



Forms Department
13468 77th Ave
Surrey, BC, V3W 6Y3
Toll Free (877) 595-8380
Fax (888) 592-3640

4/25/2016

Stone Sisters Group
Shannon Stone Order #53909

Fax:

Re: kas3552 5453 South Perimeter, KELOWNA BC V1W 5H9 (Strata Lot 8)

Line Item	Page Count	Price
FormB	2	\$35.00
FormBAttachments	3	\$0.75
Minutes	32	\$8.00
Bylaws	12	\$3.00
Financials	6	\$1.50
Administration Fee		0
Sub Total:		\$48.25
GST# 12080 8654 RT 0001	GST:	\$2.41
Order Number: 53909	Total:	\$50.66

PAID

4/25/2016
Credit

Strata Property Act
SECTION 59 (Form B) INFORMATION CERTIFICATE

The Owners of Strata Plan Amberhill KAS3552, certify that the information contained in this certificate with respect to Strata Lot 8 5453 South Perimeter KELOWNA, BC is correct as of the date of this certificate.

(a)	Monthly Strata Fees payable by the Owner of the strata lot described above	\$210.52
(b)	Any amount owing to the Strata Corporation by the Owner of the strata lot described above (other than an amount paid into court, or to the Strata Corporation in trust under Section 114 of the Strata Property Act)	\$484.04
(c)	Are there any agreements under which the Owner of the strata lot described above takes responsibility for expenses relating to alterations to the strata lot, the common property or the common assets? Not to the Best of Our Knowledge Since records may be unavailable or incomplete, purchaser should check bylaws, rules, and other documents registered at Land Titles Office and request the seller to disclose any applicable agreements	
(d)	Any amount that the Owner of the strata lot described above is obligated to pay in the future for a Special Levy that has already been approved	\$0.00
(e)	Any amount by which the expenses of the Strata Corporation for the current fiscal year are expected to exceed the expenses budgeted for the fiscal year. Final expenses may not be determined until the conclusion of the fiscal year	\$0.00
(f)	Amount in the Contingency Reserve Fund minus any expenditures which have already been approved but not yet taken from the fund. This figure may not include emergency expenditures approved by the Strata Council.	\$54621.61
(g)	Are there any amendments to the Bylaws that are not yet filed in the Land Title office? NO - Not to the best of our knowledge	
(h)	Are there any Resolutions passed by a $\frac{3}{4}$ vote or unanimous vote that are required to be filed in the Land Title office but that have not yet been filed in the Land Title office? NO - Not to the best of our knowledge	
(i)	Has notice been given for any Resolutions, requiring a $\frac{3}{4}$ vote or unanimous vote? NO - Not to the best of our knowledge	
(j)	Is the Strata Corporation party to any court proceeding or arbitration, and/or are there any judgments or orders against the Strata Corporation? NO - not to the best of our knowledge	
(k)	Have any notices or work orders been received by the Strata Corporation that remain outstanding for the strata lot, the common property or the common assets? NO - not to the best of our knowledge	
(l)	Number of strata lots in the Strata Plan that are rented. This figure is to the best of our knowledge as reported to us.	9
(m)	Are there any parking stall(s) allocated to the strata lot? Yes -Stall is part of the strata lot	

Details:

(n) Are there any storage locker(s) allocated to the strata lot?

No -No Locker is available

Details:

***Note: The allocation of a storage locker that is common property may be limited as short term exclusive use subject to section 76 of the *Strata Property Act*, or otherwise, and may therefore be subject to change in the future.**

Required Attachments

In addition to attachments mentioned above, section 59(4) of the Strata Property Act requires that copies of the following must be attached to this Information Certificate:

- ☐ The rules of the strata corporation;
- ☒ The current budget of the strata corporation;
- ☒ The owner developer's Rental Disclosure Statement under section 139, if any; and
- ☐ The most recent depreciation report, if any, obtained by the strata corporation under section 94.

Date: April 18, 2016



Signature of Community Manager, if authorized by Strata Corporation

Annual Budget

Period = Apr 2016

Book = Accrual

08/2015 - 07/2016**REVENUE**

Owners' Contributions

111,152**TOTAL REVENUE****111,152****OPERATING EXPENSES****ADMIN EXPENSES**

Statutory Review of Trust Accounts

315

Additional Services

501

Bank Charges

300

Insurance Premium

27,810

Management Fees

10,616

Postage/Copies/Office Exp.

600

Corporate Tax Return

315**TOTAL ADMIN EXPENSES****40,457****UTILITY EXPENSES**

Electricity

4,000

Water & Sewer

17,500**TOTAL UTILITY EXPENSES****21,500****CONTRACT & BUILDINGS EXPENSES**

Landscaping

28,000**TOTAL CONTRACT & BLDG EXPENSES****28,000****REPAIRS & MTCE EXPENSES**

Backflow Prevention Test

200

Repairs & Maintenance

5,000

Improvements - Common Property

895

Irrigation

1,500

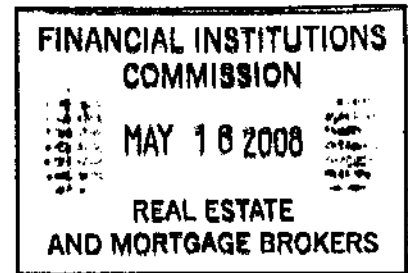
Snow Removal

2,500**TOTAL REPAIRS & MTCE EXPENSES****10,095****CRF & OTHER BUDGETED RESERVES**

Contingency Reserve Fund

11,100**TOTAL CRF & BUDGETED RESERVES****11,100****TOTAL EXPENSES / RESERVES****111,152**

Strata Property Act
FORM J
RENTAL DISCLOSURE STATEMENT
 (Section 139)



RE: Strata Plan _____

legal description of lands to be developed is:

PID: 027-130-550
 Lot 49 Section 23 Township 28
 Similkameen Division Yale District
 Plan KAP84295

1. The development described above will include 44 residential strata lots.
2. The residential strata lots described below are rented out by the owner developer as of the date of this statement and the owner developer intends to rent out each strata lot until the date set out opposite its description.

[Describe all strata lots rented by the owner developer as of the date of this statement.]

Description of Strata Lot (strata lot number as shown on strata plan)	Date Rental Period Expires (month, day, year)
Nil	

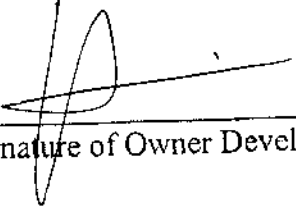
3. In addition to the number of residential strata lots rented out by the owner developer as of the date of this statement, the owner developer reserves the right to rent out a further 44 residential strata lots, as described below, until the date set out opposite each strata lot's description.

[Describe all strata lots intended to be rented out by the owner developer.]

Description of Strata Lot (strata lot number as shown on strata plan)	Date Rental Period Expires (month, day, year)
Strata Lots 1 – 44	December 31, 2058

4. There is no bylaw of the strata corporation that restricts the rental of strata lots.

Date: *May 15*, 2008.



Signature of Owner Developer

Amberhill - IMPORTANT REMINDERS

RENTAL UNITS

Owners are reminded that in accordance with the Strata Property Act, if your unit is rented a Form K must be submitted to Baywest within 2 weeks of occupancy. This is important in case of an emergency so that the occupants of a unit may be contacted. It is also important to verify Baywest has correct mailing addresses for Owners and emergency contact information. Should you have any questions or concerns, please email Baywest, sczinger@baywest.ca. A blank Form K and Owner Information Sheet have been attached to these minutes. Please feel free to complete and fax to Baywest.

Should any owner require a Form K it is posted on MyBaywest or request one by emailing sczinger@baywest.ca

Council would like to thank Owners who have submitted their Form K's for their rental units.

BYLAW CONTRAVENTIONS

For the Strata Council to properly address any bylaw contraventions a complaint must be in writing noting your unit number as well as the number of the offending unit. Please include reason with full details surrounding complaint including date and time. Council is unable to act on anonymous or verbal complaints.

5. Obtain Approval Before Altering a Strata Lot

- (1) An Owner must obtain the written approval of the Strata Corporation before making an 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 a building;
 - (d) doors or windows 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.

COUNCIL MEETING MINUTES**WEDNESDAY, MARCH 25, 2015****AMBERHILL – KAS 3552****LOCATION:**

5:000 p.m.
Baywest Office
100-1100 Lawrence Avenue
Kelowna, BC

**STRATA COUNCIL
2014/2015****PRESIDENT**

Fiona Duggan

VICE-PRESIDENT/Treasurer

Rom Houtstre

AT LARGE

Charlene Lewis
Holly Niebergal
Roland Frayne
Jodi Dirks

STRATA MANAGER

Susie Czinger
Phone: 250-448-0044 x404
E-Mail: sczinger@baywest.ca
Fax: 1-877-448-0046

ALL ACCOUNTING INQUIRIES

Toll Free 1-877-585-4411

**BAYWEST MANAGEMENT
100-1100 LAWRENCE AVE**

KELOWNA, BC V1Y 6M4
www.baywest.ca

24-HOUR SERVICE:

Phone: (250) 448-0044
1(888)648-0044

BAYWEST FORMS

Direct: 1(877)595-8380
Fax: 1(888)592-3640

STRATA WEB PORTAL

kas3552.mybaywest.com

ATTENDANCE:

Fiona Duggan
Rom Houtstre
Charlene Lewis
Holly Niebergal
Roland Frayne

REGRETS:

Jodi Dirks

Susie Czinger, Baywest Management Corporation

(1) CALL TO ORDER

The meeting was called to order at 5:00 p.m. A quorum was established.

RESIGNATION OF COUNCIL MEMBER

Prior to today's meeting Council received a formal Council resignation letter from Barbara Lienemann. Council would like to thank Barbara for her past contributions for the Strata Corporation.

As Barb held the position of Vice-President it was then moved and seconded to appoint Rom Houtstre as Vice-President/Treasurer for the remainder of the fiscal year.

(2) ADOPTION OF THE AGENDA

After several additions to the agenda it was moved and seconded to adopt the agenda as amended. **CARRIED**

(3) APPROVAL OF PREVIOUS MINUTES

Following review of the Minutes of the Council Meeting held January 28, 2015 and there being no errors or omissions noted, it was moved and seconded to approve the Minutes as prepared and distributed. **CARRIED**

(4) BUSINESS ARISING FROM PREVIOUS MINUTES**4.1 DECK REPAIRS & STAINING**

Contractor will be on site again once the temperatures remain even in April or May.

4.2 5 YEAR ENVELOPE WARRANTY REVIEW – NEXT PHASE

Reports were received from Inspect IT Engineers and posted on MyBaywest. The final phase for Mountainside will be done by March 27, 2015 and report will be posted as received.

No envelope issues have been reported with the building envelope on any buildings to date. The Engineer noted the importance of have having downspouts drain away from the building to avoid any potential water ingress issues.

(5) FINANCIAL REPORT

5.1 FINANCIAL STATEMENTS

Strata Council reviewed the Financial Statements for January and February 15, 2015 and it was moved and seconded to approve the Financial Statements up to and including February 15, 2015 as prepared by Baywest. **CARRIED**

5.2 ACCOUNTS RECEIVABLE

Strata Council conducted a review of the Accounts Receivable as at March 25, 2015. It was noted the outstanding in arrears totaling \$210.52 as a result of a sale of a unit. The New Owner is now set up on pre-authorized payments effective April 1, 2015 and accounts receivable will be at zero balance.

Council would like to thank ALL Owners for being current with their Strata Fee payments.

(6) CORRESPONDENCE

6.1 Correspondence was received from an Owner requesting repairs to their window as the seal is broken. The Strata Manager arranged for the Rutland Glass to contact the Owner.

