylaws that she feels should be changed or removed.

u. Parking again after numerous emails risk for emergency vehicles

discussed in f (parking).

w. Trespass, hope that has been rectified

There has been no trespass recorded.

x . Untidiness unit 7

Requires more details with dates and times.

That is just the first page of bylaw may need quite a few meetings

I shall continue

**Unit 8
Dogwood Estates
Sent from my iPhone**

**Original Message-----
From: Karen Mellor
Sent: Friday, September 25, 2015 11:00 AM**

To: Emilie Busch

More for agenda this meeting or next

8. b. Don't recall ever getting that 48 hour notice

I don't think "sometime after the painting is finished" is what was intended there

And not really an emergency for window washing is there?

I see I need a written complaint, I thought I always had, maybe you actually have to say the word complaint, sorry

Emilie spoke to the trades person regarding the window cleaning, he advised he knocked on every door prior to start-up. He also responded that he had removed her screens cleaned the windows and seemed very happy. She did mention not getting 48 hrs noticed for which he apologized to which Ms Mellor said she was okay with. Ms. Mellor would prefer 48 hrs notice of any work being done. In the future if trades people cannot give 48 hrs notice they will have to return at a later date to complete any work at that unit.

One of the reasons for this and other meetings is to determine as a strata council where you have exercised your authority to address these infringements

You certainly did when you forced that lady to sell or get rid of her dog.

She was in the wrong and sad as it was for her someone on council, likely

Tina stood up showed some courage and obeyed the bylaw

Being popular wasn't her mandate, she did as she was elected to do - enforce the bylaw.

Penny responded that the women knew of the By-Law at the time of purchase and thought she could get Strata to allow the dog.

Why does it seem so easy/difficult for this council to disobey the bylaw voted in from owners

these are strata rules not council interpretation or ignoring the rules

And it is up to the strata property manager to ensure they do this

Further, as the bylaw does not prescribe I must provide a name of a representative nor does provincial statute I do not have to

Council responded,

this would be common courtesy, so as to make the meeting room set for the number of people attending, as well mention of name in the Minutes.

Ms. Mellor claimed the request was more misinformation from the strata manager
I can by courtesy or introduce at meeting

Unit 8

Dogwood Estates

That is it for first blush

I shall review the bylaw again and see if there is more for us to add

Sent from my iPhone

-----Original Message-----

From: Karen Mellor

Sent: Friday, September 25, 2015 10:28 AM

To: Emilie Busch

Next

Bylaw for agenda

2) b. More parking mentioned 3 times already

Discussed under f September 25 10:07 email.

d. Furniture permanent in centre grass issues?

Seems we missed this one.

h.

This one must be important it is in Caps and Bold

1. 1 cat or 1 dog clear to me

Dog no more than 15" at shoulder clear to me

2. PETS must not be allowed to roam free

Seems clear to me. Orange cat seen running freely on the roof of #23. Owner asked if a humane trap is a problem.

Owner of #23 advised she does not have an orange cat.

Owners are free to obtain a cat trap; should they trap a cat or raccoon they are responsible for all liability should the animal sustain any injuries.

It is disappointing to see that councillors and people they seem to like are exempt from this rule. Why does the Owner of #1 have a black dog which is over 15 inches in height?

In correct details on animals. The Owner of #1 does NOT have a dog.

3 Rental

Where does it state what is required for permission to rent when 3 units are exceeded?

In the bylaws, there is a wait list.

7. b. 48 hours, can't remember

I don't think "after the painting is finished" is quite what was intended by that provincial statute

I didn't think it was an emergency either

Already discussed .

Some more for discussion and agenda item

Skimming over cant see anything about pets on green space

If it is not prescriptive can't enforce

Common sense should tell people their pets can't pee there, dogs maybe, cats

I don't think so

Perhaps Heather you are reading another strata bylaw

Please correct me if I am wrong

I looked for this at your urging if you recall

Ms. Mellor states that Heather told some owners that there dogs could not go on the center

grassed area, the conversation was they can go on there they just cannot use it to pee and poop.

Heather will propose an addition to the pet bylaw prior to 2016 AGM.

More to come

Unit 8

Dogwood Estates

Sent from my iPhone

2.2 APPROVE MINUTES AUGUST 10 2015 COUNCIL MEETING

Motion: To Approve Minutes of August 10, 2015 Council Minutes as Circulated.

Moved: Penny Hird

Seconded: Maria Best

CARRIED

3. BUSINESS ARISING

a) **Phase 1 Painting** – Completed.

b) **Gutter and Upper Window Clean** – completed by I Do Windows at a cost of \$929.25

c) **Roof Vent Installation** – Had been scheduled for week of September 21., 2015 by Best Concept Building; however due to delay of product this was rescheduled for a September 28th start. \$2,000.00 deposit paid; cost for product and labour \$4,896.00 plus GST.

d) **Forward Planning, Unit #1-10** – Council thanks the 3 respondents and will set-up a meeting.

e) **Rear Tree Removal #2/3** – quote received Aloha \$250.00 plus GST. Following discussion;

Motion: To Approve the quote from Aloha Tree Service for removal, (cut low) of 2 Hazel Nut trees at the rear of units 2/3; and prune Pine, Spruce limbs away from roof along west side of unit 1. at a cost of \$250.00 plus GST.

Moved: Walter Stasiuk Seconded: Penny Hird CARRIED
Management to follow-up.

f) **Privacy Fence Update**- Council thanks those Owners who have painted their privacy fences. 5 fences remain unpainted. Council to organize a vlunteer work party to completed.

g) **Moss Removal Quote** – 2 quotes were requested and received. Costs ranged from \$650.00 to \$5450.00 for a spray removal. Council was of the opinion that not all roofs contained moss and spraying. Following discussion;

Motion: To Authorize I Do Windows to apply a spray to only those roofs as required.

Moved: Maria Best Seconded: Walter Stasiuk CARRIED
Management to follow-up.

Note: Contractor advised a spray will require 6-9 months to fully work.

h) **Chimney 5/6 – 2 quotes received** – Best Concept Building - \$2`100.00 to \$2450.00 plus GST; Absolute Ventures \$2500.00 plus GST. Following discussion;

Motion: To Approve the quote from Absolute Ventures for

Moved: Maria Best Seconded: Walter Stasiuk CARRIED
Management to follow-up.

i) **Skylight Caulking #8/9** – Council request Absolute Ventures attend and caulk skylights.

4. FINANCIAL

The August 2015 Financial Statements, Operating Account and Accounts Receivable were. reviewed. The Contingency Funds as of August 31,2015 was \$51,202.25 Council reminds all Owners to keep their strata fees current; and encourages all Owners to enroll in the convenience of Direct Deposit.

5. CORRESPONDENCE

a) **.S.L. 16** – submitted a written request and sketch for enclosure of entire rear yard including common property. Following discussion; Management was to request Owner submit an alternate plan and sketch.

6. COMMITTEE REPORTS

a) **Buildings** – No Report.

b) **Grounds** – Management requested the irrigation be turned off for the season. Management to follow-up with Yard-By-Yard. **Residents are reminded soil cannot be placed in the Yard Waste Garden Bin.** The Gardeners will not empty the bin. Pine Cones and Needles should be put into plastic bags and left beside the Bin.

c) **Parking** – Council reminds all Owners that Residents are not allowed in the Visitor Parking.

Residents having summer visitors must obtain a **Parking Pass** for Visitor Parking; which must be displayed on the dash of the vehicle. Passes can be obtained from Unit #23 and #19.

d) **Garbage/Recycling** – Residents are reminded the garbage is for disposal of household waste only.

Recycling – Please note, this is for newspapers only. All other recyclables should be taken to a recycling depot.

7. NEW BUSINESS

a) Removal of Dying Austrian Pine west of S.L. 1- .During an inspection of Hazel Nut trees at rear of 2/3, Aloha Tree assessed the Austrian Pine which in their expert opinion is compromised. A quote for 'cut low with clean-up and disposal'; \$650.00 plus GST.

Management to follow-up.

b) **Snow Clearing Quote** – Council discussed a quote received from Action Snow Removal at a cost of \$100.00 per push for 2 inch or greater. Anti-ice application per request only at \$75.00 per application.

Following discussion;

Motion: To Accept the quote from Action Snow Removal for \$100.00 per push at 2 inches or more. Anti-ice per request only at \$75.00 per application.

Moved: Penny Hird

Seconded: Maria Best

CARRIED

c) **Painting Phase 2 Preparation Units 15-28** – Council directed Management to contact Absolute Ventures to diarize for a spring quote on: repair to electrical boxes, Cedar boards for replacement or repair; removal of rear privacy Cedar hedges; building of privacy fences as required.

8 SET NEXT MEETING DATE

The next Council Meeting date and location to be determined.

It should be noted that Management and Council 'meet' on a regular basis via email on all issues which occur.

9. TERMINATION

The Meeting Terminated at 8:45 p.m

Minutes prepared by: Emilie Busch, Strata Manager.

STRATA MANAGER: EMILIE BUSCH

250) 448-7446

Email: emilie@lifestylesstrata.ca

Lifestyles Administration - #230 – 2000 Spall Road, Kelowna, B.C. V1Y 9P6

Lifestyles Administration

250) 763-5446

DOGWOOD ESTATES

Strata Corp. K 463

AUGUST 10, 2015

Location: Unit #19

**Attendance: Penny Hird Heather Comba Walter Stasiuk Michael Newcombe
Maria Best Emilie Busch, Strata Manager**

1. CALL TO ORDER

The Meeting was called to Order at 6:30 p.m. by Heather Comba, Strata Council President.

2 APPROVE MINUTES JULY 13 2015 COUNCIL MEETING

Motion: To Approve Minutes of July 13, 2015 Council Minutes as Circulated.

Moved: Maria Best

Seconded: Penny Hird

CARRIED

3. BUSINESS ARISING

a) Phase 1 Painting – Is well underway. Draw 1 in the amount of \$4200.00 has been made to Dan Robson. Dan advises receiving good comments from a number of Owners.

b) Paint Trim Colour – Dan had selected several colours which co-ordinated with the exterior paint and brick trim; those were presented to Council for a final decision.

c) Privacy Fence #4/#5 – original cost was \$90.00; however further adjustments were required adding a further \$262.50 to the cost.

d) Privacy Fence #6/#7 – cost \$90.00

e) Removal of Lilac Tree #5 – cost \$80.00

f) Gutter and Upper Window Clean #15-28 – Quote had not been received at meeting time. Gutter and upper window clean #1-14 will be carried out upon completion of painting.

g) #18 Water Damage – Will be assessed and quoted on by Best Concept Building. Although no fault of the window installation, Valley Glass have volunteered to replace liner and casing at no cost.

h) Roof Vent Installation – Although scheduled for August 17th to 21st, 2015 by Best Concept Building, due to roof traffic causing possible damage to shingles in the very warm weather, this has been postponed until September. Notice will be given.

i) Forward Planning, Unit #1-10 – Council has drawn up a list of improvements regarding the rear and side of units 1-10 for Owner participation. Watch for details.

4. FINANCIAL

The July Financial Statements were not available. Council reminds all Owners to keep their strata fees current; and encourages all Owners to enroll in the convenience of Direct Deposit.

5. CORRESPONDENCE

a) # 4 – submitted several emails regarding the trim paint colour; the emails suggested the writer was speaking on behalf of other Owners. The writer opined the colour was too dark. The trim colour was selected as it works very well with the brick work as well as the exterior paint. The trim colour will also be used for doors and privacy fences. The

trim colour has been determined; there will be no changes made.

b) **#8** questioned whether screen doors were covered in the painting contract. They were not.

c) **#8** submitted a written concern regarding the possibility of a skylight requiring caulking. This will be assessed and quoted on by Best Concept Building during the roof vent installation.

6. COMMITTEE REPORTS

a) **Buildings** – No Report.

b) **Grounds – #2/#3 Rear Tree Removal** A written request was received from #2 for removal. It was a Council decision that Aloha Tree Service assess the tree for a prune. Management to follow-up.

Residents are reminded soil cannot be placed in the Yard Waste Garden Bin. The Gardeners will not empty the bin. Pine Cones and Needles should be put into plastic bags and left beside the Bin.

c) **Parking** – Council reminds all Owners that Residents are not allowed in the Visitor Parking.

Residents having summer visitors must obtain a **Parking Pass** for Visitor Parking; which must be displayed on the dash of the vehicle. Passes can be obtained from Unit #23 and #19.

d) **Garbage/Recycling** – Residents are reminded the garbage is for disposal of household waste only.

7. NEW BUSINESS

a) **Privacy Fence Painting – Units #1-14** - Council is looking for volunteers to assist them with this project. Paint and brushes will be supplied. Please advise Management within the next day or so in writing of your willingness to volunteer. Volunteer painting will help off-set some of the costs of erecting new fences.

8 SET NEXT MEETING DATE

The next Council Meeting is scheduled for October 05, 2015 at 6:30 p.m. Unit #23.

It should be noted that Management and Council 'meet' on a regular basis via email on all issues which occur.

9. TERMINATION

The Meeting Terminated at 7:35 p.m

Minutes prepared by: Emilie Busch, Strata Manager.

STRATA MANAGER: EMILIE BUSCH

250) 448-7446

Email: emilie@lifestylesstrata.ca

Lifestyles Administration - #230 – 2000 Spall Road, Kelowna, B.C. V1Y 9P6

Lifestyles Administration

250) 763-5446

DOGWOOD ESTATES

Strata Corp. K 463

July 13, 2015

Location: #230 – 2000 Spall Road, Kelowna Lifestyles Office

**Attendance: Penny Hird Heather Comba Walter Stasiuk Michael Newcombe
Maria Best Emilie Busch, Strata Manager**

1. CALL TO ORDER

The Meeting was called to Order at 6:35 p.m. by Heather Comba, Strata Council President

2 APPROVE MINUTES MAY 2015 COUNCIL MEETING

Motion: To Approve Minutes of March 16 , 2015 Council Minutes as Circulated.

Moved: Penny Hird

Seconded: Maria Best

CARRIED

3. VISITOR PRESENTATION – An Owner had requested attendance at the Council Meeting. Council had agreed, and allotted 15 minutes for a presentation. The Owner requested bringing a representative; to which Council agreed. On July 10th the Owner advised they would not be attending.

4. COUNCIL RESIGNATION – April Darke submitted a written resignation to Council. Council thanks April for her volunteerism during her time spent on Council. Council wishes April well.

5. BUSINESS ARISING

a) Absolute Ventures – Removal of privacy Cedars, replacement of 5 privacy fences, 4 rotten posts and 1 top plate at a cost of \$2593.50. Monies were expended from Owners Equity. Council is very pleased with the completion.

b) Phase 1 Painting – Due to the extreme warm weather; the Contractor has been delayed in his start time. Council has requested a meeting with the Contractor prior to start time. Management had requested that 1 week notice prior to start time be given to allow Residents time to remove all plants and furniture well away from the painting area.

c) Irrigation – Management to follow-up with the Gardeners regarding a valve box at #24.

6. FINANCIAL

The June Financial Statements, Bank Statements and Accounts Receivable Sheets were discussed. The Contingency Account as of June 30th, 2015 is \$59,100.47 The Operating is within budget. Council reminds all Owners to keep their strata fees current; and encourages all Owners to enroll in the convenience of Direct Deposit.

Motion: To Accept the Financial Report as Presented.

Moved: Michael Newcombe

Seconded: Penny Hird

CARRIED

7. CORRESPONDENCE

#26 – submitted written concern regarding tree branches hanging over the patio area. That will be added to the fall pruning list.

-Council discussed, what in their opinion are excessive daily emails to Council and

Management, via Management from an Owner. These have ranged from 7 to 12 to 15 or more daily; some of which are considered to be verbally abusive or taunting. Council also discussed the worrisome actions displayed towards Council members as well as truly inappropriate abusive remarks. All email correspondence has been computer filed.

8. COMMITTEE REPORTS

a) **Buildings** – Management to follow-up with Best Concept Building regarding chimney wall between #5 and 6.

b) **Grounds** – Management to advise the Gardeners that on their next visit to cap a sprinkler head at the patio side of #8. Council discussed fall pruning; which in Council's opinion must be 'severe' in a number of areas.

Residents are reminded soil cannot be placed in the Yard Waste Garden Bin. The Gardeners will not empty the bin. Pine Cones and Needles should be put into plastic bags and left beside the Bin.

c) **Parking** – Council reminds all Owners that Residents are not allowed in the Visitor Parking.

Residents having summer visitors must obtain a **Parking Pass** for Visitor Parking; which must be displayed on the dash of the vehicle. Passes can be obtained from Unit #23 and #19.

d) **Garbage/Recycling** – Residents are reminded the garbage is for disposal of household waste only.

12. NEW BUSINESS

a) **Absolute Ventures – submitted the following quotes:-**

i) Remove Lilac tree at the rear of #5 – cost \$80.00.

Moved: Penny Hird

Seconded: Maria Best

CARRIED

ii) remove unauthorized fence (2 foot approx) 'extension' between #4 and #5. The cost for removal at \$60.00.

Moved: Penny Hird

Seconded: Walter Stasiuk

CARRIED

Note: The decision was made to allow required access for emergency services and utilities.

iii) remove unauthorized fence 'extension' between #6 and #7, adding a new post and top plate at a cost of \$90.00.

Moved: Michael Newcombe

Seconded: Maria Best

CARRIED

Management to follow-up.

b) **Window and Gutter Clean** – Scheduled following Phase 1 painting.

c) **#18 Reported Water Damage** – Management to follow-up with Valley Glass.

d) **#16 Chimney Concerns** - Management to follow-up with Best Concept Building

e) **Roof Vent Caps** – An inspection revealed the roof caps are not to code. A quote was received from Best Concept Building for the installation of 68 vent roof caps at a cost of \$4,896.00 plus GST. The installation is tentatively scheduled for August 17th to 21st. Once a firm date has been set; Management will advise Residents with a Notice.

Motion; To Accept the quote from for removal and disposal of existing roof caps, cutting of roof shingles and plywood, installation of caps, taping and sealing at a cost of \$4,896.00 plus GST. Monies to be expended from Contingency.

Moved: Walter Stasiuk

Seconded: Maria Best

CARRIED

f) Council discussed setting up a Program to address Common Area concerns behind

units #1 to #9. Details established at the September Council meeting.

g) Revenue Canada Forms – Heather Comba signed the Forms which had been prepared by Lifestyles.

13. SET NEXT MEETING DATE

The next Council Meeting is scheduled for September 21, 2015 at the Lifestyles office at 6:30 p.m.

It should be noted that Management and Council ‘meet’ on a regular basis via email on all issues which occur.

14. TERMINATION

The Meeting Terminated at 8:10 p.m

Minutes prepared by: Emilie Busch, Strata Manager.

STRATA MANAGER: EMILIE BUSCH

250) 448-7446

Email: emilie@lifestylesstrata.ca

Lifestyles Administration - #230 – 2000 Spall Road, Kelowna, B.C. V1Y 9P6

Lifestyles Administration

250) 763-5446

DOGWOOD ESTATES
Strata Corp. K 463
First Council Meeting Minutes
May 14, 2015

Location: Unit #19

Attendance: Penny Hird Heather Comba Walter Stasiuk Michael Newcombe
Maria Best Emilie Busch, Strata Manager

Absent: April Darke

1. CALL TO ORDER

The Meeting was called to Order at 6:35 p.m. by Strata Manager, Emilie Busch

2. WELCOME AND MEETING PROCEDURE

Emilie welcomed all Council Members and thanked them for agreeing to serve on Council. Emilie reminded Council they will be working on behalf of all Owners. All decisions which Council makes will be based on The Strata Act, Privacy Act and Human Rights Code. All Council Meetings will be conducted according to acceptable meeting procedure; and any and all issues or complaints will be discussed together by Council and Management.

3. COUNCIL CODE OF CONDUCT

Emilie presented Council with a Standard of Care in exercising their powers and performing their duties on behalf of the Owners of the Strata Corporation:-

- a) Act honestly and in good faith with a view to the best interests of the Strata Corporation.
- b) Exercise the care, diligence and skill of a reasonably prudent person in comparable circumstances.
- c) Must disclose fully and promptly to the Council the nature of any conflict of interest.
- d) Must abstain from voting on any conflict of interest, and must leave the Meeting during discussion.
- e) Council members must maintain confidentiality on matters discussed at Council Meetings.
- f) Council members are required to work as a team in decision making; no Council member can act on their own.

Emilie asked each Council member individually if they agreed to work within, and uphold this Code of Conduct. Each Council member agreed to do so.

