

**BCS 2176 THE BENTLEY  
STRATA COUNCIL MEETING MINUTES  
WEDNESDAY, FEBRUARY 24, 2021**

**LOCATION:  
ZOOM MEETING**  
295 Guildford Way  
Port Moody

**STRATA COUNCIL**

**PRESIDENT**  
Doug B.

**VICE PRESIDENT**  
Eve K.

**TREASURER**  
Doug M.

**COUNCIL MEMBER**  
Janice W.

**COUNCIL MEMBER**  
Gord M.

**COUNCIL MEMBER**  
Lilian Z.

**STRATA MANAGER**  
Don Cook  
E-Mail: don@crpm.ca

**CROSSROADS MANAGEMENT**

**CROSSROADS CONTACT  
& 24 HOUR SERVICE**

**Call - 778-578-4445**

**ATTENDANCE VIA ZOOM CONFERENCE:**

Doug M., Janice W., Eve K., Gord M., Lilian Z. Regrets: Doug B

**PROPERTY MANAGER:**

Don Cook, CrossRoads Management

**(1) CALL TO ORDER & APPROVAL OF MINUTES**

It was **MOVED/SECONDED** to call the meeting to order at 6:03 p.m.

It was **MOVED/SECONDED** to approve the minutes of the Council Meeting held December 1, 2020. **CARRIED**

To access Council meeting minutes, Bylaws, Rules and other information, please sign into the Strata maintained website at: [bentleyportmoody.ca](http://bentleyportmoody.ca).

**(2) FINANCIALS**

It was **MOVED/SECONDED** to approve the November, December 2020 and January 2021 financials. **CARRIED**

**ARREARS REPORT**

Nothing to report.

**Crossroads Management Fee Increase**

Council discussed the Crossroads Management Fee increase with the Strata Manager and approved to include this fee increase in the AGM's Proposed 2021-2022 Budget.

**(3) BUSINESS ARISING FROM PREVIOUS BUSINESS**

Black Tie Project Work for 2021 was reviewed and discussed by Council. Council approved their quote for about \$26K. This quote includes a \$2,130 discount for bundling multiple exterior projects. The work is scheduled for April 19<sup>th</sup> – May 7<sup>th</sup> and includes window and balcony

washing. Notices will be prepared and posted leading up to this work.

**(4) NEW BUSINESS**

**Building Mechanical Maintenance**

Citywide has now completed work on the roof and 14<sup>th</sup> floor.

**Strata Insurance Renewal**

Please find attached the deductible section of the Strata insurance which has been renewed effective March 1<sup>st</sup> with Westland Insurance Broker. These deductible limits should be presented to your content insurance agent so they can provide you with the appropriate coverages.

**Annual Spring Clean Up – Free to Owners**

Once again this year there will be an opportunity for owners to dispose of unwanted items. In several weeks, a notice will be posted specifying the limited time period during which owners can take allowed items down to the garbage room for free disposal.

**Smoke Detector – In-suite Testing**

The Council will be scheduling this required, in-suite testing in the fall this year.

**Annual General Meeting & Preliminary Budget – Discussion**

There will not be any Strata Fee Increase in the proposed New Budget effective March 1<sup>st</sup>.

This year's AGM is tentatively scheduled for Wednesday April 21<sup>st</sup>. As it was last year, this year's AGM will not be an owner-attended meeting. Instead, the AGM Notice package will include provision for owners to vote on items on the Agenda. The directed Proxy form will have all voting decisions itemized for owners to mark their choices and submit their Proxy Votes to be counted.

**(5) CORRESPONDENCE**

Issues, concerns or complaints that an owner would like to bring to the Council's attention should be sent by letter or email [don@crpm.ca](mailto:don@crpm.ca) to the attention of the Strata Manager, Mr. Don Cook at Crossroads Management. Following this procedure will ensure the correspondence is appropriately documented and distributed to all Council members. All written correspondence received in this manner will be reviewed and discussed by the full Council at the next scheduled meeting.

**Issues discussed at this meeting:**

- (a) Cigarette Butts being thrown from balconies down onto patios and the ground below
- (b) Storage room leak investigation
- (c) Phone jack & buzzer system problems and paint bubbling/peeling on balcony ceiling
- (d) Unit Renovation requests
- (e) Failed window seals and loose glazing – repairs
- (f) Non Mask wearing incident on elevator
- (g) EV chargers information

Owners are reminded that all renovations must be approved by Council. Hours of work for any alteration are restricted to 8:00 am to 5:00 p.m., Monday through Friday and 10:00 a.m. to 5:00 p.m. on weekends and statutory holidays.

**(6) ADJOURNMENT**

There being no further business, the meeting was terminated at 7:30.m. The next meeting will be the final budget meeting which has been scheduled for **Wednesday, March 17, 2021.**

**ANNUAL GENERAL MEETING - APRIL 21<sup>ST</sup> BY PROXY VOTING ONLY LIKE LAST YEAR**

**On behalf of the Strata Council BCS 2176**

Don Cook, [don@crpm.ca](mailto:don@crpm.ca) 778 578-4445

Senior Strata Manager

CrossRoads Management Ltd.

## INSURANCE CONFIRMATION

**Named Insured:** The Owners of Strata Plan BCS 2176

**Mailing Address:** Unit 1001-7445 132 Street, Surrey BC V3W 1J8

**Effective:** March 1, 2021  
(12:01 a.m. Standard time at the location of the Insured Premises)

**Expiring:** March 1, 2022  
or until receipt of policy documents

**Description of Operations:** Residential Condominium

**Description of Limits & Coverages:**

**Property:** **295 Guildford Way Port Moody, BC V3H 5N3**  
 \$53,000,000 Building – Broad Form Replacement Cost 90% Co-Insurance  
 Deductibles: \$10,000 except Earthquake 15% Min \$100,000, Flood \$25,000 and Sewer Backup/Water Damage \$25,000

**Equipment Breakdown:**  
 \$53,000,000 Equipment Breakdown Coverage Standard Comprehensive

**Crime:**  
 \$10,000 Employee Dishonesty - \$500 deductible  
 \$10,000 Theft, Robbery or Burglary - \$500 deductible  
 \$10,000 Fraud – limit per coverage - \$500 deductible

**Commercial General Liability:**  
 \$5,000,000 Bodily Injury and Property Damage Liability - Each Occurrence  
 \$5,000,000 Liability for Abuse - Aggregate  
 \$5,000,000 Products-Completed Operations - Aggregate  
 \$5,000,000 Personal Injury and Advertising Injury Liability - Per Person or Organization  
 \$500,000 Tenants' Legal Liability - Any One Premises  
 \$5,000,000 Standard Non-Owned Automobile Liability Policy  
 \$5,000,000 Third Party Liability

**Directors & Officers:**  
 \$5,000,000 Condominium Directors and Officers Liability

**Legal Expense:**  
 \$250,000 Legal Expense – Per Occurrence  
 \$1,000,000 Legal Expense - Aggregate

**Volunteer Accident:**  
 \$250,000 Accidental Death & Dismemberment (AD&D)  
 \$250,000 Permanent & Total Disability (PTD)  
 \$500/week Weekly Accident Indemnity - Maximum Benefit Period of 52 weeks

**Insurers:**

Intact Insurance Company – 40% Property / 100% CGL/D&O/Crime / 100% B&M  
Wawanesa Mutual Insurance Company – 35% Property  
Wynward Insurance Group – 25% Property  
Can-Sure Underwriting Ltd. – 100% Legal Expense  
Chubb Life Insurance Company of Canada – 100% AD&D

**Special Conditions / Exclusions & Endorsements:**

- Vandalism and Malicious Acts Exclusion - Damage by Occupants
- Illegal Substances Activity Exclusion Endorsement
- Declaration of Emergency Endorsement
- Data Exclusion Endorsement
- Terrorism Exclusion
- Fungi and Fungal Derivatives Exclusion
- Legal Guard Information Service As Per Form
- Virus and Bacteria Exclusion Endorsement
- General Deductible
- Sixty Days Notice of Cancellation/Termination
- Commercial Policy Conditions and Statutory Conditions

**Policy #**

TBA

This insurance confirmation is subject to all the terms and conditions of the policy or policies to be issued.

E & O E



**Date:** February 26, 2021

**Authorized Representative**

**THIS POLICY CONTAINS A CLAUSE OR CLAUSES WHICH MAY LIMIT THE AMOUNT PAYABLE**

**BCS 2176 THE BENTLEY  
STRATA COUNCIL MEETING MINUTES  
WEDNESDAY, MARCH 17, 2021**

**LOCATION:  
ZOOM MEETING**  
295 Guildford Way  
Port Moody

**STRATA COUNCIL**

**PRESIDENT**  
Doug B.

**VICE PRESIDENT**  
Eve K.

**TREASURER**  
Doug M.

**COUNCIL MEMBER**  
Janice W.

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**ATTENDANCE VIA ZOOM CONFERENCE:**

Doug M., Janice W., Doug B., Gord M., Lilian Z. Regrets: Eve K

**PROPERTY MANAGER:**

Don Cook, CrossRoads Management

**(1) CALL TO ORDER & APPROVAL OF MINUTES**

It was **MOVED/SECONDED** to call the meeting to order at 6:03 p.m.

It was **MOVED/SECONDED** to approve the minutes of the Council Meeting held February 24, 2021. **CARRIED**

To access Council meeting minutes, Bylaws, Rules and other information, please sign into the Strata maintained website at: [bentleyportmoody.ca](http://bentleyportmoody.ca).