6.2 Correspondence was received from an Owner requesting replacement of dead rose bushes with lilac bushes. As this was part of the original landscape design for the Strata Corporation, the Strata Manager was requested to obtain a quote for Council approval.

Owners are requested to put any questions or concerns in writing and send them to the Strata Council via the Strata Manager so Council can address them at the next Council Meeting. The Strata Manager will respond at the direction of the Strata Council, either in the minutes or by correspondence.

Owners are reminded all complaints to the Strata Council must be in writing and signed, anonymous complaints will not be considered.

(7) NEW BUSINESS

7.1 COMMON LIGHTING REPAIRS - EXTERIOR

Strata Council would like to thank Richard Herbert for continuing to oversee and document lighting repairs and ensuring notification is sent to the Strata Manager so that any issues may be rectified quickly. Strata Council would also like to thank Roland Frayne for his continued commitment to the Strata and assisting where necessary with lighting issues or general repairs and maintenance. Approximately \$2500.00 has been spent for lighting and ballast repairs this fiscal year.

7.2 GUTTER REPAIRS

Strata Council reviewed a quote for gutter repairs in the amount of \$1659.00 including tax to install 3" extensions to all the ground draining down pipes. This is important to keep water away from the buildings which was noted as a concern in the building envelope reviews. It was then moved and seconded to accept the quote from GutterPro and have the extensions installed right away. **CARRIED**

7.3 LANDSCAPE CONTRACT - 2015

Gabel Landscape Contract commences April 1, 2015. Once it is determined which day the landscaper will be on-site each week a notification will be posted on MyBaywest.

Dog Owners are reminded to pick up after your pet daily in order to maintain a clean and sanitary Strata Complex. Excrement will not be picked up by landscapers and Owners will risk their lawns not being cut. There will be times when the day of landscape services changes due to rain or long weekends. During these times notification to Owners may not be possible.

The Strata Manager will be obtaining a quote from the landscape contractor to replace any dead foliage around the perimeter of the strata as well as replacing an area of diseased rose bushes with lilac bushes. Owners are reminded that landscape changes must be approved by Council.

7.4 PLAYGROUND – HAND RAIL & LANDSCAPING

Strata Council reviewed the hand rail on the small steps in the middle of the playground. As the hand rail is continually broken, the Strata Manager was directed to confirm with the Engineer if a rail is actually necessary for those steps or if the steps should be removed. In the meantime, a Council member will put the broken rail in their garage for temporary storage.

Strata Council reviewed the landscaping in the common playground area and costs for replacing foliage that has died from weather or has been damaged. Council understands the need for the children to play which is important for their well being and may not be old enough to understand landscaping concerns. Council will determine if a hardy ground cover can be planted to fill in the bare spots which can withstand children playing in the area. It was then moved and seconded not to replace any foliage but have the landscapers remove dead or damaged. **CARRIED**

EMERGENCY CONTACT NUMBERS

Owners are reminded to call Baywest Office at **250-448-0044** or **1-888-648-0044** at any time (24/7/365) in case of non medical emergencies that require immediate assistance to prevent damage to the property.

For medical or fire emergencies please call **911**.

Please note Baywest agent is available Monday to Friday 8:30 a.m. to 4:30 p.m.

Baywest office at 100-1100 Lawrence Ave. is open for walk ins on Monday 8:30 a.m. to 12:30 p.m., Wednesday 9:00 to 11:00 a.m. and Friday 1:00 to 3:00 p.m.

Please make an appointment if you need to see the Strata Manager in person outside the office hours.

(8) TERMINATION

There being no further business, the meeting was terminated at 5:48 p.m.

The next Meeting is scheduled for 5:00pm Wednesday, April 29, 2015 at the Baywest office.

Please be advised you should retain copies of Council and General Meeting Minutes for a period of 2 years. There will be a charge for copies.

Amberhill - IMPORTANT REMINDERS

USE OF PROPERTY - CHILDREN

Strata Council would like to ask parents to please supervise their children in the common playground area. Unfortunately there is damaging occurring to the rock walls, plant beds and plants/trees themselves.

In order to keep costs of landscaping as well as maintenance and repairs low it is important that all residents respect the common property and this includes the children.

USE OF PROPERTY – STORAGE ON COMMON PROPERTY

A reminder to all Owners no items are to be stored on the common property or in between the buildings. If your unit is a rental the Strata Council requests that Owners do inspections and advise your tenants accordingly.

There are currently residents storing items between the buildings and any costs incurred by the Strata Corporation for removal will be charged back to the owners and fines may be levied.

COUNCIL MEETING MINUTES

WEDNESDAY, APRIL 29, 2015
AMBERHILL – KAS 3552

LOCATION:

5:000 p.m.
Baywest Office
100-1100 Lawrence Avenue
Kelowna, BC

**STRATA COUNCIL
2014/2015**

PRESIDENT

Fiona Duggan

VICE-PRESIDENT/Treasurer

Rom Houtstre

AT LARGE

Charlene Lewis
Holly Niebergal
Roland Frayne
Jodi Dirks

STRATA MANAGER

Susie Czinger
Phone: 250-448-0044 x404
E-Mail: sczinger@baywest.ca
Fax: 1-877-448-0046

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BAYWEST FORMS

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Fax: 1(888)592-3640

STRATA WEB PORTAL
kas3552.mybaywest.com

ATTENDANCE:

Fiona Duggan
Rom Houtstre
Charlene Lewis
Holly Niebergal
Roland Frayne
Jodi Dirks (via teleconference)

REGRETS:

Susie Czinger, Baywest Management Corporation

(1) CALL TO ORDER

The meeting was called to order at 5:00 p.m. A quorum was established.

(2) ADOPTION OF THE AGENDA

After several additions to the agenda it was moved and seconded to adopt the agenda as amended. **CARRIED**

(3) APPROVAL OF PREVIOUS MINUTES

Following review of the Minutes of the Council Meeting held March 25, 2015 and there being no errors or omissions noted, it was moved and seconded to approve the Minutes as prepared and distributed. **CARRIED**

(4) BUSINESS ARISING FROM PREVIOUS MINUTES

4.1 DECK REPAIRS & STAINING

Contractor will be on site to review some time in May.

REAR BALCONIES

Strata Council would like to remind Owners that you are responsible for the cleanliness and care of the rear balconies. It is important that any items on these balconies are appropriate outdoor furniture and not damaging the durra-deck coating. Repairs for negligence become the responsibility of the Owners.

One unit had a seam re-sealed by Unlimited Contracting last year and another unit requires the same. Strata Council is requesting Owners review their rear balconies and advise if a seam requires re-sealing so that we can coordinate all to be done at one time.

Please email sczinger@baywest.ca your unit number and photo if possible.

4.2 5 YEAR ENVELOPE WARRANTY REVIEW

5 year warranty reviews have been completed and posted for all phases. The item of concern noted in the reports was the gutters and downspouts. This has now been dealt with and another cleaning will be budgeted for in the next fiscal year. At any time if an owner sees an issue with a gutter or downspout please report immediately to Baywest.

4.3 GUTTERS

GutterPro has completed their inspection of the gutters, cleaned where necessary and installed 3" extensions to all the ground draining down pipes. Next cleaning will be schedule for 2016.

4.4 LANDSCAPE

Lawn cutting will occur every Friday unless there is a long weekend or it rains. There will be times when the day of landscape services changes due to rain or long weekends. During these times notification to Owners may not be possible

Dog Owners are reminded to pick up after your pet daily in order to maintain a clean and sanitary Strata Complex. Excrement will not be picked up by landscapers and Owners will risk their lawns not being cut.

The Strata Council is currently awaiting a quote from the landscape contractor to replace any dead foliage around the perimeter of the strata as well as replacing an area of diseased rose bushes with lilac bushes. Owners are reminded that landscape changes must be approved by Council.

(5) FINANCIAL REPORT

5.1 FINANCIAL STATEMENTS

Strata Council reviewed the Financial Statements for March 31, 2015 and it was moved and seconded to approve the Financial Statements for March 31, 2015 as prepared by Baywest. **CARRIED**

5.2 ACCOUNTS RECEIVABLE

Strata Council conducted a review of the Accounts Receivable as at April 29, 2015. It was noted there are no outstanding strata fees for any units.

Council would like to thank ALL Owners for being current with their Strata Fee payments.

(6) CORRESPONDENCE

6.1 Correspondence was received from an Owner concerned about the children climbing the rock walls, removing rocks from the walls and throwing the as well as running across the plants/shrubs and shaking the trees. The Owner advised they feel that the Strata as a whole should not be held responsible for repair and replacement for damaged caused by a few. The Strata Council by way of these minutes is requesting parents to remind the children of how to play in the playground area and supervise their behaviour.

Owners are requested to put any questions or concerns in writing and send them to the Strata Council via the Strata Manager so Council can address them at the next Council Meeting. The Strata Manager will respond at the direction of the Strata Council, either in the minutes or by correspondence.

Owners are reminded all complaints to the Strata Council must be in writing and signed, anonymous complaints will not be considered. Please email sczinger@baywest.ca

(7) NEW BUSINESS

7.1 INSURANCE APPRAISAL

The last insurance appraisal update for the property was 2013 and the Strata Insurance Broker is requesting a new appraisal. The Strata Council reviewed the quote from Universal Appraisal Co. Ltd., in the amount of \$1900.00 plus tax.

It was then moved and seconded to proceed with the appraisal.

CARRIED

7.2 WINDOW REPAIRS

There have been some small round windows in the South Perimeter strata lots that have required replacement due to shrinkage/stress of the building. Owners are reminded that nothing should be placed into these windows to block the light as this causes cracking also. A curtain is recommended to block the light as breakage caused by a Resident will not be covered by the Strata Corporation. Should you encounter a broken window please email the Strata Manager sczinger@baywest.ca with photos.

7.3 PLANTS ON BALCONIES

Owners please remember the back balconies are limited common property and attached to the building envelope. Please be mindful of the types of plants and planters that placed on this space as there is potential for overweight which can affect the building envelope and as well overwatering can damage the wood framing of the building and balconies and cause rot. Due to concerns from Residents, an Owner will be receiving notification regarding the 5 cedar trees that have been placed by their tenant on the balcony and currently being overwatered.

7.4 WATER TAPS (OUTDOOR AND GARAGE)

Several Owners have advised their outdoor and garage taps are not turning off or leaking. A Council member volunteered to review these and repair if possible or a plumber will be contacted. Owners experiencing any leaking issues or taps not shutting off are asked to notify the Strata Manager so that these may be rectified as soon as possible to avoid any water ingress into units.

(8) TERMINATION

There being no further business, the meeting was terminated at 5:47 p.m.
The next Meeting is scheduled for 5:00pm Wednesday, May 27, 2015 at the Baywest office.

Please be advised you should retain copies of Council and General Meeting Minutes for a period of 2 years. There will be a charge for copies.

Amberhill - IMPORTANT REMINDERS

REAR BALCONIES

Strata council would like to remind Owners to be cautious of items stored on the rear balconies as it should only be patio furniture and reasonable number of plants. Please refrain from shrubbery or trees as the weight of these and water will have an adverse effect on the structure over time.

Should any owner notice the seam in the dura deck separating on their rear balcony we ask that a photo be taken and emailed with your unit number to the Strata Manager sczinger@baywest.ca.

PETS

A reminder to all Owners/Residents, dogs must be on leash at all times while on common property and please pick up after your pets.

LANDSCAPING

Lawn cutting days are Friday please remove items from your front lawn including pet feces so that the landscapers may mow. On long weekends the landscapers will typically come 1 day early (Thursdays).

Modifications, removal or change in plantings on common or limited common property is prohibited without authorization from the Strata Council. The landscapers will be replanting dead or removed plants on the perimeter of the property so that all plants are the same throughout. Landscapers will be directed to remove any plantings done by Owners/Residents. If you have made changes without approval, the Strata Corporation will not be responsible for any plants or costs associated with what is removed by the landscapers.