4. ELECTION OF COUNCIL EXECUTIVE

Emilie opened the floor for nominations for Council Executive:-

- a) **President:** Heather Comba
Nominated by: Penny Hird Seconded: Walter Stasiuk
- b) **Vice-President** Walter Stasiuk
Nominated by: Heather Comba Seconded: Penny Hird
- c) **Sect-Treas.** Penny Hird
Nominated by: Walter Stasiuk Seconded: Heather Comba

5. APPOINT COMMITTEE CHAIRS

- Building -** Michael Newcombe
- Grounds -** Penny Hird and Maria Best
- Parking** Maria Best
- Garbage/Recycling** Penny Hird

6. APPOINT SIGNING OFFICERS

The following Council Members were appointed to have Signing Authority at Valley First Credit Union on behalf of Strata Corp. K 463 for the 2015 - 2016 fiscal year.

Heather Comba	President
Walter Stasuik	Vice-president
Penny Hird	Sec. Treas.
Maria Best	Director

Management will advise Valley First Credit Union; upon completion of the documents, Signing Officers will attend Valley First Credit Union to sign the documentation.

At this time the Council President, Heather Comba assumed the Meeting Chair.

7. APPROVE MINUTES MARCH 16 2015 COUNCIL MEETING

Motion: To Approve Minutes of March 16 , 2015 Council Minutes as Circulated.

Moved: Walter Stasuik Seconded: Penny Hird CARRIED

8. BUSINESS ARISING

a) **Repair to Electrical Meter Doors** – Completed by Dan Robson at a cost of \$1,794.25.

Motion: To Approve the Expenditure of \$1,794.25 for repair to electrical meter doors; monies to be expended from Owners Equity.

Moved: Walter Stasuik Seconded: Penny Hird CARRIED

b) **Motion: To Approve the Quote from Absolute Ventures for the cutting of stumps below grade of Privacy Cedars at the rear of units #1 to 9, construction of 5 Privacy fences; replacement of 4 rotten posts and 1 top plate at a cost of \$2,470.00 plus tax. Monies to be expended from Owners Equity.**

Moved: Michael Newcombe Seconded: Walter Stasuik CARRIED

c) **Telus Fibre Optic Contract** – Signed.

d) **Gutter Repair/Replacement S.L. #10** –Completed at a cost of \$252.00

e) **Irrigation Repairs – Rear 24** – Completed by Walter, Peter and Lou.

9. FINANCIAL

The March Financial Statements, Bank Statements and Accounts Receivable Sheets were discussed. The Contingency Account as of March 31,2015 is \$55,941.42. Council reminds all Owners to keep their strata fees current; and encourages all Owners to enroll in the convenience of Direct Deposit.

Management advised there were several Owners who have submitted written authorization or cheques for the 2 Special Levy payments due May 15 and June 15, 2015.

Motion: To Accept the Financial Report as Presented.

Moved: Penny Hird Seconded: Michael Newcombe CARRIED

10. CORRESPONDENCE

All correspondence has been dealt with.

11. COMMITTEE REPORTS

a) **Buildings** – All Residents are reminded that any hangings or hooks must be removed from the building prior to the start of painting.

b) **Grounds –. Residents are reminded soil cannot be placed in the Yard Waste Garden Bin.**
The Gardeners will not empty the bin. Pine Cones and Needles should be put into plastic bags and left beside the Bin.

c) **Parking** – Council reminds all Owners that Residents are not allowed in the Visitor Parking. Residents having summer visitors must obtain a **Parking Pass** for Visitor Parking; which must be displayed on the dash of the vehicle. Passes can be obtained from Unit #23 and #19.

d) **Garbage/Recycling** – Residents are reminded the garbage is for disposal of household waste only.

12. NEW BUSINESS

a) **Management Contract** – The President and Vice-President signed the 2 year Management Contract with Lifestyles for the period August 01, 2015 to July 31, 2017.

b) **Planning Schedule** – Council discussed areas which require attention:- rear perimeter fencing, internal roadways, concrete walkways.

c) **Gift Cards – Janet Brubacher** – Council thanks Janet for the parting gift which was spent on flowers in the common area pots..

d) **Concerns and Request** – All Owners are again reminded to please not approach a Council Member regarding a concern. One Council member cannot make a decision on an issue. All concerns and requests must be made in writing to Council, care of Management, attention: Emilie Busch, Strata Manager.

13. SET NEXT MEETING DATE

The next Council Meeting is scheduled for July 13, 2015 Unit #19 at 6:30 p.m.

It should be noted that Management and Council ‘meet’ on a regular basis via email on all issues which occur.

14. TERMINATION

The Meeting Terminated at 7:45 p.m

Minutes prepared by: Emilie Busch, Strata Manager.

STRATA MANAGER: EMILIE BUSCH
Email: emilie@lifestylesstrata.ca

250) 448-7446

Lifestyles Administration - #230 – 2000 Spall Road, Kelowna, B.C. V1Y 9P6
Lifestyles Administration

250) 763-5446

Dogwood Estates
COUNCIL MEETING MINUTES
April 27, 2016

Attending: Heather Crawford, Attilio Malatesta, John Erickson, Brian Kerluke, Justin Snopek, Chris Doudican Tina Kennedy & from **Lifestyles**, Perry Ruhr.

1. Call to Order:

Meeting called to order at 8:15 PM.

2. New Business:

A. Appointment of Officers:

President:	Tina Kennedy
Vice President:	Chris Doudican
Treasurer:	Justin Snopek
Secretary:	Heather Crawford
Director:	Attilio Malatesta
Director:	John Erickson
Director:	Brian Kerluke

Motion: to accept the following individuals in the above nominated positions

Moved: Brian

Seconded: Attilio

MOTION PASSED

B. Appointment of Signing Officers:

Motion: Signing officers for Dogwood Estates, K 463 Council for all accounts at Valley First Credit Union, located on the corner of Bernard and Ellis, will be Trina Kennedy, Attilio Malatesta, Justin Snopek & Chris Doudican.

Moved: Heather

Seconded: John

MOTION PASSED

3. Next Meeting:

- At the call of the chair

5. Adjournment

- No further business – meeting adjourned at 8:25 PM

DOGWOOD ESTATES
STRATA CORPORATION K 463
MINUTES OF STRATA COUNCIL MEETING
January 27, 2016

Location: Unit 19 – 1950 Burtch Rd Kelowna

IN ATTENDANCE:

Heather Comba
Penny Hird
Michael Newcombe
Regrets;
Walter Stasiuk
Maria Best

Cisca Zahn – Strata Manager
778 436-9064
cisca@lifestylesstrata.ca

1. Meeting Called to order at 6.30 p.m.

2. APPROVE MINUTES OF COUNCIL MEETING October 1, 2015

Moved: Heather / **Seconded:** Penny

MOTION PASSED

3. BUSINESS ARISING

1. Roof cap expense ratification at AGM \$5216.40
2. Forward planning – in progress
3. Tree removal - completed
4. Moss removal spray – on hold
5. #18 Valley Glass flashing on window – under review

4. FINANCIAL REPORT

The financial report for the 10th month ending December 31, 2015 was presented to the Council.

MOTION: To approve financial report for December 31.2015. All strata fees up to date, one outstanding fine.

Moved: Michael / **Seconded:** Penny

MOTION PASSED

5. COMMITTEE REPORTS

1. Buildings;

All good, proposed painting is in progress

2. Grounds;

Tree removal completed
Council is seeking quotes for landscaping

3. Parking – good

4. Garbage and recycling

Council would like to thank Penny and Lou for the regular clean up around the bins.

7. CORRESPONDENCE

#16 – enclosure of back area- under review

#16 – removal of inside walls, as per Council owner has to present an engineering report regarding walls.

8. NEW BUSINESS

1. Quote from Absolute Ventures regarding;

- Utility box repair
- Removal of privacy cedars
- Removal and rebuild of privacy fences

Action; Cisca will follow up.

2. Pre budget planning – in progress

Special Resolution will be added to the AGM to be voted on - painting

3. Bylaws; Council is looking into a bylaw addition to restrict pets from using the center area as bathroom. The bylaw will be presented to the owners at the AGM to be voted on has to pass with a 3/5 vote.

4. Skylights – are under review, reported aging problems

5. Insurance – due February 28, 2016. Council reviewed the quote. Insurance to be paid out of the CRF with a loan and paid back in 12 months.

MOTION: To approve the quote for the Strata Insurance renewal with Western Financial Group

Moved: Michael

/ Seconded: Penny

MOTION PASSED

6. Strata meeting minutes; the minutes will be delivered to every owner for only this Council meeting, we are asking owners to update their email addresses as in future the minutes will be emailed to save cost to the Strata Corporation. If you do not have email please let Cisca know.

9. TERMINATION

No further business, meeting adjourned at 8pm

Next meeting; Budget meeting March 29th at 6.30-unit 19

AGM set for April 26, 2016 at 7pm @ LIFESTYLES OFFICE.

Dogwood Estates – KAS 463

Council Meeting Minutes of March 29, 2016

Attending: Heather Comba, Maria Best (Kiki), Penny Hird, Walter Stasuik, Michael Newcombe & Perry Ruhr – Lifestyles Strata Mgmt.

Location: Boardroom at the office of Lifestyles Strata Management.

1. CALL TO ORDER:
 - a) Meeting called to order at 6:55 PM.
2. APPROVAL OF COUNCIL MEETING MINUTES
 - a) **Motion:** To approve the council meeting minutes of January 27, 2016
Moved: Penny Seconded: Kiki **Motion Passed**
3. BUSINESS ARISING FROM MINUTES: January 27, 2016.
 - a) Absolute Landscaping (Sean) has begun the removal of the Cedar trees and is going to be digging out the stumps. Repair to the electrical boxes will be done along with repairs to the fence.
 - b) Minutes from Council meetings will be emailed out and or are available at the Lifestyles office for pick up as per direction from the strata council.
4. FINANCIALS:
 - a) **Motion:** To approve the February 2016 financials as presented.
Moved: Walter Seconded: Kiki **Motion Passed**
 - b) In Camera: Re: discussion of possible Special Levy at the AGM for Lawyer's Fees in the amount of \$20,000.
5. COMMITTEE REPORTS:
 - a) ***OWNER'S – please do not talk to trades people, all requests need to go through the management company which will then be forwarded on to the strata council. Thank you in advance for your understanding.***
 - b) ***NOTICE: The garden waste bins are located next to unit 12-13 and Unit 23-24. No plastic bags in the bins and dirt is not allowed either.***
 - c) Unit #16 requested to totally fence off their back area which Council has denied. One of the Council members will discuss with the unit owner.
 - d) Council would like all owner's to be aware that Common Property may be accessible at all times without prior notice to the unit owner closest to the Common Property.
6. CORRESPONDENCE:
 - a) Non for this meeting.
7. NEW BUSINESS:
 - a) **Motion:** To hire I Do Windows (Chris Mundie) to clean all the gutters and do the top windows for units 1-14. Windows for Units 15-28 will be done after the painting is complete.
Moved: Walter Seconded: Michael **Motion Passed**
 - b) Owners are reminded to clean their dryer vents and to check the hoses on your washing machines.
 - c) Lifestyles Strata Management has tendered their letter of resignation to K 463 and their last day will be May 31, 2016.
8. TERMINATION OF MEETING:
 - a) As there was no further business, the meeting was terminated at 8:35 pm.
 - b) Next Meeting to be announced by the chair.

**“Dogwood Estates”
Strata Corporation KAS 463
Council Meeting Minutes
June 14, 2016**

Location: APM boardroom, 1 – 1441 St. Paul Street, Kelowna, BC

Present:

Unit 9 Tina Kennedy
Unit 16 Justin Snopek
Unit 4 Heather Crawford
Unit 5 Attilio Malatesta
Unit 10 Brian Kerluke

Strata Manager (“APM”):

Aliske Webb, Senior Strata Manager
Kevin jersey, Senior Strata Manager

Guests:

Unit 8 Karen Mellor

Regrets:

Unit 20 Chris Doudican
Unit 6 John Erickson

1) Call to Order:

The meeting was called to order at 6:58 pm.

2) Approval of Previous Minutes:

a) **Council Meeting Minutes –**

MOTION: that the March 29, 2016, council meeting minutes shall be approved.
UPON VOTE THE MOTION CARRIED with 5 in favour, 0 opposed.

- b) Because this was the first Council meeting attended by APM, the Strata Manager reviewed procedures regarding meetings, minutes, financials, communications and bylaw enforcement.

APM reminded Council that strata matters are often confidential and should not be discussed outside the council. A strata corporation is responsible for all the regulations under the Protection of Personal Information Act (PIPA) and care must be exercised at all times.

3) Unfinished Business:

- a) Landscaping: Council discussed the landscaping issues of cedar tree removal, mulching and rebuilding the privacy fences. APM will contact A previous council member to obtain the contractor contact information.

Council informed APM that irrigation work has previously been done by a unit owner. APM will obtain quotes to engage the services of a contractor to check out and initiate the system this year.

- b) Gutter Cleaning: Council reported that the gutter cleaning is in progress with “I Do Windows”. It was also noted that they will be asked to clean the exterior of the gutters as well.
- c) Painting Project: Council reported that phase two of this project is in progress and likely to start within two weeks’ time. It was noted that some of the boards need to be replaced prior to the painting.
- d) Fire inspection Report: The Fire Inspection report noted their requirement that the smoke alarms in all units be tested and replaced (ten year replacement). APM to contact Pacific Western Fire Protection to obtain a quote and to schedule the work. Access will be required into all units.
- e) Dryer Vent Cleaning: Council reviewed a quote from Modern PurAir to clean the strata dryer vents.

MOTION: that Modern PurAir be engaged to clean all the strata dryer vents. The expense to be allocated to the Site-Miscellaneous category
UPON VOTE THE MOTION CARRIED with 5 in favour, 0 opposed.

Tabled Items:

- Bylaw amendment re dogs voiding on common property; cats off leash
- Bylaw amendment re allowing clotheslines, rain barrels

4) Communications:

- a) Received a request from Unit 16 to 1) replace the privacy fence between units 16 and 17 because it has deteriorated, and 2) to revisit the bylaws prohibiting clotheslines. Council responded: 1) the condition of the

fence is to be determined if it can be repaired and/or needs replacing; 2) tabled to a general meeting where owners will consider amendments to the bylaws.

- b) Received a request from Unit 10 to 1) clean up and re-mulch the area beside the unit, and 2) to install a rain barrel. Council responded: 1) approved the work and, 2) tabled to a general meeting where owners will consider amendments to the bylaws.

MOTION: that Unit 10 be approved to clean up and re-mulch the area beside the unit.

UPON VOTE THE MOTION **CARRIED** with 4 in favour, 1 abstained

- c) Received a bylaw complaint from a unit owner regarding marijuana smoke. Noted below.
- d) Received a report from Unit 18 that there was water damage from the roof similar to what had happened in Unit 5. Council noted that the unit has been vacant for an extended period of time, the owner was aware of the problem and it appears to have grown worse over time. The circumstance needs to be further investigated and determined whether it would constitute an insurance claim. APM was directed to call in Winmar Restorations to attend onsite with two Council members for inspection. APM was directed to inform the owners that access was required.
- d) Received a bylaw complaint from a unit owner regarding excessive noise. No specific offenders were identified, therefore no further action at this time. Council noted that there is no expectation in a strata of absolute silence at all times; the Courts accept that a certain degree of normal everyday living is to be expected in a strata and that what constitutes "excessive" to some people may not be considered excessive to others. Council reminded ALL residents to respect the privacy, sleep and other nuisance(s) caused to neighbours.
- e) Received a reminder from a unit owner that the strata chimneys need to be inspected every year. Council directed APM to arrange to have the work carried out in the Fall.

Unit 8 left the meeting at 7:59 pm.

- f) Received a request from a unit owner for reimbursement of the expenses paid for a professional property manager to manage the rental of the strata lot. APM advised Council that strata had no authority to make such a demand on a unit owner. Investigation will be undertaken and once/if the original document(s) which compelled the owner to employ a rental agent were reviewed and a full accounting of the expense was provided, the strata will reimburse the owner.
- g) Received a request from a unit owner to have all strata documents delivered to the unit mailbox, not by email. The Strata Property Act requires that minutes be "made available" to owners but does not specify how. Council directed that any owners who do not wish to receive minutes by email will be mailed by regular Canada Post.
- h) Received a request from a unit owner to inspect documents. Council directed APM to make the documents available at a mutually convenient date/time. APM is in the process of receiving and reviewing records and documents from Lifestyles Management
- i) Received a complaint from a unit owner regarding cats roaming the property. Tabled to a general meeting for owners to consider amendments to the bylaws.
- j) Received a complaint from a unit owner regarding dogs voiding on common property. Council noted that unfortunately the current bylaws do not state anything about voiding on common property; they only indicate dogs must be on a leash. Tabled to a general meeting for owners to consider amendments to the bylaws.
- k) Received a reminder from a unit owner reminding Council to provide advance notice of workers on the property. Council will determine the regular schedule of workers (eg. landscaping) who will be on the property and provide advance notice of the dates. Other contractors engaged by the strata will be notified to the owners either via the minutes or Notices posted.
- l) Received an Alteration request from Unit 9 to install a non-permanent privacy barrier between the neighbouring unit; Council approved the approved the installation

MOTION: that Unit 9 be approved to install a non-permanent privacy barrier between the neighbouring unit.

UPON VOTE THE MOTION **CARRIED** with 4 in favour, 1 abstained

Note: Owners are reminded that if they have concerns or correspondence for council they should direct it by letter or email to Aliske Webb, Strata Manager at APM, (aliske.webb@associatedpm.ca) who maintains the strata records and who will bring the matter to the attention of council to be dealt with at the next council meeting.

Note: Owners are welcome/permitted to attend any council meeting as an observer. Because council meetings often have a large agenda of strata business items to attend to, an owner wishing to address the Council on a particular issue, should request a specific Hearing in advance.

5) New Business:

- a) Bylaw Review and Parking Rules: Tabled

MOTION: that APM search Land Titles and download the most current registered bylaw that are in effect for the strata.

UPON VOTE THE MOTION **CARRIED** with 5 in favour, 0 opposed.

- b) Re-Painting the Dogwood entrance sign: Council to contact the painter (Dan Robson) to provide a quote for this work.
- c) Graffiti: Council thanks Lou Hine in unit 15 who removed the recent graffiti. Council asked residents to report if anyone sees graffiti so that it can be removed before the City Bylaw officers become involved.
- d) Progressive Waste: APM reported that a new contract was signed for waste removal, at the same current rate.
- e) Keys: Heather Crawford volunteered to organize a set of access keys for APM.

6) Financial Review:

- a) **Financial Statements** – No financials were reviewed at this time.
- b) Council reminded all owners to complete the Pre-Authorized Debit form that was forwarded by Associated Property Management for the payment of strata fees, or make arrangements to forward post-dated cheques. Reminder of special the Special Levy which is due and payable July 1 – APM noted that it can be added to the PAD if the owner provides authorization to APM.
- c) Council authorized a Pre-Authorized Payment form for the APM management fees.
- d) Petty Cash: Council reviewed the petty cash account which is maintained by the Treasurer. APM provided forms for reimbursement of payments.

- 7) Bylaw / Rule Complaints** - Complaints received in writing on alleged bylaw/rule contraventions do not identify the individual who made the complaint. They may generate from several sources including Council itself. It is the duty of Council to respond to complaints that are received and issue official Notices of Alleged Bylaw Contravention and/or assess Fines accordingly. The decision whether or not to assess fines is at the sole discretion of Council. APM encouraged Council to remain objective and fair but recognizes that it may not be able to verify the validity or reasonableness of any specific complaint or response.

Council reviewed reports of alleged bylaw or rule contraventions. A summary of the complaints and decisions follow:

SL/Unit	Date of Offence	Bylaw/Rule Allegedly Contravened	Council's Decision
9	Jun 14, 2016	3.1(a) Marijuana Smoke	Send Notice of Alleged Bylaw Contravention

UPON VOTE EACH OF THE ABOVE DECISIONS **CARRIED** with 4 in favour, 1 abstained.

8) Next Meeting:

The next meeting was scheduled to be held July 12, 2016, at 7:00 pm in APM Boardroom.

9) Termination:

The meeting was terminated at 9:08 pm.

Emergency information: In the event of water leaks or damage to the unit, or to common property, residents should to call APM's 24-hour service at 250-808-3837. The Strata Manager will be contacted to respond and dispatch the appropriate service technicians to mitigate any further damage and to start an insurance claim, if appropriate.