**(2) FINANCIALS**

It was **MOVED/SECONDED** to approve the February Year-End Financials. **CARRIED**

In summary, the Strata Corporation year-end account balances are as follows. These balances will also be posted on the website.

Operating Funds Balance was \$41,015.67  
Contingency Reserve Fund Balance was \$836,471.05

**ARREARS REPORT**

Nothing to report.

**(3) BUSINESS ARISING FROM PREVIOUS BUSINESS**

**Black Tie Project Work, including balcony cleaning, building and window washing, and parkade powerwashing is scheduled for April 19<sup>th</sup> - May 7<sup>th</sup> this year. Very specific Notices for vehicle removal for the parkade cleaning as well as balcony clearing will be prepared and posted leading up to this work. Residents are advised that areas that are not cleared cannot be cleaned.**

Black Tie has provided the following information regarding resident & owner assurances.

At Black Tie Property Services (BTPS), safety is our top priority and while this typically applies to preventing injuries, it now also applies to reducing the risk of transmitting COVID19. As such, we are taking extreme precautions to ensure the safety of our customers and staff.

- All BTPS staff are committed to the current physical distancing policies and no tools are shared between staff.
- Crew members will always be wearing masks when within the building in all common areas.

Black tie is committed to doing its part in keeping you safe and not only leaving your windows spotless, but also your common areas germ-free.

**(4) NEW BUSINESS**

**Building Mechanical Maintenance**

Citywide has now completed the re-piping of a recirculation line from the 14<sup>th</sup> to the 8<sup>th</sup> floor. The drywall holes cut out as needed for this work on the 9<sup>th</sup> – 13<sup>th</sup> floors will soon have those cutouts covered with a steel plate hatch. These plates will enable future inspections to be made easily.

As a proactive measure, the Strata has approved the installation of emergency access hatches on all floors that do not already have them. These hatches will enable easy pipe inspections on all floors as well as access for possible re-piping projects in the future.

**Annual Spring Clean Up – Free to Owners**

Once again this year's Spring Cleanup was a huge success, with many residents taking advantage of this opportunity to dispose of unwanted items.

**Annual General Meeting & Preliminary Budget – Final Discussion**

**There will not be any Strata Fee Increase in the proposed New Budget effective March 1<sup>st</sup>.**

**This year's AGM is scheduled for Wednesday April 21<sup>st</sup>. As it was last year, this year's AGM will not be an owner-attended meeting. Instead, the AGM Notice package will include provision for owners to vote on items on the Agenda.**

**The directed Proxy form will have all voting decisions itemized for owners to mark their choices and submit their Proxy Votes to be counted.**

**(5) ADJOURNMENT**

There being no further business, the meeting was terminated at 6:49 p.m.

**ANNUAL GENERAL MEEETING - APRIL 21<sup>ST</sup> BY PROXY VOTING ONLY, LIKE LAST YEAR**

**On behalf of the Strata Council BCS 2176**

Don Cook, [don@crpm.ca](mailto:don@crpm.ca) 778 578-4445

Senior Strata Manager  
CrossRoads Management Ltd.

**BCS 2176 THE BENTLEY  
ANNUAL GENERAL MEETING MINUTES  
APRIL 21, 2021**

**LOCATION: The Bentley**

**OWNERS SUBMITTED PROXY VOTES**

**STRATA COUNCIL 2021/2022**

**PRESIDENT : DOUG B.**

**VICE PRESIDENT : EVE K.**

**TREASURER : DOUG M.**

**COUNCIL**

**Janice W, Gord M, Lillian Z**

**STRATA MANAGER:**

Don Cook; E-Mail: don@crpm.ca

**CROSSROADS MANAGEMENT LTD.**

**1001, 7445 132<sup>ND</sup> STREET,**

**SURREY, B.C. V3W 1J8**

Phone: (778) 578-4445

Fax: (778) 578-4447

**EMERGENCY CONTACT**

**24 HOUR SERVICE**

**(778) 578-4445**

**REGISTRATION / CERTIFICATION OF PROXY**

At registration, 4 Council members were represented in person. The Council President noted that he had Proxies for 63 owners that had indicated their Voting preferences by Proxy, for a total of 67.

**ALL OWNERS WERE NOTIFIED IN THE AGM Notice that this year's meeting was to be by Directed Proxy only. For everyone's safety, and adhering to the COVID crisis protocols for distancing, the owners did not physically attend.**

The owners were provided with a Proxy Form in their AGM Notice that included all 3 major voting items on the Agenda. By checking their Voting choices, yes or no on the Proxy ballots, everyone had an opportunity to participate in the Voting process. Completed proxies were to be sent to the Crossroads office by mail, fax, email or by slipping their completed Proxy under the caretaker's door where they were collected by the Strata Manager.

**CALL TO ORDER:**

The meeting was called to order at 6 p.m.

**ELECT A CHAIR:**

As allowed by *the Strata Property Act of British Columbia*, the Strata Manager may Chair the meeting.

It was **MOVED/SECONDED** to have Mr. Don Cook, the Strata Manager, Chair the meeting. **MOTION CARRIED UNANIMOUSLY**

**DETERMINATION OF QUORUM**

At the time the meeting was called to order, 4 owners were present in person and 63 by proxy. The Quorum is 46, or 1/3 of the total number of owners. As that number was reached, the meeting had a quorum and proceeded.

**PROOF OF NOTICE OF MEETING:**

The Strata Manager stated that the AGM Notice had been mailed to all owners from the Crossroads Management Office on March 26, 2021. This mailing complied with the Notice requirements of the Strata Act. The Notice was also posted on the Strata website.

**APPROVE MINUTES OF PREVIOUS AGM:**

It was **MOVED/SECONDED** to approve the minutes of the Annual General Meeting held on April 22, 2020.

It was **MOVED/SECONDED** and the results were (67) IN FAVOR. **MOTION CARRIED**

## **REPORT ON INSURANCE:**

The Strata Corporation Insurance Certificate was distributed with the Notice of the AGM. This certificate should be retained, as it may be required for renewing/purchasing condo insurance. (See certificate attached).

Owners are reminded that they should have personal content insurance. When they renew their policy, they should definitely provide their insurers the Bentley's policy and ensure that their deductible amounts match those of the Strata's policy, particularly the \$25,000 water claim deductible. They should also make sure that any upgrades made to their unit are properly insured.

Owner's should also discuss Earthquake Insurance with their insurance broker to ensure that they are protected against a potential Strata Policy 15% deductible assessment, calculated by unit entitlement for each unit, should the Bentley be damaged or destroyed by an earthquake. (See table)

## **RESOLUTION "A" MAJORITY VOTE – CAPITAL PROJECTS**

### **PREAMBLE**

Necessary capital projects for the next fiscal year or for later years have been identified and five Capital Projects Funds to cover these projects have been included in this year's Budget. As operating funds are collected through strata fees each month, monthly contributions are transferred into these respective Capital Projects funds appearing on the Strata Corporation Balance Sheet. This process has the advantage of better controlling and tracking fund expenditures and making the ownership aware of the capital projects that are being contemplated.

This year, Resolution "A" is being presented to ask the owners to approve the transfer and or spending of a total of \$100,000 for five Capital Projects as listed below:

- \$20,000 for required plumbing and plumbing access upgrades and replacements that have been identified
- \$15,000 for replacement of failed windows
- \$20,000 to add to the fund created in 2019 for repairs to the parking garage membrane
- \$25,000 to add to the fund created in 2019 for re-carpeting hallways
- \$20,000 to add to the fund created in 2019 for the replacement of the building entry control system which is nearing the end of its life

### **RESOLUTION "A" – MAJORITY VOTE - CAPITAL PROJECTS**

**WHEREAS** the Strata Corporation proposes to spend or set aside \$100,000 from the Proposed Budget Operating Account to Capital Reserve Funds for the above referenced capital projects in 2021-2022. Once projects are completed, any excess funds shall remain in these designated funds, to be used for projects in the following year(s).

**BE IT THEREFORE RESOLVED**, by a Majority Vote of the Owners, Strata Plan BCS 2176 (the “Strata Corporation”), at this General Meeting by Proxy held April 21, 2021, to authorize the spending or to set aside \$100,000 from the Proposed Budget for the above-referenced five capital projects identified as necessary in the 2021-2022 or closely following fiscal years. Once projects are completed, any excess funds shall remain in these designated funds, to be used for projects in the following year(s).

The Council President noted that he had 63 Proxy Votes. The total Voting results were: (66) APPROVED, (1) OPPOSED, (0) ABSTAINING – **CARRIED MOTION CARRIED**

### **PROPOSED BUDGET 2021-2022**

The continued support by the owners for budget funding, as being proposed, sustains the proactive, ongoing maintenance that is being performed so that the replacement time line for major building restoration projects is pushed out into the future. If the owners continue to support a budget, like that proposed at this year’s AGM, future levies and major maintenance costs will be minimized.

It was **MOVED/SECONDED** to Vote on the proposed 2021-2022 Operating Budget. Approval required by a Majority Vote of approval, not a ¾ Vote approval. The Council President noted that he had 63 Proxy Votes and were all in favor. The total Voting results were: (67) APPROVED, (0) OPPOSED, (0) ABSTAINING – **CARRIED**

**\*\*Please Note\*\***: The **APPROVED** budget does not include a strata fee increase. See the **APPROVED OPERATING BUDGET** and the **STRATA FEE PAYMENT SCHEDULE** attached.