USE OF PROPERTY - CHILDREN

Strata Council is asking parents to please supervise their children in the common playground area. Unfortunately there is a lot of damage occurring to the rock walls, plant beds and plants/trees themselves.

COUNCIL MEETING MINUTES

WEDNESDAY, MAY 27, 2015
AMBERHILL – KAS 3552

LOCATION:

5:000 p.m.
Baywest Office
100-1100 Lawrence Avenue
Kelowna, BC

**STRATA COUNCIL
2014/2015**

PRESIDENT

Fiona Duggan

VICE-PRESIDENT/Treasurer

Rom Houtstre

AT LARGE

Charlene Lewis
Holly Niebergal
Roland Frayne
Jodi Dirks

STRATA MANAGER

Susie Czinger
Phone: 250-448-0044 x404
E-Mail: sczinger@baywest.ca
Fax: 1-877-448-0046

ALL ACCOUNTING INQUIRIES

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Direct: 1(877)595-8380
Fax: 1(888)592-3640

STRATA WEB PORTAL

kas3552.mybaywest.com

ATTENDANCE:

Fiona Duggan
Rom Houtstre
Charlene Lewis
Holly Niebergal
Roland Frayne

REGRETS:

Jodi Dirks

Susie Czinger, Baywest Management Corporation

(1) CALL TO ORDER

The meeting was called to order at 5:07 p.m. A quorum was established.

(2) ADOPTION OF THE AGENDA

After several discussion items added to the agenda it was moved and seconded to adopt the agenda as amended. **CARRIED**

(3) APPROVAL OF PREVIOUS MINUTES

Following review of the Minutes of the Council Meeting held April 29, 2015 and there being no errors or omissions noted, it was moved and seconded to approve the Minutes as prepared and distributed. **CARRIED**

(4) BUSINESS ARISING FROM PREVIOUS MINUTES

4.1 DECK REPAIRS & STAINING

Deck staining and repairs has now been completed by Unlimited Contracting. The total funds remaining to be paid on the invoice to College Pro is \$3,099.60 and the remaining total unspent from the project was \$3,752.00. It was then moved and seconded to release the funds to College Pro and return the remaining unused funds to the Contingency Reserve Fund. **CARRIED**

REAR BALCONIES

Strata Council would like to remind Owners that you are responsible for the cleanliness and care of the rear balconies.

Strata Council is requesting Owners review their rear balconies and advise if a seam requires re-sealing so that we can coordinate all to be done at one time.

Please email sczinger@baywest.ca your unit number and photo if possible.

4.2 LANDSCAPE

The Strata Council is currently awaiting a quote from the landscape contractor to remove two trees, replace any dead foliage around the perimeter of the strata as well as replacing an area of diseased rose bushes with lilac bushes.

4.3 INSURANCE APPRAISAL

The Strata Council is currently awaiting the updated appraisal for insurance.

4.4 WINDOW REPAIRS

There have been several small window replacements due to shrinkage of the building. Should you notice a window cracked please contact the Strata Manager, sczinger@baywest.ca.

4.5 OUTDOOR WATER TAPS

Council member Roland Frayne has been repairing any issues with the outdoor taps. Please report any exterior tap leaks to the Strata Manager so that they may be rectified as soon as possible. Council would like to thank Roland for volunteering his time for these repairs.

(5) FINANCIAL REPORT

5.1 FINANCIAL STATEMENTS

Strata Council reviewed the Financial Statements for April 30, 2015 and it was moved and seconded to approve the Financial Statements for April 30, 2015 as prepared by Baywest. **CARRIED**

5.2 ACCOUNTS RECEIVABLE

Strata Council conducted a review of the Accounts Receivable as at May 17, 2015. It was noted there was one unit outstanding for May and as this is a new Owner the Strata Manager was directed to provide a follow up call and provide information on how to pay strata fees.

Council would like to thank ALL Owners for being current with their Strata Fee payments.

(6) CORRESPONDENCE

6.1 After the last Council meeting correspondence was sent to a unit to remove the cedar trees from the rear balcony. Unfortunately the engineer has advised that excessive weight of 50lbs per square foot could potentially cause damage to the wood frame construction. The Strata Council would like to thank the Owner for complying to request for removal. The Strata Manager will be reviewing this further with the architectural engineers for Amberhill.

6.2 Correspondence was received from a Resident complaining of a dog off leash on Saturday, May 23, 2015. The Strata Manager was requested to write to the Owner of the dog advising of the Strata Bylaws.

6.3 Council received a complaint about bike ramps on common property, specifically on driveways and roadways. Children riding bikes over the ramps has caused damage to a vehicle belonging to another resident. Council also discussed the safety hazard of this children's activity around moving traffic. In view of this council has added to the agenda to create a rule. See item 7.3 below.

Owners are requested to put any questions or concerns in writing and send them to the Strata Council via the Strata Manager so Council can address them at the next Council Meeting. The Strata Manager will respond at the direction of the Strata Council, either in the minutes or by correspondence.

Owners are reminded all complaints to the Strata Council must be in writing and signed, anonymous complaints will not be considered. Please email sczinger@baywest.ca

(7) NEW BUSINESS

7.1 CHANGE OF LOCKS FOR FRONT DOORS

The Strata Council reviewed a request to change the front lock to a key pad style lock. After review and discussion it was moved and seconded to allow for key pad style locks in the garage entries only. In order to keep the esthetics of the building consistent the Strata Council does not wish for Owners to replace any front door handles or locks which are not identical to original ones.

7.2 IRRIGATION

There has been some irrigation repairs required due to wear and tear. Should anyone notice irrigation lines or heads broken and water gushing please contact a Council member immediately or Baywest 250-448-0044 and press "0" to reach the call center.

7.3 NEW RULE – NO RAMPS ON COMMON PROPERTY

1. RAMPS ON COMMON PROPERTY

No ramps for bikes or motorized vehicles will be permitted on common property or driveways at any time.

Rationale:

Due to complaints and vehicle damage as well as safety to the Residents, the Strata Council moved and seconded to create a rule for no ramps on the common property. This rule will be brought forward as a bylaw amendment at the Annual General Meeting.

(8) TERMINATION

There being no further business, the meeting was terminated at 6:16 p.m.

The next Meeting is scheduled for 5:00pm Thursday, August 6, 2015 at the Baywest office.

Please be advised you should retain copies of Council and General Meeting Minutes for a period of 2 years. There will be a charge for copies.

COUNCIL MEETING MINUTES**THURSDAY, AUGUST 6, 2015****AMBERHILL – KAS 3552****LOCATION:**

5:000 p.m.
Baywest Office
100-1100 Lawrence Avenue
Kelowna, BC

**STRATA COUNCIL
2014/2015****PRESIDENT**

Fiona Duggan

VICE-PRESIDENT/Treasurer

Charlene Lewis

AT LARGE

Holly Niebergal
Jodi Dirks

STRATA MANAGER

Susie Czinger

**BAYWEST CLIENT
SERVICE CENTRE**

1-604-591-6060

service@baywest.ca

MAILING ADDRESS:
BAYWEST MANAGEMENT
13468-77TH AVENUE
SURREY, BC V3W 6Y3

STRATA WEB PORTAL

kas3552.mybaywest.com

ATTENDANCE:

Fiona Duggan
Charlene Lewis
Holly Niebergal
Jodi Dirks

REGRETS:

Susie Czinger, Baywest Management Corporation

(1) CALL TO ORDER

The meeting was called to order at 5:00 p.m. A quorum was established.

(2) RESIGNATION FROM COUNCIL

Rom Houtstre and Roland Frayne have sold their units and resigned from Council.

The Strata Council wishes to thank both Rom and Roland for their contributions to Council. A special thank you to Roland for all the minor repairs he did on behalf of Council including the repair to hose bibs at no cost to the Strata Corporation.

(3) ADOPTION OF THE AGENDA

After two items were added to the agenda it was moved and seconded to adopt the agenda as amended. **CARRIED**

(4) APPROVAL OF PREVIOUS MINUTES

Following review of the Minutes of the Council Meeting held May 27, 2015 and there being no errors or omissions noted, it was moved and seconded to approve the Minutes as prepared and distributed. **CARRIED**

(5) BUSINESS ARISING FROM PREVIOUS MINUTES**5.1 DECK REPAIRS & STAINING**

The Strata Manager confirmed a cheque for final payment was issued for College Pro in the amount of \$3,099.60 with email and phone call to vendor. To date the cheque for College Pro has not been picked up. The unspent monies from the project of \$3,752.00 was transferred to the Contingency Reserve Fund.

5.2 LANDSCAPE

The Strata Council reviewed the services being provided and directed the Strata Manager to contact Gabel and advise of their

concerns with regards to the lilac bushes, rose bushes and several units having their lawns cut in a circular pattern.

Trees were removed between the buildings due to root systems potentially damaging the foundation of the units. Any future landscape upgrades will be put on hold for review in the spring. The Strata Council feels that continuity with a landscaper is important and will be commissioning a new agreement with Gabel Landscaping for 2016 season.

5.3 INSURANCE APPRAISAL

The Strata Council is currently awaiting the updated appraisal for insurance.

(6) FINANCIAL REPORT

6.1 FINANCIAL STATEMENTS

Strata Council reviewed the Financial Statements for May and June 30, 2015 and it was moved and seconded to approve the Financial Statements for May 31, 2015 and June 30, 2015 as prepared by Baywest. **CARRIED**

6.2 ACCOUNTS RECEIVABLE

Strata Council conducted a review of the Accounts Receivable as at August 6, 2015. It was noted there were no units with outstanding amounts.

Council would like to thank ALL Owners for being current with their Strata Fee payments.

(7) CORRESPONDENCE

7.1 After the last Council meeting correspondence was sent to two units regarding dogs off leash. Both pet owners have complied and no further complaints have been received.

7.2 Correspondence was received regarding a complaint of ramps being erected on common property. The occupants of the unit no longer live at Amberhill and Council would like to remind all residents that the ramps are dangerous and a Bylaw amendment will be presented to the owners at the AGM prohibiting ramps.

7.3 Correspondence was received regarding a complaint of children climbing the trees, being aggressive and breaking the branches. The Strata Manager was directed to write to the offending unit.

7.4 Correspondence was received from an owner wishing to plant in their yard. As this is limited common property a Council Member volunteered to discuss this directly with the owner and obtain further information. Owners are reminded that all requests for modifications must be submitted to the Strata council for approval.

CORRESPONDENCE:

In order for your correspondence to be addressed your questions or concerns must be in writing and sent to the Strata Council via the Strata Manager so Council can address them at the next Council Meeting. The Strata Manager will respond at the direction of the Strata Council, either in the minutes or by correspondence.

Owners are reminded all complaints to the Strata Council must be in writing and signed, anonymous complaints will not be considered. Please email sczinger@baywest.ca

(8) NEW BUSINESS

8.1 ANNUAL GENERAL MEETING

Location – Cedar Creek Community Center, 5160 Chute Lake Road, Kelowna, BC

Date – September 23, 2015

Time – Registration 6:30pm – 7:00pm, Meeting start time 7:00pm.

Notices will be mailed September 3, 2015.

Proposed Bylaw Amendments

The Strata Council reviewed 7 resolutions to present to the Owners with 5 of them being Bylaw amendments. It was moved and seconded to present the resolutions to the Owners for approval at the AGM.

Proposed Operating Budget

The Strata Council reviewed the draft operating budget as prepared by Baywest with no increase in strata fees. As no changes were made it was moved and seconded to present the proposed budget to the Owners for approval at the AGM.