**“Dogwood Estates”
Strata Corporation KAS 463
Council Meeting Minutes
July 6, 2016**

Location: APM boardroom, 1 – 1441 St. Paul Street, Kelowna, BC

Present:

Unit 16 Justin Snopek
Unit 4 Heather Crawford
Unit 10 Brian Kerluke
Unit 6 John Erickson (via Face Time)

Strata Manager (“APM”):

Aliske Webb, Senior Strata Manager
Kevin Jersey, Senior Strata Manager

Guests:

Unit 8 Karen Mellor

Regrets:

Unit 9 Tina Kennedy
Unit 20 Chris Doudican

1) Call to Order:

The meeting was called to order at 7:00 pm.

2) Approval of Previous Minutes:

a) **Council Meeting Minutes –**

MOTION: that the June 14, 2016, council meeting minutes shall be approved.
UPON VOTE THE MOTION CARRIED with 4 in favour, 0 opposed.

b) Council noted that Attilio Malatesta resigned from Council.

Hearing: A Hearing was requested by Unit 8. Kevin Jersey of APM conducted the Hearing on behalf of Council.
The Hearing terminated 7:12 pm

3) Unfinished Business:

- a) Landscaping: Council reported that the valve has been fixed and the zones were checked. The irrigation is operational and is timed to run according to the watering restrictions imposed by the City of Kelowna
- b) Gutter Cleaning: Council reported that the gutter cleaning has been completed.
- c) Painting Project: Council reported that phase two of this project is in progress this week.
- d) Fire inspection Report: Council reviewed a quote from Pacific Western Fire Protection to replace the smoke alarms in units as required by BC Fire Code. Access will be required to all units.

MOTION: that Pacific Western Fire Protection be engaged to replace the smoke alarms in all units. The expense to be allocated to the Site-Miscellaneous category
UPON VOTE THE MOTION CARRIED with 4 in favour, 0 opposed.

APM was directed to schedule the work and provide a Notice to be distributed to all owners and tenants via email and in mailboxes.

- e) Dryer Vent Cleaning: APM reported that the dryer vent cleaning was scheduled for July 27, 2016. APM will provide a Notice to all residents. It was noted that sometimes the cleaning process could disconnect the dryer hose from the dryer; residents were advised to check the back of the dryer to ensure it is still connected and there is no residue lint in the area.
- f) Unit 18 Water Damage: APM to progress an inspection with Winmar Restorations on the source of the water damage.
- g) Outstanding Documents: APM has received all documents from Lifestyles. Documents were made available to Unit 8 for inspection.
- h) Keys for APM: Council discussed access keys to the irrigation shed and will confirm that keys would be made available. There was a question whether two storage sheds were common property; APM was directed to obtain a copy of the registered Strata plan from Land Titles Office.

Tabled Items:

- Bylaw amendment re dogs voiding on common property; cats off leash
- Bylaw amendment re allowing clotheslines, rain barrels
- Chimney inspection (Fall)
- Mulching throughout complex

4) Communications:

- Received a note from Unit 27 regarding the replacement of smoke alarms and dryer vents. The owner had recently replaced them and enquired whether they would need to be replaced again. APM indicated that it would be up to Pacific Western to determine whether they meet current Code requirements.
- Received a complaint from an owner regarding harassing behaviour from a neighbouring unit.
- Received a note from Unit 28 regarding rats and the condition of a neighbouring garden.
- Received several bylaw complaints from a unit owner regarding noise in a neighbouring unit.
- Received a bylaw complaint from a unit owner regarding speeding in the complex.

Note: Owners are reminded that if they have concerns or correspondence for council they should direct it by letter or email to Aliske Webb, Strata Manager at APM, (aliske.webb@associatedpm.ca) who maintains the strata records and who will bring the matter to the attention of council to be dealt with at the next council meeting.

Note: Owners are welcome/permitted to attend any council meeting as an observer. Because council meetings often have a large agenda of strata business items to attend to, an owner wishing to address the Council on a particular issue, should request a specific Hearing in advance.

5) New Business:

- Rodent Problems:** Council reported that rats and other rodents have been sighted on the property. APM forwarded notes to residents with ideas that will help deter them from the property. Although birdfeeders do not necessarily attract rodents, if the birdseed is scattered around the property or on furniture it can encourage rodents to the area. Residents were asked to keep outside areas clear of any sources of food or standing water (which also encourages mosquitos). While it may be pleasant to have squirrels around the property, leaving nuts out for them, can result in them digging up the gardens and plants when they bury them.
- Strata Plans:** APM to obtain registered from Land Titles Office.
- Alterations to Common Property:** Council discussed the difficulty of establishing what parts of the landscaping were original and what had been altered by either current or previous owners. The problem for strata is whether the strata landscaper is engaged to maintain what parts of the complex, and what would be the responsibility of the owner. Council decided to establish a new Rule regarding the gardens. Council will conduct an inspection of the property and note the gardens which need to be tended to; Notices will be forwarded to the appropriate owners.

MOTION: that the following Rule be approved: "Alterations to common property gardens made by current or previous owners are the responsibility of the current owner to maintain. Gardens must be kept attractive, tidy and weed-free."

UPON VOTE THE MOTION **CARRIED** with 4 in favour, 0 opposed.

A strata Rule goes into effect as soon as it is approved by council and distributed to the owners, and remains in effect until the next General Meeting of owners, at which time it is ratified by the owners.

- Alterations to Strata Lots:** Council discussed the difficulty of establishing what parts of the interior of strata lots was originally built by the developer and what had subsequently been altered by owners. The problem is that alterations to the interior are not covered by the strata insurance. Enhancements (such as new flooring or cabinets) to a strata lot are the responsibility of the owner to insure with their homeowner insurance and need to be on record with the strata so that future owners can be informed of the changes and also arrange for homeowner insurance. Council will initiate a process for updating the alterations. It was noted that alterations to the strata lot require written permission from the strata prior to commencing any work. Councils do not unreasonably deny such requests but the information must be on record for insurance purposes. Alteration Applications are available from APM.
- Council roles and responsibilities:** It was noted that individuals had volunteered to undertake various duties: Ground & Maintenance – Heather Comba; Irrigation – Walter Stasuik; Graffiti & Light bulbs – Heather Crawford; Garbage – Heather Crawford.

Council asked that residents who have some time to donate to helping with strata please contact the Council or APM.

6) Financial Review:

- a) **Financial Statements** – No financials were reviewed at this time.
- b) Council again reminded all owners to complete the Pre-Authorized Debit form that was forwarded by Associated Property Management for the payment of strata fees, or make arrangements to forward post-dated cheques.
Reminder of special the Special Levy which is due and payable July 1 – APM noted that it can be added to the PAD if the owner provides authorization to APM.
- c) APM reported that a refund to an owner in another strata had been incorrectly posted to kAS463; the funds will be returned to the rightful strata.

Unit 8 left the meeting at 8:49 pm.

- 7) Bylaw / Rule Complaints** - Complaints received in writing on alleged bylaw/rule contraventions do not identify the individual who made the complaint. They may generate from several sources including Council itself. It is the duty of Council to respond to complaints that are received and issue official Notices of Alleged Bylaw Contravention and/or assess Fines accordingly. The decision whether or not to assess fines is at the sole discretion of Council. APM encouraged Council to remain objective and fair but recognizes that it may not be able to verify the validity or reasonableness of any specific complaint or response.

Council reviewed reports of alleged bylaw or rule contraventions. A summary of the complaints and decisions follow:

SL/Unit	Date of Offence	Bylaw/Rule Allegedly Contravened	Council's Decision
9	Jun 14, 2016	3.1(a) Marijuana Smoke	Assess Fine of \$25.00
8	Jun 4, 2016	3.1(c) Interference	Send Notice of Alleged Bylaw Contravention
9	Jun 21, 2016	3.1(b) & 3.1(y) Excessive noise	Send Notice of Alleged Bylaw Contravention
1	Jun 21, 2016	3.1(a) Speeding through the complex	Send Notice of Alleged Bylaw Contravention

UPON VOTE EACH OF THE ABOVE DECISIONS **CARRIED** with 4 in favour, 0 abstained.

8) Next Meeting:

The next meeting was scheduled to be held on a date to be determined.

9) Termination:

The meeting was terminated at 9:38 pm.

Emergency information: OUTSIDE BUSINESS HOURS AND ON WEEKENDS, in the event of water leaks or damage to the unit, or to common property, residents should to call APM's 24-hour service at 250-808-3837. The Strata Manager will be contacted to respond and dispatch the appropriate service technicians to mitigate any further damage and to start an insurance claim, if appropriate.

**“Dogwood Estates”
Strata Corporation KAS 463
Council Meeting Minutes
August 31, 2016**

Location: unit 16, 1950 Burtch Avenue, Kelowna, BC

Present:

Unit 16 Justin Snopek
Unit 4 Heather Crawford
Unit 10 Brian Kerluke

Strata Manager (“APM”):

Aliske Webb, Senior Strata Manager

Guests:

Regrets:

Unit 20 Chris Doudican
Unit 6 John Erickson

1) Call to Order:

The meeting was called to order at 7:02 pm.

2) Approval of Previous Minutes:

a) **Council Meeting Minutes –**

MOTION: that the July 6, 2016, council meeting minutes shall be approved.
UPON VOTE THE MOTION CARRIED with 3 in favour, 0 opposed.

- b) Council noted that Tina Kennedy resigned from Council. The Vice President will assume the role for the remainder of the term.

7:03 pm Hearing: A Hearing was requested by Unit 8.

The Hearing terminated at 7:47 pm. Unit 8 left the meeting at 7:52 pm.

3) Unfinished Business:

- a) Landscaping: Council noted that a tree behind Unit 21 needed trimming back from the building.

MOTION: that Brian Kerluke, as landscaping liaison, be directed to have the landscaper perform the work.
UPON VOTE THE MOTION CARRIED with 3 in favour, 0 opposed.

- b) Painting Project: Council noted that the second part of the paint project had been completed. Individual owners will be responsible for painting the privacy fences at the rear of the buildings. Paint is available to do so. Check with neighbours as paint and brushes will be circulating around each row of units. If anyone is unable to do the work themselves, please advise the Strata Manager, and Council will attempt to arrange have the work done for them.
- c) Smoke Alarms: Pacific Western Fire Protection replaced all the units. Council appreciated that access was provided by residents in order to facilitate this required work.
- d) Dryer Vent Cleaning: Modern PurAir completed the work as scheduled. Council reminded everyone that sometimes the cleaning process could disconnect the dryer hose from the dryer; be sure to check the back of the dryer to ensure it is still connected and there is no residue lint in the area.
- f) Roof Damage Unit 18: Council reviewed a quote from Flynn Canada to repair the roof. Council discussed the comparison with the similar roof problem at Unit 5. APM was directed to contact Flynn to determine why the expense was higher. Council questioned whether there would or could be other similar potential problems. APM was asked to obtain a quote from a roof inspection company to assess all the roofs. APM noted that roof inspection companies do not do actual repairs and are unrelated to the roof companies so they are objective in their assessment and have no vested interest in finding work that does not need to be done.
- g) Keys: Council determined that the small storage sheds were not actually included in the Strata Plan and therefore were determined to be common property. Council will obtain the keys for the sheds, one of which will be used for storage.

Tabled Items:

- Bylaw amendment re dogs voiding on common property; cats off leash
- Bylaw amendment re allowing clotheslines, rain barrels
- Chimney inspection (Fall)

-Mulching throughout complex

4) Communications:

- a) Received a request from Unit 1 to be reimbursed for the repairs done to their garage as a result of the panel hinges being loose or missing which caused the spring to break. Council determined that the exterior of the buildings are the responsibility of strata to repair. However, the mechanism to open the garage door was the responsibility of the owner to repair. Although the hinges are attached to the door panels, there were considered to be part of the opening mechanism. Council recently undertook to distribute a notice to residents to be sure they were checking the mechanism and the hinges on a regular basis.
- b) Received a letter from Unit 27 regarding the garden area with a suggestion to change the area back to something less difficult to maintain, such as bark mulch. Council noted that a new Rule had been established at the last meeting with regard to owner's being responsible for the common property gardens that the present (or previous) owner had initiated at some point. Any such changes would be at the owner's expense.
- c) Received an enquiry from Unit 16 regarding rental waiting list. APM to contact Lifestyle's Strata Management to obtain the rental waiting list that was previously in effect. Council noted that the strata rental bylaws need to be updated along with a procedure to administer the waiting list.
- d) Received numerous emails from a unit owner regarding bylaw infractions for loud music, parking, theft of a table and chairs, pot smoking, kids making noise, vehicles speeding, cats and dogs off leashes. At a later date the unit owner suspended the complaints.
- d) Received a number of complaints from owners regarding aggressive behaviour from a unit owner including loud yelling, swearing, taking photographs.
- e) Received a compliment from Unit 8 that council was keeping the garbage area very clean.

Note: Owners are reminded that if they have concerns or correspondence for council they should direct it by letter or email to Aliske Webb, Strata Manager at APM, (aliske.webb@associatedpm.ca) who maintains the strata records and who will bring the matter to the attention of council to be dealt with at the next council meeting.

Note: Owners are welcome/permitted to attend any council meeting as an observer. Because council meetings often have a large agenda of strata business items to attend to, an owner wishing to address the Council on a particular issue, should request a specific Hearing in advance.

5) New Business:

- a) Garbage Enclosure: Council discussed the difficulty of accessing the garbage bin enclosure when it is so close to the vehicle traffic entering the complex from a busy street. Council will undertake to investigate possible options for the area to make it safer for pedestrians.
- b) Renovations: Council noted that anyone undertaking renovation in the Dogwood complex should be aware that due to the age of the buildings, there is possibly asbestos in the flooring, or drywall or ceilings. Owners should investigate before they have someone undertake renovations and make sure they are qualified to perform any necessary asbestos remediation. Asbestos is not a problem if it is left in place but once it is cut in to or disturbed it can become air-borne and could be a very serious health concern.

6) Financial Review:

- a) **Financial Statements** – The July financials were reviewed

MOTION: that the July 2016 financials be approved.

UPON VOTE THE MOTION **CARRIED** with 3 in favour, 0 opposed.

- b) APM reported that letter reminders had been sent to owners in arrears of strata fees or special levy payments.
- c) Council noted that Tina Kennedy was no longer a bank signing officer. The new signers would be Justin Snopek, Heather Crawford and Brian Kerluke. APM will notify BMO of the change and the signers will attend at the bank to execute the proper documents.

Council commenced an in camera session at 9:06 pm.

Council terminated an in camera session at 9:20 pm

Council noted that the current bylaws were out of date, ambiguous and subject to differing interpretations. As a result Council was struggling with the parameters under which they should be enforcing the bylaws. Council will undertake a project to have them revised and then presented to the owners for approval at a general meeting. Once a new set of

bylaws are in place, it should be easier to administer the bylaws and to determine how and when to enforce them. And owners can be expected to operate within the strata accordingly APM noted that a properly worded and comprehensive set of bylaws would be difficult for the Council, or owners, to undertake without expert advice because there were so many changes in interpretation of the Act which had taken place over the last fifteen years. APM was directed to obtain a quote from an experienced strata lawyer to have bylaws reviewed and amended.

7) Bylaw / Rule Complaints - Complaints received in writing on alleged bylaw/rule contraventions do not identify the individual who made the complaint. They may generate from several sources including Council itself. It is the duty of Council to respond to complaints that are received and issue official Notices of Alleged Bylaw Contravention and/or assess Fines accordingly. The decision whether or not to assess fines is at the sole discretion of Council. APM encouraged Council to remain objective and fair but recognizes that it may not be able to verify the validity or reasonableness of any specific complaint or response.

Council reviewed reports of alleged bylaw or rule contraventions. A summary of the complaints and decisions follow:

SL/Unit	Date of Offence	Bylaw/Rule Allegedly Contravened	Council's Decision
9	Jun 14, 2016	3.1(a) Marijuana Smoke	Previously fined \$25.00. No further action at this time. Situation to be monitored
8	Jun 4, 2016	3.1(c) Interference with the rights of other persons to use and enjoy	Assess fine of \$25.00
9	Jun 21, 2016	3.1(b) & 3.1(y) Excessive noise	Asses fine of \$25.00
1	Jun 21, 2016	3.1(a) Speeding through the complex	Due to the difficulty of assessing the speed of vehicles – no fine assessed at this time – Situation to be monitored

UPON VOTE EACH OF THE ABOVE DECISIONS **CARRIED** with 3 in favour, 0 abstained.

8) Next Meeting:

The next meeting was scheduled to be held on a date to be determined.

9) Termination:

The meeting was terminated at 9:44 pm.

Emergency information: OUTSIDE BUSINESS HOURS AND ON WEEKENDS, in the event of water leaks or damage to the unit, or to common property, residents should to call APM's 24-hour service at 250-808-3837. The Strata Manager will be contacted to respond and dispatch the appropriate service technicians to mitigate any further damage and to start an insurance claim, if appropriate.

**“Dogwood Estates”
Strata Corporation KAS 463
Council Meeting Minutes
September 29, 2016**

Location: Unit 16, 1950 Burtch Avenue, Kelowna, BC

Present:

Unit 16 Justin Snopek
Unit 4 Heather Crawford
Unit 10 Brian Kerluke
Unit 6 John Erickson (via Facetime)

Strata Manager (“APM”):

Aliske Webb, Senior Strata Manager (“APM”)

Kevin Jersey, Senior Strata Manager (“APM”)

Guests:

Unit 8 Karen Mellor

Regrets:

Unit 20 Chris Doudican

1) Call to Order:

The meeting was called to order at 7:00 pm.

2) Approval of Previous Minutes:

a) **Council Meeting Minutes –**

MOTION: that the August 31, 2016, council meeting minutes shall be approved.

UPON VOTE THE MOTION **CARRIED** with 4 in favour, 0 opposed.

- b) Council noted that Justin Snopek has been transferred to Europe for work and would be resigning Council at the end of this meeting. Council thanked him for his service and wished him well in his future endeavours.

7:02 pm Hearing: A Hearing was requested by Unit 8. Strata noted that a Hearing is an opportunity for an owner to address Council on various issues. Council is not obligated to respond verbally during the Hearing. Council will supply a written response to the owner within one week as required. The owner indicated her intention to read a 24-page communication and intended to take up to 6 hours to do so. It was indicated that the Hearing would be limited to 15 minutes. Ms Mellor registered her objection to the timeframe. She refused to provide a written copy of the communication and since a Hearing is not a word-by-word transcription, no record of the communication will be available for Council to respond to other than the verbal complaints she expressed.

Karen Mellor left the meeting at 7:10 pm and the Hearing terminated.

3) Unfinished Business:

- a) Landscaping: Council reported that the landscaper has not done any work behind units 1 - 9 unable to access the back areas Council directed APM to provide Notice to owners of Units 1 – 9 that access will be needed for cleanup and various cedar trimming and they should expect to see the contractor in the area.
- b) Painting Project: Council noted that the second part of the paint project had been completed and the windows were cleaned on the second part of the buildings. {It was subsequently noted the windows on the second half of the buildings had not been cleaned and APM would schedule I Do Windows to complete the work.}
- c) Roof Damage Unit 18: Council had asked APM to contact Flynn Roofing to revise their original quote.

MOTION: that Flynn roofing be engaged to repair the roof at Unit 18 per their revised quote for \$3,458.00. The expense to be allocated to the Repair & Maintenance budget.

UPON VOTE THE MOTION **CARRIED** with 4 in favour, 0 opposed.

Council reviewed a quote from Pacific Interior Roof Consulting & Inspection Ltd to inspect all the roofs for \$2,021.25. Council determined that the expense was not warranted at this time.

- d) Garbage Enclosure: Council looked at some options for making the area more safe for pedestrian traffic but could not determine any adequate resolution at this time.
- e) Bylaw Review: Council reviewed a quote from Fischer and Company Law Corporation for a review of the strata bylaw. There were three options offered with an average expense of approximately \$2,300. As a first step, Council determined that they would examine the bylaws and develop some suggestions for amendments that could be presented to the owners for input prior to presentation at a General Meeting. Any owners interested in joining a bylaw committee please contact Council.

Tabled Items:

- Bylaw amendment re dogs voiding on common property; cats off leash
- Bylaw amendment re allowing clotheslines, rain barrels
- Mulching throughout complex

4) **Communications:**

- Received a report of a skylight leak at Unit 19. APM was directed to have Winmar Restorations attend onsite to inspect the possible cause of the damage and determine whether roofing repairs are required.
- At the time of this meeting, Council received 91 emails in the month of September from Unit 8 with regard to various bylaw complaints, complaints about Council's behaviour and performance of duties, complaints about APM's behaviour and performance of duties and requests for documents. Council noted that APM will return all the strata documents and records to the strata Council who will make the documents available for inspection by Unit 8.
- Received an Application for Rental Status based on Hardship from Unit 16. APM was directed to forward a letter of confirmation.

MOTION: that Unit 16 be approved for Rental Status based on Hardship. The rental will be for a one year period and may be renewed upon application.