### **ELECTION OF COUNCIL**

The Strata Manager then noted that it was the obligation of the Ownership represented in person and by Proxy to elect 2 Council members. It was explained that, in accordance with the Bylaws, Council members are elected to a 2 year term. This year, there are 2 Council members ending their second term, seeking re-election. The other 4 Council members, being elected last year, will be completing their second year on Council.

The following Owners nominated to the Strata Council, were indicated on the Proxy Voting form are as follows:

Eve K. and Lillian Z.

There being no further nominations, it was **MOVED AND SECONDED** to close nominations. **MOTION CARRIED.**

The Council President noted that he had 63 Proxy Votes. The total Voting results were: (66) APPROVED, (1) OPPOSED, (0) ABSTAINING – **CARRIED MOTION CARRIED**

### **TERMINATION OF MEETING**

It was **MOVED/SECONDED** to terminate the meeting. **CARRIED.**

The meeting was terminated at 6:27 PM.

Respectfully submitted on behalf of the Strata Council  
Don Cook  
Senior Strata Manager, Crossroads Management Ltd.

# BCS 2176 The Bentley

## APPROVED OPERATING BUDGET

for the period from March 1, 2021 to February 28, 2022

### INCOME

Strata Fees	\$	600,000
Interest Income		500
Key Income		1,000
Miscellaneous		500
Move In/Out Fees		2,000
<b>TOTAL INCOME</b>	<b>\$</b>	<b>604,000</b>

### OPERATING EXPENSES

Repairs and Maintenance	\$	86,000
Landscape Maintenance		22,942
Elevator Maintenance		36,000
Fire Equipment Maintenance		12,000
Cleaning and Janitorial		65,000
Alarm Monitoring		2,000
Recreation Facilities		9,000
Electricity		39,000
Garbage and Recycling		28,000
Gas		35,000
Telephone & Internet		1,500
Insurance		102,953
Management Fees		41,605
Miscellaneous		3,000
<b>TOTAL OPERATING EXPENSES</b>	<b>\$</b>	<b>484,000</b>

### CONTINGENCY RESERVE EXPENSES

Non-Segregated Reserves	\$	20,000
Capital Projects		35,000
Parkade Membrane Reserve Fund		20,000
Recarpeting Reserve Fund		25,000
Security System Reserve Fund		20,000
<b>TOTAL CRF EXPENSES</b>	<b>\$</b>	<b>120,000</b>

<b>TOTAL EXPENSES</b>	<b>\$</b>	<b>604,000</b>
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# BCS 2176 The Bentley

## Approved Strata Fee Schedule

for the period from March 1, 2021 to February 28, 2022

(No increase from 2020-21)

Strata Lot	Unit No.	U/E	Operating Fund	CRF	Monthly Payment	Strata Lot	Unit No.	U/E	Operating Fund	CRF	Monthly Payment
1	101	117	\$330.00	\$82.50	<b>\$412.49</b>	36	606	117	\$330.00	\$82.50	<b>\$412.49</b>
2	102	87	\$245.38	\$61.35	<b>\$306.73</b>	37	607	90	\$253.84	\$63.46	<b>\$317.30</b>
3	201	99	\$279.23	\$69.81	<b>\$349.03</b>	38	701	102	\$287.69	\$71.92	<b>\$359.61</b>
4	202	84	\$236.92	\$59.23	<b>\$296.15</b>	39	702	84	\$236.92	\$59.23	<b>\$296.15</b>
5	203	99	\$279.23	\$69.81	<b>\$349.03</b>	40	703	102	\$287.69	\$71.92	<b>\$359.61</b>
6	204	89	\$251.02	\$62.76	<b>\$313.78</b>	41	704	89	\$251.02	\$62.76	<b>\$313.78</b>
7	205	117	\$330.00	\$82.50	<b>\$412.49</b>	42	705	117	\$330.00	\$82.50	<b>\$412.49</b>
8	206	117	\$330.00	\$82.50	<b>\$412.49</b>	43	706	117	\$330.00	\$82.50	<b>\$412.49</b>
9	207	90	\$253.84	\$63.46	<b>\$317.30</b>	44	707	90	\$253.84	\$63.46	<b>\$317.30</b>
10	301	99	\$279.23	\$69.81	<b>\$349.03</b>	45	801	102	\$287.69	\$71.92	<b>\$359.61</b>
11	302	84	\$236.92	\$59.23	<b>\$296.15</b>	46	802	84	\$236.92	\$59.23	<b>\$296.15</b>
12	303	99	\$279.23	\$69.81	<b>\$349.03</b>	47	803	102	\$287.69	\$71.92	<b>\$359.61</b>
13	304	89	\$251.02	\$62.76	<b>\$313.78</b>	48	804	89	\$251.02	\$62.76	<b>\$313.78</b>
14	305	117	\$330.00	\$82.50	<b>\$412.49</b>	49	805	117	\$330.00	\$82.50	<b>\$412.49</b>
15	306	117	\$330.00	\$82.50	<b>\$412.49</b>	50	806	117	\$330.00	\$82.50	<b>\$412.49</b>
16	307	90	\$253.84	\$63.46	<b>\$317.30</b>	51	807	90	\$253.84	\$63.46	<b>\$317.30</b>
17	401	99	\$279.23	\$69.81	<b>\$349.03</b>	52	901	102	\$287.69	\$71.92	<b>\$359.61</b>
18	402	84	\$236.92	\$59.23	<b>\$296.15</b>	53	902	84	\$236.92	\$59.23	<b>\$296.15</b>
19	403	99	\$279.23	\$69.81	<b>\$349.03</b>	54	903	102	\$287.69	\$71.92	<b>\$359.61</b>
20	404	89	\$251.02	\$62.76	<b>\$313.78</b>	55	904	89	\$251.02	\$62.76	<b>\$313.78</b>
21	405	117	\$330.00	\$82.50	<b>\$412.49</b>	56	905	117	\$330.00	\$82.50	<b>\$412.49</b>
22	406	117	\$330.00	\$82.50	<b>\$412.49</b>	57	906	117	\$330.00	\$82.50	<b>\$412.49</b>
23	407	90	\$253.84	\$63.46	<b>\$317.30</b>	58	907	90	\$253.84	\$63.46	<b>\$317.30</b>
24	501	99	\$279.23	\$69.81	<b>\$349.03</b>	59	1001	102	\$287.69	\$71.92	<b>\$359.61</b>
25	502	84	\$236.92	\$59.23	<b>\$296.15</b>	60	1002	84	\$236.92	\$59.23	<b>\$296.15</b>
26	503	99	\$279.23	\$69.81	<b>\$349.03</b>	61	1003	102	\$287.69	\$71.92	<b>\$359.61</b>
27	504	89	\$251.02	\$62.76	<b>\$313.78</b>	62	1004	89	\$251.02	\$62.76	<b>\$313.78</b>
28	505	117	\$330.00	\$82.50	<b>\$412.49</b>	63	1005	117	\$330.00	\$82.50	<b>\$412.49</b>
29	506	117	\$330.00	\$82.50	<b>\$412.49</b>	64	1006	117	\$330.00	\$82.50	<b>\$412.49</b>
30	507	90	\$253.84	\$63.46	<b>\$317.30</b>	65	1007	90	\$253.84	\$63.46	<b>\$317.30</b>
31	601	102	\$287.69	\$71.92	<b>\$359.61</b>	66	1101	102	\$287.69	\$71.92	<b>\$359.61</b>
32	602	84	\$236.92	\$59.23	<b>\$296.15</b>	67	1102	84	\$236.92	\$59.23	<b>\$296.15</b>
33	603	102	\$287.69	\$71.92	<b>\$359.61</b>	68	1103	102	\$287.69	\$71.92	<b>\$359.61</b>
34	604	89	\$251.02	\$62.76	<b>\$313.78</b>	69	1104	89	\$251.02	\$62.76	<b>\$313.78</b>
35	605	117	\$330.00	\$82.50	<b>\$412.49</b>	70	1105	117	\$330.00	\$82.50	<b>\$412.49</b>

# BCS 2176 The Bentley

## Approved Strata Fee Schedule

for the period from March 1, 2021 to February 28, 2022

(No increase from 2020-21)