8.2 WASPS

The Strata Council reviewed complaints regarding the number of wasps this year. The Strata Council voted that Owners should be tending to wasp nests themselves instead of the Strata Corporation paying for service calls. Owners can pick up the wasp traps for approximately \$6.00 at Rona, Home Depot or Home Hardware or purchase cans of wasp spray.

8.3 UNINVITED GUESTS TO THE PROPERTY

The Strata Council reviewed complaints regarding parents with children visiting the playground that do not live at Amberhill and are not guests of Residents at Amberhill. The Strata Manager was directed to obtain 2 signs mounted on metal posts one for the playground and one at the entry way.

(9) TERMINATION

There being no further business, the meeting was terminated at 6:15 p.m.

The next Meeting is scheduled after the Annual General Meeting on September 23, 2015.

Please be advised you should retain copies of Council and General Meeting Minutes for a period of 2 years. There will be a charge for copies.

AMBERHILL - STRATA PLAN KAS3552

LOCATION:

7:00 p.m.

Cedar Creek Community Centre
5160 Chute Lake Road
Kelowna, BC

**STRATA COUNCIL
2015/2016**

Fiona Duggan
Charlene Lewis
Lorraine Campbell
Shaun Thibert

**STRATA MANAGER
Susie Czinger**

**ASSOCIA BC
CLIENT
SERVICE CENTRE
1-877-591-6060**

**MAILING ADDRESS:
ASSOCIA B.C.
13468 77TH AVENUE
SURREY, B.C. V3W 6Y3**

**STRATA WEB PORTAL
kas3552.mybaywest.com**

PRESENT

15 Strata Lots Represented
13 In Person
2 By Proxy

Susie Czinger, Associa British Columbia (formerly called Baywest)

(1) REGISTRATION

The registration for the meeting was conducted from 6:30pm until call to order by the Strata Manager, Susie Czinger.

(2) CALL TO ORDER

The meeting was called to order at 7:05 p.m. by Susie Czinger, Strata Manager.

(3) CALLING THE ROLL/CERTIFICATION OF PROXIES

All received proxies were verified and certified by the Strata Manager.

There are 44 strata corporation votes at Amberhill. The Strata Property Act and Bylaws requires one-third of the strata corporation's votes (15 votes) to be eligible voters present in person or by proxy to constitute a quorum.

As 15 eligible voters were represented at the time of call to order, the quorum was established and the meeting was declared competent to deal with the business at hand.

(4) ELECTION OF THE CHAIR

As per the Strata Corporation Bylaws, Fiona Duggan, Council President chaired the meeting and facilitated by Strata Manager, Susie Czinger.

(5) PROOF OF NOTICE OF MEETING

It was MOVED (5481S) / SECONDED (5790M) that proper notice of meeting had been provided according to the requirements of the Strata Property Act. **CARRIED**

(6) APPROVAL OF THE AGENDA

It was MOVED (350H) / SECONDED (338H) to approve the agenda as presented. **CARRIED**

(7) APPROVAL OF PREVIOUS MINUTES

MOVED (5788M) / SECONDED (5481S) to approve the Annual General Meeting Minutes of September 25, 2014 as prepared and distributed. **CARRIED**

(8) COUNCIL REPORT

Council did not provide a report as the business conducted throughout the year had been minuted.

(9) ANNUAL REPORT ON INSURANCE

Each Owner was provided with a copy of the insurance for all the buildings as part of the Notice of Annual General Meeting package which set out the coverage and deductibles the Strata Corporation currently holds on the property. The Strata Manager highlighted features of the new insurance policy (copy attached) which included:

All property coverage for \$16,755,000

Deductibles: All Property - \$5,000.00; Water/Sewer - \$5,000.00; Flood - \$25,000.00; Earthquake – 5%

The new policy is effective October 1, 2015 to October 1, 2016 with no deductible increases this year.

Owners are reminded that they must purchase contents and/or homeowner's insurance for any in-suite upgrades they make, and for their personal effects. The Strata Corporation's insurance does not cover these. Owners are also encouraged to ensure their tenant's place contents insurance on their personal effects. Owners are also encouraged to place insurance for coverage of Strata Corporation insurance deductibles.

(10) CONSIDERATION OF PROPOSED 2015/2016 OPERATING BUDGET

It was MOVED (338H) / SECONDED (354H) to adopt the 2015/2016 proposed operating budget as presented.

The floor was opened for discussion, questions were posed and answered. There being no further questions the vote was called for to adopt the proposed budget as presented resulting in ALL in favour, 0 opposed, 0 abstentions, the motion was **CARRIED UNANIMOUSLY**

A copy of the adopted budget and the strata fee schedule is attached to these minutes.

(11) CONSIDERATION OF ¾ VOTE RESOLUTIONS

11.1 MAJORITY VOTE RESOLUTION – A FUNDING DEPRECIATION REPORT FROM CRF

Be it resolved as a majority vote of the Owners of Strata Plan KAS 3552, Amberhill that an amount not to exceed \$5,000 (five thousand dollars) be expended from the Contingency Reserve Fund for the purpose of obtaining a Depreciation Report under section 94 of the Strata Property Act.

It was MOVED (5463S) / SECONDED (338H) to approve the resolution "A" as presented. The Strata Manager explained the rationale behind the resolution and opened the floor for discussion. There being no further questions the vote was called for resulting ALL in favour, 0 opposed, 0 abstentions, the motion was **CARRIED UNANIMOUSLY**

11.2 ¾ VOTE RESOLUTION "B" – WAIVING THE NEED FOR A DEPRECIATION REPORT

This resolution was not considered as resolution "A" was passed.

11.3 ¾ VOTE RESOLUTION “C” – BYLAW AMENDMENT #23

Be it resolved by a three-quarter (3/4) vote of the Owners of Strata Plan KAS 3552, Amberhill to repeal the existing Bylaw 23 and replace it with the following:

- (1) The Strata Corporation may fine an Owner or tenant a maximum fine of
 - a. \$200 for each contravention of a Bylaw, and
 - b. \$50 for each contravention of a Rule

It was MOVED (354H) / SECONDED (350H) to approve the resolution “C” as presented. The Strata Manager explained the rationale behind the resolution and opened the floor for discussion. There being no further questions the vote was called for resulting in 12 in favour, 1 opposed, 2 abstentions, the motion was **CARRIED**

11.4 ¾ VOTE RESOLUTION “D” – BYLAW AMENDMENT – Use of Property

Be it resolved, as a three-quarter (3/4) vote of the Owners of Strata Plan KAS3552 Amberhill to amend the Strata Bylaws, Division 1 – Duties of Owners, Tenants, Occupants and Visitors, Section 3 – Use of Property by adding Subsection 6, 7, 8 , 9 & 10 as follows:

- 6. No amphibious animals other than fish will be allowed on the **common** property.
- 7. No reptiles will be allowed on the **common** property.
- 8. No birds shall be fed from any strata lot or common property.
- 9. Owners shall inform all visitors who bring pets unto the property of the rules concerning pets, and the Owner of the strata lot shall be responsible for the activity and conduct of any invited pet.
- 10. All occupants or Owners will be responsible for clean up or repair of damage caused by pets belonging to their guests within the building or common property.

It was MOVED (354H) / SECONDED (5788M) to approve the resolution “D” as presented. The Strata Manager explained the rationale behind the resolution and opened the floor for discussion.

It was MOVED (348H) / SECONDED (352H) amend the by law by adding the “**common**” before property on items #6 and #7 (shown in bold above). There being no further questions the vote was called for resulting in 14 in favour, 0 opposed, 1 abstention, the motion was **CARRIED**

11.5 ¾ VOTE RESOLUTION “E” – BYLAW AMENDMENT – CHRISTMAS LIGHTS

Be It resolved by a three-quarter (3/4) vote of the Owners of Strata Plan KAS 3552, Amberhill, that the Bylaws be amended by adding Bylaw #36 to the Strata Corporation bylaws as follows:

- 36. Residents may string Christmas lights on patios, balconies and railings for the period of November 1 to January 31st annually. Lights must be CSA approved and mounted in a way that it does not puncture or damage the exterior of the building.

It was MOVED (5481S) / SECONDED (5463S) to approve the resolution “E” as presented. The Strata Manager explained the rationale behind the resolution and opened the floor for discussion. There being no further questions the vote was called for resulting in 15 in favour, 0 opposed, 0 abstentions, the motion was **CARRIED UNANIMOUSLY**

11.6 ¾ VOTE RESOLUTION “F” – BYLAW AMENDMENT – RAMPS

Be It resolved by a three-quarter (3/4) vote of the Owners of Strata Plan KAS 3552, Amberhill, that the Bylaws be amended by adding Bylaw #37 to the Strata Corporation bylaws as follows:

37. No bike or skateboard ramps can be placed or erected on common and/or limited common property.

Special Note and rational for this bylaw amendment:

This bylaw is formed due to Strata Corporation liability, to prevent damage to property and for the safety of all.

It was MOVED (338H) / SECONDED (5481S) to approve the resolution “F” as presented. The Strata Manager explained the rationale behind the resolution and opened the floor for discussion. There being no further questions the vote was called for resulting in 15 in favour, 0 opposed, 0 abstentions, the motion was **CARRIED UNANIMOUSLY**

11.7 ¾ VOTE RESOLUTION “G” – BYLAW AMENDMENT – RENTALS

Be It resolved by a three-quarter (3/4) vote of the Owners of Strata Plan KAS 3552, Amberhill, that the Bylaws be amended by adding section #38 (a), (b), (c), Rentals to the Strata Corporation bylaws as follows:

38. Rentals

- a) No rental with duration of less than 6 months is permitted. For the purposes of this bylaw the term (lease) or (rental) or any variation thereof shall include any and all forms of tenancy or license relating to the occupancy of a strata lot.
- b) Rental Manager or Owner must inform the Strata Corporation or Strata Management Company of every renter that they have allowed into the property. A Form K must accompany notice of any rental.
- c) Prior to possession of a strata lot by an occupant, renter, Owner or its manager, the rental manager or Owner shall deliver to the occupant the current Bylaws and Rules and regulations of the Strata Corporation and a notice of the occupant's responsibilities.

It was MOVED (5788M) / SECONDED (350H) to approve the resolution “G” as presented. The Strata Manager explained the rationale behind the resolution and opened the floor for discussion. There being no further questions the vote was called for resulting in 15 in favour, 0 opposed, 0 abstentions, the motion was **CARRIED UNANIMOUSLY**

(12) ELECTION OF 2015/2016 STRATA COUNCIL

The Strata Manager advised that in accordance with the Strata Property Act and the Strata Bylaws, at each Annual General Meeting, all members of Council are deemed to have retired from office and the Strata Corporation Owners must elect a new Council. The Bylaws allow a minimum of 3 and a maximum of 7 Owners to serve on Council.

The Strata Manager called for nominations and/or volunteers from the floor and the following were received:

Fiona Duggan (352H)
Lorraine Campbell (5469S)

Charlene Lewis (354)
Shaun Thibert (5489S)

As there were no further volunteers or nominations after 3 consecutive calls from the Strata manager, the vote was called for resulting in ALL in favour, 0 opposed, 0 abstentions. The nominated Owners were declared elected as the new Council for 2015/2016 fiscal year.

Council positions will be discussed at the next Council Meeting. As there are still 3 seats available on Council any Owner wishing to volunteer is asked to contact Susie.czinger@associa.ca.

(13) GENERAL DISCUSSION

Several items of concern that were discussed during the course of the evening were:

- Plant holders need to be reviewed for repairs.
- An owner expressed concern with window washing and was advised the strata will discuss this in the spring if the budget allows for a clean. In the meantime Owners are urged to try and clean they windows that are accessible to them (example: balcony doors)

(14) TERMINATION

There being no further business, the meeting was terminated at 9:00 p.m.

