

**COUNCIL MEETING MINUTES
RED MAPLE PARK - STRATA PLAN BCS 4123**

**Held: Monday, September 22nd, 2025 at 7:00 pm
Location: Maples Club**

ATTENDANCE

██████████
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REGRETS

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██████████; Senior Strata Agent, AWM-Alliance Real Estate Group Ltd.

CALL MEETING TO ORDER

The meeting was called to order at 7:00 pm. AWM-Alliance Real Estate Group will be minuted as AWM.

APPROVAL OF PREVIOUS MINUTES

The Council reviewed the minutes dated August 6th, 2025 and, it was **MOVED/SECONDED** to approve the minutes as previously distributed, which **CARRIED** (*unanimous*).

FINANCIAL REPORT:

The July 2025 financial statements were reviewed. The current financial position of the Corporation as of July 31st, 2025 is as follows:

| | |
|--|---------------|
| Operating Cash | \$19,915.22 |
| Contingency Cash | \$522,504.07 |
| Special Levy Cash | none |
| Accounts Receivable (Owners) | \$4,899.19 |
| Accounts Receivable (Others) | none |
| Accounts Receivable (Developer) | none |
| Accounts Payable | none |
| Accrued Liabilities | \$1,618.50 |
| Year to Date Surplus/(Deficit) | \$(30,104.49) |
| Prior Year Adjustments | \$(5,757.10) |
| Retained Earnings | \$2,311.30 |
| Current Loans from Contingency Reserve Fund | \$95,396.00 |
| Current Loans from Special Levy: | none |

It was **MOVED/SECONDED** to approve the financial statements as presented, which **CARRIED** (*unanimous*).

Unapproved Expenditures (Sec 98) & CRF Loans (Reg 6.3)

In accordance with the Strata Property Act, Owners must be informed of any expenses from the operating fund or contingency reserve fund (CRF) which were not contemplated by the approved annual budget. This includes any loans from the CRF to the operating fund to cover temporary cash flow shortages, which enable the Corporation to ensure timely payment of invoices.

Currently, the unapproved expenditures/CRF loans for the strata corporation are as follows:

- There is a short term CRF loan to cover the insurance premium which will be paid back over the course of the strata fiscal year.

Receivables Report / Arrears

Owners are reminded that the Strata fee payment is due on the first day of each month and forms are available on the AWM website for setting up auto debit (EFT) transfer payments. Fines for late payment may be assessed against an Owner that has not appropriately settled their respective account with the strata corporation care of AWM. The current report as of September 12th, 2025 was provided to all council members and reviewed. Letters will be issued by AWM as required to those Owners in arrears and is done so on a monthly basis. It was **MOVED/SECONDED** to **APPROVED** the arrears report, which **CARRIED (unanimous)**. Council has been advised of the limitations that may apply to certain amounts that are due and aged over 2 years or soon to be 2+ years as owing to the strata corporation. Council provided the following instructions relative to these which may include commencing collection action via Legal assistance and or commencing a CRT (Civil Resolution Tribunal) where a member of the strata council will be required to take the lead on this latter approach. Additionally, the strata council in full view of the costs and effort to collect, has determined that specific amounts to be written off.

AWM will review and proceed accordingly with collection action or writing off uncollectible amounts as directed.

Owners are reminded of the arrears collection procedure, generally outlined as follows:

AWM-Alliance Real Estate Group Ltd. conducts collection in accordance with the bylaws each month on all outstanding accounts. All Owners please be advised that your monthly maintenance payments are due and payable on the first of each month. Non-compliance may result in Council taking the following action:

- 1 Month – Letter
- 2 Months – Letter, plus \$50.00 fine.
- 3 Months – Lien Warning Letter, plus \$50.00 fine.
- 4 Months – Lien registered (\$450.00 + GST charged to the Owner).
- 5 Months – Foreclosure Warning Letter.
- 6 Months or more – Foreclosure in accordance with the *Strata Property Act*.

All Owners please be advised that your monthly maintenance payments are due and payable on the first of each month.

Owners are encouraged to correspond with Council if they experience financial difficulties.

Property Management Extra Billing – Council reviewed invoices provided by AWM relating to the following and after a brief discussion, it was **MOVED/SECONDED** to **APPROVE** the extra billing invoices, which **CARRIED (unanimous)**:

- **None**

LEGAL UPDATE [Report on Litigation (Sec 167) & Civil Resolution Tribunal (Sec 189.4)]

In accordance with the Strata Property Act, Owners must be informed as soon as feasible if a Strata Corporation is sued or served with a dispute under the Civil Resolution Tribunal.

It was noted that the strata corporation has been named in a CRT Claim filed by a strata lot owner at Red Maple Park.