Strata Lot	Unit No.	U/E	Operating Fund	CRF	Monthly Payment	Strata Lot	Unit No.	U/E	Operating Fund	CRF	Monthly Payment
71	1106	117	\$330.00	\$82.50	<b>\$412.49</b>	106	1606	117	\$330.00	\$82.50	<b>\$412.49</b>
72	1107	90	\$253.84	\$63.46	<b>\$317.30</b>	107	1607	90	\$253.84	\$63.46	<b>\$317.30</b>
73	1201	102	\$287.69	\$71.92	<b>\$359.61</b>	108	1701	102	\$287.69	\$71.92	<b>\$359.61</b>
74	1202	84	\$236.92	\$59.23	<b>\$296.15</b>	109	1702	84	\$236.92	\$59.23	<b>\$296.15</b>
75	1203	102	\$287.69	\$71.92	<b>\$359.61</b>	110	1703	102	\$287.69	\$71.92	<b>\$359.61</b>
76	1204	89	\$251.02	\$62.76	<b>\$313.78</b>	111	1704	89	\$251.02	\$62.76	<b>\$313.78</b>
77	1205	117	\$330.00	\$82.50	<b>\$412.49</b>	112	1705	117	\$330.00	\$82.50	<b>\$412.49</b>
78	1206	117	\$330.00	\$82.50	<b>\$412.49</b>	113	1706	117	\$330.00	\$82.50	<b>\$412.49</b>
79	1207	90	\$253.84	\$63.46	<b>\$317.30</b>	114	1707	90	\$253.84	\$63.46	<b>\$317.30</b>
80	1301	102	\$287.69	\$71.92	<b>\$359.61</b>	115	1801	102	\$287.69	\$71.92	<b>\$359.61</b>
81	1302	84	\$236.92	\$59.23	<b>\$296.15</b>	116	1802	84	\$236.92	\$59.23	<b>\$296.15</b>
82	1303	102	\$287.69	\$71.92	<b>\$359.61</b>	117	1803	102	\$287.69	\$71.92	<b>\$359.61</b>
83	1304	89	\$251.02	\$62.76	<b>\$313.78</b>	118	1804	89	\$251.02	\$62.76	<b>\$313.78</b>
84	1305	117	\$330.00	\$82.50	<b>\$412.49</b>	119	1805	117	\$330.00	\$82.50	<b>\$412.49</b>
85	1306	117	\$330.00	\$82.50	<b>\$412.49</b>	120	1806	117	\$330.00	\$82.50	<b>\$412.49</b>
86	1307	90	\$253.84	\$63.46	<b>\$317.30</b>	121	1807	90	\$253.84	\$63.46	<b>\$317.30</b>
87	1401	102	\$287.69	\$71.92	<b>\$359.61</b>	122	1901	102	\$287.69	\$71.92	<b>\$359.61</b>
88	1402	84	\$236.92	\$59.23	<b>\$296.15</b>	123	1902	84	\$236.92	\$59.23	<b>\$296.15</b>
89	1403	102	\$287.69	\$71.92	<b>\$359.61</b>	124	1903	102	\$287.69	\$71.92	<b>\$359.61</b>
90	1404	89	\$251.02	\$62.76	<b>\$313.78</b>	125	1904	89	\$251.02	\$62.76	<b>\$313.78</b>
91	1405	117	\$330.00	\$82.50	<b>\$412.49</b>	126	1905	117	\$330.00	\$82.50	<b>\$412.49</b>
92	1406	117	\$330.00	\$82.50	<b>\$412.49</b>	127	1906	117	\$330.00	\$82.50	<b>\$412.49</b>
93	1407	90	\$253.84	\$63.46	<b>\$317.30</b>	128	1907	90	\$253.84	\$63.46	<b>\$317.30</b>
94	1501	102	\$287.69	\$71.92	<b>\$359.61</b>	129	2003	144	\$406.15	\$101.54	<b>\$507.69</b>
95	1502	84	\$236.92	\$59.23	<b>\$296.15</b>	130	2001	145	\$408.97	\$102.24	<b>\$511.21</b>
96	1503	102	\$287.69	\$71.92	<b>\$359.61</b>	131	2002	173	\$487.94	\$121.99	<b>\$609.93</b>
97	1504	89	\$251.02	\$62.76	<b>\$313.78</b>	132	2103	144	\$406.15	\$101.54	<b>\$507.69</b>
98	1505	117	\$330.00	\$82.50	<b>\$412.49</b>	133	2101	144	\$406.15	\$101.54	<b>\$507.69</b>
99	1506	117	\$330.00	\$82.50	<b>\$412.49</b>	134	2102	173	\$487.94	\$121.99	<b>\$609.93</b>
100	1507	90	\$253.84	\$63.46	<b>\$317.30</b>	135	2203	144	\$406.15	\$101.54	<b>\$507.69</b>
101	1601	102	\$287.69	\$71.92	<b>\$359.61</b>	136	2201	144	\$406.15	\$101.54	<b>\$507.69</b>
102	1602	84	\$236.92	\$59.23	<b>\$296.15</b>	137	2202	173	\$487.94	\$121.99	<b>\$609.93</b>
103	1603	102	\$287.69	\$71.92	<b>\$359.61</b>	U/E Total: <u>14182</u>					
104	1604	89	\$251.02	\$62.76	<b>\$313.78</b>	<b>Monthly Totals:</b> <u>\$40,000.00</u> <u>\$10,000.00</u> <u>\$50,000.00</u>					
105	1605	117	\$330.00	\$82.50	<b>\$412.49</b>	<b>Yearly Totals:</b> <u>\$480,000.00</u> <u>\$120,000.00</u> <u>\$600,000.00</u>					

## INSURANCE CONFIRMATION

**Named Insured:** The Owners of Strata Plan BCS 2176

**Mailing Address:** Unit 1001-7445 132 Street, Surrey BC V3W 1J8

**Effective:** March 1, 2021  
(12:01 a.m. Standard time at the location of the Insured Premises)

**Expiring:** March 1, 2022  
or until receipt of policy documents

**Description of Operations:** Residential Condominium

**Description of Limits & Coverages:**

**Property:** **295 Guildford Way Port Moody, BC V3H 5N3**  
 \$53,000,000 Building – Broad Form Replacement Cost 90% Co-Insurance  
 Deductibles: \$10,000 except Earthquake 15% Min \$100,000, Flood \$25,000 and Sewer Backup/Water Damage \$25,000

**Equipment Breakdown:**  
 \$53,000,000 Equipment Breakdown Coverage Standard Comprehensive

**Crime:**  
 \$10,000 Employee Dishonesty - \$500 deductible  
 \$10,000 Theft, Robbery or Burglary - \$500 deductible  
 \$10,000 Fraud – limit per coverage - \$500 deductible

**Commercial General Liability:**  
 \$5,000,000 Bodily Injury and Property Damage Liability - Each Occurrence  
 \$5,000,000 Liability for Abuse - Aggregate  
 \$5,000,000 Products-Completed Operations - Aggregate  
 \$5,000,000 Personal Injury and Advertising Injury Liability - Per Person or Organization  
 \$500,000 Tenants' Legal Liability - Any One Premises  
 \$5,000,000 Standard Non-Owned Automobile Liability Policy  
 \$5,000,000 Third Party Liability

**Directors & Officers:**  
 \$5,000,000 Condominium Directors and Officers Liability

**Legal Expense:**  
 \$250,000 Legal Expense – Per Occurrence  
 \$1,000,000 Legal Expense - Aggregate

**Volunteer Accident:**  
 \$250,000 Accidental Death & Dismemberment (AD&D)  
 \$250,000 Permanent & Total Disability (PTD)  
 \$500/week Weekly Accident Indemnity - Maximum Benefit Period of 52 weeks

**Insurers:**

Intact Insurance Company – 40% Property / 100% CGL/D&O/Crime / 100% B&M  
Wawanesa Mutual Insurance Company – 35% Property  
Wynward Insurance Group – 25% Property  
Can-Sure Underwriting Ltd. – 100% Legal Expense  
Chubb Life Insurance Company of Canada – 100% AD&D

**Special Conditions / Exclusions & Endorsements:**

- Vandalism and Malicious Acts Exclusion - Damage by Occupants
- Illegal Substances Activity Exclusion Endorsement
- Declaration of Emergency Endorsement
- Data Exclusion Endorsement
- Terrorism Exclusion
- Fungi and Fungal Derivatives Exclusion
- Legal Guard Information Service As Per Form
- Virus and Bacteria Exclusion Endorsement
- General Deductible
- Sixty Days Notice of Cancellation/Termination
- Commercial Policy Conditions and Statutory Conditions

**Policy #**

TBA

This insurance confirmation is subject to all the terms and conditions of the policy or policies to be issued.

E & O E



**Date:** February 26, 2021

**Authorized Representative**

**THIS POLICY CONTAINS A CLAUSE OR CLAUSES WHICH MAY LIMIT THE AMOUNT PAYABLE**

# BCS 2176 THE BENTLEY

## SAMPLE EARTHQUAKE DEDUCTABLE ASSESSMENT

INSURED VALUE \$54,060,000

STRATA POLICY HAS A 15% DEDUCTABLE

<b>Strata Lot</b>	<b>Unit No.</b>	<b>U/E</b>	<b>Payment Due</b>	<b>Strata Lot</b>	<b>Unit No.</b>	<b>U/E</b>	<b>Payment Due</b>
1	101	117	\$66,898.39	36	606	117	\$66,898.39
2	102	87	\$49,744.96	37	607	90	\$51,460.30
3	201	99	\$56,606.33	38	701	102	\$58,321.68
4	202	84	\$48,029.62	39	702	84	\$48,029.62
5	203	99	\$56,606.33	40	703	102	\$58,321.68
6	204	89	\$50,888.52	41	704	89	\$50,888.52
7	205	117	\$66,898.39	42	705	117	\$66,898.39
8	206	117	\$66,898.39	43	706	117	\$66,898.39
9	207	90	\$51,460.30	44	707	90	\$51,460.30
10	301	99	\$56,606.33	45	801	102	\$58,321.68
11	302	84	\$48,029.62	46	802	84	\$48,029.62
12	303	99	\$56,606.33	47	803	102	\$58,321.68
13	304	89	\$50,888.52	48	804	89	\$50,888.52
14	305	117	\$66,898.39	49	805	117	\$66,898.39
15	306	117	\$66,898.39	50	806	117	\$66,898.39
16	307	90	\$51,460.30	51	807	90	\$51,460.30
17	401	99	\$56,606.33	52	901	102	\$58,321.68
18	402	84	\$48,029.62	53	902	84	\$48,029.62
19	403	99	\$56,606.33	54	903	102	\$58,321.68
20	404	89	\$50,888.52	55	904	89	\$50,888.52
21	405	117	\$66,898.39	56	905	117	\$66,898.39
22	406	117	\$66,898.39	57	906	117	\$66,898.39
23	407	90	\$51,460.30	58	907	90	\$51,460.30
24	501	99	\$56,606.33	59	1001	102	\$58,321.68
25	502	84	\$48,029.62	60	1002	84	\$48,029.62
26	503	99	\$56,606.33	61	1003	102	\$58,321.68
27	504	89	\$50,888.52	62	1004	89	\$50,888.52
28	505	117	\$66,898.39	63	1005	117	\$66,898.39
29	506	117	\$66,898.39	64	1006	117	\$66,898.39
30	507	90	\$51,460.30	65	1007	90	\$51,460.30
31	601	102	\$58,321.68	66	1101	102	\$58,321.68
32	602	84	\$48,029.62	67	1102	84	\$48,029.62
33	603	102	\$58,321.68	68	1103	102	\$58,321.68
34	604	89	\$50,888.52	69	1104	89	\$50,888.52
35	605	117	\$66,898.39	70	1105	117	\$66,898.39