Please keep these minutes with your strata lot records, as you will need to provide them to your realtor when you sell your strata lot. There will be a charge for copies.

SUMMARY OF COVERAGES

Named Insured:	The Owners, Strata Plan KAS3552, acting on their own behalf or as a Strata Corporation &/or as Trustees or Agents on behalf of all Registered Unit Owners.		
Project Name:	AMBERHILL		
Property Manager:	Associa British Columbia, Inc.	Policy Period	October 01, 2015 to October 01, 2016
Policy Number:	Coverages	Subscribers	
BFL04KAS3552	PROPERTY BLANKET GLASS - Includes Lobby Glass CRIME COMMERCIAL GENERAL LIABILITY CONDOMINIUM DIRECTORS & OFFICERS LIABILITY DATA SECURITY WRONGFUL ACTS AND PRIVACY EQUIPMENT BREAKDOWN VOLUNTEER ACCIDENT LEGAL EXPENSES TERRORISM	AIG Insurance Company of Canada Allianz Insurance Company Certain Underwriters at Lloyds' of London as arranged by Lockton Companies LLP Continental Casualty Company (CNA Canada) Starr Insurance & Reinsurance Limited Zurich Insurance Company Ltd Economical Mutual Insurance Company Intact Insurance Company of Canada Economical Mutual Insurance Company Great American Insurance Group Great American Insurance Group Intact Insurance Company of Canada ACE INA Life Insurance DAS Legal Protection Insurance Company Limited Binding Authority B0713PRPNA1201175 underwritten by certain underwriters at Lloyd's	
Insured Locations:	336 - 358 Hillside Avenue, Kelowna,BC V1W 5H1 5447 - 5493 South Perimeter Way, Kelowna,BC V1W 5H9 5473 - 5479 Farron Place, Kelowna,BC V1W 5H1 5784 - 5790 Mountainside Drive, Kelowna,BC V1W 5H9		
Perils Insured:	All risks as defined subject to \$2,500.00 Deductible Except; \$5,000.00 Deductible Sewer Backup Damage; \$5,000.00 Deductible Water Damage; 5.00% Deductible Earthquake Damage; \$25,000.00 Deductible Flood Damage; \$250.00 Deductible Lock & Key; Stated Amount Co-Insurance, Replacement Cost; By-Laws; Data Exclusion; Terrorism Exclusion; Mould Exclusion, Earthquake and Flood limit in the annual aggregate not to exceed 100% of policy limit.		
PROPERTY		\$ 16,755,000 \$ 25,000 \$ 50,000 \$ 1,000,000	All Property Lock & Key. Subject to \$250 deductible. Additional Living Expenses Endorsement - Per Unit Additional Living Expenses Endorsement - Annual Aggregate
CRIME		\$ 30,000 \$ 10,000	Comprehensive Dishonesty, Disappearance and Destruction Broad Form Money and Securities
COMMERCIAL GENERAL LIABILITY		\$ 5,000,000 \$ 5,000,000 \$ 1,000,000	Bodily Injury & Property Damage. Subject to \$500 deductible. Non-Owned Automobile . Subject to \$500 deductible. Limited Pollution Liability. Subject to \$10,000 deductible.
CONDOMINIUM DIRECTORS & OFFICERS LIABILITY		\$ 3,000,000	Claims Made Form (Including Property Manager).
DATA SECURITY WRONGFUL ACTS AND PRIVACY		\$ 50,000	Per Incident
BLANKET GLASS - Includes Lobby Glass		Blanket	Residential. Subject to \$250 deductible. Commercial. Subject to \$250 deductible. Canopy. Subject to \$1,000 deductible.
EQUIPMENT BREAKDOWN		\$ 16,755,000 \$ 250,000	BM31: Standard Comprehensive Form including Production Machines and Electronic Equipment. Subject to \$1,000 deductible. BM34: Extra Expense – 100% available in first month
VOLUNTEER ACCIDENT		\$ 200,000	See Policy Wordings
LEGAL EXPENSES		\$ 300,000 \$ 1,500,000	Per Occurrence Maximum Limit of Loss. Annual Aggregate.
TERRORISM		\$ 350,000 \$ 350,000	Per Occurrence.. Subject to \$2,500 deductible. Aggregate.
Loss Payable:	All Registered Unit Owners &/or other Mortgagees as their interest may appear and as shown in the Land Registration District Office applicable to the said Property.		
This record sheet is intended for reference only. Please refer to your polic(ies) for complete details.			

Amberhill (KAS3552)
Approved Budget Summary

2015-2016
Approved
Budget

TOTAL OWNER CONTRIBUTION	111,152
---------------------------------	----------------

Operating Fund

Opening Balance	2,854
Owner's Contribution	100,052
Other Income	-
Total Operating Expenses	(100,052)
	-
Ending Balance	2,854

Contingency Reserve Fund

Opening Balance	59,691
Owner's Contribution	11,100
Interest Income	750
Loan to Operating	
Payback CRF Loan	
Transfer to Reserve	
	-
Ending Balance	71,541

Reserve Special Project

Opening Balance	6,977
Owner's Contribution	
Interest	80
Expenditure	-
	-
Ending Balance	7,057

Reserve - Warranty Review

Opening Balance	
Owner's Contribution	
Interest Income	
Transfer from CRF	
Expenditure	
Ending Balance	-

* - Items included in the Total Owners' Contributions calculation
Estimated CRF annual interest rate

Amberhill (KAS3552)
Approved Budget - August 1, 2015 To July 31, 2016

Account	Account Name	2015-2016 Approved Budget
RECEIPTS / REVENUE		
5285-0000	Interest Income	0.00
5300-0000	Late Payment Interest	0.00
5500-0000	Owners' Contributions	111,152.00
TOTAL RECEIPTS / REVENUE		\$ 111,152.00
EXPENSES & RESERVES		
ADMINISTRATIVE EXPENSES		
6004-0000	Statutory Review of Trust Accounts	315.00
6008-0000	Additional Services	500.79
6028-0000	Bank Charges	300.00
6080-0000	Insurance Premium	27,810.00
6098-0000	Management Fees	10,616.21
6128-0000	Postage/Copies/Office Exp.	600.00
6132-0010	Corporate Tax Return	315.00
TOTAL ADMINISTRATIVE EXPENSES		40,457.00
UTILITIES		
6308-0000	Electricity	4,000.00
6336-0000	Water & Sewer	17,500.00
TOTAL UTILITIES		21,500.00
CONTRACT / BLDG EXPENSES		
7100-0000	Landscaping	28,000.00
TOTAL CONTRACT / BLDG EXPENSES		28,000.00
REPAIRS & MAINTENANCE EXPENSES		
7520-0000	Backflow Prevention Test	200.00
7660-0000	Repairs & Maintenance	5,000.00
7692-0010	Improvements - Common Property	895.00
7702-0000	Irrigation	1,500.00
7848-0000	Snow Removal	2,500.00
TOTAL REPAIRS & MAINTENANCE EXPENSES		10,095.00
TOTAL OPERATING EXPENSES		100,052.00
CRF & OTHER BUDGETED RESERVE FUNDS		
8920-0000	Contingency Reserve Fund	11,100.00
TOTAL RESERVE FUNDS		11,100.00
TOTAL EXPENSES & RESERVES		111,152.00
SURPLUS / (DEFICIT)		-

Amberhill (kas3552)					
Strata Fee Schedule					
For the Year August 1, 2015 To July 31, 2016					
Unit#	SL#	U/E	Operating Portion	CRF/Reserves Portion	Strata Fee
0336H	33	1	189.5	21.02	\$210.52
0338H	34	1	189.5	21.02	\$210.52
0340H	35	1	189.5	21.02	\$210.52
0342H	36	1	189.5	21.02	\$210.52
0344H	37	1	189.5	21.02	\$210.52
0346H	38	1	189.5	21.02	\$210.52
0348H	39	1	189.5	21.02	\$210.52
0350H	40	1	189.5	21.02	\$210.52
0352H	41	1	189.5	21.02	\$210.52
0354H	42	1	189.5	21.02	\$210.52
0356H	43	1	189.5	21.02	\$210.52
0358H	44	1	189.5	21.02	\$210.52
5447S	5	1	189.5	21.02	\$210.52
5449S	6	1	189.5	21.02	\$210.52
5451S	7	1	189.5	21.02	\$210.52
5453S	8	1	189.5	21.02	\$210.52
5455S	9	1	189.5	21.02	\$210.52
5457S	10	1	189.5	21.02	\$210.52
5459S	11	1	189.5	21.02	\$210.52
5461S	12	1	189.5	21.02	\$210.52
5463S	13	1	189.5	21.02	\$210.52
5465S	14	1	189.5	21.02	\$210.52
5467S	15	1	189.5	21.02	\$210.52
5469S	16	1	189.5	21.02	\$210.52
5471S	17	1	189.5	21.02	\$210.52
5473F	4	1	189.5	21.02	\$210.52
5473S	18	1	189.5	21.02	\$210.52
5475F	3	1	189.5	21.02	\$210.52
5475S	19	1	189.5	21.02	\$210.52
5477F	2	1	189.5	21.02	\$210.52
5477S	20	1	189.5	21.02	\$210.52
5479F	1	1	189.5	21.02	\$210.52
5479S	21	1	189.5	21.02	\$210.52
5481S	22	1	189.5	21.02	\$210.52
5483S	23	1	189.5	21.02	\$210.52
5485S	24	1	189.5	21.02	\$210.52
5487S	25	1	189.5	21.02	\$210.52
5489S	26	1	189.5	21.02	\$210.52
5491S	27	1	189.5	21.02	\$210.52
5493S	28	1	189.5	21.02	\$210.52
5784M	32	1	189.5	21.02	\$210.52
5786M	31	1	189.5	21.02	\$210.52
5788M	30	1	189.5	21.02	\$210.52
5790M	29	1	189.5	21.02	\$210.52
Monthly Total		44.00	\$8,338.00	\$924.88	\$9,262.88

COUNCIL MEETING MINUTES**THURSDAY, OCTOBER 29, 2015****AMBERHILL – KAS 3552****LOCATION:**

5:000 p.m.
Associa Office
215-1511 Sutherland Avenue
Kelowna, BC

**STRATA COUNCIL
2015/2016****PRESIDENT**

Charlene Lewis

VICE-PRESIDENT

Fiona Duggan

TREASURER

Shaun Thibert

SECRETARY

Lorraine Campbell

STRATA MANAGER

Susie Czinger

**ASSOCIA BC CLIENT
SERVICE CENTRE**

1-877-591-6060
abc.service@associa.ca

MAILING ADDRESS:
ASSOCIA British Columbia
13468-77TH AVENUE
SURREY, BC V3W 6Y3

STRATA WEB PORTAL

<https://kas3552.myassocia.ca>

ATTENDANCE:

Fiona Duggan
Charlene Lewis
Susie Czinger, Associa British Columbia

REGRETS:

Shaun Thibert
Lorraine Campbell

(1) CALL TO ORDER

The meeting was called to order at 5:03 p.m. A quorum was established.

(2) ADOPTION OF THE AGENDA

As no items were added to the agenda it was moved and seconded to adopt the agenda as presented. **CARRIED**

(4) APPROVAL OF PREVIOUS MINUTES

Following review of the Minutes of the Council Meeting held August 6, 2015 and there being no errors or omissions noted, it was moved and seconded to approve the Minutes as prepared and distributed. **CARRIED**

(5) COUNCIL POSITIONS

Council Positions were appointed as follows:

Charlene Lewis – President
Fiona Duggan – Vice President
Shaun Thibert – Treasurer
Lorraine Campbell – Secretary

(6) STANDARD OPERATING PROCEDURES

Council President posed questions and provided edits to be made to the Standard Operating Procedures for Amberhill. Finalization and signature will be conducted at the next Council meeting.