UPON VOTE THE MOTION **CARRIED** with 3 in favour, 0 opposed.

Note: Owners are reminded that if they have concerns or correspondence for council they should direct it by letter or email to Aliske Webb, Strata Manager at APM, (aliske.webb@associatedpm.ca) who maintains the strata records and who will bring the matter to the attention of council to be dealt with at the next council meeting.

Note: Owners are welcome/permitted to attend any council meeting as an observer. Because council meetings often have a large agenda of strata business items to attend to, an owner wishing to address the Council on a particular issue, should request a specific Hearing in advance.

5) **New Business:**

- Chimney Inspections: Council directed APM to contact John's Chimney Sweeps to schedule the Fall chimney inspections.

6) **Financial Review:**

- Financial Statements** – The July financials were reviewed

MOTION: that the July 2016 financials be approved.

UPON VOTE THE MOTION **CARRIED** with 3 in favour, 0 opposed.

- APM reported that letter reminders had been sent to owners in arrears of strata fees or special levy payments.
- Council noted that Justin Snopek would no longer be a bank signing officer. APM was directed to inform the bank accordingly.

Council commenced an in camera session at 8:05 pm.

Council terminated an in camera session at 8:35 pm

- 7) **Bylaw / Rule Complaints** - Complaints received in writing on alleged bylaw/rule contraventions do not identify the individual who made the complaint. They may generate from several sources including Council itself. It is the duty of Council to respond to complaints that are received and issue official Notices of Alleged Bylaw Contravention and/or assess Fines accordingly. The decision whether or not to assess fines is at the sole discretion of Council. APM encouraged Council to remain objective and fair but recognizes that it may not be able to verify the validity or reasonableness of any specific complaint or response.

Council reviewed reports of alleged bylaw or rule contraventions. A summary of the complaints and decisions follow:

SL/Unit	Date of Offence	Bylaw/Rule Allegedly Contravened	Council's Decision
9	Jun 14, 2016	3.1(a) Marijuana Smoke	No further action at this time

8	Jun 4, 2016	3.1(c) Interference with the rights of other persons to use and enjoy	No further action at this time
9	Jun 21, 2016	3.1(b) & 3.1(y) Excessive noise	No further action at this time
1	Jun 21, 2016	3.1(a) Speeding through the complex	No further action at this time

UPON VOTE EACH OF THE ABOVE DECISIONS **CARRIED** with 4 in favour, 0 abstained.

REMINDER TO RESIDENTS

Residents are reminded of the Bylaw 3.1(f) an Owner shall not use any part of a Strata Lot as a parking stall except the garage thereof. A resident may allow any standard size passenger vehicle, or service vehicle as necessary from time to time, to park in close proximity in front of his or her garage door with the exception of Units #13, #14, #15, #16, #17

8) Next Meeting:

The next meeting was scheduled to be held on a date to be determined.

9) Termination:

The meeting was terminated at 8:53 pm.

Emergency information: OUTSIDE BUSINESS HOURS AND ON WEEKENDS, in the event of water leaks or damage to the unit, or to common property, residents should to call APM's 24-hour service at 250-808-3837. The Strata Manager will be contacted to respond and dispatch the appropriate service technicians to mitigate any further damage and to start an insurance claim, if appropriate.

**“Dogwood Estates”
Strata Corporation KAS 463
Council Meeting Minutes
November 3, 2016**

Location: Unit 16, 1950 Burtch Avenue, Kelowna, BC

Present:

Unit 4 Heather Crawford
Unit 10 Brian Kerluke
Unit 6 John Erickson (via Facetime)

Strata Manager (“APM”):

Aliske Webb, Senior Strata Manager (“APM”)

Regrets:

Unit 20 Chris Doudican

Guests:

Unit 8 Karen Mellor

1) Call to Order:

The meeting was called to order at 6:31 pm.

2) Approval of Previous Minutes:

a) **Council Meeting Minutes –**

MOTION: that the September 29, 2016, council meeting minutes shall be approved.
UPON VOTE THE MOTION CARRIED with 3 in favour, 0 opposed.

6:32 pm Hearing: A Hearing was requested by Unit 8.

6:44 pm the Hearing ended.

Unit 8 left the meeting at 6:51 pm.

3) Unfinished Business:

- a) Landscaping: Council reported that the landscaping season was over and that clean out of the cedars had been done. Ken Marcy will provide a more detailed quote for next year with a schedule on when work will be completed. Council noted that an owner wanted the cedars trimmed more extensively but Council had indicated only to trim the shrubbery sides and clean out the base areas. The areas from unit 1 to 6 didn't need to be done at this time but may be trimmed and cleaned out in the Spring.
- b) Roof Damage Unit 18: Council reported that Flynn Roofing had completed the repair.
- c) Skylight Damage at Unit 19: Council reviewed a quote to replace the skylight and asked APM to obtain two alternate quotes.
- d) Chimney Inspections: John's Chimney Sweeps inspected all the chimneys and found only one unit that needed cleaning.
- e) Bylaw Review Committee: Council tabled to a discussion at the AGM to gain owner approval to proceed with amending the bylaws and/or funding to have them reviewed by a lawyer.

Tabled Items:

- Bylaw amendment re dogs voiding on common property; cats off leash
- Bylaw amendment re allowing clotheslines, rain barrels
- Mulching throughout complex
- Garbage Enclosure and Pedestrian Traffic
- Bylaw Review (to AGM)

4) Communications:

- a) Received a letter from a lawyer if further services are required; Council directed APM to indicate the file should remain open pending future needs.
- b) Received an official Notice of Dispute from the Civil Resolution Tribunal for Unit 8 via registered mail. The Notice requires the strata Council to respond within 14 days. The Civil Resolutions Tribunal is an online process for owners and Councils to resolve issues and complaints. It replaces the Small Claims Court process and requires Council to appoint one Councillor to be the representative and contact person.

MOTION: that John Erickson be the strata Council representative for the CRT claim.
UPON VOTE THE MOTION CARRIED with 2 in favour, 1 abstained.

The Notice cites several complaints about the performance of duties and behaviour of the present and past

Councils and the past and current management company eg. "refusal access to documents", bylaw contraventions and "breach of confidentiality" among others.

Information about the CRT and the online process can be seen at their website www.civilresolutionbc.ca

Since the CRT Notice of Dispute constitutes a legal suit against the strata, the Notice will be sent to the Director's & Officer's insurance carrier.

- c) Received complaints from Unit 8 with regards to bylaw contraventions.
- d) Received a report that a resident was seen on the building roof and adjusting the gutter/downspout. Council will discuss with the owner directly and reminded all residents that they should not be climbing on the roof and that if anything needed attention or fixing it should be brought to the attention of Council to repair.

Note: Owners are reminded that if they have concerns or correspondence for council they should direct it by letter to Aliske Webb, Strata Manager at APM, who will bring the matter to the attention of Council to be dealt with at the next council meeting. Emails may be sent to dogwoodcouncil@gmail.com.

Note: Owners are welcome/permitted to attend any council meeting as an observer. Because council meetings often have a large agenda of strata business items to attend to, an owner wishing to address the Council on a particular issue, should request a specific Hearing in advance.

5) New Business:

- a) Snow Removal: Council discussed the contract for snow removal this season. Quotes will be requested from Ryan Steele at Action Snow Removal and Ken Marcy the landscaper.
- b) CHOA Seminar: A Council member attended the recent CHOA public seminar which dealt with a number of topics including minutes and record keeping, insurance claims and other legislation (such as PIPA, Human rights) which affect stratas.

6) Financial Review:

- a) **Financial Statements** – The September financials were reviewed

MOTION: that the September 2016 financials be approved.

UPON VOTE THE MOTION **CARRIED** with 3 in favour, 0 opposed.

- 7) **Bylaw / Rule Complaints** - Complaints received in writing on alleged bylaw/rule contraventions do not identify the individual who made the complaint. They may generate from several sources including Council itself. It is the duty of Council to respond to complaints that are received and issue official Notices of Alleged Bylaw Contravention and/or assess Fines accordingly. The decision whether or not to assess fines is at the sole discretion of Council. APM encouraged Council to remain objective and fair but recognizes that it may not be able to verify the validity or reasonableness of any specific complaint or response.

Council reviewed reports of alleged bylaw or rule contraventions. A summary of the complaints and decisions follow: None at this time.

REMINDER TO RESIDENTS

Residents are reminded of the Bylaw 3.1(f) "An Owner shall not use any part of a Strata Lot as a parking stall except the garage thereof. A resident may allow any standard size passenger vehicle, or service vehicle as necessary from time to time, to park in close proximity in front of his or her garage door with the exception of Units #13, #14, #15, #16, #17."

- 8) **Next Meeting:** The next meeting was scheduled to be held on a date to be determined.

- 9) **Termination:** The meeting was terminated at 8:40 pm.

Emergency information: OUTSIDE BUSINESS HOURS AND ON WEEKENDS, in the event of water leaks or damage to the unit, or to common property, residents should to call APM's 24-hour service at 250-808-3837. The Strata Manager will be contacted to respond and dispatch the appropriate service technicians to mitigate any further damage and to start an insurance claim, if appropriate.

**“Dogwood Estates”
Strata Corporation KAS 463
Council Meeting Minutes
December 1, 2016**

Location: The Third Space, Landmark II, Dolphin Road, Kelowna, BC

Present:

Unit 4 Heather Crawford
Unit 10 Brian Kerluke
Unit 6 John Erickson (via Facetime)
Unit 20 Chris Doudican

Strata Manager (“APM”):

Aliske Webb, Senior Strata Manager (“APM”)

Guests:

Regrets:

1) Call to Order:

The meeting was called to order at 5:07 pm.

2) Approval of Previous Minutes:

a) **Council Meeting Minutes –**

MOTION: that the November 3, 2016, council meeting minutes shall be approved.
UPON VOTE THE MOTION **CARRIED** with 4 in favour, 0 opposed.

3) Unfinished Business:

- a) Landscaping: No report at this time. Action: APM to obtain a contract from Ken Marcy for next year. Council will consider alternative contractors.
- b) Skylight Damage at Unit 19: Council reviewed quotes and ratified a decision made by email to have Rutland Glass replace the skylight. An order was placed and is awaiting custom manufacture and installation.

MOTION: that Rutland Glass replace the custom skylight at Unit 19
UPON VOTE THE MOTION **CARRIED** with 4 in favour, 0 opposed.

- d) Snow Removal: Council reviewed quotes.

MOTION: that Peter Shilling be engaged for the hand-shovelling at a rate of \$40 / day and that JCB be engaged for snow removal this season according to their quote for \$125 / plough to be done when the accumulation is 2 inches, with anti-icing on request only.
UPON VOTE THE MOTION **CARRIED** with 4 in favour, 0 opposed.

- e) Bylaw Review: Council noted that due to its involvement in other matters a review of bylaws was tabled.
- f) CRT Notice of Dispute: Council formulated a response to the Notice of Dispute and completed the online Response. The next step will be that a Case Manager / Facilitator will be assigned to the case. In the meantime, the CRT has suggested that both parties attempt some negotiation.

Tabled Items:

- Bylaw amendment re dogs voiding on common property; cats off leash
- Bylaw amendment re allowing clotheslines, rain barrels
- Mulching throughout complex
- Garbage Enclosure and Pedestrian Traffic
- Bylaw Review

4) Communications:

- a) Received notification that an owner had their lawyer send a Cease and Desist order to Unit 8 for harassment.
- b) Received a number of emails from a Unit 8 with regards to inspection of documents, bylaw complaints and various matters related to the CRT Dispute.
- c) Received a report that the eaves behind 25/26 were overflowing; Chris Mundie of I Do Windows was asked to inspect and clean as needed.

Note: Owners are reminded that if they have concerns or correspondence for council they should direct it by letter to Aliske Webb, Strata Manager at APM, who will bring the matter to the attention of Council to be dealt with at the next council meeting. Emails may be sent to dogwoodcouncil@gmail.com.

Note: Owners are welcome/permitted to attend any council meeting as an observer. Because council meetings often have a large agenda of strata business items to attend to, an owner wishing to address the Council on a particular issue, should request a specific Hearing in advance.

5) New Business:

a) Rules: Council reviewed the current strata and revised the Rules to read:

1. Vehicles parking in visitor parking must park nose in only. Do not back in.
2. Residents and their guests must not block the roadway in any way or time that inhibits snow/ice removal.
3. Residents and their guests must not block access to neighbouring garages for entrance or exit.
4. Alterations to common property gardens made by current or previous owners are the responsibility of the current owner to maintain. Gardens must be kept attractive, tidy and weed-free.

The revised Rules are in effect once they are distributed to owners and will be ratified at the next general meeting, eg. the 2017 AGM. It was noted that in the meantime, the bylaw 3.f) still applies which reads: "... A resident may allow any standard size passenger vehicle, or service vehicle as necessary from time to time, to park in close proximity in front of his or her garage door with the exception of Units #13, #14, #15, #16, and #17."

The interpretation of the phrase "from time to time" will be at the discretion of Council.

b) Rental Waiting List: Heather Crawford will update the current list.

c) Moss on Roofs: Council received a report of moss growing on some of the roofs.

6) Financial Review:

a) **Financial Statements** – The October financials were reviewed

MOTION: that the October 2016 financials be approved.

UPON VOTE THE MOTION **CARRIED** with 4 in favour, 0 opposed.

b) Council noted that a Motion at the 2016 AGM approved the use of \$7,687.16 of surplus funds to be used for skylight replacement.

7) **Bylaw / Rule Complaints** - Complaints received in writing on alleged bylaw/rule contraventions do not identify the individual who made the complaint. They may generate from several sources including Council itself. It is the duty of Council to respond to complaints that are received and issue official Notices of Alleged Bylaw Contravention and/or assess Fines accordingly. The decision whether or not to assess fines is at the sole discretion of Council. APM encouraged Council to remain objective and fair but recognizes that it may not be able to verify the validity or reasonableness of any specific complaint or response.

Council reviewed reports of alleged bylaw or rule contraventions. A summary of the complaints and decisions follow: None at this time.

8) **Next Meeting:** The next meeting was scheduled to be held on Thursday, January 5, 2017, at 5:00 pm in unit 10.

9) **Termination:** The meeting was terminated at 6:46 pm.

EMERGENCY INFORMATION: OUTSIDE NORMAL BUSINESS HOURS AND ON WEEKENDS, in the event of water leaks or damage to the unit, or to common property, residents should to call 250-862-3500 (Winmar Restorations) who will respond and dispatch the appropriate service technicians to mitigate any further damage. Winmar will inform the Strata Manager who will start an insurance claim, when applicable.

**“Dogwood Estates”
Strata Corporation KAS 463
Council Meeting Minutes
January 5, 2017**

Location: Unit 10, 1950 Burtch Road, Kelowna, BC

Present:

Unit 4 Heather Crawford
Unit 10 Brian Kerluke
Unit 6 John Erickson (via Facetime)

Strata Manager (“APM”):

Aliske Webb, Senior Strata Manager (“APM”)

Regrets:

Unit 20 Chris Doudican

Guests:

1) Call to Order:

The meeting was called to order at 5:40 pm.

2) Approval of Previous Minutes:

- a) **Council Meeting Minutes** – Amendment to December 1, 2016 minutes 4)a should read the “spouse of an owner”.

MOTION: that the December 1, 2016, council meeting minutes shall be approved as amended.
UPON VOTE THE MOTION CARRIED with 3 in favour, 0 opposed.

3) Unfinished Business:

- a) Landscaping: Council received and reviewed a landscaping quote from Ken Marcy for 2017. APM was directed to ask for further details and a schedule of specific services.
- b) Skylight Damage at Unit 19: The skylight has been ordered and was to be installed but was delayed due to weather.
- c) Snow Removal: Council noted that snow removal contractors were in place but that the recent abundance of snow fall and thawing / re-freezing has left the strata roadways difficult to keep clear. Residents are asked to park vehicles in a manner that does not impede the roadway traffic OR the snow ploughs. The contractor is doing their best to clear the snow, to apply sand and ice-melt. Clearing away potted plants or anything that protrudes into the laneway will assist them.
- d) CRT Notice of Dispute: The Dispute is in process and attempts were made by the parties to negotiate per the CRT recommendation.
- e) Overflowing Eaves at units 25/26: Were cleared by Chris of I Do Windows.
- f) Rental Waiting List: Council reviewed the bylaws pertaining to rentals at Dogwood. It was determined that anyone wishing to be on a waiting list “shall not exceed a three (3) month period”. That would mean the owner would have to renew their request to remain on the waiting list every three months or their request would automatically lapse. At the current time there are no owners registered on a waiting list.

Tabled Items:

- Bylaw amendment re dogs voiding on common property; cats off leash
- Bylaw amendment re allowing clotheslines, rain barrels
- Mulching throughout complex
- Garbage Enclosure and Pedestrian Traffic
- Bylaw Review
- Inspect Condition of Skylights

4) Communications:

- a) Received a registered claim in Small Claims Court from Unit 8. Council sought legal advice and replied to the claim as required.
- b) Received a number of emails from Unit 8 with regards to inspection of documents, copies of minutes, and financials.
- c) Received an Alteration Application from Unit 7 to renovate the kitchen and bathrooms, including flooring, repairs to drywall and replacing light fixtures. Council approved the request and directed APM to forward a letter of confirmation. The approval was granted subject to the applicants taking legal possession of the strata lot in order that work commence.

- d) Received Alteration Application from Unit 10 to add a dryer vent to the North wall of the unit. Council approved the request and directed APM to forward a letter of confirmation.

Note: Owners are reminded that if they have concerns or correspondence for council they should direct it by letter to Aliske Webb, Strata Manager at APM, who will bring the matter to the attention of Council to be dealt with at the next council meeting. Emails may be sent to dogwoodcouncil@gmail.com.

Note: Owners are welcome/permitted to attend any council meeting as an observer. Because council meetings often have a large agenda of strata business items to attend to, an owner wishing to address the Council on a particular issue, should request a specific Hearing in advance.

5) New Business:

- a) None

6) Financial Review:

- a) **Financial Statements** – The November financials were reviewed

MOTION: that the November 2016 financials be approved.

UPON VOTE THE MOTION **CARRIED** with 3 in favour, 0 opposed.

- b) Council reviewed accounts in arrears and directed APM to forward notices to owners accordingly.

7) Bylaw / Rule Complaints - Complaints received in writing on alleged bylaw/rule contraventions do not identify the individual who made the complaint. They may generate from several sources including Council itself. It is the duty of Council to respond to complaints that are received and issue official Notices of Alleged Bylaw Contravention and/or assess Fines accordingly. The decision whether or not to assess fines is at the sole discretion of Council. APM encouraged Council to remain objective and fair but recognizes that it may not be able to verify the validity or reasonableness of any specific complaint or response.

Council reviewed reports of alleged bylaw or rule contraventions. A summary of the complaints and decisions follow: None at this time.

8) Next Meeting: The next meeting was scheduled to be held on Thursday, February 9, 2017, at 5:30 pm in unit 10.

9) Termination: The meeting was terminated at 7:56 pm.

EMERGENCY INFORMATION: OUTSIDE NORMAL BUSINESS HOURS AND ON WEEKENDS, in the event of water leaks or damage to the unit, or to common property, residents should to call 250-862-3500 (Winmar Restorations) who will respond and dispatch the appropriate service technicians to mitigate any further damage. Winmar will inform the Strata Manager who will start an insurance claim, when applicable.

**“Dogwood Estates”
Strata Corporation KAS 463
Council Meeting Minutes
February 16, 2017**

Location: Unit 10, 1950 Burtch Road, Kelowna, BC

Present:

Unit 4 Heather Crawford
Unit 10 Brian Kerluke
Unit 6 John Erickson (via Facetime)

Strata Manager (“APM”):

Aliske Webb, Senior Strata Manager (“APM”)

Guests:

Regrets:

1) Call to Order:

The meeting was called to order at 5:38 pm.

Council noted that Chris Doudican resigned from Council and everyone thanked him for his contributions to the strata on behalf of all the owners.

2) Approval of Previous Minutes:

a) **Council Meeting Minutes –**

MOTION: that the January 5, 2017, council meeting minutes shall be approved as amended.
UPON VOTE THE MOTION CARRIED with 3 in favour, 0 opposed.

3) Unfinished Business:

- a) Landscaping: Council noted that Ken Marcy will not renew the landscaping contract with strata this year. Council and APM are looking into alternative contractors.
- b) Snow Removal: Council has been working with the contractors during the recent difficult conditions to keep the snow and ice dealt with, and, felt that the clearing of the sidewalk and around the garbage enclosure had been adequate for the conditions. Council reminded residents to keep roadway as clear as possible so that it can be ploughed. Ice is being treated with ice melt when needed and volunteers are doing some of the snow removal / clearing. Strata appreciates their efforts in order to save money for everyone.
- c) CRT Notice of Dispute: No report at this time.
- d) Rental Waiting List: Council reviewed the bylaws pertaining to rentals at Dogwood. At the current time there are no owners registered on a waiting list. If a space becomes available, Council will offer the assignment to one of the owners who previously applied for rental status based on hardship.