# BCS 2176 THE BENTLEY

## SAMPLE EARTHQUAKE DEDUCTABLE ASSESSMENT

INSURED VALUE \$54,060,000

STRATA POLICY HAS A 15% DEDUCTABLE

Strata Lot	Unit No.	U/E	Payment Due	Strata Lot	Unit No.	U/E	Payment Due
71	1106	117	\$66,898.39	106	1606	117	\$66,898.39
72	1107	90	\$51,460.30	107	1607	90	\$51,460.30
73	1201	102	\$58,321.68	108	1701	102	\$58,321.68
74	1202	84	\$48,029.62	109	1702	84	\$48,029.62
75	1203	102	\$58,321.68	110	1703	102	\$58,321.68
76	1204	89	\$50,888.52	111	1704	89	\$50,888.52
77	1205	117	\$66,898.39	112	1705	117	\$66,898.39
78	1206	117	\$66,898.39	113	1706	117	\$66,898.39
79	1207	90	\$51,460.30	114	1707	90	\$51,460.30
80	1301	102	\$58,321.68	115	1801	102	\$58,321.68
81	1302	84	\$48,029.62	116	1802	84	\$48,029.62
82	1303	102	\$58,321.68	117	1803	102	\$58,321.68
83	1304	89	\$50,888.52	118	1804	89	\$50,888.52
84	1305	117	\$66,898.39	119	1805	117	\$66,898.39
85	1306	117	\$66,898.39	120	1806	117	\$66,898.39
86	1307	90	\$51,460.30	121	1807	90	\$51,460.30
87	1401	102	\$58,321.68	122	1901	102	\$58,321.68
88	1402	84	\$48,029.62	123	1902	84	\$48,029.62
89	1403	102	\$58,321.68	124	1903	102	\$58,321.68
90	1404	89	\$50,888.52	125	1904	89	\$50,888.52
91	1405	117	\$66,898.39	126	1905	117	\$66,898.39
92	1406	117	\$66,898.39	127	1906	117	\$66,898.39
93	1407	90	\$51,460.30	128	1907	90	\$51,460.30
94	1501	102	\$58,321.68	129	2003	144	\$82,336.48
95	1502	84	\$48,029.62	130	2001	145	\$82,908.26
96	1503	102	\$58,321.68	131	2002	173	\$98,918.14
97	1504	89	\$50,888.52	132	2103	144	\$82,336.48
98	1505	117	\$66,898.39	133	2101	144	\$82,336.48
99	1506	117	\$66,898.39	134	2102	173	\$98,918.14
100	1507	90	\$51,460.30	135	2203	144	\$82,336.48
101	1601	102	\$58,321.68	136	2201	144	\$82,336.48
102	1602	84	\$48,029.62	137	2202	173	\$98,918.14
103	1603	102	\$58,321.68				
104	1604	89	\$50,888.52				
105	1605	117	\$66,898.39				
				U/E Total:		<u>14182</u>	
				<b>Total Deductable:</b>			<u><u>\$8,109,000.00</u></u>

**BCS 2176 THE BENTLEY  
STRATA COUNCIL MEETING MINUTES  
WEDNESDAY, JUNE 2, 2021**

**LOCATION:  
ZOOM MEETING**  
295 Guildford Way  
Port Moody

**STRATA COUNCIL**

**PRESIDENT**  
Doug B.

**VICE PRESIDENT**  
Eve K.

**TREASURER**  
Doug M.

**COUNCIL MEMBER**  
Janice W.

**COUNCIL MEMBER**  
Gord M.

**COUNCIL MEMBER**  
Lilian Z.

**STRATA MANAGER**  
Don Cook  
E-Mail: don@crpm.ca

**CROSSROADS MANAGEMENT**

**CROSSROADS CONTACT  
& 24 HOUR SERVICE**

**Call - 778-578-4445**

**ATTENDANCE VIA ZOOM CONFERENCE:**

Doug M., Janice W., Doug B., Gord M., Lilian Z. & Eve K

**PROPERTY MANAGER:**

Don Cook, CrossRoads Management

**(1) CALL TO ORDER & APPROVAL OF MINUTES**

It was **MOVED/SECONDED** to call the meeting to order at 5:35 p.m.

It was **MOVED/SECONDED** to approve the minutes of the Council Meeting held March 17, 2021. **CARRIED**

To access Council meeting minutes, Bylaws, Rules and other information, please sign into the Strata maintained website at: [bentleyportmoody.ca](http://bentleyportmoody.ca).

**(2) FINANCIALS**

It was **MOVED/SECONDED** to approve the March & April 2021 financials. The comprehensive Treasurer's report identified a few corrections to be made and Crossroads reissued these financials reflecting those corrections. **CARRIED**

**ARREARS REPORT**

Nothing to report.

**(3) BUSINESS ARISING FROM PREVIOUS BUSINESS**

**Metal Door Replacements**

Four new metal fire doors have been on order and will be replaced soon.

**Painting Quotes**

The strata manager obtained 5 comparable quotes for some interior painting project work. The Council approved the quote from Unitas Painting. The scheduling of some of this work will be requested to be

completed during night time hours to minimize foot traffic disruptions.

**Mara's Return**

We are happy to report that Mara has begun a gradual return to work. Mara will be working 8-noon on Monday, Tuesday, Thursday & Friday. Five Star Cleaning will continue to supplement Mara's hours to maintain the expected level of cleanliness owners expect.

**Amenity Room**

At this time the amenity room will remain closed. The strata is closely monitoring the relaxation of restrictions issued by BC Health. It is prepared to accept bookings, for small group events, and enter such bookings on the reservations calendar, but strata cannot confirm or guarantee that the reservation will be able to be honored. Any gathering of individuals, from multiple households, are encouraged to make alternative arrangements.

**(4) CORRESPONDENCE**

Issues, concerns or complaints that an owner would like to bring to the Council's attention should be sent by letter or email [don@crpm.ca](mailto:don@crpm.ca) to the attention of the Strata Manager, Mr. Don Cook at Crossroads Management. Following this procedure will ensure the correspondence is appropriately documented and distributed to all Council members. All written correspondence received in this manner will be reviewed and discussed by the full Council at the next scheduled meeting.

Issues discussed at this meeting:

An owner reported there was damage to their ceiling. This will be repaired.

An owner was approved to do a kitchen renovation. Another was approved for flooring upgrades. A past tenant requested reimbursement for moving expenses due to double booking of the elevator. The strata manager will contact this tenant.

An owner requested that the "capacity" of the elevator be increased to 4. The current capacity, as posted, will remain in place for now.

An owner had a complaint about "smoking" on the balconies. A general Notice was posted. Two owners now have been approved to have a retractable balcony awning installed, as they have met all the requirements and specifications for these installations.

Two owners had requested that a couple of failed window seals be replaced and that work is approved and scheduled.

**(5) NEW BUSINESS**

**Paver damage on back walkway**

The strata manager will be contacting a couple of landscaping construction contractors regarding having several pavers releveled and placed back in position on the walkway.

**Insurance Invoice – Increase in valuation to \$54,060,000**

Westland insurance was directed to make an adjustment on the strata insurance policy to reflect the current total insured is the amount above. This amount should have been reflected on the initial policy that was issued as of March 1<sup>st</sup>. They have now sent an additional invoice of \$1,868 which is being discussed with them through the strata manager. It is felt the strata should not be solely responsible for clerical errors made on behalf of Westland.

**(6) ADJOURNMENT**

There being no further business, the meeting was terminated at 6:50 p.m.

**NEXT MEETING DATE – TENTATIVELY, TUESDAY, JULY 13<sup>TH</sup>**

**On behalf of the Strata Council BCS 2176**

Don Cook, [don@crpm.ca](mailto:don@crpm.ca) 778 578-4445

Senior Strata Manager  
CrossRoads Management Ltd.

**BCS 2176 THE BENTLEY  
STRATA COUNCIL MEETING MINUTES  
THURSDAY, JULY 22, 2021**

**LOCATION:**

5:30 p.m. In the Amenity Room  
at 295 Guildford Way  
Port Moody

**STRATA COUNCIL**

**PRESIDENT**  
Doug B.

**VICE PRESIDENT**  
Eve K.

**TREASURER**  
Doug M.

**COUNCIL MEMBER**  
Janice W.

**COUNCIL MEMBER**  
Gord M.

**COUNCIL MEMBER**  
Lilian Z.

**STRATA MANAGER**  
Don Cook  
E-Mail: don@crpm.ca

**CROSSROADS MANAGEMENT**

**CROSSROADS CONTACT  
& 24 HOUR SERVICE**

**Call - 778-578-4445**

**ATTENDANCE**

Doug M., Janice W., Doug B., Lilian Z.