(7) BUSINESS ARISING FROM PREVIOUS MINUTES**7.1 INSURANCE APPRAISAL**

The Strata Manager confirmed the insurance appraisal was received which brought the value of the overall property to \$19,172,660.00. As a result the insurance for Amberhill needed to be increased which resulted in an increase in premium by \$3,985.00. A copy of the new insurance policy has been posted on MyAssocia.ca. The Strata Council would like to inform Owners that this will result in approximately \$120.00 over budget in the Insurance line item.

(8) FINANCIAL REPORT

8.1 FINANCIAL STATEMENTS

Strata Council reviewed the Financial Statements for July, August and September, 2015 and it was moved and seconded to approve the Financial Statements up to and including September 30, 2015 as prepared by Associa. **CARRIED**

8.2 ACCOUNTS RECEIVABLE

Strata Council conducted a review of the Accounts Receivable as at August 6, 2015. It was noted there were no units with outstanding amounts.

Council would like to thank ALL Owners for being current with their Strata Fee payments.

(9) CORRESPONDENCE

9.1 Correspondence was received from an owner on Mountainside advising of a damaged tree. Upon receipt of the correspondence the Strata Manager dispatched Gable and it was confirmed the issues was looked after that day.

CORRESPONDENCE:

In order for your correspondence to be addressed your questions or concerns must be in writing and sent to the Strata Council via the Strata Manager so Council can address them at the next Council Meeting. The Strata Manager will respond at the direction of the Strata Council, either in the minutes or by correspondence.

Owners are reminded all complaints to the Strata Council must be in writing and signed, anonymous complaints will not be considered. Please email susie.czinger@associa.ca.

(10) NEW BUSINESS

10.1 SNOW REMOVAL

Gable Landscaping will be conducting the snow removal again this year.

10.2 ITEMS FROM AGM

At the Annual General Meeting Owners expressed concerns regarding the lack of window washing and the possible repair of planter boxes. These items have been deferred until spring for review.

10.3 BYLAW AMENDMENTS FROM AGM

Bylaw amendments approved at the AGM have been registered at land titles and a new copy of the Strata Bylaws are posted on myAssocia. Owners are reminded if you are renting your unit that the new Bylaws must be provided to your tenants and a Form K submitted to Associa.

(9) TERMINATION

There being no further business, the meeting was terminated at 5:32 p.m.
The next Meeting is scheduled for Thursday, February 4, 2015 at the Associa Office.

Please be advised you should retain copies of Council and General Meeting Minutes for a period of 2 years. There will be a charge for copies.

COUNCIL MEETING MINUTES**THURSDAY, FEBRUARY 4, 2016****AMBERHILL – KAS 3552****LOCATION:**

5:000 p.m.
Associa Office
215-1511 Sutherland Avenue
Kelowna, BC

**STRATA COUNCIL
2015/2016****PRESIDENT**

Charlene Lewis

VICE-PRESIDENT

Fiona Duggan

TREASURER

Shaun Thibert

SECRETARY

Lorraine Campbell

STRATA MANAGER

Susie Czinger

**ASSOCIA BC CLIENT
SERVICE CENTRE**

1-877-591-6060
abc.service@associa.ca

MAILING ADDRESS:

ASSOCIA British Columbia
13468-77TH AVENUE
SURREY, BC V3W 6Y3

STRATA WEB PORTAL

<https://kas3552.myassocia.ca>

ATTENDANCE:

Charlene Lewis
Fiona Duggan
Shaun Thibert
Lorraine Campbell

REGRETS:

Susie Czinger, Associa British Columbia

(1) CALL TO ORDER

The meeting was called to order at 5:03 p.m. A quorum was established.

(2) ADOPTION OF THE AGENDA

After two items were added to the agenda it was moved and seconded to adopt the agenda as amended. **CARRIED**

(3) APPROVAL OF PREVIOUS MINUTES

Following review of the Minutes of the Council Meeting held October 29, 2015 and there being no errors or omissions noted, it was moved and seconded to approve the Minutes as prepared and distributed. **CARRIED**

(4) BUSINESS ARISING FROM PREVIOUS MINUTES**4.1 STANDARD OPERATING PROCEDURES**

Council President will again review the Standard Operating Procedures for Amberhill. Finalization and signature will be conducted via email to Associa.

(5) FINANCIAL REPORT**5.1 FINANCIAL STATEMENTS**

Strata Council reviewed the Financial Statements for October, November and December 2015 and it was moved and seconded to approve the Financial Statements up to and including December 31, 2015 as prepared by Associa. **CARRIED**

5.2 ACCOUNTS RECEIVABLE

Strata Council conducted a review of the Accounts Receivable as at February 4, 2016. It was noted there were no units with outstanding amounts.

Council would like to thank ALL Owners for being current with their Strata Fee payments.

(6) CORRESPONDENCE

6.1 Correspondence was received from an owner on South Perimeter Way who had a handyman repair the light fixture at their garage and submitted the invoices for reimbursement. The Strata Council must approve trades prior to dispatching. As the Owner did not wait for Council to render a decision and look at all common lighting on the property and did not use a certified electrician the Strata Council is now required to have an electrician review the work in order to deem it safe to the Strata and surrounding Owners.

As proper process was not followed and the Owner did not provide ample time for response from the Strata Council it was moved and seconded to decline reimbursement to the Owner of handyman services. **CARRIED**

Council is currently awaiting a quote from Quantus to upgrade all ballasts within the property so that they last longer and Council will then make a decision and dispatch Quantus accordingly.

Owners are advised that repairs to common or limited common property must be submitted to the Strata Council or review and decision of action to take. Please email any requests or concerns to susie.czinger@associa.ca and they will be presented to all of Council.

CORRESPONDENCE:

In order for your correspondence to be addressed your questions or concerns must be in writing and sent to the Strata Council via the Strata Manager so Council can address them at the next Council Meeting. The Strata Manager will respond at the direction of the Strata Council, either in the minutes or by correspondence.

Owners are reminded all complaints to the Strata Council must be in writing and signed, anonymous complaints will not be considered. Please email susie.czinger@associa.ca.

(7) NEW BUSINESS

7.1 WINDOW AND GUTTER CLEANING

The Strata Council reviewed a quote from AllStar to clean windows and gutters. As the gutters are not optional this year it was moved and seconded to direct the Community Manager to have the gutters done as soon as possible for the cost of \$1,450.00 plus tax. **CARRIED**

The Strata Council also reviewed the quote from AllStar to clean the windows. After deliberations, it was moved and seconded to only clean South Perimeter and Mountainside windows this year and the Community Manager was directed to get an adjusted cost on the quote and Council will conduct an email vote to finalize and schedule.

7.2 LANDSCAPE CONTRACT

The Strata Council reviewed the renewal contract from Gabel Holdings Ltd., with a 4% increase. It was moved and seconded to accept the renewal contract provided they commit to pruning the lilacs bushes, ensure the lawn mowing is consistent and not left high or in circles. The Community Manager was approved to sign the agreement upon their acknowledgment of the above. **CARRIED**

7.3 CHRISTMAS LIGHTS

Residents are reminded that Christmas lights are to be removed by January 31, 2016 as per Strata Bylaw #36. The Community Manager was directed to write to the offending units. To avoid fines being levied it is recommended all Christmas lights be removed immediately.

7.4 BUILDING REPAIRS AND MAINTENANCE

The Strata Council will be conducting a walk-through of the property with the Community Manager on March 24th, 2016 at 4:00pm to outline areas that require repairs and maintenance and prepare a project list of items.

(8) TERMINATION

There being no further business, the meeting was terminated at 5:55 p.m.

The next Meeting is scheduled for Thursday, March 24, 2015 at Amberhill in unit 5469S for 5:00pm

Please be advised you should retain copies of Council and General Meeting Minutes for a period of 2 years. There will be a charge for copies.

COUNCIL MEETING MINUTES

THURSDAY, MARCH 24, 2016
AMBERHILL – KAS 3552

LOCATION:

*Associa Office
215-1511 Sutherland Avenue
Kelowna, BC*

**STRATA COUNCIL
2015/2016**

PRESIDENT
Charlene Lewis

VICE-PRESIDENT
Fiona Duggan

TREASURER
Shaun Thibert

SECRETARY
Lorraine Campbell

COMMUNITY MANAGER
Susie Czinger
susie.czinger@associa.ca

**ASSOCIA BC CLIENT
SERVICE CENTRE**
1-877-591-6060
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13468-77TH AVENUE
SURREY, BC V3W 6Y3

STRATA WEB PORTAL
<https://kas3552.myassocia.ca>

ATTENDANCE:

Charlene Lewis
Fiona Duggan
Lorraine Campbell

Susie Czinger, Associa British Columbia

REGRETS:

Shaun Thibert

(1) CALL TO ORDER

The meeting was called to order at 5:02 p.m. A quorum was established.

(2) ADOPTION OF THE AGENDA

After one item was added to the agenda it was moved and seconded to adopt the agenda as amended. **CARRIED**

(3) APPROVAL OF PREVIOUS MINUTES

Following review of the Minutes of the Council Meeting held February 4, 2016 and there being no errors or omissions noted, it was moved and seconded to approve the Minutes as prepared and distributed. **CARRIED**

(4) BUSINESS ARISING FROM PREVIOUS MINUTES

4.1 STANDARD OPERATING PROCEDURES

This item was deferred to next Council meeting.

4.2 GUTTER CLEANING

Gutter cleaning for the entire Strata Corporation will take place on April 25, 2016.

4.3 WINDOW CLEANING

Window Cleaning for inaccessible windows will take place for Strata Lots on South Perimeter and Mountainside only on April 26 and 27, 2016.

4.4 LANDSCAPE UPDATE

No update at this time as the season is just beginning.

(5) FINANCIAL REPORT

5.1 FINANCIAL STATEMENTS

Strata Council reviewed the Financial Statements for January and February 2016 and it was moved and seconded to approve the Financial Statements up to and including February 29, 2016 as prepared by Associa. **CARRIED**

5.2 ACCOUNTS RECEIVABLE

Strata Council conducted a review of the Accounts Receivable as at March 24, 2016. It was noted there were two units with outstanding March Strata Fee amounts and reminder notices have been sent.

Council would like to thank ALL Owners for being current with their Strata Fee payments.

(6) CORRESPONDENCE

6.1 Correspondence was sent to SL44 regarding their use of visitor parking.

6.2 Correspondence was received from SL17 with maintenance concerns for lattice as well as moss. The lattice will be address under building repairs and maintenance and the moss will need to be addressed at a later date under landscaping.

Owners are advised that repairs to common or limited common property must be submitted to the Strata Council or review and decision of action to take. Please email any requests or concerns to susie.czinger@associa.ca and they will be presented to all of Council.

CORRESPONDENCE:

In order for your correspondence to be addressed your questions or concerns must be in writing and sent to the Strata Council via the Strata Manager so Council can address them at the next Council Meeting. The Strata Manager will respond at the direction of the Strata Council, either in the minutes or by correspondence.

Owners are reminded all complaints to the Strata Council must be in writing and signed, anonymous complaints will not be considered. Please email susie.czinger@associa.ca.

(7) NEW BUSINESS

7.1 VISITOR PARKING PAINTING

The Strata Council reviewed quotes to paint the lines and visitor parking in each of the stalls. This would be done after driveway sweep. It was moved and seconded to accept the Weillermann quote provided the paint is included and all stalls are stencilled with Visitor Parking. **CARRIED**

7.2 EXTERIOR LIGHT REPLACEMENT

The Strata Council reviewed the quote from Quantus Electric to upgrade all exterior light fixtures. This will be brought forward as a resolution at the next Annual General Meeting. In the meantime Council will review which ballasts have already been replaced and will look into replacing the remaining ballasts. Further discussions will be conducted at the next Council Meeting.