Tabled Items:

- Bylaw amendment re dogs voiding on common property; cats off leash
- Bylaw amendment re allowing clotheslines, rain barrels
- Mulching throughout complex
- Garbage Enclosure and Pedestrian Traffic
- Bylaw Review
- Inspect Condition of Skylights
- Skylight at Unit 19 – waiting to be installed in warmer weather
- Moss on Roofs

4) Communications:

- a) Received a complaint from a unit owner regarding a dog tied to a pole on the common property.
- b) Received a report from Unit 8 regarding a skylight which leaks; Rutland Glass was asked to attend onsite to assess but was unable to schedule yet.
- c) Received a report from Unit 8 of water leaking in the upstairs bathroom. Council noted that the plumbing pipes are the responsibility of the unit owner to repair and maintain and recommended that the owner could call in Winmar Restorations to assess the cause. Documentation from the previous management company indicated that the matter had been dealt with previously and the insurance indicated that the plumbing was the responsibility of the owner.
- d) Received a report from Unit 8 regarding the snow clearing and ice.
- e) Received a report of resident vehicles being parked in Visitor Parking.

Note: Owners are reminded that if they have concerns or correspondence for council they should direct it by letter to Aliske Webb, Strata Manager at APM, who will bring the matter to the attention of Council to be dealt with at the next council meeting. Emails may be sent to dogwoodcouncil@gmail.com.

Note: Owners are welcome/permitted to attend any council meeting as an observer. Because council meetings often have a large agenda of strata business items to attend to, an owner wishing to address the Council on a particular issue, should request a specific Hearing in advance.

5) New Business:

- a) Insurance Renewal: Council reviewed quotes for the insurance renewal for February 28th. A quote from BFL provided a \$4,000.00 savings in the premium and provided a higher level of insurance.

MOTION: that BFL be engaged to provide insurance for the upcoming renewal year.

UPON VOTE THE MOTION **CARRIED** with 3 in favour, 0 opposed.

- b) Depreciation Report: APM reported that Depreciation Report renewal was due; quotes would be obtained but normally the company who did any previous report is normally cheaper than someone starting again from the beginning.
- c) AGM Planning: Council began preparing for the AGM which was scheduled for Saturday, April 22, 2017, at 11:00 am at the APM offices at 1 – 1441 St Paul Street, Kelowna. APM will forward Notices of Meeting in due course.

Council encourages owners to participate on Council next year.

6) Financial Review:

- a) **Financial Statements** – The December financials were reviewed

MOTION: that the December 2016 financials be approved.

UPON VOTE THE MOTION **CARRIED** with 3 in favour, 0 opposed.

- b) Council reviewed accounts in arrears and directed APM to forward notices to owners accordingly.
- c) Council prepared a draft Budget for 2017-2018.

- 7) **Bylaw / Rule Complaints** - Complaints received in writing on alleged bylaw/rule contraventions do not identify the individual who made the complaint. They may generate from several sources including Council itself. It is the duty of Council to respond to complaints that are received and issue official Notices of Alleged Bylaw Contravention and/or assess Fines accordingly. The decision whether or not to assess fines is at the sole discretion of Council. APM encouraged Council to remain objective and fair but recognizes that it may not be able to verify the validity or reasonableness of any specific complaint or response. Council reviewed reports of alleged bylaw or rule contraventions. A summary of the complaints and decisions follow:

SL/Unit	Date of Offence	Bylaw/Rule Allegedly Contravened	Council's Decision
15	Feb. 16, 2017	3.2.h 2) Dog tied to common property	Send Notice of Bylaw Contravention

UPON VOTE EACH OF THE ABOVE DECISIONS **CARRIED** with 3 in favour, 0 abstained.

BYLAW REMINDER

Council reminded all residents that pets are not allowed to run loose on strata property

- 8) **Next Meeting:** The next meeting was scheduled to be held on Thursday, March 16, 2017, at 5:30 pm in unit 10.

- 9) **Termination:** The meeting was terminated at 8:08 pm.

EMERGENCY INFORMATION: DURING NORMAL BUSINESS HOURS, in the event of water leaks or damage, residents should call PM at 250-712-0025 and Speak directly to the Receptionist to have the strata manager paged.

OUTSIDE NORMAL BUSINESS HOURS AND ON WEEKENDS, in the event of water leaks or damage to the unit, or to common property, residents should to call 250-808-3738 to be directed to call Winmar Restorations who will respond and dispatch the appropriate service technicians to mitigate any further damage. Winmar will inform the Strata Manager who will start an insurance claim, when applicable.

**“Dogwood Estates”
Strata Corporation KAS 463
Council Meeting Minutes
March 16, 2017**

Location: Unit 10, 1950 Burtch Road, Kelowna, BC

Present:

Unit 4 Heather Crawford
Unit 10 Brian Kerluke
Unit 6 John Erickson (via Facetime)

Strata Manager (“APM”):

Aliske Webb, Senior Strata Manager (“APM”)

Guests: Unit 8 Karen Mellor

Regrets:

1) Call to Order:

The meeting was called to order at 5:33 pm.

2) Approval of Previous Minutes:

a) Council Meeting Minutes –

MOTION: that the February 16, 2017, council meeting minutes shall be approved as amended.
UPON VOTE THE MOTION CARRIED with 3 in favour, 0 opposed.

3) Unfinished Business:

a) Landscaping: Council discussed landscaping options and contracts.

MOTION: that Madahar Landscaping be engaged for the 2017 season.
UPON VOTE THE MOTION CARRIED with 3 in favour, 0 opposed.

b) Snow Removal: No report at this time. Council will look into alternative contractors for next year.

c) CRT Notice of Dispute: Council noted that a two month pause been requested and approved.

d) Rental Waiting List: Council noted that a strata lot that was previously a rental was sold. Rental status does not follow to the new owner. Unit 17 which has been a hardship rental had applied for permanent rental status and Council approved it. APM to forward a letter of confirmation to the owner.

e) Skylight Replacement: Rutland Glass is in the process of installing a skylight in Unit 19 and arranging to inspect the skylight at Unit 8.

f) Moss on Roofs: APM to obtain a quote to treat professionally.

e) Depreciation Report: Council discussed the requirement to renew the depreciation report and a Resolution to fund the renewal or defer it will be included in the AGM agenda.

f) AGM Planning: Council finalized preparations for the AGM to be held Saturday, April 22, 2017, at 11:00 am at the APM offices at 1 – 1441 St Paul Street, Kelowna. APM will forward Notices of Meeting in due course. The AGM Notice will include a Resolution to be approved by owners to have the bylaws reviewed by a strata lawyer in order to bring them up to date with current practices and to clarify wording.

Council encourages owners to participate on Council next year. This is your chance to become more involved in the decision making of your strata and bring forth new ideas. It is a way to get to know your neighbours, especially since we have had a number of new owners in the last year. If you would like more information about roles and responsibilities please contact Heather #4 or Brian#10 or the strata manager.

Tabled Items:

- Garbage Enclosure and Pedestrian Traffic
- Inspect Condition of Skylights

4) Communications:

a) Received a response from Unit 15 to a Notice of Bylaw Contravention.

b) Received from Unit 8 request for further documents and request to view documents.

c) Received a report of harassing behaviour from a unit owner towards another unit.

Note: Owners are reminded that if they have concerns or correspondence for council they should direct it by letter to Aliske Webb, Strata Manager at APM, who will bring the matter to the attention of Council to be dealt with at the next council meeting. Emails may be sent to dogwoodcouncil@gmail.com.

Note: Owners are welcome/permitted to attend any council meeting as an observer. Because council meetings often have a large agenda of strata business items to attend to, an owner wishing to address the Council on a particular issue, should request a specific Hearing in advance.

5) Financial Review:

- a) **Financial Statements** – The January 2017 financials were reviewed

MOTION: that the January 2017 financials be approved.

UPON VOTE THE MOTION **CARRIED** with 3 in favour, 0 opposed.

- b) Council finalized a proposed Budget for 2017-2018.

Karen Mellor left the meeting at 6:42 pm.

6) New Business:

- a) **New Rule:** Council discussed reports of bylaw complaints by owners and how they should be handled. Council determined that the following Rule be put into place: "All strata bylaw complaints must be forwarded directly in writing to Council at dogwoodcouncil@gmail.com or via strata management. Owners are not to directly confront or attempt to direct the behaviour of other owners, residents, guests or occupants of other strata lots pertaining to perceived bylaw contraventions relating to common property. Such behaviour will be treated as a nuisance and may be assessed fines accordingly."

MOTION: that the following Rules be initiated: "All strata bylaw complaints must be forwarded directly in writing to Council at dogwoodcouncil@gmail.com or via strata management. Owners are not to directly confront or attempt to direct the behaviour of other owners, residents, guests or occupants of other strata lots pertaining to perceived bylaw contraventions relating to common property. Such behaviour will be treated as a nuisance and may be assessed fines accordingly." The Rule will be in effect from the publication of these Minutes and until ratified by the owners at the next General Meeting.

UPON VOTE THE MOTION **CARRIED** with 3 in favour, 0 opposed.

- b) **Transformer signage:** Council reported that the No Parking Sign in front of the transformer had fallen off and will be re-attached.
- c) **Visitor Parking Permit:** Council reminded everyone that the bylaw states that visitor parking is limited to "7 days in one calendar month". Exceptions must be approved by Council who will provide a Parking Permit to indicate that the parking has been approved.

- 7) **Bylaw / Rule Complaints** - Complaints received in writing on alleged bylaw/rule contraventions do not identify the individual who made the complaint. They may generate from several sources including Council itself. It is the duty of Council to respond to complaints that are received and issue official Notices of Alleged Bylaw Contravention and/or assess Fines accordingly. The decision whether or not to assess fines is at the sole discretion of Council. APM encouraged Council to remain objective and fair but recognizes that it may not be able to verify the validity or reasonableness of any specific complaint or response. Council reviewed reports of alleged bylaw or rule contraventions. A summary of the complaints and decisions follow:

SL/Unit	Date of Offence	Bylaw/Rule Allegedly Contravened	Council's Decision
15	Feb. 16, 2017	3.2.h 2) Dog tied to common property	No further action at this time

UPON VOTE EACH OF THE ABOVE DECISIONS **CARRIED** with 3 in favour, 0 abstained.

BYLAW REMINDER

Council reminded all residents that pets are not allowed to run loose on strata property.

- 8) **Next Meeting:** The next meeting will be held after the AGM on April 22, 2017, at the APM offices at 11:00 am.

- 9) **Termination:** The meeting was terminated at 7:25 pm.

EMERGENCY INFORMATION: DURING NORMAL BUSINESS HOURS, in the event of water leaks or damage, residents should call PM at 250-712-0025 and Speak directly to the Receptionist to have the strata manager paged.

OUTSIDE NORMAL BUSINESS HOURS AND ON WEEKENDS, in the event of water leaks or damage to the unit, or to common property, residents should to call 250-808-3738 to be directed to call Winmar Restorations who will respond and dispatch the appropriate service technicians to mitigate any further damage. Winmar will inform the Strata Manager who will start an insurance claim, when applicable.

**“Dogwood Estates”
Strata Corporation KAS 463
Council Meeting Minutes
April 17, 2017**

Location: Unit 10, 1950 Burtch Road, Kelowna, BC

Present:

Unit 4 Heather Crawford
Unit 10 Brian Kerluke
Unit 6 John Erickson (via Facetime)

Strata Manager (“APM”):

Aliske Webb, Senior Strata Manager (“APM”)

Guests: Unit 8 Karen Mellor

Regrets:

1) Call to Order:

The meeting was called to order at 6:00 pm.

2) Approval of Previous Minutes:

a) Council Meeting Minutes –

<p><u>MOTION:</u> that the March 16, 2017, council meeting minutes shall be approved as amended. UPON VOTE THE MOTION <u>CARRIED</u> with 3 in favour, 0 opposed.</p>

6:01 pm Hearing: Unit 8 requested a Hearing to address Council.

6:16 pm the Hearing terminated. Council will prepare a response letter to the owner.

3) Unfinished Business:

- a) Landscaping Report: Council reported that Madahar was onsite but unfortunately some residents were not aware of their presence. Council will establish a regular onsite schedule for regular maintenance – Owners were reminded that once the schedule is established, pet fences need to be removed to facilitate the landscaping crews work. Council will ensure that the landscaping crew will not park in front of strata units or on the roadway. Irrigation has not been turned on for the season but the major Spring clean up was completed. When the weather is warmer Units 15 and 23 have offered to take care of planting some annuals in the entrance as soon as the weather warms u. Council thanks all volunteers who contribute their time and energy helping out throughout the complex.
- b) CRT Notice of Dispute: No further report at this time.
- c) Rental Waiting List: Council noted that a strata lot that was previously a rental was sold. Rental status does not follow to the new owner. Unit 16 has been a hardship rental and will be offered the permanent status.

<p><u>MOTION:</u> that a permanent rental status be offered to Unit 16. UPON VOTE THE MOTION <u>CARRIED</u> with 3 in favour, 0 opposed.</p>
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- d) Skylight Replacement: Rutland Glass has now installed the skylights at Unit 19 and Unit 8.
- e) Moss on Roofs: Council reviewed a quote from Men in Kilts to remove the moss. Further investigation is required and Council will look into previous roof treatments that were conducted and will request quotes.
- f) AGM Reminder to Owners: The AGM is being held Saturday, April 22, 2017, at 11:00 am at the APM offices at 1 – 1441 St Paul Street, Kelowna. APM forwarded Notices of Meeting as required.

Council encourages owners to participate on Council next year. This is your chance to become more involved in the decision making of your strata and bring forth new ideas. It is a way to get to know your neighbours, especially since we have had a number of new owners in the last year. If you would like more information about roles and responsibilities please contact Heather #4 or Brian#10 or the strata manager.

- g) Transformer Signage: Was re-attached.

Tabled Items:

- Garbage Enclosure and Pedestrian Traffic
- Inspect Condition of Skylights
- Depreciation Report Renewal (to the AGM for approval)

4) Communications:

- a) Received a report from Unit 1 that the fence along the boundary with the neighbouring apartment building was damaged allowing access through to the property. Council repaired it.

- b) Received from Unit 8 requests for further documents and a request for a Hearing.
- c) Received an Alteration Application from Unit 27 to install bark mulch to the garden area.

MOTION: that the Alteration Application to install bark mulch in the rear garden area be approved.
UPON VOTE THE MOTION **CARRIED** with 3 in favour, 0 opposed.

- d) Received a revised Alteration Application from Unit 10 to install a dryer vent to the North wall of the unit.

MOTION: that the revised Alteration Application for Unit 10 be approved.
UPON VOTE THE MOTION **CARRIED** with 3 in favour, 0 opposed.

Note: Owners are reminded that if they have concerns or correspondence for council they should direct it by letter to Aliske Webb, Strata Manager at APM, who will bring the matter to the attention of Council to be dealt with at the next council meeting. Emails may be sent to dogwoodcouncil@gmail.com.

Note: Owners are welcome/permitted to attend any council meeting as an observer. Because council meetings often have a large agenda of strata business items to attend to, an owner wishing to address the Council on a particular issue, should request a specific Hearing in advance.

5) Financial Review:

- a) **Financial Statements** – The February 2017 financials were reviewed

MOTION: that the February 2017 financials be approved.
UPON VOTE THE MOTION **CARRIED** with 3 in favour, 0 opposed.

6) New Business:

- a) Woodpeckers: Council reported that woodpeckers had been seen/heard pecking at the buildings. Council inspected and had Chris Mundie of I Do Windows also inspect. It was noted that this is the mating season and there may not be much to do at this time.
- b) Feeding Birds and Squirrels and Other Wildlife: Residents were reminded not to feed wildlife as it attracts rats into the area who become destructive, are a health issue and leave feces on the property. Council will note which units have bird feeders or have been feeding the squirrels; APM will be directed to send notes to residents.
- c) Telus Fiber Optic Offer: Council reviewed the offer from Telus to install Fiber Optic into the strata for free. Because it involves a change to the “appearance or use” of common property, it needs to be approved by the owners at a general meeting.

Unit 8 left the meeting at 6:59 pm.

- 7) **Bylaw / Rule Complaints** - Complaints received in writing on alleged bylaw/rule contraventions do not identify the individual who made the complaint. They may generate from several sources including Council itself. It is the duty of Council to respond to complaints that are received and issue official Notices of Alleged Bylaw Contravention and/or assess Fines accordingly. The decision whether or not to assess fines is at the sole discretion of Council. APM encouraged Council to remain objective and fair but recognizes that it may not be able to verify the validity or reasonableness of any specific complaint or response. Council reviewed reports of alleged bylaw or rule contraventions. A summary of the complaints and decisions follow: None

BYLAW REMINDER

Council reminded all residents that pets are not allowed to run loose on strata property.

- 8) **Next Meeting:** The next meeting will be held after the AGM on April 22, 2017, at the APM offices at 1:00 pm.

- 9) **Termination:** The meeting was terminated at 7:33 pm.

EMERGENCY INFORMATION: DURING NORMAL BUSINESS HOURS, in the event of water leaks or damage, residents should call PM at 250-712-0025 and speak directly to the Receptionist to have the strata manager paged.

OUTSIDE NORMAL BUSINESS HOURS AND ON WEEKENDS, in the event of water leaks or damage to the unit, or to common property, residents should to call 250-808-3738 to be directed to call Winmar Restorations who will respond and dispatch the appropriate service technicians to mitigate any further damage. Winmar will inform the Strata Manager who will start an insurance claim, when applicable.

**“Dogwood Estates”
Strata Corporation KAS 463
Council Meeting Minutes
May 30, 2017**

Location: Unit 10, 1950 Burtch Road, Kelowna, BC

Present:

Unit 10 Brian Kerluke, Pres
Unit 6 John Erickson, VP (via Facetime)
Unit 1 Michael Newcombe
Unit 14 Walter Stasiuk
Unit 15 Penny Hird

Strata Manager (“APM”):

Aliske Webb, Senior Strata Manager (“APM”)

Guests: Unit 8 Karen Mellor

Regrets:

Unit 19 Heather Comba, Sec.&Tr.
Unit 24 Sharon Martin

1) Call to Order:

The meeting was called to order at 7:02 pm.

2) Approval of Previous Minutes:

a) Council Meeting Minutes –

MOTION: that the April 17, 2017, council meeting minutes shall be approved as amended.
UPON VOTE THE MOTION CARRIED with 5 in favour, 0 opposed.

7:03 pm Hearing: Unit 8 requested a Hearing to address Council and provided a list of requests.

7:23 pm the Hearing terminated. Council will prepare a response letter to the owner.

3) Unfinished Business:

- a) Landscaping Report: Council reported that a tree had come down behind Unit 25; Madahar removed it and cleared the area. They were also to trim the tree behind Unit 21. It was noted that the landscapers attend onsite on Wednesdays (weather permitting) and that the irrigation system is now on.
- b) CRT Notice of Dispute: No further progress at this time. It was noted that a new facilitator has been assigned by the CRT to the current file.
- c) Moss on Roofs: Tabled
- d) Roof Inspection: Council discussed having the roofs inspected and it was felt not to be necessary at this time however the skylights need inspecting. APM was asked to obtain a revised quote.

Tabled Items:

-Moss on Roofs (further investigation needed)

4) Communications:

- a) Received a report from Unit 2 of condensation around the seals of the sliding glass doors.
- b) Received a report of low water pressure in a unit.
- c) Received a report of resident vehicles parked in visitor parking.

Note: Owners are reminded that if they have concerns or correspondence for council they should direct it by letter to Aliske Webb, Strata Manager at APM, who will bring the matter to the attention of Council to be dealt with at the next council meeting. Emails may be sent to dogwoodcouncil@gmail.com.

Note: Owners are welcome/permitted to attend any council meeting as an observer. Because council meetings often have a large agenda of strata business items to attend to, an owner wishing to address the Council on a particular issue, should request a specific Hearing in advance.

5) Financial Review:

- a) **Financial Statements** – The April 2017 financials were reviewed

MOTION: that the April 2017 financials be approved.

UPON VOTE THE MOTION **CARRIED** with 5 in favour, 0 opposed.