**REGRETS:** Eve K & Gord M

**PROPERTY MANAGER**

Don Cook, CrossRoads Management

**(1) CALL TO ORDER & APPROVAL OF MINUTES**

It was **MOVED/SECONDED** to call the meeting to order at 5:40 p.m.

It was **MOVED/SECONDED** to approve the minutes of the Council Meeting held June 2, 2021. **CARRIED**

To access Council meeting minutes, Bylaws, Rules and other information, please sign into the Strata maintained website at: [bentleyportmoody.ca](http://bentleyportmoody.ca).

**(2) FINANCIALS**

It was **MOVED/SECONDED** to approve the May 2021 financials.

There were a number of expense items that needed to be reallocated. These re-allocations will be done by Crossroads and will be reflected in the June financials. **CARRIED**

**Reserve Fund – Exterior Maintenance**

The Council discussed establishing another designated Balance Sheet Reserve Fund for Exterior Building Maintenance Capital projects. This item will be included in next year's AGM & Budget discussion.

**Interest Rates – Update**

The Strata Manager advised the Council of the current GIC investment interest rates. It was decided to keep the Contingency Reserve fund balance in the current trust account earning 0.95%

**ARREARS REPORT**

Nothing to report.

**(3) BUSINESS ARISING FROM PREVIOUS BUSINESS**

**Additional Door Work**

Two additional Fire Doors have been installed replacing old ones that had failed.

**Balcony and Underside Deck Damage**

The peeling away of exterior surface paint on the underside of the deck is currently being investigated in a couple of units. The Council approved the comprehensive assessment and repair of the source issue.

Once completed, the information gathered will be used to establish a cycle of exterior building inspections to include balcony coatings and waterproofing.

### **Alteration Requests for Air Conditioning Units**

The recent heat wave has renewed interest by some owners in having the newer AC units installed. These units sit on the balcony and need to have piping come through the building envelope. New technology now allows for these penetration points to be through a sealed sleeve installed in a window eliminating the need to completely replace the window. The Council will be looking into this procedure further in regards to any future approval requiring an AGM Resolution and or a Bylaw change. Certainly any future Council approval would minimally entail an owner signing an indemnity agreement and having the scope of work and contractor being approved.

### **Elevator Bookings**

Owners please be advised that we are receiving an increase in units moving this summer. For instance there are 4 moves already scheduled for the last 3 days of this month. We ask for your patience during these moves, as they will increase elevator wait times.

### **Mechanical Maintenance**

The Council acknowledges owner reports of isolated water pressure and hot water fluctuations. Citywide has been working on these issues. They are onsite to inspect and test all water control systems within the building to determine the causes of issues owners are experiencing.

## **(4) CORRESPONDENCE**

Issues, concerns or complaints that an owner would like to bring to the Council's attention should be sent by letter or email [don@crpm.ca](mailto:don@crpm.ca) to the attention of the Strata Manager, Mr. Don Cook at Crossroads Management. Following this procedure will ensure the correspondence is appropriately documented and distributed to all Council members. All written correspondence received in this manner will be reviewed and discussed by the full Council at the next scheduled meeting.

Issues discussed at this meeting included; Owner interest in AC unit installation, residents and pet issues, exterior maintenance issues, and a water damage charge back to an owner.

## **(5) NEW BUSINESS**

### **(A) Owner Responsibilities related to plumbing within units**

All residents are reminded that the building is now 14 years old. We strongly recommend that if you have never had a plumber in to provide a risk assessment of potential water leak issues, this inspection be scheduled asap. All plumbing lines and fixtures that supply water to just your unit, is your responsibility to maintain and repair including all faucets, water lines under the sinks, dishwashers, toilets and supply lines, washer connections and your unit's main water shut offs.

A proactive inspection and identification of potential leak concerns could save you thousands if a leak were to occur within your unit. If a water leak does originate in your unit and affects any other unit below, in accordance with the Bylaws, you will also be responsible for that unit's damage. Proactive maintenance is strongly recommended.

Currently, there is a group of owners that is organizing to have some internal piping replaced proactively before waiting for it to fail and to qualify for a group discount.

For more information please contact the Strata Manager Don Cook [don@crpm.ca](mailto:don@crpm.ca) 778 578-4445

**(C) Hydro Vault Cleaning**

The building's two electrical rooms will be scheduled for cleaning later in August. This servicing will entail a controlled Hydro shut down of the building for about 6 hours. The generator would be supplying emergency power during this work.

**(D) Owner Responsibility Reminders**

**Lint Screens**

Besides the lint screen on the door of the unit's dryer, there is a secondary lint screen located near the dryer closet's vent booster pump. If this secondary screen is not regularly cleaned, eventually the booster pump will be damaged or broken. Repair or replacement of the booster pump is an owner responsibility.

**Dryers**

As a further note to the above paragraph, the dryers should be run on high a good five minutes after removing each load of clothes from the dryer. This procedure will allow additional hot air to pass through the venting and should remove any residual moisture in the duct. Failure to follow this procedure may result in water damage to the unit.

**Bathroom Fans**

The bathroom fans also play a major factor in lowering the humidity levels within the unit and preventing damage. These fans should be used during, and left on after, showering until the humidity levels have been significantly reduced.

Kitchen fans also reduce the steam and cooking humidity levels. Damage resulting from high humidity levels in the unit is normally the responsibility of the owner.

**Recycling**

Mara spends almost an hour each morning, breaking down cardboard boxes, removing trash from the Blue bins and moving around recycling products. Please help Mara by being more responsible when depositing waste and recycling materials in the garbage room.

**Smoking**

All residents are reminded that the USE of PROPERTY BYLAW 4.2 (g) STATES:

An owner, tenant, occupant or visitor must not; smoke in, or on common property areas, including limited common property patios and decks.

**(6) ADJOURNMENT**

There being no further business, the meeting was terminated at 7:45 p.m.

NEXT MEETING DATE – Has not been determined.

**On behalf of the Strata Council BCS 2176**

Don Cook, [don@crpm.ca](mailto:don@crpm.ca) 778 578-4445

Senior Strata Manager  
CrossRoads Management Ltd.

**BCS 2176 THE BENTLEY  
STRATA COUNCIL MEETING MINUTES  
THURSDAY, SEPTEMBER 30, 2021**

**LOCATION:**

**VIA ZOOM**

**STRATA COUNCIL**

**PRESIDENT  
Doug B.**

**VICE PRESIDENT  
Eve K.**

**TREASURER  
Doug M.**

**COUNCIL MEMBER  
Janice W.**

**COUNCIL MEMBER  
Gord M.**

**COUNCIL MEMBER  
Lilian Z.**

**STRATA MANAGER  
Don Cook  
E-Mail: don@crpm.ca**

**CROSSROADS MANAGEMENT**

**CROSSROADS CONTACT  
& 24 HOUR SERVICE**

**Call - 778-578-4445**

**ATTENDANCE**

Doug M., Janice W., Doug B., Lilian Z. & Gord M.

**REGRETS:** Eve K.

**PROPERTY MANAGER**

Don Cook, CrossRoads Management

**(1) CALL TO ORDER & APPROVAL OF MINUTES**

It was **MOVED/SECONDED** to call the meeting to order at 5:35 p.m.

It was **MOVED/SECONDED** to approve the minutes of the Council Meeting held July 22, 2021. **CARRIED**

To access Council meeting minutes, Bylaws, Rules and other information, please sign into the Strata maintained website at: [bentleyportmoody.ca](http://bentleyportmoody.ca).

**(2) FINANCIALS**

It was **MOVED/SECONDED** to approve the June, July & August 2021 financials as amended by the Treasurer, Doug M. **CARRIED**

**CRA – CORPORATE TAX FILING**

The Strata manager explained that the Strata Corporation is required to file an annual tax return (T2) with the CRA. Another CRA requirement pertains to any Strata that has over \$200,000 in its Contingency Reserve Fund (CRF). Currently, the Bentley's CRF is about \$813,000. Therefore, in addition to the T2 annual filing, the Strata is required to file an annual T1044. Crossroads has obtained an accounting firm to prepare these T2 & T1044 corporation returns on an ongoing basis at an annual cost of \$375 for both. The same firm will also prepare T1044 returns for the last five years for \$475 in accordance with CRA requirements.

**(3) BUSINESS ARISING FROM PREVIOUS BUSINESS**

**Bemco Inspections Report**

The Strata recently had Bemco on site conducting another exterior building and balcony condition assessment. Their report will identify existing repair and maintenance issues. Prior to having them schedule this comprehensive assessment, there were about 5 owners that had reported balcony surface maintenance issues. At that time, it was deemed prudent to have the entire building inspected.

### **Non-Emergency Manifold Replacements – Update**

In prior minutes, Strata reported that it intended to schedule a non-emergency plumbing project for interested owners. The purpose of this project is the proactive replacement of one or both of a unit's water manifolds as a number of these manifolds have developed leaks resulting in expensive damage. The location of these manifolds is such that any damage resulting from such leaks is an owner responsible expense. Owners are once again invited to sign up to be included in this project.

The manifolds themselves would cost about \$400, installed, if only the hot water one is done (the only one that has leaked so far). If both are done at the same time, the cost would be about \$700. The pricing of the required manifold installation parts seems to be a moving target of sorts, so these figures are currently estimates. The upgraded manifolds should last 20 plus years.