7.3 BUILDING REPAIRS AND MAINTENANCE

The Strata Council reviewed the list of items which require repair and maintenance. The list consisted but not limited to planter boxes, siding, fencing, lattice and overall painting. The Community Manager will have a professional conduct a walk through and provide individual pricing for all areas. Further discussion was deferred to the next Council Meeting.

7.4 DRIVEWAY SWEEP

AccuSweep has been confirmed for April 27, 2016 to sweep the driveway

7.5 ROCKS ON BOULEVARD FROM CITY SNOW SERVICE

The Strata Council discussed the excess amount of rock on the boulevard grass which will kill the grass and hinder the landscapers from cutting the grass properly. The Community Manager was requested to put in a service ticket with the city to see if they will come and clean up the rocks.

(8) TERMINATION

There being no further business, the meeting was terminated at 5:45 p.m.

The next Meeting is scheduled for Thursday, April 28, 2015 at Associa Boardroom, 215-1511 Sutherland Avenue for 5:00pm

Please be advised you should retain copies of Council and General Meeting Minutes for a period of 2 years. There will be a charge for copies.

AMBERHILL

Strata Plan – KAS 3552

BYLAWS

Amended: September 4, 2009

Amended: October 12, 2012

Amended: October 6, 2014

Amended: October 16, 2015

Registration #: LB336437

Registration #: CA2817586

Registration #: CA4005369

Registration #: CA4745173

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

1. Payment of Strata Fees

- (1) An Owner must pay Strata Fees on or before the first day of the month to which the Strata Fees relate.
 - (a) If the Strata Fee is not paid within 15 days of the due date, the Owner will be charged interest at a rate of 10% per year, compounded annually.

2. Repair and Maintenance of Property by Owner

- (1) An Owner must repair and maintain the Owner's strata lot, except for repair and maintenance that is the responsibility of the Strata Corporation under these Bylaws.
- (2) An Owner who has the use of limited common property must repair and maintain it, except for repair and maintenance that is the responsibility of the Strata Corporation under these Bylaws.
- (3) An Owner must keep clear from snow, ice or slush any common property designated as limited common property for the exclusive use of his or her strata lot.
- (3) An Owner/resident shall indemnify and save harmless the Strata Corporation from the expense of any maintenance, repair or replacement of any damaged common property, common facility, strata lot or the contents thereof caused by or resulting from acts, omission of acts, negligence or carelessness, by the Owner or by any member of the Owner's family or their guests, employees, contractors, agents, tenants or volunteers, but only to the extent that such expense is not met by the proceeds received from any applicable insurance policy and the application of any direction of payment caused to be made by the Insurance Bureau of Canada and its publications or the Strata Property Act of B.C.
(Amended 2012-10-12 CA2817586)
- (4) For the purposes of this bylaw, any insurance deductibles paid or payable by the application of the Strata Corporation's policy or damage done and requiring repair that is under the appropriate deductible of the Strata Corporation's policy shall be considered as an expense chargeable to the Owner and shall be added to and become part of the assessment of that Owner for the month next following the date on which the expense was incurred and shall become due and payable on the date of payment of the monthly assessment.
(Amended 2012-10-12 CA2817586)

3. Use of Property

- (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, or
 - (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.
- (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.

- (3) An Owner, tenant, occupant or visitor must ensure that all animals are leashed or otherwise secured when on the common property or on land that is a common asset.
- (4) (a) An Owner, tenant or occupant who occupies a strata lot must not keep any pets on a strata lot other than one or more of the following:
 - (i) a reasonable number of fish or other small aquarium animals;
 - (ii) a reasonable number of small caged mammals;
 - (iii) up to 2 caged birds;
 - (iv) up to 2 cats, or up to 2 small dogs, or alternatively, one large dog, or one dog and one cat.
- (b) The Owners of pets shall be fully responsible for the behaviour of the pets within the strata lots and common property and if any pet is deemed to be a nuisance by the Strata Council, it shall be removed from the development within 30 days. The Owner of the strata lot will be responsible for cleanup, damage or repair required or caused by the presence of their pets or the pets of their guests in the development.
- (c) No vicious dogs are permitted in any strata lot or on any portion of the common property. For purposes of this Bylaw a vicious dog means the following:
 - (i) any dog that has killed or injured any person or another animal while running at large;
 - (ii) any dog that aggressively harasses or pursues any person or any animal while running at large;
 - (iii) any dog primarily owned in whole or in part for the purpose of dog fighting or is trained for dog fighting; or
 - (iv) a Pit Bull Terrier, American Pit Bull Terrier, Pit Bull, Staffordshire Bull Terrier, American Staffordshire Terrier, or any dog or mixed breeding which includes any of these breeds or any dog which has the appearance and physical characteristics predominantly conforming to the standards for any of the above breeds, as established by the Canadian Kennel Club or the American Kennel Club or the United Kennel Club, as determined by a veterinarian licensed to practice in the Province of British Columbia.
- (5) An Owner, tenant or occupant must not except with the written permission of the Strata Council having first been obtained, alter in any way the exterior appearance of a strata lot, including, but not limited to, the painting of the exterior, or the attachment of sunscreens, greenhouses or communication antennae or dishes.
- (6) No amphibious animals other than fish will be allowed on the common property.
- (7) No reptiles will be allowed on the common property.
- (8) No birds shall be fed from any strata lot or common property.
- (9) Owners shall inform all visitors who bring pets unto the property of the rules concerning pets, and the Owner of the strata lot shall be responsible for the activity and conduct of any invited pet.
- (10) All occupants or Owners will be responsible for clean up or repair or damage caused by pets belonging to their guests within the building or common property.

(AMENDED AGM 2015-09-23 CA4745173)

4. Inform Strata Corporation

- (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) On request by the strata corporation, a tenant must inform the Strata Corporation of his or her name.

5. Obtain Approval Before Altering a Strata Lot

- (1) An Owner must obtain the written approval of the Strata Corporation before making an 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 a building;
 - (d) doors or windows 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 may require as a condition of its approval that the Owner agree, in writing, to take responsibility for any expenses relating to the alteration.
- (3) This section does not apply to a strata lot in a bare land Strata Plan.

6. Obtain Approval Before Altering Common Property

- (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 the alteration.

7. Permit Entry to Strata Lot

- (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,
 - (i) 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, or
 - (ii) to ensure compliance with the Act and the Bylaws.
- (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

8. Repair and Maintenance of Property by Strata Corporation

- (1) 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;
- (c) 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 a building;
 - (B) the exterior of a building;
 - (C) chimneys, stairs, balconies and other things attached to the exterior of a building;
 - (D) doors and windows 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;
- (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 a building,
 - (iv) doors and windows on the exterior of a building or that front on the common property, and
 - (v) fences, railings and similar structures that enclose patios, balconies and yards.

Division 3 -- Council

9. Council Size

- (1) Subject to subsection (2), the Council must have at least 3 and not more than 7 members.
- (2) If the Strata Plan has fewer than 4 strata lots or the Strata Corporation has fewer than 4 Owners, all the Owners are on the Council.

10. Council Members' Terms

- (1) The term of office of a Council member ends at the end of the Annual General Meeting at which a replacement is elected.
- (2) A person whose term as Council member is ending is eligible for reelection.
- (3) In the election of Council members held at the first Annual General Meeting, all Council members must be elected for a term of one year.
- (4) In the election of Council members held at the second Annual General Meeting,
 - (a) if the Council has an even number of members, 1/2 the members must be elected for a term of 2 years and the remainder elected for a term of one year, or
 - (b) if the Council has an odd number of members, a simple majority must be elected for a term of 2 years, and the remainder elected for a term of one year.
- (5) In the election of Council members held at each Annual General Meeting after the second Annual General Meeting, the members elected to fill the vacant positions must be elected for a term of 2 years.

11. Removing Council Member

- (1) Unless all the Owners are on the 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.

12. Replacing Council Member

- (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.

13. Officers

- (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.

14. Calling Council Meetings

- (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.

- (4) The Council must inform Owners about a Council Meeting as soon as possible after the meeting has been called.

15. Requisition of Council Hearing

- (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 2 weeks 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.

16. Quorum of Council

- (1) A quorum of the Council is
 - (a) 1, if the Council consists of one member,
 - (b) 2, if the Council consists of 2, 3 or 4 members,
 - (c) 3, if the Council consists of 5 or 6 members, and
 - (d) 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.

17. Council Meetings

- (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.

18. Voting at Council Meetings

- (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.
(Amended 2012-10-12 CA2817586)

19. Council to Inform Owners of Minutes

- (1) 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.

20. Delegation of Council's Powers and Duties

- (1) Subject to subsections (2) to (4), the Council may delegate some or all of its powers 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, or
 - (c) whether a person should be denied access to a recreational facility.

21. Spending Restrictions

- (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.

22. Limitation on Liability of Council Member

- (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 or 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

23. Maximum Fine

- (1) The Strata Corporation may fine an Owner or tenant a maximum fine of
 - (a) \$200 for each contravention of a Bylaw, and
 - (b) \$50 for each contravention of a rule.

(REPEALED AND REPLACED AGM 2015-09-23 CA4745173)

24. Continuing Contravention

- (1) 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.

Division 5 -- Annual and Special General Meetings

25. Person to Chair Meeting

- (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.

26. Participation by Other Than Eligible Voters

- (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.

27. Voting

- (1) At an annual or Special General Meeting, voting cards must be issued to eligible voters.
- (2) 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.
- (3) 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.
- (4) 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.
- (5) 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.
- (6) If there are only 2 strata lots in the Strata Plan, subsection (5) does not apply.
- (7) 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.
- (8) If within 5 minutes from the time appointed for an Annual or Special General Meeting a quorum is not present, the eligible voters present in person or by proxy constitute a quorum.

28. Order of Business

- (1) 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

29. Voluntary Dispute Resolution

- (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 persons 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 -- Marketing Activities by Owner Developer

30. Display Lot

(Repealed in its entirety from the Strata Corporation Bylaws 2012-10-12 CA2817586)

31. Advertising

- (1) No Owners other than the Owner-Developer may place signs advertising their strata lot for sale until such time as all of the strata lots within the development have been sold by the Owner-Developer.

32. Playground

- (1) The outdoor playground area will be open for use by Owners, tenants, occupants and visitors

only during daylight hours and will be closed or use during all non-daylight hours. The Strata Council may, upon written request by an Owner, tenant or occupant grant a one-time exception to the daylight hours of use, upon such terms and conditions as the Strata Council may determine.

33. Parking

- (1) Strata lot Owners must, at all times, park their vehicles in their strata lots or on limited common property directly in front of their strata lots and at no time will the parking of vehicles by strata lot residents in Visitor Parking stalls be permitted.

34. Recreational Vehicles

- (1) At no time will any recreational vehicles be permitted to be stored or parked on any of the driveway, roadways or any other areas in the development, with the exception of the parking of a recreational vehicle for a reasonable amount of time to permit the cleaning, loading and unloading of the vehicle, on which occasions such vehicles must remain parked in the resident's driveway.

35. Commercial Vehicles

- (1) Other than in an enclosed garage, no commercial vehicles shall be parked on any strata lot or common property, except to deliver goods or render services within the development.

36. Christmas Lights

- (1) Residents may string Christmas lights on patios, balconies and railings for the period of November 1 to January 31st annually. Lights must be CSA approved and mounted in a way that it does not puncture or damage the exterior of the building.

(AMENDED AGM 2015-09-23 CA4745173)

37. Ramps

- (1) No bike or skateboard ramps can be placed or erected on common and/or limited common property.