6) New Business:

- a) Ceiling Leak and skylight at Unit 8: Council reviewed the problem and a report from Winmar Restorations. Council directed that Winmar Restorations be engaged to test for asbestos and make a few exploration holes through the ceiling to look for moisture or obvious signs of damage to the ceiling structure.
- b) Garage door panel screws: Residents were reminded that they should check the screws that hold the garage door panels hinged together to see if they are coming loose or are missing. If so, please report the situation to Council or they will assist you.

Unit 8 left the meeting at 8:24 pm.

- 7) **Bylaw / Rule Complaints** - Complaints received in writing on alleged bylaw/rule contraventions do not identify the individual who made the complaint. They may generate from several sources including Council itself. It is the duty of Council to respond to complaints that are received and issue official Notices of Alleged Bylaw Contravention and/or assess Fines accordingly. The decision whether or not to assess fines is at the sole discretion of Council. APM encouraged Council to remain objective and fair but recognizes that it may not be able to verify the validity or reasonableness of any specific complaint or response. Council reviewed reports of alleged bylaw or rule contraventions. A summary of the complaints and decisions follow:

SL/Unit	Date of Offence	Bylaw/Rule Allegedly Contravened	Council's Decision
#2	May 30, 2017	Vehicle parked in Visitor Parking	Send Notice of alleged Bylaw Contravention
#5	May 30, 2017	Vehicle parked in Visitor Parking	Send Notice of Alleged Bylaw Contravention

UPON VOTE THE MOTION CARRIED WITH 5 IN FAVOUR.

BYLAW REMINDER

Council reminded all residents that visitors must park in proper parking stalls and NOT on the roadway blocking other residents from garages etc. Please be courteous of neighbours.

- 8) **Next Meeting:** The next meeting will be held June 26, 2017, at unit 10 at 7:00 pm.

- 9) **Termination:** The meeting was terminated at 9:32 pm.

EMERGENCY INFORMATION: DURING NORMAL BUSINESS HOURS, in the event of water leaks or damage, residents should call PM at 250-712-0025 and Speak directly to the Receptionist to have the strata manager paged.

OUTSIDE NORMAL BUSINESS HOURS AND ON WEEKENDS, in the event of water leaks or damage to the unit, or to common property, residents should to call 250-808-3737 to be directed to call Winmar Restorations who will respond and dispatch the appropriate service technicians to mitigate any further damage. Winmar will inform the Strata Manager who will start an insurance claim, when applicable.



DOGWOOD ESTATES
Strata Corp. K 463
MINUTES
ANNUAL GENERAL MEETING
APRIL 30, 2015

Location: Elks Hall - #205 2040 Springfield Road, Kelowna, B.C.

1. CALL TO ORDER

The Meeting was Called to Order at 7:00 p.m. by Heather Comba, Strata Council President.

2. CALLING THE ROLE AND CERTIFYING PROXIES

At the time the Meeting was Called to Order there were 14 Owners represented, 9 in Person and 5 by Proxy. The requirement for a Quorum is 10.

3. FILING PROOF OF NOTICE OF MEETING

The Notice of Meeting Packages were delivered, mailed and emailed on March 27, 2015 fulfilling the required 21 Days Notice. The Meeting was declared legal.

4. APPROVE THE AGENDA

Motion: To Approve the Agenda as contained in the Notice of Meeting Package.

Moved: Unit #24 Seconded: #12 CARRIED

5. APPROVE MINUTES OF ANNUAL GENERAL MEETING APRIL 23, 2014.

Motion: To Approve Minutes of Annual General Meeting April 23, 2014 as Circulated and Contained in the Notice of Meeting Package.

Moved: Unit #24 Seconded: #21 CARRIED

6. BUSINESS ARISING – none

7. COUNCIL YEAR END REPORT

Heather Comba, Strata Council President Report - attached.

8. RATIFY RULE

None

9. REPORT ON INSURANCE

The Insurance Policy was contained in the Notice of Meeting Package. Strata Manager, Emilie Busch stated the Insurer is Peace Hills, and the Agent Western Financial. The policy is the standard Broad, with coverage at 7,370, M. In order to obtain a lower rate the Property Deductible was raised to \$5,000.00. The water escape deductible is \$5000.00. General Liability coverage is 2M with D&O coverage of 2M.

10. APPROVE 2015-2016 OPERATING BUDGET

Prior to discussion of the proposed Operating Budget, Strata Manager, Emilie Busch reviewed the 12 Month Ending Budget which showed a year ending revenue of 63,892.23 with year ending expenses of \$55,342.78 resulting in a surplus of \$8,549.45

Motion: To Transfer \$8,549.45 of the 2014-2015, fiscal year ending surplus to Owners Equity for usage of Special Projects.

Moved: Unit #1 Seconded: #12

Following discussion; the Question was Called. At the time the Question was Called there were 14 Owners represented, 9 in Person and 5 by Proxy.

In Favour: 14 Contrary: 0 CARRIED By Simple Majority

Following a further review of the 2014-2015 Fiscal Year End Financial Statement;

Motion: To Accept the 2014-2015 Fiscal Year End Financial Statement

Moved: Unit #24 Seconded: #21

In Favour: 14 CARRIED By Simple Majority

Motion: To Approve the 2015-2016 Operating Budget as contained in the Notice of Meeting Package

Moved: Unit #15 Seconded: #14

Following discussion; the Question was Called on the Motion to Approve the 2014-2015 Operating Budget

In Favour: 14 CARRIED By Simple Majority

11. NEW BUSINESS

None

12. ELECTION OF STRATA COUNCIL

At this time the out-going Council stepped down, Strata Manager Emilie Busch assumed the Meeting Chair. Emilie paid special thanks to a long time Council member Janet Brubacher who has relocated; and thanked the out-going Council for their hard work and dedication on behalf of the Owners over the past year. Owners responded with applause. The Meeting was presented with a list of Owners who had agreed to let their name stand for Council election:

#01 Michael Newcombe
#14 Walter Stasuik
#15 Penny Hird
#16 April Darke
#19 Heather Comba
#23 Maria Best

There being no further nominations, nominations were Closed.

Motion: To Approve and Accept the Nominees as K 463 Council for the 2015-2016 fiscal year.

Moved: Unit #12 Seconded: #21 CARRIED By Simple Majority

#01 Michael Newcombe

#14 Walter Stasuik

#15 Penny Hird

#16 April Darke

#19 Heather Comba

Moved: Seconded: Carried By Majority Vote

13 OPEN DISCUSSION

Discussion arose regarding Phase 1 painting, removal of privacy Cedars and erection of privacy fences as needed at the rear of units 1 to 14.

Special Levy Payments – A reminder to all Owners of the Special Levy payments due May 15 and June 15, 2015. Please submit written authorization for withdrawal of these funds from your account. If paying by cheque, please submit two cheques with the payment dates and forward to the Lifestyles office.

14. TERMINATION

Motion: To Terminate the Meeting.

Moved: Unit #14

Meeting Terminated at 7:35 p.m.

Minutes prepared by Emilie Busch, Strata Manager

Emilie Busch, Strata Manager

Direct Phone: 250) 448-7446

Email: emilie@lifestylesstrata.ca

Lifestyles Administration

Direct Phone: 250) 763-5446

#230 – 2000 Spall Road, Kelowna, B.C. V1Y 9P6

Year End Strata Report Dogwood Estates 2015

I find it hard to believe that another year has gone by!

With great thanks we celebrate the final phase of our windows, they do look wonderful and I am sure all are enjoying the benefits from them.

With much thanks to Walter, Lou and Peter part of our irrigation system has once again been restored and one more area needs some work, fingers crossed we will have a working system. This is one area in the future that will need help. Thank-you to all owners who assisted in helping to water last year.

Once again we have granted Yard by Yard the gardening contract. If you do have garden waste from your garden areas please put it in the waste bins not the garbage bin.

Visitor parking passes for you company are available to display on the dash of their vehicles, please contact Emilie and I will get some for you.

Our new adventure of painting will begin soon. This too will increase our property values and definitely upgrade our look. Also there will be work on the back areas of units 1-14 before painting begins.

On behalf of owners I want to thank all strata council members for their endless behind the scenes work and commitment to serving this community. Special thanks to Lou and Peter who always are willing to help out. Much thanks to Emilie for her knowledge, guidance and support to all of us at Dogwood.

Sincerely

Heather Comba

Dogwood Estates
STRATA CORP. K 463
MINUTES OF ANNUAL GENERAL MEETING
April 27, 2016

LOCATION: Elks Hall, 1923 Kent Road, Kelowna, B.C.

1. Call to Order

- The Meeting was called to order at 7:00 p.m.

2. Roll Call and Certification of Proxies

- At the time the meeting was called to order, there were 23 Strata Lots represented (22 owners in person and 1 by Proxy). This was a quorum so the meeting was declared valid.

3. Filing of Proof of Notice of Meeting

- **MOTION:** To approve receipt of the Notice of Meeting dated April 6, 2016 as proper and adequate as per the Strata Property Act.

Moved: SL 21

Seconded: SL 9

MOTION PASSED

4. Approval of Agenda

- **MOTION:** To Approve Agenda as presented.

Moved: SL 21

Seconded: SL 9

MOTION PASSED

5. Approve Minutes of April 30, 2015 AGM

- **MOTION:** To approve the SGM minutes of April 30, 2015

Moved: SL 12

Seconded: SL 14

MOTION PASSED

6. Business arising from the AGM minutes of April 30, 2015

- None

7. Report on Insurance

- a) Strata Manager, Perry Ruhr reviewed the Insurance Policy as contained in the Notice of Meeting Package. Management advises that all Owners are to ensure their Content Insurance Policy contains a rider which will cover the Strata Corporation's deductible(s).

8. Council Member Reports

- Heather Comba gave a Presidents Report:

As the chair of Dogwood Estates for the past few years I feel it is time to clarify some points of interest and some concerns. Our complex is aging but has had many accomplishments over the last few years. Garage doors, new windows and now we are beginning our final phase of painting. This has truly updated our complex and increased the values of our units.

Landscaping is definitely an ongoing project. As many already know we have had some very old trees in the complex removed due to them dying out and becoming a danger. We continue to maintain others as much as possible. Some cedars have been removed also as their lifecycles are completed, keeping in mind that they also require a lot of water. In the center yard area you will notice that there are perennials coming up in the berm area.

Irrigation is also a concern and we seem to limp by with the help of Walter, Peter and Lou. This will eventually need to be over hauled. Internal road ways and side walk ways also will need to be taken care of.

We have accomplished much and have managed to keep our strata fees reasonable. Council and volunteers have worked very hard to save us all money by doing jobs that we are capable of handling rather than paying other to do. Thanks to all that help paint fences. Much thanks to Walter, Lou and Peter, whom always help with things needing to be done from changing light bulbs, cleaning out the garbage area and fixing irrigation problems. Our financial picture is better than it has been previously.

This being said, not all things have been smooth and easy running. Council has had to seek legal advice regarding an owner. As you all know Emilie retired in December and we were very thankful for all her endless work that she did for us. A lovely lady named Cisca became our strata manager. After one month of endless emails and abuse she resigned. Perry whom owns Lifestyles became our manager. On March 29th Perry gave notice on behalf of Lifestyles to terminate our contract effective May 31, 2016. This too is due to abuse and a huge work load demand from one owner. From February to April 27th Lifestyles has received over 593 pages of documentation of abusive behavior, requests and demands. Your council also has had the same abuse. Visitors to the complex are not too in the line of fire. We are volunteers not paid employees, no one deserves to be treated this way. This behavior is Vexatious.

As we are all owners, we are asking that you all consider your roles in this situation and possible steps to take to rectify this situation. On a positive note, we live in a wonderful caring community, let's try to keep it that way.

Yours Truly,
Heather.

9. Approve 2016-2017 Operating Budget

- a) **MOTION:** To approve transfer the surplus of \$7687.16 to next fiscal year as revenue and use that money for repairs and maintenance to Skylights.

Moved: SL 12

Seconded: SL 21

MOTION PASSED

- b) **MOTION:** The owners of Strata K 463 approve the financials for the fiscal year ending January 31, 2016.

Moved: SL 4

Seconded: SL 12

MOTION PASSED

- c) **MOTION:** The owners of Strata K 463 approve the 2016-2017 budget as presented.

Moved: SL 1

Seconded: SL 24

MOTION PASSED

10. New Business

- a) WHEREAS; Approval for painting of all 28 units was given by Special Resolution ¾ vote on November 26, 2014;

THEREFORE; be it resolved by **Special Resolution** ¾ vote that the Owners of Strata Plan K 463, Dogwood Estates, approve the expenditure of \$26,599.75 for phase 2 painting (units 15 – 28) FURTHER; be it resolved by this same Special Resolution ¾ vote that the cost be based on Mixed Model with the expenditure of \$12,000 to come from Owners Equity account and the remaining \$14,599.75 assessed as a Special Levy based on Unit Entitlement. Full payment for the Special Levy is due by July 1, 2016.

Moved: SL 24

Seconded: SL 6 (22 Yes / 1 Abs / 0 No)

RESOLUTION PASSED

- b) **Special Resolution:** the owners of Strata Plan K 463, Dogwood Estates, approve a special levy of \$20,000 to pay for lawyer fees. The levy will be assessed to each unit based on unit entitlement and will be due and payable by July 1, 2016.

Moved: SL 1

Seconded: SL 14 (3 Yes / 0 Abs / 20 No)

RESOLUTION FAILED

11. Election of Strata Council

- No one from the previous council would allow their name to stand for re-election.
- SL 3 was nominated to stand but declined the nomination
- The following individuals allowed their names to stand for Council:
 1. SL 20 – Chris Doudican
 2. SL 5 – Attilio Malatesta
 3. SL 16 – Justin Snopek
 4. SL 10 – Brian Kerluke
 5. SL 9 – Tina Kennedy
 6. SL 4 – Heather Crawford
 7. SL 6 – John Erickson

- a) **MOTION:** As there were no further nominations there was a motion to accept the above named individuals to represent the Strata Corporation K 463 as Strata Council for the coming year.

Moved: SL 27

Seconded: SL 24

MOTION PASSED

12. Termination of meeting at 8:10 PM

- b) **MOTION:** To terminate the meeting

Moved: SL 9

Seconded: SL 20

MOTION PASSED

Annual General Meeting Minutes for "Dogwood Estates"
Strata Corporation KAS 463
April 22, 2017

Location: APM Offices, 1 – 1441 St. Paul Street, Kelowna, BC

1) Call to Order:

The meeting was called to order at 1:00 pm.

2) Certify Proxies and Approve Attendance:

It was confirmed that a total of 20 votes were represented at the meeting, including 6 by proxy, constituting a quorum as required by the Strata Property Act.

MOTION: that the sign-in sheet be approved as proof of attendance at this meeting.

THE MOTION **CARRIED** with a clear majority in favour.

3) Elect Chairperson:

If neither the President nor the Vice-President chair the meeting, the bylaws require that a chairperson be elected from among those persons present at the meeting.

MOTION: that Aliske Webb of Associated Property Management Ltd. shall be elected to chair the meeting.

THE MOTION **CARRIED** with a clear majority in favour.

4) Proof of Notice of Meeting: The Notice of Meeting dated April 2, 2017, for reference and distributed by mail shall be filed as proof of notice of meeting.

5) Approve Agenda:

MOTION: that the agenda distributed with the Notice of Meeting be approved.

THE MOTION **CARRIED** with a clear majority in favour.

6) Approve Minutes from the Last General Meeting:

MOTION: that the April 27, 2016, Annual General Meeting minutes distributed with the Notice of Meeting be approved.

THE MOTION **CARRIED** with a clear majority in favour.

7) Deal with Unfinished Business:

No unfinished business was discussed.

8) Receive Council Reports:

No Council reports were presented. The strata manager advised that owners review the minutes from regular Council meetings in order to be aware of current issues throughout the year.

9) Ratify any New Rules:

a) Rule -

MOTION: that the rule created by the strata council since the last annual general meeting, reading as follows, be ratified.

5. All strata bylaw complaints must be forwarded directly in writing to Council at dogwoodcouncil@gmail.com or via strata management. Owners are not to directly confront or attempt to direct the behaviour of other owners, residents, guests or occupants of other strata lots pertaining to perceived bylaw contraventions relating to common property. Such behaviour will be treated as a nuisance and may be assessed fines accordingly.

THE MOTION **CARRIED** with a clear majority in favour.

10) Report on Insurance Coverage:

a) Common Insurance Summary – The Strata Manager summarised the current strata insurance. The most recent appraisal valued the property at \$6,700,000 as at January 2014. On the last renewal, the property was insured for \$7,591,100. The strata corporation carried general liability insurance with a limit of \$30,000,000.

The strata corporation carried Directors and Officers Liability insurance for claims of any actual or alleged act, error, omission, misstatement, breach of duty, etc., by a council member, the strata corporation, or

APM, provided the "wrongful act" was not deliberate. The limit of liability was \$20,000,000.

A copy of the strata insurance binder outlining the insurance coverage and applicable deductibles will be attached to these minutes.

11) Approve the Annual Budget:

a) Approve the Budget for the Coming Year in Accordance with Section 103 of the Act -

MOTION: that the budget distributed with the notice of meeting be approved and the adjustment to the fees be due and payable on the 1st of **JUNE, 2017**,. All adjustments to strata fees will be made on this same date.

THE MOTION **CARRIED** with a clear majority in favour.

*It was noted that the change in strata fees was retroactive to the beginning of the fiscal year. The one-time retroactive amount to bring owners up to date would become payable on **JUNE 1, 2017**. The strata fees, including the one-time retroactive portion, will be automatically adjusted for those owners who pay their fees by pre-authorized debit ("auto-debit"). The owners were advised that the revised strata fees and the retroactive amounts will be provided on the Schedule of Unit Entitlements and Strata Fees attached to these minutes.*

12) New Business:

a) Obtain a Depreciation Report Renewal - RESOLUTION:

Pursuant to the requirements under Section 94(2)(a) and Regulation 6.2 of the Strata Property Act, be it resolved by majority vote that up to \$1,000 shall be spent from the contingency reserve fund for a depreciation report renewal.

In favour:10 Opposed:10 Abstained:0 **Defeated**

b) Exemption from Requirement for Depreciation Report - RESOLUTION:

Pursuant to the exemption set out in Section 94(3) from the requirement to obtain a Depreciation Report as otherwise required pursuant to Section 94(2) of the Strata Property Act, be it resolved by "3/4 vote" that the strata corporation hereby waives the requirement for a depreciation report for a one year period.

In favour:18 Opposed:1 Abstained:1 **Defeated**

c) CRF Expense Bylaw Review – RESOLUTION:

Be it resolved by a 3/4 vote that up to \$3,000 be spent from the Contingency Reserve Fund to have the strata bylaws professionally reviewed by a qualified strata lawyer.

In favour:1 Opposed:17 Abstained:1 **Defeated**

13a) Election of Council:

The existing Council retired from office in accordance with the Strata Property Act. The following allowed their names to stand for Council:

Unit 10 Brian Kerluke
Unit 6 John Erickson
Unit 24 Sharon Martin
Unit 19 Heather Comba
Unit 14 Walter Stasiuk
Unit 1 Michael Newcombe
Unit 15 Penny Hird

MOTION: that those nominated at this meeting shall be elected to Council.

THE MOTION **CARRIED** with a clear majority in favour.

14) Termination:

The meeting was terminated at 2:11 pm.



"Dogwood Estates"
The Owners, Strata Plan KAS 463
APPROVED Operating Budget from March 1, 2017 to February 28, 2018

	2016/2017 BUDGET	2016/2017 Actual	2017/2018 APPROVED	3.49% Variance
STRATA FEES	63,707.04	63,707.04	65,931.72	2,224.68
Other Revenue				
Fines	-	75.00	-	-
Interest	-	52.04	-	-
Trsf from Operating Surplus	7,687.16	7,687.16	5,000.00	(2,687.16)
Total Other Revenue	<u>7,687.16</u>	<u>7,814.20</u>	<u>5,000.00</u>	<u>(2,687.16)</u>
	=====	=====	=====	=====
EXPENSES		71,521.24		
Deficit Carry Forward				
Prior Year Deficit Trsf	-	-	-	-
Repairs & Maintenance				
Repair & Maintenance	4,334.90	10,700.50	9,000.00	4,665.10
Landscaping Contract	6,400.00	6,305.37	6,400.00	-
Landscaping Misc/Irrigation	3,600.00	2,838.50	3,600.00	-
Snow Removal	1,500.00	2,639.55	1,500.00	-
Window Washing/Eaves	1,000.00	1,218.00	1,000.00	-
Skylights	7,687.16	-	5,000.00	(2,687.16)
Utilities				
Electricity	400.00	403.45	400.00	-
Water	3,500.00	3,441.02	3,500.00	-
Sewer	6,000.00	6,587.11	6,000.00	-
Garbage/recycling	2,000.00	2,304.21	2,000.00	-
Administration				
Meeting expenses	-	744.80		
Bank charges		211.30		
AGM/Copies/Legal/Professional	2,000.00	1,187.77	2,000.00	-
Bank Fees/Admin	180.00	88.91	180.00	-
Insurance	13,440.00	13,440.00	11,000.00	(2,440.00)
Management Fees	7,352.10	6,563.04	7,352.10	-
Expense Sub-Total	<u>59,394.16</u>	<u>58,673.53</u>	<u>58,932.10</u>	<u>(462.06)</u>
CRF Contribution	<u>12,000.00</u>	<u>12,000.00</u>	<u>12,000.00</u>	<u>-</u>
Total Expenses	<u>71,394.16</u>	<u>70,673.53</u>	<u>70,932.10</u>	<u>(462.06)</u>
	=====	=====	=====	=====
NET SURPLUS/(DEFICIT)	<u>0.04</u>	<u>847.71</u>	<u>(0.38)</u>	<u>(0.42)</u>
	=====	=====	=====	=====

* expression of percentage is for information purposes only and has no legal effect.