In order to access these manifolds there would be drywall cutting, patching and painting involved at an estimated additional minimal cost of \$300 per unit. These costs would be a little different for each unit, depending upon the exact location of the manifolds so we would want the contractor to assess the area with the plumber to better determine those costs.

Currently we have a list of ten owners looking to get this work done. If you are interested in receiving more information or having the preventative replacement done, please contact [don@crpm.ca](mailto:don@crpm.ca)

### **Hot Water Shut Off Replacement**

The water to floors 1-7 was recently shut down for plumbing maintenance. Please note that it is not unusual for some units to report some pressure problems after water shutoffs. These problems may be due to some piping sediment getting trapped in the faucet screens. If you have experienced pressure problems, try unscrewing the small tip of the faucet and removing any debris from the screen.

### **Mara**

Mara, the caretaker, has been away, and will be returning next Wednesday, Oct. 6. Her hours will be expanding and we expect that the supplemental cleaners will no longer be required after that date.

## **(4) CORRESPONDENCE**

Issues, concerns or complaints that an owner would like to bring to the Council's attention should be sent by letter or email [don@crpm.ca](mailto:don@crpm.ca) to the attention of the Strata Manager, Mr. Don Cook at Crossroads Management. Following this procedure will ensure the correspondence is appropriately documented and distributed to all Council members. All written correspondence received in this manner will be reviewed and discussed by the full Council at the next scheduled meeting.

Issues discussed at this meeting included: A leak into the parkade, general plumbing issues, parking stall extinguishers, dryer vent issues, a balcony surface maintenance request and a shower drain caulking issue at a unit.

## **(5) NEW BUSINESS**

### **(A) Council Resignation**

Councilor Eve K. informed the council that new employment responsibilities make it necessary for her to resign from her position on council. Council expressed regret at her departure and thanked her for her many years of valuable service to the strata.

**(B) Enterphone Quotes – Security**

The Council is looking into a security deterrent measure for the two front enterphone panels. Multiple quotes have been received to install a single or a double bar across the face of each panel. Additional items under consideration include the types of mounting brackets to be used and the attachments to the pedestal fixture on which the panels are located. Further details, along with pictures of options, will be obtained before a final decision will be made.

**(B) In-suite Fire Inspections – late October / early November**

City Fire has been contracted to perform this year's fire protection device testing as required by the Fire Department. City Fire will require about a 5 minute access to EVERY suite to perform this testing. A notice will be posted this month with the specific dates and times when access will be required. It is requested that if you cannot be home when your floor is scheduled, you make arrangements with a friend, family member or neighbor to provide this access. If you have left an emergency key with Mara for these types of mandatory testing, please arrange with Mara that she use that key to give City Fire access to your unit.

**(C) Unit Ceiling Damage**

Once again, a couple of owners have reported some staining on their unit's ceiling, underneath where the dryer venting runs. Please see the following information that has been distributed and or posted from time to time.

**All Owners, Please Be Advised Again;**

**Lint Screens**

Besides the lint screen on the door of the unit's dryer, there is a secondary lint screen located near the dryer closet's vent booster pump. If this secondary screen is not regularly cleaned, eventually the booster pump will be damaged or broken. Lint build up in this secondary screen will greatly reduce the proper air flow into the ducting system resulting in moisture accumulating along the ducting. Repair or replacement of the booster pump is an owner responsibility.

**Dryers**

As a further note to the above paragraph, the dryers should be run on high a good five minutes after removing each load of clothes from the dryer. This procedure will allow additional hot air to pass through the venting and should remove any residual moisture in the duct. **Failure to follow this procedure may result in water damage to the unit.**

**Bathroom Fans**

The bathroom fans also play a major factor in lowering the humidity levels within the unit and preventing damage. These fans should be used during, and left on after, showering until the humidity levels have been significantly reduced.

Kitchen fans also reduce the steam and cooking humidity levels. Damage resulting from high humidity levels in the unit is normally the responsibility of the owner.

**(D) Fitness Room Repair**

Owners using the weights in the fitness room are asked not to clunk down these weights on the wide windowsill. As can be seen, the windowsill has become chipped, paint has peeled and it is now in need of repair. Likewise, the baseboard heater under that area has become dislodged from being flush against the wall as a result of weights being placed on it or leaned against it.

**(E) Amenity Room Bookings**

**Anyone reserving the amenity room will be deemed the event organizer, subject to the specific requirements set out by the BC Health Order. This information will be provided to anyone booking the room.**

**(6) ADJOURNMENT**

There being no further business, the meeting was terminated at 7:15 p.m.

**NEXT MEETING DATE – Wednesday, October 25<sup>th</sup>**

**On behalf of the Strata Council BCS 2176**

Don Cook, [don@crpm.ca](mailto:don@crpm.ca) 778 578-4445 Senior Strata Manager CrossRoads Management Ltd.

**BCS 2176 THE BENTLEY  
STRATA COUNCIL MEETING MINUTES  
MONDAY, OCTOBER 25, 2021**

**LOCATION:**

**VIA ZOOM**

**STRATA COUNCIL**

**PRESIDENT  
Doug B.**

**VICE PRESIDENT  
Janice W.**

**TREASURER  
Doug M.**

**COUNCIL MEMBER  
Gord M.**

**COUNCIL MEMBER  
Lilian Z.**

**COUNCIL MEMBER  
Sandi M.**

**STRATA MANAGER  
Don Cook  
E-Mail: don@crpm.ca**

**CROSSROADS MANAGEMENT**

**CROSSROADS CONTACT  
& 24 HOUR SERVICE**

**Call - 778-578-4445**

**ATTENDANCE**

Doug M., Janice W., Doug B., Lilian Z., Gord M. and Sandi M.

**PROPERTY MANAGER**

Don Cook, CrossRoads Management

**(1) CALL TO ORDER & APPROVAL OF MINUTES**

It was **MOVED/SECONDED** to call the meeting to order at 5:35 p.m.

It was **MOVED/SECONDED** to approve the minutes of the Council Meeting held July 22, 2021. **CARRIED**

To access Council meeting minutes, Bylaws, Rules and other information, please sign into the Strata maintained website at: [bentleyportmoody.ca](http://bentleyportmoody.ca).

**Council Member Resignation**

The Council regrestfully announces that Eve has had to leave the Council due to increased work responsibilities. Eve is thanked for her years of service to the Bentley community.

Eve served as the Council Vice President. It was moved that Janice, another senior member of Council, assume the Vice President position. Motion Carried & Janice accepted this appointment.

Prior to this meeting, the Council reviewed a request to join the Council from another owner – Sandi. The Council discussed this addition and unanimously approved her appointment to the Council as a member at large.

**(2) FINANCIALS**

It was **MOVED/SECONDED** to approve the September 2021 financials by the Treasurer Doug M. **CARRIED**

**(3) BUSINESS ARISING FROM PREVIOUS BUSINESS**

**Bemco Inspections Report**

The Strata has now received the Bemco exterior building and balcony condition assessment. This report has identified current existing repair and maintenance issues. Bemco has been asked to quote on the maintenance work their report identified. A second quote will be sought from another contractor for due diligence. Funding for this work will be addressed at the AGM next year. As consistent dry and warm weather is required to address these maintenance issues, scheduling will be postponed until late spring.

### **Non-Emergency Manifold Replacements – Update**

In prior minutes, we indicated that strata would be scheduling a non-emergency plumbing project wherein owners could sign up for a proactive manifold replacement at their own expense. The purpose of this project is to replace the unit's manifolds (one or both) now before there could be a future leak.

In addition to the replacement of the manifolds themselves, there would be drywall cutting, patching and painting involved at an estimated additional minimum cost of \$300 per unit. These costs would be a little different for each unit, so we would want the contractor to assess the area with the plumber to better determine those costs

**The Council wishes to remind owners that, if these manifolds were to leak in the future, repair costs would remain an owner responsibility. These internal unit water control manifolds are not a strata responsibility. The Strata is simply organizing the contractors for owners to benefit from a group project cost savings.**

Currently we have a list of 23 owners looking to get this work done. If you are interested in more information or also having the preventative replacement done, please contact [don@crpm.ca](mailto:don@crpm.ca)

### **Enterphone Quotes – Security**

The Council has decided on the quote submitted by NexGen to have a single security bar installed at the parkade entrance and front door enterphone panels.

### **In Suite Fire Inspections – November 12**

City Fire will again be testing the Bentley's fire protection devices as required by the Fire Department. Devices in the common areas will be tested first over the course of two days. A Notice regarding this work has been posted.

In suite testing will take place on November 12<sup>th</sup>. Each unit is required to provide access for about 5 minutes for this mandatory testing to take place. It is requested that if you will not be home when your floor is scheduled, you make arrangements with a friend, family or neighbor to provide this access.

If you have left an emergency key with Mara for this type of mandatory testing, Mara will accompany City Fire and use that key to give them access to your unit on the testing day.

### **Fitness Equipment Contact**

Four years ago, the fitness room equipment was upgraded. At that time, the funding for the new equipment was arranged through a lease to own and maintenance contract with National Leasing. The Strata would like all the owners to know that the last monthly payment due under that contract was paid in September 2021.

### **(4) CORRESPONDENCE**

Issues, concerns or complaints that an owner would like to bring to the Council's attention should be sent by letter or email [don@crpm.ca](mailto:don@crpm.ca) to the attention of the Strata Manager, Mr. Don Cook at Crossroads Management. Following this procedure will ensure the correspondence is appropriately documented and distributed to all Council members. All written correspondence received in this manner will be reviewed and discussed by the full Council at the next scheduled meeting.