MAPLES CLUB UPDATES

- The pool is now closed for the season.

BUSINESS ARISING

OneLink Registration:

- **OneLink Payment Portal Registration** – To view all charges and payments on your account, as well as make additional payments, please register your account through the OneLink portal: <https://awmalliance.com/wp-content/uploads/2022/10/OneLink-Account-Registration.pdf>
- **Automatic Maintenance Fee Withdrawal** – Owners who would like to setup automatic withdrawal payments, please submit an EFT request through the OneLink portal. **Note: The ‘Owner’s Choice’ option does not include automatic withdrawal.** The ‘Hybrid Option’ includes all automatic withdrawal for: Monthly Strata fees, any reoccurring monthly fees approved at the AGM and catch-up fees which were approved at an AGM. For more information, please follow this link: <https://awmalliance.com/wp-content/uploads/2022/10/OneLink-AWM-Alliance-EFT-Program.pdf>
- **Paying In Advance** – Council would like to advise all residents that effective immediately, all job orders, parking pass orders, room bookings, etc will need to be made in advance of receiving the item or room. Those that wish to pay by cheque will need to make arrangements to pay at least 1 week in advance of receiving whatever it is that is ordered to make sure that the cheque clears. Those that wish to pay electronically, please see below for instructions on how to sign up for OneLink.

Summer Landscape Report – Council reviewed a report provided by Kennedy Landscaping relating to the work done over the summer.

European Chafer Beetle Grub Treatment Proposal – Council reviewed a proposal provided by Kennedy Landscaping for \$8,376 + GST relating to treating all common area lawns with grub treatment to control European Chafer Beetle populations and prevent lawn damage over the Fall-Winter. It was noted that AWM would confirm all areas considered “common area” and that another proposal would be obtained for comparison.

CORRESPONDENCE

Council reviewed the following correspondence received:

General Correspondence

- A fine dispute was reviewed and it was **MOVED/SECONDED** to **REVERSE** the fine with the understanding that it would be a one-time reversal, which **CARRIED (unanimous)**.
- Two (2) unrelated roof leak concerns were reviewed and it was noted that repairs were completed and that a resolution for a roof assessment would be presented to the ownership at the upcoming AGM.
- Concerns regarding visitors blocking a driveway due to their vehicle overhanging the visitors parking stall were reviewed and it was **MOVED/SECONDED** to **APPROVE** painting “do not block driveway” on the asphalt & the relocation of two parking signage posts and a light bollard further away from the stalls to give visitors more room, which **CARRIED (unanimous)**.
- Concerns regarding waste bins being left in the middle of the road were reviewed and it was noted that while its acknowledged that the waste collection service providers often move the bins to the road after they are emptied, residents should do their best to place their bins on their driveway aprons or grass adjacent to their aprons (not on the road).

- Concerns regarding a TOL tree damaging strata property were reviewed and it was noted that the strata obtained legal advice which suggested the strata would have a difficult time holding the Township responsible for the damage unless they were made aware of a hazardous tree prior to it causing the damage.
- A renovation request involving a landscape change was reviewed and after a brief discussion, it was **MOVED/SECONDED** to **RATIFY** the decision made between meetings to **APPROVE** the request, which **CARRIED (unanimous)**.
- A renovation request involving a flooring alteration was reviewed and after a brief discussion, it was **MOVED/SECONDED** to **RATIFY** the decision made between meetings to **APPROVE** the request, which **CARRIED (unanimous)**.

Council discussed the requests and directed AWM to send a formal response at the direction of the Strata Council.

AWM provided Council with an overview of the bylaw infraction enforcement procedures outlined below for ease of reference. Council further reviewed all notices to Owners for bylaw violations sent in accordance with Section 135 of the Strata Property Act and it was **MOVED/SECONDED** to proceed with the following decisions, which **CARRIED (unanimous)**

| Building # | Bylaw Violation | Fine Consideration # | Letter Date | Outcome |
|------------|------------------|----------------------|----------------------------|-----------------|
| 3 | Noise | FC#14 | Tuesday, July 29, 2025 | No Fine/Warning |
| 3 | Noise | FC#15 | Wednesday, August 13, 2025 | No Fine/Warning |
| 1 | Visitors Parking | FC#1 | Thursday, August 21, 2025 | No Fine/Warning |
| 14 | Pet Waste | FC#1 | Thursday, August 21, 2025 | No Fine/Warning |

Steps in the Enforcement Process

The following steps must be taken by parties in dealing with complaints of alleged bylaw and rule violations:

1. A Strata corporation must receive a complaint.
2. The Strata Council must then give the alleged offender written notice of the complaint.
3. If the alleged offender is a tenant, the Strata Council must also give the landlord and owner written notice of the complaint.
4. The Strata Council must decide whether to proceed with enforcement. It may give the alleged bylaw or rule offender a warning or time to comply with the bylaw or rule after receiving the written notice.
5. If the breach is corrected, the Strata Council may decide not to take any further steps or the Strata Council may proceed with further enforcement.
6. If the Strata Council decides to proceed with enforcement, it must give the alleged offender a reasonable opportunity to respond to the complaint, including an opportunity to respond at a hearing at a Strata Council meeting, if requested. (Strata Property Regulation 7.2 defines hearing as "an opportunity to be heard in person at a council meeting" for the purposes of Section 135 (1) (e) of the *Strata Property Act*).
7. If the alleged offender is a Strata Council member, that member must excuse himself or herself from the complaint process, unless all Strata lot owners are on the Strata Council.
8. Once the alleged offender has answered or been given a reasonable opportunity to answer the complaint, the Strata Council must decide whether a bylaw or rule has been broken by the alleged offender.
9. If the Strata Council decides that a bylaw or rule has been broken, it must then decide how to enforce the bylaw or rule against the offender.
10. Finally, the Strata Council must give written notice of its decision, "as soon as feasible" to: the offender or alleged offender; and the landlord and owner, if the offender or alleged offender is a tenant.

CONCERNS/COMPLAINTS:

Owners are requested to put their non-emergency concerns in writing to AWM-Alliance Real Estate Group Ltd for review at the next Council meeting. Please visit the AWM website to report online with ease for any complaints and or requests you wish to make. These forms are available through the AWM-RED MAPLE PARK website through the strata Owners log in box at www.awmalliance.com. This will ensure that your concern is addressed at the next meeting and proper documentation is maintained. Owners, please note that all letters received must be identified by your suite address, signed and dated (electronic signatures are accepted). Correspondence submitted becomes a record of the Strata Corporation under Section 35 of the Strata Property Act.

Residents are reminded to obtain appropriate insurance coverage for both your contents and liability within your unit. Should a loss occur, costs incurred by the Corporation may be the responsibility of the Owner if the Owner is in breach of the Strata Corporation's By-laws or the Strata Property Act.

NEW BUSINESS

Gutter Cleaning – Council reviewed multiple proposals relating to annual gutter cleaning and after a lengthy discussion, it was **MOVED/SECONDED** to **APPROVE** the proposal from Champion Window and Pressure Washing for \$8,460.00 + GST, which **CARRIED** (*unanimous*).

Winter Services Proposals – Council reviewed multiple proposals relating to snow removal and salting services and after a lengthy discussion, it was **MOVED/SECONDED** to **APPROVE** the renewal proposal provided by Atkinson Landscaping at the rates below, which **CARRIED** (*unanimous*).

- Salting = \$511.00/visit
- Plowing = \$957.00/visit

Fence Replacements – It was noted that AWM would obtain a proposal to replace the fencing on the property with wood, aluminum or vinyl options.

Landscape Maintenance Proposals – It was noted that Council would like AWM to obtain multiple proposals for weekly landscape maintenance.

AWM Preparation – The following items will be considered at the 2025 Annual General Meeting:

- Bylaws:
 - Camera Bylaw
 - No Smoking Bylaw
- CRF Withdrawals/Possible Special Levies:
 - Balcony Fascia Rot Replacement/Painting
 - Balcony Divider Replacements w/Vinyl Panels
 - Fence Replacements (wood/vinyl/aluminum options)
 - Hydrant & In-Suite Fire Inspection Deficiencies
 - Roof Assessment
 - Prior Year Operating Deficit Recovery

ADJOURNMENT – There being no further business, the meeting was adjourned at 8:33 pm.

NEXT MEETING – AGM – Date TBD

These minutes submitted on behalf of the Strata Council of BCS 4123 by:

██████████
Senior Strata Agent

AWM-Alliance Real Estate Group Ltd.

Suite 210 – 9525 201 St., Langley, BC V1M 4A5

Emergency/General Inquiries: (604)-685-3227

Direct: (604) 638-7381 // Fax: (604) 893-1721

Email: kyle@awmalliance.com

AWM continues to postpone a full opening of our offices to the general public, our valued clients and trades. These precautionary measures remain in place to limit the potential spread of the virus, to support our employees in this challenging time and to ensure we maintain our ability to serve you, for the long term. Our staff have returned to work and we remain vigilant and are monitoring the situation in real time and responding as conditions evolve. Visits to our office should be scheduled in advance and please visit our website for more information www.awmalliance.com Thank you and Be well.

24-Hour Emergency: After hours, Residents are requested to contact **AWM-Alliance** by calling **(604)-685-3227** for emergencies only. If there are any non-emergencies or building related problems please call during normal working hours (Monday to Friday 9:00 am to 5:00 pm).