(AMENDED AGM 2015-09-23 CA4745173)

38. Rentals

- (a) No rental with duration of less than 6 months is permitted. For the purposes of this bylaw the term (lease) or (rental) or any variation thereof shall include any and all forms of tenancy or license relating to the occupancy of a strata lot.
- (b) Rental Manager or Owner must inform the Strata Corporation or Strata Management Company of every renter that they have allowed into the property. A Form K must accompany notice of any rental.
- (c) Prior to possession of a strata lot by an occupant, renter, Owner or its manager, the rental manager or Owner shall deliver to the occupant the current Bylaws and Rules and regulations of the Strata Corporation and a notice of the occupant's responsibilities.

(AMENDED AGM 2015-09-23 CA4745173)

Balance Sheet
Amberhill (kas3552)

Tuesday, September 1, 2015

July 31, 2015

	July 2015	June 2015	Change
ASSETS			
CURRENT ASSETS			
Bank - Operating	7,590.47	8,504.45	(913.98)
Accounts Receivable	0.00	(989.23)	989.23
TOTAL CURRENT ASSETS	\$ 7,590.47	7,515.22	75.25
OTHER ASSETS			
Prepaid - Insurance	7.42	11.16	(3.74)
TOTAL OTHER ASSETS	\$ 7.42	11.16	(3.74)
CRF BANK			
CRF Bank - General	62,139.17	60,437.32	1,701.85
TOTAL CRF BANK	\$ 62,139.17	60,437.32	1,701.85
TOTAL ASSETS	\$ 69,737.06	67,963.70	1,773.36
LIABILITIES AND EQUITY			
CURRENT LIABILITIES			
Accounts Payable	0.00	378.95	(378.95)
Accrued Liabilities	4,660.53	1,723.35	2,937.18
Prepaid Contributions	1,178.09	0.00	1,178.09
Unearned Revenue	122.79	122.79	0.00
TOTAL CURRENT LIABILITIES	\$ 5,961.41	2,225.09	3,736.32
RESERVES			
TOTAL RESERVES	\$ 0.00	0.00	0.00
CONTINGENCY RESERVE FUND			
CRF - General	62,139.17	60,437.32	1,701.85
CRF Loan - Operating	0.00	716.00	(716.00)
TOTAL CONTINGENCY RESERVE FUND	\$ 62,139.17	61,153.32	985.85
OPERATING FUND			
Operating Surplus/(Deficit) Current Year	5,874.30	9,025.70	(3,151.40)
Operating Surplus/(Deficit) Prior Years	(4,440.41)	(4,440.41)	0.00
Prior Year Operating Surplus - Adjustment	202.59	0.00	202.59
TOTAL OPERATING SURPLUS/(DEFICIT)	\$ 1,636.48	4,585.29	(2,948.81)
TOTAL LIABILITIES AND EQUITY	\$ 69,737.06	67,963.70	1,773.36



Susie Czingr

Sep 2, 2015

Date

Statement Of Operations

Tuesday, September 1, 2015

Amberhill (kas3552)

For the 12th Month Ending July 31 2015

		Current Actual	Year to Date Actual	Annual Budget	YTD - Budget %
REVENUE					
5285-0000	Interest Income	14.01	106.15	0.00	-
5300-0000	Late Payment Interest	0.00	(82.93)	0.00	-
5500-0000	Owners' Contributions	9,262.88	111,154.56	111,152.00	100%
TOTAL REVENUE		\$9,276.89	\$111,177.78	\$111,152.00	100%
OPERATING EXPENSES					
ADMIN EXPENSES					
6004-0000	Statutory Review of Trust Accounts	0.00	315.00	315.00	100%
6008-0000	Additional Services	(315.00)	2.10	520.00	0%
6028-0000	Bank Charges	46.00	286.00	300.00	95%
6080-0000	Insurance Premium	2,268.36	27,115.60	27,000.00	100%
6098-0000	Management Fees	858.90	10,358.37	10,307.00	100%
6128-0000	Postage/Copies/Office Exp.	381.93	968.39	600.00	161%
6132-0010	Corporate Tax Return	315.00	315.00	315.00	100%
TOTAL ADMIN EXPENSES		\$3,555.19	\$39,360.46	\$39,357.00	100%
UTILITY EXPENSES					
6308-0000	Electricity	398.38	3,847.20	3,800.00	101%
6336-0000	Water & Sewer	2,213.64	16,941.73	17,500.00	97%
TOTAL UTILITY EXPENSES		\$2,612.02	\$20,788.93	\$21,300.00	98%
CONTRACT & BUILDINGS EXPENSES					
7100-0000	Landscaping	3,217.21	24,637.65	28,300.00	87%
TOTAL CONTRACT & BLDG EXPENSES		\$3,217.21	\$24,637.65	\$28,300.00	87%
REPAIRS & MTCE EXPENSES					
7520-0000	Backflow Prevention Test	0.00	0.00	95.00	0%
7660-0000	Repairs & Maintenance	2,118.87	6,807.26	5,000.00	136%
7692-0010	Improvements - Common Property	0.00	0.00	1,000.00	0%
7702-0000	Irrigation	0.00	982.04	2,500.00	39%
7848-0000	Snow Removal	0.00	1,627.50	2,500.00	65%
TOTAL REPAIRS & MTCE EXPENSES		\$2,118.87	\$9,416.80	\$11,095.00	85%
GROUND EXPENSES					
CRF & OTHER BUDGETED RESERVES					
8920-0000	Contingency Reserve Fund	925.00	11,099.64	11,100.00	100%
TOTAL CRF & BUDGETED RESERVES		\$925.00	\$11,099.64	\$11,100.00	100%
TOTAL EXPENSES / RESERVES		\$12,428.29	\$105,303.48	\$111,152.00	95%

Statement Of Operations

Amberhill (kas3552)

Tuesday, September 1, 2015

For the 12th Month Ending July 31 2015

	Current Actual	Year to Date Actual	Annual Budget	YTD - Budget %
INTERIM PERIOD CLOSE OUT				
SURPLUS / (DEFICIT)	<u>\$(3,151.40)</u>	<u>\$5,874.30</u>	<u>\$0.00</u>	



Susie Czinger

Sep 2, 2015

Date

Balance Sheet
Amberhill (kas3552)

Sunday, April 10, 2016

March 31, 2016

	March 2016	February 2016	Change
ASSETS			
CURRENT ASSETS			
Bank - Operating	18,726.19	15,728.51	2,997.68
Accounts Receivable	(1,093.26)	(514.93)	(578.33)
TOTAL CURRENT ASSETS	\$ 17,632.93	15,213.58	2,419.35
OTHER ASSETS			
Prepaid - Insurance	13,966.02	16,293.69	(2,327.67)
TOTAL OTHER ASSETS	\$ 13,966.02	16,293.69	(2,327.67)
RESERVES			
Reserve Bank - Depreciation Report	5,016.86	5,012.88	3.98
TOTAL RESERVES	\$ 5,016.86	5,012.88	3.98
CRF BANK			
CRF Bank - General	51,301.91	47,945.60	3,356.31
TOTAL CRF BANK	\$ 51,301.91	47,945.60	3,356.31
TOTAL ASSETS	\$ 87,917.72	84,465.75	3,451.97
LIABILITIES AND EQUITY			
CURRENT LIABILITIES			
Accounts Payable	977.16	2,334.01	(1,356.85)
Accrued Liabilities	3,158.12	2,553.41	604.71
Unearned Revenue	122.79	122.79	0.00
TOTAL CURRENT LIABILITIES	\$ 4,258.07	5,010.21	(752.14)
RESERVES			
Reserve - Depreciation Report	5,016.86	5,012.88	3.98
TOTAL RESERVES	\$ 5,016.86	5,012.88	3.98
CONTINGENCY RESERVE FUND			
CRF - General	51,301.91	47,945.60	3,356.31
CRF Loan - Operating	13,563.80	15,958.50	(2,394.70)
TOTAL CONTINGENCY RESERVE FUND	\$ 64,865.71	63,904.10	961.61
OPERATING FUND			
Operating Surplus/(Deficit) Current Year	12,140.60	8,902.08	3,238.52
Operating Surplus/(Deficit) Prior Years	1,636.48	1,636.48	0.00
TOTAL OPERATING SURPLUS/(DEFICIT)	\$ 13,777.08	10,538.56	3,238.52
TOTAL LIABILITIES AND EQUITY	\$ 87,917.72	84,465.75	3,451.97



Susie Czingr

Apr 11, 2016

Date

Statement Of Operations

Sunday, April 10, 2016

Amberhill (kas3552)

For the 8th Month Ending March 31 2016

		Current Actual	Year to Date Actual	Annual Budget	YTD - Budget %
REVENUE					
5035-0000	Bylaw Penalties	0.00	50.00	0.00	-
5285-0000	Interest Income	14.10	105.78	0.00	-
5300-0000	Late Payment Interest	1.75	1.75	0.00	-
5500-0000	Owners' Contributions	9,262.88	74,103.04	111,152.00	67%
TOTAL REVENUE		\$9,278.73	\$74,260.57	\$111,152.00	67%
OPERATING EXPENSES					
ADMIN EXPENSES					
6004-0000	Statutory Review of Trust Accounts	0.00	472.50	315.00	150%
6008-0000	Additional Services	0.00	262.50	500.79	52%
6028-0000	Bank Charges	23.00	184.00	300.00	61%
6076-0000	Insurance Appraisal	0.00	1,995.00	0.00	-
6080-0000	Insurance Premium	2,327.67	18,502.69	27,810.00	67%
6098-0000	Management Fees	884.10	7,072.80	10,616.21	67%
6128-0000	Postage/Copies/Office Exp.	4.57	205.81	600.00	34%
6132-0010	Corporate Tax Return	0.00	315.00	315.00	100%
TOTAL ADMIN EXPENSES		\$3,239.34	\$29,010.30	\$40,457.00	72%
UTILITY EXPENSES					
6308-0000	Electricity	480.82	3,033.59	4,000.00	76%
6336-0000	Water & Sewer	1,101.05	10,216.38	17,500.00	58%
TOTAL UTILITY EXPENSES		\$1,581.87	\$13,249.97	\$21,500.00	62%
CONTRACT & BUILDINGS EXPENSES					
7100-0000	Landscaping	0.00	7,859.33	28,000.00	28%
TOTAL CONTRACT & BLDG EXPENSES		\$0.00	\$7,859.33	\$28,000.00	28%
REPAIRS & MTCE EXPENSES					
7520-0000	Backflow Prevention Test	0.00	189.00	200.00	95%
7660-0000	Repairs & Maintenance	294.00	2,433.69	5,000.00	49%
7692-0010	Improvements - Common Property	0.00	0.00	895.00	0%
7702-0000	Irrigation	0.00	61.43	1,500.00	4%
7848-0000	Snow Removal	0.00	1,916.25	2,500.00	77%
TOTAL REPAIRS & MTCE EXPENSES		\$294.00	\$4,600.37	\$10,095.00	46%
GROUND EXPENSES					
CRF & OTHER BUDGETED RESERVES					
8920-0000	Contingency Reserve Fund	925.00	7,400.00	11,100.00	67%
TOTAL CRF & BUDGETED RESERVES		\$925.00	\$7,400.00	\$11,100.00	67%

Statement Of Operations

Sunday, April 10, 2016

Amberhill (kas3552)

For the 8th Month Ending March 31 2016

	Current Actual	Year to Date Actual	Annual Budget	YTD - Budget %
TOTAL EXPENSES / RESERVES	\$6,040.21	\$62,119.97	\$111,152.00	56%
INTERIM PERIOD CLOSE OUT				
SURPLUS / (DEFICIT)	\$3,238.52	\$12,140.60	\$0.00	



Susie Czinger

Apr 11, 2016

Date