Issues discussed at this meeting included: A request to have an in suite plumbing invoice be reimbursed to an owner, dryer vent issues, a locker room spill, noise disturbances, manifold project questions and Council consideration for this to be a Strata paid for project and or to include all units.

**(5) NEW BUSINESS**

**All Owners, Please Be Advised Again:** If you are renting please ensure that your tenants are aware of the following information.

**Lint Screens**

Besides the lint screen on the door of the unit's dryer, there is a secondary lint screen located near the dryer closet's vent booster pump. If this secondary screen is not regularly cleaned, eventually the booster pump will be damaged or broken. Lint build up in this secondary screen will greatly reduce the proper air flow into the ducting system resulting in moisture accumulating along the ducting. Repair or replacement of the booster pump is an owner responsibility.

**Dryers**

As a further note to the above paragraph, the dryers should be run on high a good five minutes after removing each load of clothes from the dryer.

This procedure will allow additional hot air to pass through the venting and should remove any residual moisture in the duct. Failure to follow this procedure may result in water damage to the unit.

**Bathroom Fans**

The bathroom fans also play a major factor in lowering the humidity levels within the unit and preventing damage. These fans should be used during, and left on after, showering until the humidity levels have been significantly reduced. Recent inspection have found that these bathroom fans often have not been regularly cleaned. The bathroom fan grill can easily be disconnected and the fan and motor vacuumed.

If your bathroom fan is blocked with dust it cannot exhaust the humidity properly. This leads to the moisture from showering allowed to condensate in the exhaust ducting. This can be seen readily by inspecting your exterior balcony vents, where drips of moisture can be seen and the grill showing other moisture damage.

Kitchen fans also reduce the steam and cooking humidity levels. Damage resulting from high humidity levels in the unit is the responsibility of the owner.

**(6) ADJOURNMENT**

There being no further business, the meeting was terminated at 7:12 p.m.

**NEXT MEETING DATE – Wednesday, December 1<sup>st</sup>.**

**On behalf of the Strata Council BCS 2176**

Don Cook, [don@crpm.ca](mailto:don@crpm.ca) 778 578-4445 Senior Strata Manager CrossRoads Management Ltd.

**BCS 2176 THE BENTLEY  
STRATA COUNCIL MEETING MINUTES  
WEDNESDAY, DECEMBER 1, 2021**

**LOCATION:  
IN THE AMENITIES ROOM**

**STRATA COUNCIL**

**PRESIDENT  
Doug B.**

**VICE PRESIDENT  
Janice W.**

**TREASURER  
Doug M.**

**COUNCIL MEMBER  
Gord M.**

**COUNCIL MEMBER  
Lilian Z.**

**COUNCIL MEMBER  
Sandi M.**

**STRATA MANAGER  
Don Cook  
E-Mail: don@crpm.ca**

**CROSSROADS MANAGEMENT**

**CROSSROADS CONTACT  
& 24 HOUR SERVICE**

**Call - 778-578-4445**

**ATTENDANCE**

Doug M., Janice W., Doug B., Lilian Z., Gord M. and Sandi M.

**PROPERTY MANAGER**

Don Cook, CrossRoads Management

**(1) CALL TO ORDER & APPROVAL OF MINUTES**

It was **MOVED/SECONDED** to call the meeting to order at 5:32 p.m.

It was **MOVED/SECONDED** to approve the minutes of the Council Meeting held October 25, 2021. **CARRIED**

To access Council meeting minutes, Bylaws, Rules and other information, please sign into the Strata maintained website at: [bentleyportmoody.ca](http://bentleyportmoody.ca).

**(2) FINANCIALS**

It was **MOVED/SECONDED** to approve the October 2021 financials by the Treasurer Doug M. **CARRIED**

**(3) BUSINESS ARISING FROM PREVIOUS BUSINESS**

**Non-Emergency Manifold Replacements – Update**

In prior minutes, we indicated that Strata would be scheduling a non-emergency plumbing project wherein owners could sign up for a proactive manifold replacement at their own expense. The purpose of this project is to replace the unit's manifolds (one or both) now before they leak.

The cost of this project would be a little different for each unit, the contractor will assess the manifold area in each unit with the plumber to better determine those costs

**The Council wishes to remind owners that, if these manifolds were to leak in the future, repair costs would remain an owner responsibility. These internal unit water control manifolds are not a strata responsibility. The Strata is simply organizing the contractors for owners to benefit from a group project cost savings.**

Currently, the contractors are working from a list of 44 owners looking to get this work done. They will be finishing up the first 30 units by December 17.

If you are interested in more information or having the preventative replacement done, please contact [don@crpm.ca](mailto:don@crpm.ca) to be added to the project list.

**In some units, owners have installed elaborate custom shelving and/or cabinets in their pantries. In these units, the project has been delayed while logistics are being worked out regarding whether their manifolds can even be replaced and the expense of doing so if replacement is**

**possible. In a handful of other units, the access required to reach these manifolds actually has to be done through a wall of an adjoining unit. In both of these situations, an owner may elect not to continue with this project due to the added costs and complications.**

**In any unit where custom shelving or cabinetry that represents a Fire Code or City Building permit violation has been installed, the owners will be informed that some of their custom work could be required to be removed. These owners will be directed to obtain the proper certifications from the Fire Dept and/or City building inspectors of proper code compliance.**

#### **(4) CORRESPONDENCE**

Issues, concerns or complaints that an owner would like to bring to the Council's attention should be sent by letter or email [don@crpm.ca](mailto:don@crpm.ca) to the attention of the Strata Manager, Mr. Don Cook at Crossroads Management. Following this procedure will ensure the correspondence is appropriately documented and distributed to all Council members. All written correspondence received in this manner will be reviewed and discussed by the full Council at the next scheduled meeting.

Issues discussed at this meeting included: a request for drain cleaning as well as having an exterior building crack investigated, two owners inquired about electric vehicle charging, an owner that has issues with condensation and the proper functioning of their bathroom fan, an owner that had their alteration request approved for flooring, and a request by an owner for 4.5 hours a week selected time access to the amenity room until December 17<sup>th</sup>.

#### **(5) NEW BUSINESS**

##### **Large Ventilation Shafts**

There are several grated ventilation shafts located in various locations on the property. This time of year, many leaves end up in the bottom of these shafts, blocking their drains and causing water to collect. This year, this blockage resulted in water leaking into locker areas and one of the bike rooms.

The Council approved a metal mesh material to be attached to the grated top covers. In addition, the bottom of the shafts will be cleaned again and prepped for a water-proofing material application. This water-proofing will be applied to the bottom of the shaft and up the sides for about 18 inches.

##### **In Suite Fire Inspection Testing - Results**

City Fire has completed the inspections at the Bentley as required by the Fire Department. There were seven units where access was not made. Another fourteen units were identified where an upgraded photo electric smoke detector needs to be installed.

**All of the above work will be scheduled ASAP in January. Please see below important information regarding any unit that fails to provide access for this mandatory inspection for the second time.**

##### **Bentley Bylaw 10.1 (b) i**

10.1 A resident or visitor must allow a person authorized by the Strata Corporation to enter a strata lot or limited common property:

(b) at a reasonable time, on 48 hours written notice, such notice to include the date, the approximate time of entry, and the reason the entry is required:

i) to inspect, repair, renew, replace or maintain common property, limited common property, common assets and any portions of a strata lot that are the responsibility of

the Strata Corporation to repair, replace, renew and maintain under these Bylaws or the Act to insure under Section 149 of the Act; or

Should you fail to provide access again, your strata lot could be assessed a \$200.00 bylaw fine. In addition, you will also be responsible for arranging testing of your fire safety device and paying all associated costs. The Strata Manager will follow up to make sure that this testing is completed. The Council requires confirmation of the testing or subsequent fines will be placed.

### **Exterior Building Maintenance**

The Strata has now received an updated exterior maintenance report. This inspection identified about 25 areas around the exterior where some priority maintenance issues have been identified. 2-3 specialized contractors will be asked to submit quotes to do this project work. The work will be scheduled during the warmer, dryer months next year. Funding for this work will be presented to the ownership as a Resolution for majority approval at the April 2022 AGM. If approved, it is anticipated that the work will be expensed from the Strata Contingency Reserve Fund.

### **Salting & Snow Contract – Blue Heron**

This winter season of salting and snow removal will again be contracted out to Blue Heron, the Strata Landscape services contractor.

### **Ramp Black Marks from Tires**

The Strata manager has contacted Waste Control Services regarding their pickup truck leaving tire traction marks on the ramp. These marks are left primarily when the Blue Recycling Totes are loaded up to be taken out to the front circle for servicing.

### **Electric Vehicle Charging Updates**

As reported under correspondence, another two owners have requested a Strata update on electric vehicle charging facilities for the building. One of the owners has provided a potential contractor for this extensive upgrade project. The Council will be presenting comprehensive proposal options, along with their respective budget expenses, at the April Annual General Meeting.

A Special Information meeting would also be considered for March with a contractor to attend and provide attending owners additional specific details as well as answer many common questions.

### **(6) ADJOURNMENT**

There being no further business, the meeting was terminated at 8:05 p.m.

### **NEXT MEETING DATE – TBD**

### **On behalf of the Strata Council BCS 2176**

Don Cook, [don@crpm.ca](mailto:don@crpm.ca) 778 578-4445 Senior Strata Manager CrossRoads Management Ltd.