"Dogwood Estates"
The Owners, Strata Plan KAS 463
Approved Schedule of Unit Entitlements and Strata Fees
March 1, 2017 to February 28, 2018

Strata Lot	Unit Number	2016/2017 Strata Fee	2017/2018 Strata Fee	3.49%* Change	Mar - May Retro Total	Total [†] Fee Payment for Jun 1, 2017 ONLY
1	1	\$189.84	\$197.82	\$6.63	\$19.89	\$217.71
2	2	\$191.15	\$197.82	\$6.67	\$20.01	\$217.83
3	3	\$191.15	\$197.82	\$6.67	\$20.01	\$217.83
4	4	\$191.15	\$197.82	\$6.67	\$20.01	\$217.83
5	5	\$191.15	\$192.40	\$6.67	\$20.01	\$212.41
6	6	\$185.91	\$182.92	\$6.49	\$19.47	\$202.39
7	7	\$176.75	\$197.82	\$6.17	\$18.51	\$216.33
8	8	\$191.15	\$196.47	\$6.67	\$20.01	\$216.48
9	9	\$189.84	\$233.05	\$6.63	\$19.89	\$252.94
10	10	\$189.84	\$212.73	\$7.86	\$23.58	\$236.31
11	11	\$191.15	\$223.57	\$7.18	\$21.54	\$245.11
12	12	\$191.15	\$197.82	\$7.55	\$22.65	\$220.47
13	13	\$191.15	\$197.82	\$6.31	\$18.93	\$216.75
14	14	\$191.15	\$197.82	\$6.31	\$18.93	\$216.75
15	15	\$185.91	\$192.40	\$6.31	\$18.93	\$211.33
16	16	\$176.75	\$182.92	\$6.72	\$20.16	\$203.08
17	17	\$191.15	\$197.82	\$6.86	\$20.58	\$218.40
18	18	\$189.84	\$196.47	\$5.85	\$17.55	\$214.02
19	19	\$225.19	\$233.05	\$6.72	\$20.16	\$253.21
20	20	\$205.55	\$212.73	\$6.40	\$19.20	\$231.93
21	21	\$216.02	\$223.57	\$6.72	\$20.16	\$243.73
22	22	\$180.67	\$186.98	\$6.72	\$20.16	\$207.14
23	23	\$180.67	\$186.98	\$6.31	\$18.93	\$205.91
24	24	\$180.67	\$186.98	\$7.00	\$21.00	\$207.98
25	25	\$192.46	\$199.18	\$6.27	\$18.81	\$217.99
26	26	\$196.38	\$203.24	\$6.27	\$18.81	\$222.05
27	27	\$167.58	\$173.43	\$6.27	\$18.81	\$192.24
28	28	\$192.46	\$199.18	\$6.49	\$19.47	\$218.65
28	28	\$5,333.83	\$5,598.63	\$185.39	\$556.17	\$6,154.80
Average:		\$190.49	\$199.95	\$6.62	\$19.86	\$219.81

* expression of percentage is for information purposes only and has no legal effect.

† total includes tax, if applicable.

A brief Council Meeting was held following the AGM.

Present:

Unit 10 Brian Kerluke
Unit 6 John Erickson
Unit 24 Sharon Martin
Unit 14 Walter Stasiuk
Unit 1 Michael Newcombe
Unit 15 Penny Hird

Aliske Webb, Strata Manager ("APM")

Guests:

Regrets:

Unit 19 Heather Comba

1) Call to Order:

The meeting was called to order at 2:12 pm.

2) New Business:

a) Election of Officers -

MOTION: that the following shall be elected as officers for the strata council:

Brian Kerluke, President
John Erickson, Vice-President
Heather Comba, Secretary & Treasurer

UPON VOTE THE MOTION **CARRIED** with 6 in favour, 0 opposed.

b) Signing Authority for APM Trust Accounts -

MOTION: that Penny Hird, Heather Comba, Sharon Martin shall have signing authority on accounts held in trust with Associated Property Management Ltd. All cheques from the trust accounts will require two signatures, one by any one of these individuals and a second by a Managing Broker for Associated Property Management.

UPON VOTE THE MOTION **CARRIED** with 6 in favour, 0 opposed.

c) Election of Privacy Officer - The Personal Information Protection Act required that every corporation appoint a Privacy Officer to respond to complaints or requests for personal information under said Act.

MOTION: that Michael Newcombe shall be elected as the Privacy Officer for the strata corporation.

UPON VOTE THE MOTION **CARRIED** with 6 in favour, 0 opposed.

3) Next Meeting:

The next meeting was scheduled to be held Tuesday, May 30, 2017, at 7:00 pm, in the unit 10.

4) Termination:

The meeting was terminated at 2:21 pm.





SUMMARY OF COVERAGES

Named Insured	The Owners, Strata Plan KAS463, acting on their own behalf or as a Strata Corporation &/or as Trustees or Agents on behalf of all Registered Unit Owners.		
Project Name	DOGWOOD ESTATES		
Property Manager	Associated Property Management (2001) Ltd.		
Policy Period	February 28, 2017 to February 28, 2018		
Insured Location(s)	1950 Burtch Road, Kelowna, BC V1Y 4B2		
INSURING AGREEMENT		DEDUCTIBLE	POLICY LIMIT
PROPERTY (Appraisal Date: January 25, 2014)			
All Property, Stated Amount Co-Insurance, Blanket By-Laws.			\$7,591,100
Property Extensions			\$5,000,000
Lock & Key		\$250	Included
Additional Living Expenses - \$50,000 Per Unit			Included
All Risks		\$2,500	
Sewer Backup		\$5,000	
Water Damage		\$5,000	
Earthquake (Annual Aggregate not to exceed \$ 7,591,100)		5%	
Flood (Annual Aggregate not to exceed \$ 7,591,100)		\$10,000	
Gross Rents, 100% Co-Insurance, Indemnity Period (Months) : N/A		N/A	Not Covered
CRIME			
Employee Dishonesty - Including Property Manager and Elected Officer Theft		Nil	\$1,000,000
Broad Form Money and Securities		Nil	\$10,000
COMMERCIAL GENERAL LIABILITY			
Bodily Injury & Property Damage		\$500	\$30,000,000
Non-Owned Automobile		\$500	\$30,000,000
CONDOMINIUM DIRECTORS & OFFICERS LIABILITY			
Claims Made Form - Including Property Manager		Nil	\$20,000,000
Privacy Event Expenses		Nil	\$100,000
Cyber Liability		Nil	\$100,000
BLANKET GLASS - Includes Lobby Glass			
Residential		\$250	Blanket
Commercial		\$250	
Canopy		\$1,000	
EQUIPMENT BREAKDOWN			
Standard Comprehensive Form including Production Machines and Electronic Equipment		\$1,000	\$7,591,100
Extra Expense - 100% available in first month		24 Hour Waiting Period	\$250,000
Loss of Profits - Rents, Indemnity Period (Months): N/A		N/A	Not Covered
POLLUTION LIABILITY			
Each Event		\$10,000	\$1,000,000
Aggregate Policy Limit			\$5,000,000
VOLUNTEER ACCIDENT			
Maximum Limit of Loss		See Policy Wordings	\$1,000,000
LEGAL EXPENSES			
Each Event		Nil	\$1,000,000
Annual Aggregate.			\$5,000,000
TERRORISM			
Per Occurrence.		\$1,000	\$350,000
Annual Aggregate			\$350,000

This record sheet is intended for reference only. Please refer to your polic(ies) for complete details.

Leo

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Get a fast online quote and purchase home insurance in minutes. Visit leoinsurance.ca

Insurance Information

Home Owner's Insurance

All owners are advised to purchase individual home owner's insurance. In the event of damage and an insurance claim, a strata corporation's insurance only covers the rebuild of the same quality of the originally installed fixtures and usually does not cover contents nor upgrades/betterments within the individual units.

If there is a loss within a strata lot, the owner may be covered by the strata insurance; however, the owner may be responsible to pay the strata insurance deductible.

If there is damage to a unit which requires the occupants to vacate the premises, the strata insurance does not cover the cost of alternative accommodation. Homeowner insurance may cover some cost of alternative accommodation. Likewise, loss of rental income as a result of damage to a strata lot is not covered by the strata insurance policy.

A copy of the limits of insurance and common deductibles is attached to the minutes from this meeting for review with the homeowner's insurance broker.

Important Reminders

- The boundary of a strata lot is midway between the wall, floor or ceiling separating it from another strata lot or common property. *[Per section 68, "Strata lot boundaries", SPA]*
- Any pipes, wires chutes, ducts, or other facilities for heat, gas, electricity, television, etc., within these "boundary" walls, floors or ceilings of the strata lot are common property. But, pipes, wires, etc which service only that strata lot and are within a non-boundary wall, floor or ceiling are part of the strata lot. *[Per section 1, "Definitions and interpretation", SPA]*
- The strata corporation must insure "fixtures" on the strata lot. The Strata Property Act defines fixtures as floor and wall coverings, electrical and plumbing fixtures, etc., but does not include appliances and other things that can be removed without causing damage to the strata lot. *[Per Part 9, "Insurance", SPA]*
- Damage to the strata lot, including to "fixtures", which cost less than the common deductible is the responsibility of the strata lot owner. *[Per section 2, "Repair and maintenance of property by owner", Schedule of Standard Bylaws, SPA]*
- If part of the strata lot causes damage to multiple strata lots (i.e. a washing machine overflows), the owner of the strata lot may be responsible for the strata's common deductible. *[Per section 158, Insurance deductible, SPA, and Mari v. Strata Plan LMS 2835, BC Supreme Court]*
- If damage is sustained to a strata lot which is caused by common property (i.e. a roof leak), the owner of the damaged strata lot may be responsible for the cost of the repairs to the strata lot, provided the strata corporation was not negligent in its duty to repair and maintain the common property which caused the damage. *[Per section 2, "Repair and maintenance of property by owner", Schedule of Standard Bylaws, SPA, and Campbell v. Owners, Strata Plan 1350, BC Supreme Court]*
- If a loss is not covered, or is only partially covered, by the strata corporation's insurance (i.e. if the strata is underinsured prior to a fire or other catastrophic loss), the homeowner will be required to pay their share of the shortfall. However, some homeowner policies may cover the owner's portion of the shortfall.

Not legal or insurance advice

This information is provided for information purposes only. Associated Property Management Ltd, its Representatives, Brokers, Associate Brokers, and employees are NOT licensed to provide legal or insurance advice, nor do they purport to provide legal or insurance advice. If you have a question of law about the information provided you are advised to seek a legal opinion from your lawyer or insurance broker.



Balance Sheet (Accrual)
Dogwood Estates - (kas463)
April 2017

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Associated Property Management

ASSETS

1110-0000 Cash - Operating account	9,450.09
Total Operating Cash	<u>9,450.09</u>
 1135-0000 Petty Cash	 15.30
 1150-0000 Cash - Contingency account	 50,746.98
Total Contingency Reserve Fund	<u>50,746.98</u>
 1190-0000 Cash - Special Levy	 40.37
Total Special Levy	<u>40.37</u>
 1450-0000 Prepaid Insurance	 5,475.99
TOTAL ASSETS	<u><u>65,728.73</u></u>

LIABILITIES & EQUITY

LIABILITIES

2210-0000 Prepaid Strata Fees / Rent	211.42
TOTAL LIABILITIES	<u>211.42</u>

EQUITY

OPERATING FUND

3400-0000 Retained Earnings	10,826.18
3410-0000 Prior year transfer from Surplus/Defi	-833.34
3450-0000 Current Earnings	4,737.12
TOTAL OPERATING FUND	<u>14,729.96</u>

CONTINGENCY RESERVE FUND

3700-0000 Cont Reserve Retained Earnings	48,743.63
3800-0000 CRF Contributions	2,000.00
3820-0000 CRF Bank Interest	3.35
TOTAL CRF	<u>50,746.98</u>

SPECIAL LEVIES

3880-0002 Special Levy Surplus to CRF	40.37
Special Levy Sub Total	<u>40.37</u>
TOTAL EQUITY	<u>65,517.31</u>
TOTAL LIABILITIES & EQUITY	<u><u>65,728.73</u></u>

Budget Comparison (Accrual)
Dogwood Estates - (kas463)
April 2017

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Associated Property Management

	MTD Actual	MTD Budget	\$ Var.	% Var.	YTD Actual	YTD Budget	\$ Var.	% Var.	Annual
REVENUE									
4500-0000 Strata Fees	5,308.92	5,494.31	-185.39	-3.37	10,617.84	10,988.62	-370.78	-3.37	65,931.72
4600-0000 Prior Year's Surplus c	416.67	416.67	0.00	0.00	833.34	833.34	0.00	0.00	5,000.00
TOTAL INCOME	5,725.59	5,910.98	-185.39	-3.14	11,451.18	11,821.96	-370.78	-3.14	70,931.72
EXPENSES									
REPAIR & MAINT. EXPENSES									
6000-0000 Repairs & Maintenanc	927.36	750.00	-177.36	-23.65	1,011.36	1,500.00	488.64	32.58	9,000.00
6012-0002 Landscaping Contract	0.00	533.33	533.33	100.0	0.00	1,066.66	1,066.66	100.0	6,400.00
6012-0015 Irrigation	0.00	300.00	300.00	100.0	0.00	600.00	600.00	100.0	3,600.00
6045-0000 Snow Removal	0.00	125.00	125.00	100.0	45.41	250.00	204.59	81.84	1,500.00
6065-0000 Window Washing/Clea	0.00	83.33	83.33	100.0	0.00	166.66	166.66	100.0	1,000.00
6093-0001 Skylights	0.00	416.67	416.67	100.0	0.00	833.34	833.34	100.0	5,000.00
Total R&M Expense	927.36	2,208.33	1,280.97	58.01	1,056.77	4,416.66	3,359.89	76.07	26,500.00
UTILITY EXPENSES									
6101-0000 Electricity	67.06	33.33	-33.73	-101.2	67.06	66.66	-0.40	-0.60	400.00
6114-0000 Water	0.00	291.67	291.67	100.0	0.00	583.34	583.34	100.0	3,500.00
6115-0000 Sewer	0.00	500.00	500.00	100.0	0.00	1,000.00	1,000.00	100.0	6,000.00
6116-0000 Garbage Recycling	192.51	166.67	-25.84	-15.50	192.51	333.34	140.83	42.25	2,000.00
Total Utilities Expense	259.57	991.67	732.10	73.82	259.57	1,983.34	1,723.77	86.91	11,900.00
ADMINISTRATION									
6205-0000 Admin/Bank Charges	0.00	15.00	15.00	100.0	6.39	30.00	23.61	78.70	180.00
6206-0000 Postage&Copies/Long	102.25	166.67	64.42	38.65	440.98	333.34	-107.64	-32.29	2,000.00
6210-0000 Insurance	912.67	916.67	4.00	0.44	1,900.35	1,833.34	-67.01	-3.66	11,000.00
6215-0000 Management Fee	525.00	612.68	87.68	14.31	1,050.00	1,225.36	175.36	14.31	7,352.10
Total Admin Expense	1,539.92	1,711.02	171.10	10.00	3,397.72	3,422.04	24.32	0.71	20,532.10
8180-0000 CRF Contribution	1,000.00	1,000.00	0.00	0.00	2,000.00	2,000.00	0.00	0.00	12,000.00
TOTAL EXPENSES	3,726.85	5,911.02	2,184.17	36.95	6,714.06	11,822.04	5,107.98	43.21	70,932.10
NET INCOME	1,998.74	-0.04	1,998.78	4,996,	4,737.12	-0.08	4,737.20	5,921,	-0.38

COPY

Strata Property Act

Form I


AMENDMENT TO BYLAWS

(Section 128)

The Owners, Strata Plan 12463 [the
registration number of the strata plan] certify that the following or attached
amendments to the bylaws of the strata corporation were approved by a
resolution passed in accordance with section 128 of the *Strata Property Act*
at an annual or special general meeting held on ... APRIL 26 2012 ...
..... [month day, year]*:

[wording of bylaw amendment] AS ATTACHED

X 
Signature of Council Member

X 
Signature of Second Council Member (not required if council consists of only
one member)

* Section 128 (3) of the Act provides that an Amendment to
Bylaws must be filed in the land title office within 60 days of
the amendment being approved.

**DOGWOOD ESTATES
K 463
SCHEDULE OF BYLAWS**

Division 1 - Duties of Owners, Tenants, Occupants and Visitors

Payment of Strata Fees

1. (a) The owner must pay strata fees on or before the first day of the month to which the strata fees relate.
- (b) An interest rate of 10% per annum will be charged for late payment of Strata Fees or levies (Act S107, Regulation 6.8).
- (c) The Strata Corporation authorizes the Strata Council to begin a small claims action to collect money owing in excess of \$1,000.00, including Strata Fees and levies, without prior approval (Act S.171) before suing an Owner or Tenant to collect monies owing. The Strata Corporation must give notice to the Owner or the tenant, and the Mortgagee who has filed the "Request for Notification".

Repair and Maintenance of Property by Owner

2. An Owner shall be responsible for the repair, maintenance and replacement of all screens on exterior windows, patio and front exterior door.

Use of Property

3. (1) An owner, tenant, occupant or visitor must not use a strata lot, the common property or common assets in a way that
 - (a) causes a nuisance or hazard to another person,
 - (b) causes unreasonable noise,
 - (c) unreasonably interferes with the rights of other persons to use and enjoy the common property, common assets or another strata lot,
 - (d) is illegal,
 - (e) is contrary to a purpose for which the Strata Lot or common property is intended as shown expressly or by necessary implication on or by the Strata Plan,
 - (f) an Owner shall not use any part of a Strata Lot as a parking stall except the garage thereof. A resident may allow any standard size passenger vehicle, or service vehicle as necessary from time to time, to park in close proximity in front of his or her garage door with the exception of Units #13, #14, #15, #16 and #17.
 - (g) use a garage for any purpose other than the parking of a motor vehicle which does not exceed the dimensions of a private automobile. An Owner, renter or visitor shall not; use a carport for any purpose other than the parking of a motor vehicle or other items approve by Strata Council which exceeds the dimensions of the carport,
 - (h) alter or deface the external appearance of a Strata Lot or any premises thereon or the common property;
 - (i) bring, place upon, leave, install any building addition, structure, mobile home, or equipment upon a Strata Lot or the common property, except with the written approval and in the manner directed by Council;
 - (j) cause or permit to be placed, attached or plugged in, any object, appliance or article of furniture on a patio or Strata Lot that is not intended or suitable for outdoor use, except with the written approval and in the manner directed by the

Council;

- (k) erect, place, expose, maintain a placard or advertising sign upon a Strata Lot or the common property, with exception of open house signage;
- (l) carry on a trade or business upon the Strata Lot or the common property;
- (m) keep or accumulate or permit to be kept or accumulated, debris, scrap metal, car parts, refuse or waste material upon the Strata Lot;
- (n) construct any fencing on the common property;
- (o) shake mops or dusters or throw refuse out of windows or doors or from the patio of a Strata Lot;
- (p) hang laundry or washing in such a way as to be visible from the outside of a Strata Lot;
- (q) place or hang in, upon or from any door or window, any drape or liner of which the outside face is coloured other than white or beige, without the written permission of the Council;
- (r) use any instrument or device within a Strata Lot or upon the common property which in the opinion of the Council causes a disturbance or interferes with the comfort of other Owners or occupiers;
- (s) deposit household refuse and garbage in other than proper containers as directed by the Council from time to time. Any materials other than ordinary household refuse and garbage shall be removed from the common property or the Owners Strata Lot at the expense of or by the individual Owner;
- (t) wash cars except;
 - (i) in a manner as will not cause nuisance or annoyance to other Owners; and
 - (ii) in such a place and at such time as the Council may from time to time direct;
- (u) do anything or permit anything to be done on his/her Strata Lot or on the common property which would tend to increase the risk of fire or the rate of fire insurance premium or any other insurance premiums with respect thereto;
- (v) make or cause to be made any structural alterations or additions to the Strata Lot without first having the design and specifications of such alteration or addition approved in writing by the Council. Any alteration or addition made by an Owner without such approval may be restored or removed by Council or its duly authorized representative and any cost incurred by the Strata Council as a result thereof shall forthwith be paid by such Owner to the Strata Corporation;
- (w) permit any members of the household, guests, or visitors to trespass on any property to which another Owner is entitled to exclusive occupation or use;
- (x) allow the area around his/her Strata Lot to become untidy. The Council shall be at liberty to remove any rubbish or clean up the common area in close proximity to an Owner's Strata Lot to its satisfaction, and charge the expense to the Owner.
- (y) must observe a quiet time from 11:00 p.m. to 7:00 a.m.
- (z) must not use a barbeque other than a gas, propane fuelled or electric barbeque; and must have a fire extinguisher within 10 feet of the barbeque when in use.
- (zz) must not display exterior Christmas lights except between November 01 and February 01.

(2) An Owner, tenant, occupant or visitor must not cause damage, other than reasonable wear and tear, to the common property, common assets or those parts of a Strata Lot which the Strata Corporation must repair and maintain under these Bylaws or insure under section 149 of the Act.

- (a) The sidewalks, walkways, passages and driveways of the common property shall not be obstructed or used for any purpose other than that for which each was designed and as access to, or egress from, the strata lots and facilities with the

- common property.
- (b) Except as hereinbefore provided, no motor vehicle, motor home, camper, trailer, boat or equipment of any kind shall be parked upon any Strata Lot or common property other than such specific area provided therefore, or as may be assigned in writing by the Strata Council. No vehicle or bicycle shall be driven on any part of the Strata Lot, or the common property, other than on driveways.
 - © The visitor parking stalls may be used by VISITORS ONLY and for periods not longer than 7 days in any month. Exceptions require approval of Strata Council.
 - (d) No Owner, occupier or person shall do anything on the property likely to damage the common property or the plants, bushes, flowers or lawns thereon and shall not place any chair, table or other object on the lawns so as to damage them or prevent their reasonable growth or use or so as to interfere with the cutting of lawn or gardening.
 - (e) Strata Corporation K463 will have all chimneys inspected on an annual basis in the interest of fire safety and protection. Such inspections will be performed by a duly licensed professional company engaged in the chimney sweep business. All Owners and residents whose chimneys are found to be dirty and present a reasonable risk of fire will be required to have their chimney cleaned by a chimney sweep approved by the Strata Corporation; at the expense of the Owner. Cleaning to be completed within 30 days of inspection.
 - (f) Without the consent of the Council, no part of the common property shall be used for the erection, placing or maintenance of incinerators, disposal equipment, recreation or athletic equipment, fencing or gardens, signs, structures or fixtures.
 - (g) The Strata Council may levy a penalty of \$25.00 per month or part thereof upon the Owner of a Strata Lot who fails to pay his portion of the assessment for the common expenses as determined under sub-section 128 of the Strata Property Act, after the due date of such an assessment.
 - (h) **PET BY-LAW**
 - (1) No more than 1 cat or 1 dog, measuring no more than 15 inches in height at the shoulders when fully grown;
 - (2) shall not allow any such cat or dog to run loose or to be tied up outside of any residence upon a Strata Lot or the common property, except upon a leash in the hands of the person therewith.
 - (i) **RENTAL**
 - (1) The maximum number of Strata Lots that may be on a rental basis at any one time should be three (3) lots based on 12% of the total number Strata Lots in the community of 28.
 - (2)(a) Owners who plan to fully rent their Strata Lot must first apply to Council in writing for authority to do so.
 - (b) In the case of a written rental request received by Council when the maximum of 3 rentals has been reached; such request shall be recorded on a 'wait list' following any previous written requests received and recorded.
 - (c) A written request on a 'wait list' shall not exceed a three (3) month period.
 - (3) An Owner who leases his strata lot shall provide to the Strata Corporation a Form K, Notice of Tenants Responsibilities, along with a copy of the Strata Corporations registered By-Laws. Failure to provide the Form K within 10 days of commencement of tenancy, shall be a cause for a Fine against the Strata Lot Owner.

Inform Strata Corporation

4. (1) Within 2 weeks of becoming an owner, an owner must inform the strata corporation of the owner's name, strata lot number and mailing address outside the strata plan, if any.
- (2) A tenant must inform the strata corporation of his or her name.

Obtain Approval Before Altering a Strata Lot

5. (1) An owner must obtain the written approval of the strata corporation before making any alteration to a strata lot that involves any of the following:
 - (a) the structure of a building;
 - (b) the exterior of a building;
 - (c) chimneys, stairs, balconies or other things attached to the exterior of the building;
 - (d) doors, windows or skylights on the exterior of a building, or that front on the common property;
 - (e) fences, railings or similar structures that enclose a patio, balcony or yard;
 - (f) common property located within the boundaries of a Strata Lot;
 - (g) those parts of the Strata Lot which the Strata Corporation must insure under section 149 of the Act.
- (2) The Strata Corporation must not unreasonably withhold its approval under subsection (1) but shall require as a condition of its approval that the owner agree in writing to take responsibility for any expenses relating to the alteration.

Obtain Approval Before Altering Common Property

6. (1) An owner must obtain the written approval of the strata corporation before making an alteration to common property, including limited common property, or common assets.
- (2) The strata corporation may require as a condition of its approval that the owner agree, in writing, to take responsibility for any expenses relating to that alteration.

Permit Entry to Strata Lot

7. (1) An owner, tenant, occupant or visitor must allow a person authorized by the strata corporation to enter the strata lot
 - (a) in an emergency, without notice, to ensure safety or prevent significant loss or damage, and
 - (b) at a reasonable time, on 48 hours' written notice, to inspect, repair or maintain common property, common assets and any portions of a strata lot that are the responsibility of the strata corporation to repair and maintain under these bylaws or insure under section 149 of the Act.
- (2) The notice referred to in subsection (1)(b) must include the date and approximate time of entry, and the reason for entry.

Division 2 - Powers and Duties of Strata Corporation

Repair and Maintenance of Property by Strata Corporation

8. The strata corporation must repair and maintain all of the following:
- (a) common assets of the Strata Corporation;
 - (b) common property that has not been designated as limited common property;
 - © limited common property, but the duty to repair and maintain it is restricted to
 - (i) repair and maintenance that in the ordinary course of events occurs less often than once a year, and
 - (ii) the following, no matter how often the repair or maintenance ordinarily occurs:
 - A. the structure of the building;
 - B. the exterior of a building;
 - C. chimneys, stairs, balconies and other things attached to the exterior of a building;
 - D. doors, windows and skylights on the exterior of a building or that front on the common property;
 - E. fences, railings and similar structures that enclose patios, balconies and yards
 - F. With the exception of:**

All screens on exterior windows, patio and front exterior door.

- (d) a Strata Lot in a Strata Plan that is not a Bare Land Strata Plan, but the duty to repair and maintain it is restricted to
- (i) the structure of a building,
 - (ii) the exterior of a building,
 - (iii) chimneys, stairs, balconies and other things attached to the exterior of building,
 - (iv) doors, windows and skylights on the exterior of a building or that front on common property, and
 - (v) fences, railings and similar structures that enclose patios, balconies and yards

Division 3 - Council

Council Size

9. The council must have at least 3 and not more than 7 members.

Council Members' Terms

10. (1) No person can stand for Council, or continue to be on Council with respect to a Strata Lot, if the Strata Corporation is entitled to register a Lien against the Strata Lot under Section 116 (1) of the Act, a Lien can be imposed against their Strata Lot (Section 28 (13) of the Act).
- (2) No person can continue to be on Council if that person is in one (1) month arrears on their monthly Strata Fee or Special Levy Assessment.
- (3) The term of office of a council member ends at the end of the annual general meeting at which the new council is elected.

- (4) A person whose term as council member is ending is eligible for re-election

Removing Council Member

11. (1) Unless all the Owners are on Council, the strata corporation may, by a resolution passed by a majority vote at an annual or special general meeting, remove one or more council members.
- (2) After removing a council member, the strata corporation must hold an election at the same annual or special general meeting to replace the council member for the remainder of the term.

Replacing Council Member

12. (1) If a council member resigns or is unwilling or unable to act for a period of 2 or more months, the remaining members of the council may appoint a replacement council member for the remainder of the term.
- (2) A replacement council member may be appointed from any person eligible to sit on the council.
- (3) The council may appoint a council member under this section even if the absence of the member being replaced leaves the council without a quorum.
- (4) If all the members of the council resign or are unwilling or unable to act for a period of 2 or more months, persons holding at least 25% of the strata corporation's votes may hold a special general meeting to elect a new council by complying with the provisions of the Act, the regulations and the bylaws respecting the calling and holding of meetings.

Officers

13. (1) At the first meeting of the council held after each annual general meeting of the strata corporation, the council must elect, from among its members, a president, a vice president, a secretary and a treasurer.
- (2) A person may hold more than one office at a time, other than the offices of president and vice president.
- (3) The vice president has the powers and duties of the president.
- (a) while the president is absent or is unwilling or unable to act, or
- (b) for the remainder of the president's term if the president ceases to hold office.
- (4) If an officer other than the president is unwilling or unable to act for a period of 2 or more months, the council members may appoint a replacement officer from among themselves for the remainder of the term.

Calling Council Meetings

14. (1) Any Council member may call a council meeting by giving the other council members at least one week's notice of the meeting, specifying the reason for calling the meeting.
- (2) The notice does not have to be in writing.
- (3) A council meeting may be held on less than one week's notice if

- (a) all council members consent in advance of the meeting, or
- (b) the meeting is required to deal with an emergency situation, and all council members either
 - (i) consent in advance of the meeting, or
 - (ii) are unavailable to provide consent after reasonable attempts to contact them.

Requisition of Council Hearing

15. (1) By application in writing, stating the reason for the request, an owner or tenant may request a hearing at a council meeting.
- (2) If a hearing is requested under subsection (1), the council must hold a meeting to hear the applicant within one month of the request.
- (3) If the purpose of the hearing is to seek a decision of the council, the council must give the applicant a written decision within one week of the hearing.

Quorum of Council

16. (1) A quorum of the council is
- (a) 2, if the council consists of 2, 3 or 4 members,
 - (b) 3, if the council consists of 5 or 6 members, and
 - (c) 4, if the council consists of 7 members.
- (2) Council members must be present in person at the council meeting to be counted in establishing quorum.

Council Meetings

17. (1) At the option of the council, council meetings may be held by electronic means, so long as all council members and other participants can communicate with each other.
- (2) If a council meeting is held by electronic means, council members are deemed to be present in person.
- (3) Owners may attend council meetings as observers.
- (4) Despite subsection (3), no observers may attend those portions of council meetings that deal with any of the following:
- (a) bylaw contravention hearings under section 135 of the Act;
 - (b) rental restriction bylaw exemption hearings under section 144 of the Act;
 - (c) any other matters if the presence of observers would, in the council's opinion, unreasonably interfere with an individual's privacy.

Voting at Council Meetings

18. (1) At council meetings, decisions must be made by a majority of council members present in person at the meeting.
- (2) Unless there are only 2 strata lots in the strata plan, if there is a tie vote at a council meeting, the president may break the tie by casting a second, deciding vote.
- (3) The results of all votes at a council meeting must be recorded in the council meeting minutes.

Council to Inform Owners of Minutes

19. The council must inform owners of the minutes of all council meetings within 2 weeks of the meeting, whether or not the minutes have been approved.

Delegation of Council's Powers and Duties

20. (1) Subject to subsections (2) to (4), the council may delegate some or all of its power and duties to one or more council members or persons who are not members of the council, and may revoke the delegation.
- (2) The council may delegate its spending powers or duties, but only by a resolution that
- (a) delegates the authority to make an expenditure of a specific amount for a specific purpose, or
 - (b) delegates the general authority to make expenditures in accordance with subsection (3).
- (3) A delegation of a general authority to make expenditures must
- (a) set a maximum amount that may be spent, and
 - (b) indicate the purposes for which, or the conditions under which, the money may be spent.
- (4) The council may not delegate its powers to determine, based on the facts of a particular case,
- (a) whether a person has contravened a bylaw or rule;
 - (b) whether a person should be fined, and the amount of the fine.

Spending Restrictions

21. (1) A person may not spend the strata corporation's money unless the person has been delegated the power to do so in accordance with these bylaws.
- (2) Despite subsection (1), a council member may spend the strata corporation's money to repair or replace common property or common assets if the repair or replacement is immediately required to ensure safety or prevent significant loss or damage.

Limitation on Liability of Council Member

22. (1) A council member who acts honestly and in good faith is not personally liable because of anything done or omitted in the exercise or intended exercise of any power or the performance of intended performance of any duty of the council.
- (2) Subsection (1) does not affect a council member's liability, as an owner, for a judgment against the strata corporation.

Division 4 - Enforcement of Bylaws and Rules

Maximum Fine

23. (1) The strata corporation may fine an owner or tenant a maximum of
- (a) \$200.00 for each contravention of a bylaw, and
 - (b) \$100.00 for each contravention of a rule.
 - (c) \$500.00 for contravention of a rental bylaw
- (2) Legal expenses to be borne by the offender.

Continuing Contravention

24. If an activity or lack of activity that constitutes a contravention of a bylaw or rule continues,

without interruption, for longer than 7 days, a fine may be imposed every 7 days.

25. (1) The strata corporation must not
- a) impose a fine against a person,
 - b) require a person to pay the cost of remedying a contravention, for a contravention of a bylaw or rule unless the strata corporation has
 - c) received a written complaint about the contravention,
 - d) given the owner or tenant the particulars of the complaint in writing, and a reasonable opportunity to answer the complaint, including a hearing if requested by the owner or tenant, and
 - e) if the owner is a tenant, give written notice of the complaint to the person's landlord and to the owner.
- (2) The strata corporation must, as soon as feasible, give notice in writing of a decision on a matter referred to in subsection (1)a,(b) or (c) to the persons referred to in subsection (1) (e).
- (3) Once the strata corporation has complied with this section in respect of a contravention of a bylaw or rule, it may impose a fine or other penalty for a continuing contravention of that bylaw or rule without further compliance with this section.

Division 5 - Annual and Special General Meetings

26. If a Meeting Quorum is not present within one-half hour from the time appointed for the Meeting, those eligible voters present in person or by proxy shall constitute a Quorum.

Person to Chair Meeting

27. (1) Annual and special general meetings must be chaired by the president of the council.
- (2) If the president of the council is unwilling or unable to act, the meeting must be chaired by the vice president of the council.
- (3) If neither the president nor the vice president of the council chairs the meeting, a chair must be elected by the eligible voters present in person or by proxy from among those persons who are present at the meeting.

Participation by Other Than Eligible Voters

28. (1) Tenants and occupants may attend annual and special general meetings, whether or not they are eligible to vote.
- (2) Persons who are not eligible to vote, including tenants and occupants, may participate in the discussion at the meeting, but only if permitted to do so by the chair of the meeting.
- (3) Persons who are not eligible to vote, including tenants and occupants, must leave the meeting if requested to do so by a resolution passed by a majority vote at the meeting.

Voting

29. (1) No person can vote (exception for unanimous votes) if the Strata Corporation can register a Lien against the Strata Lot (section 53(2)).
- (2) At an annual or special general meeting, voting cards must be issued to eligible voters.
- (3) At an annual or special general meeting a vote is decided on a show of voting cards, unless an eligible voter requests a precise count.
- (4) If a precise count is requested, the chair must decide whether it will be by show of voting

- cards or by roll call, secret ballot or some other method.
- (5) The outcome of each vote, including the number of votes for and against the resolution if a precise count is requested, must be announced by the chair and recorded in the minutes of the meeting.
 - (6) If there is a tie vote at an annual or special general meeting, the president, or, if the president is absent or unable or unwilling to vote, the vice president, may break the tie by casting a second, deciding vote.
 - (7) If there are only 2 strata lots in the strata plan, subsection (5) does not apply.
 - (8) Despite anything in this section, an election of council or any other vote must be held by secret ballot, if the secret ballot is requested by an eligible voter.

Order of Business

30. The order of business at annual and special general meetings is as follows:

- (a) certify proxies and corporate representatives and issue voting cards;
- (b) determine that there is a quorum;
- (c) elect a person to chair the meeting, if necessary;
- (d) present to the meeting proof of notice of meeting or waiver of notice;
- (e) approve the agenda;
- (f) approve minutes from the last annual or special general meeting;
- (g) deal with unfinished business;
- (h) receive reports of council activities and decisions since the previous annual general meeting, including reports of committees, if the meeting is an annual general meeting;
- (i) ratify any new rules made by the strata corporation under section 125 of the Act;
- (j) report on insurance coverage in accordance with section 154 of the Act, if the meeting is an annual general meeting.
- (k) approve the budget for the coming year in accordance with section 103 of the Act, if the meeting is an annual general meeting;
- (l) deal with new business, including any matters about which notice has been given under section 45 of the Act;
- (m) elect a council, if the meeting is an annual general meeting;
- (n) terminate the meeting.

Division 6 - Voluntary Dispute Resolution

Voluntary Dispute Resolution

31. (1) A dispute among owners, tenants, the strata corporation or any combination of them may be referred to a dispute resolution committee by a party to the dispute if
- (a) all the parties to the dispute consent, and
 - (b) the dispute involves the Act, the regulations, the bylaws or the rules.
- (2) A dispute resolution committee consists of
- (a) one owner or tenant of the strata corporation nominated by each of the disputing parties and one owner or tenant chosen to chair the committee by the persons nominated by the disputing parties, or
 - (b) any number of person consented to, or chosen by a method that is consented to, by all the disputing parties.

- (3) The dispute resolution committee must attempt to help the disputing parties to voluntarily end the dispute.

Division 7 - General

32. Insurance

A Strata Lot Owner shall pay the deductible portion on;

- Any Claim made under the Strata Corporation Insurance Policy on required Emergency Service and/or Restoration within their Strata Lot;
- Or the Equivalent amount of the Insurance Deductible towards Emergency Services and/or Restoration within their Strata Lot if an Insurance Claim is not Filed

33. Severability

Should any portion of these bylaws be deemed unenforceable by any court of competent jurisdiction, then for the purposes of interpretation and enforcement of the by-laws each subparagraph hereof shall be deemed a separate provision and severable, and the balance of the provisions contained herein shall remain in full force and effect.

May 201~~2~~

DOGWOOD ESTATES RULES

As at April 22, 2017

1. Vehicles parking in visitor parking must park nose in only. Do not back in.
2. Residents and their guests must not block the roadway in any way or time that inhibits snow/ice removal.
3. Residents and their guests must not block access to neighbouring garages for entrance or exit.
4. Alterations to common property gardens made by current or previous owners are the responsibility of the current owner to maintain. Gardens must be kept attractive, tidy and weed-free.
5. All strata bylaw complaints must be forwarded directly in writing to Council at dogwoodcouncil@gmail.com or via strata management. Owners are not to directly confront or attempt to direct the behaviour of other owners, residents, guests or occupants of other strata lots pertaining to perceived bylaw contraventions relating to common property. Such behaviour will be treated as a nuisance and may be assessed fines accordingly.

Order Details

Strata Plan # **KAS463**

Strata Lot # **17**

Order #: **175971**

Order Status: **New**

Date Ordered: **June 19, 2017 12:18PM**

Order Required By: **June 27, 2017**

Property Details

Civic Address: **#17 - 1950 Burtch Road**

Manager: **Aliske Webb**

Order Information

Docs Ordered:

- Form B - Information Certificate
- Rules
- Bylaws
- Financial Statements (most recent)

- Annual General Meeting Minutes (Jun-2015 to Jun-2017)
- Strata Council Meeting Minutes (Jun-2015 to Jun-2017)
- Special General Meeting Minutes (Jun-2015 to Jun-2017)

Requestor

Firm Name: **Macdonald Realty**

Contact Name: **Gary Athans**

Contact Phone: **(250)860-4300**

Contact Email: **macanswer@shawbiz.ca**

Contact Address: **2700 Richter Street Kelowna BC V1Y 2R5**

Role: **Realtor**

Contact Fax: **(250)860-1600**

Listing Agreement: **#17 - 1950 Burtch Rd Listing.pdf**

TransactionDetails

Reason For Order: **Listing Agreement**

Owner / Vendor:

Carlos Jose
#17 - 1950 Burtch Road