

**ANNUAL GENERAL MEETING MINUTES Wednesday, April 2, 2014  
14 ROYAL AVENUE EAST– BCS 1676**

**LOCATION:**

7:00 p.m. – Amenity Room  
14 Royal Avenue East  
New Westminster, B.C.

**STRATA COUNCIL  
2014/2015**

**PRESIDENT**

*Bob Logan - #305*

**TREASURER**

*Sherry Baker - #106*

**SECRETARY**

*Christine Rowlands - #411*

**BYLAWS**

**SECURITY**

*Ted Yeadon - #417*

**AT LARGE**

*Dave Brown - #104  
John Verchomin #414  
Brad Johnson #405*

**FOR**

**CONTACT INFORMATION**

**AND MINUTES PLEASE VISIT:**

**[www.14victoriahill.com](http://www.14victoriahill.com)**

**IMPORTANT INFORMATION** Please have this translated

**重要資料** 請找人為你翻譯

**RENSEIGNEMENTS IMPORTANTS** Prière de les faire traduire

これはたいせつなお知らせです。どなたかに日本語に訳してもらってください。

**INFORMACIÓN IMPORTANTE** Busque alguien que le traduzca

알려드립니다 이것을 번역해 주십시오

**CHỈ DẪN QUAN TRỌNG** Xin nhờ người dịch hộ

ਜ਼ਰੂਰੀ ਜਾਣਕਾਰੀ ਵਿਰਾਮ ਕਰਕੇ ਕਿਸੇ ਵੇਲੇ ਇਸ ਦਾ ਉਲੇਖਾ ਕਰਵਾਓ

Attendance:

42 owners registered and represented in person and by proxy

**1) Call to order**

Bob Logan, Strata Council President, called the meeting to order at 7:01 pm.

**2) Calling the roll and certification of proxies**

Prior to the meeting, the roll was called and in accordance with the Strata Property Act section 56, all proxies were certified. Establishing a quorum is also required by the section 48.2 of the Act, consisting of one-third of the owners in good standing to be represented either in person or by proxy. There are 72 units of which 72 are in good standing, therefore 24 units is required to establish quorum. With 42 units represented in person and by proxy, quorum was established for the AGM to proceed.

**3) Proof of Notice/Waiver of Notice**

According to section 45 of the Strata Property Act, the strata must give at least 14 days' written notice of an Annual General Meeting, specifying the date, time, place and nature of business. Section 61.3 states that written notice delivered by mail, fax, email or under the door is deemed to have been given four days after it has been sent. The notices of this evening's meeting were delivered to each strata lot and/or mailed to each owner's address on March 17, 2014, in accordance with the Act. Written notices contained the agenda, proposed amendments to bylaws for Strata Plan BCS 1676, proposed 2014/2015 budget and notes, proposed strata fees for budget proposal, copy of the insurance summary, and proxy voting form.

**4) Adoption of Agenda**

The agenda was reviewed by Bob Logan, who chaired the meeting. It was moved by Unit 305 to adopt the agenda, and seconded by Unit 505.

Adoption of Minutes of AGM held April 3, 2013 and SGM on December 11, 2013: It was moved by Unit 101 to adopt the agenda, and seconded by Unit 505.

## **5) Council reports**

Bob Logan read the president's report, thanking the council and volunteers for their service over the past year, outlining some of the activities of our self-managed strata, reminding owners and residents of rules and bylaws governing the community, and introducing work to be carried out in the upcoming year.

### **Strata Council**

We are entering the fourth year of operating as a self-managed strata building, with a strata council made up of seven residents:

- Treasurer Sherry Baker has done a remarkable job of taking care of our finances.
- Tatiana Mersiadis has carried out the position of our recording secretary until recently. Christine Rowlands has volunteered to carry on the duties of secretary. Thank you to Tatiana for all time and effort on Strata Council.
- Dave Brown has served as the liaison between strata and our gardeners, irrigation contractor and the City of New Westminster regarding heritage trees on our property.
- Ted Yeadon has served as building security and liaison with our contractors in carrying out the service and maintenance of our electrical vault.
- John Verchomin, who has an architectural background, has agreed to assist in the mechanical and maintenance aspects of operating our building.
- Brad Johnson, who is a computer programmer, has agreed to take on the care and maintenance of our 3 computer systems.

The strata thanks security volunteers Ron Sadler, Nick Ricci, Dave Brown, Ted Yeadon, Dylan Rickard and Boris Lopez. Additional help is welcomed on our security team. It was noted that some residents do not wait for gates 1 and 2 to close before entering or exiting the building. Failure to comply with the requirements can result in a fine being levied in accordance with strata rules and bylaws.

Strata also thanks building manager Don Baker for all of the extra items that he takes care of, over and above what he is contracted to do.

We also thank Boris Lopez for volunteering to clean out the driveway drains to ensure proper flow of water. Finally, as there was sufficient snowfall to warrant using our snow blower this winter, strata thanks all of our residents who assisted with snow removal.

### **Condo insurance**

All homeowners should be aware of the requirement to have a condominium owner's insurance policy that covers the deductible portion of the strata's insurance policy. Our current deductible for water damage is \$5,000, which you would be responsible for in the event of a claim. Refer to the registered bylaws, section 8.

### **Plumbing and appliances in strata lots**

Also, in accordance with registered bylaw section 3(5), strata lot owners are reminded to inspect the hot water tank and supply and drainage hoses of the washing machine, dishwasher, refrigerator, sinks and toilets regularly and replace them if faulty. Many of these appliances were installed in 2005 and can break down with time. Electric hot water tanks normally last 8 to 10 years. An alarm called "Flood Buzz Pro," available from Dick's Lumber on Gilmore Ave, costs about \$17 and emits a loud alarm similar to a smoke alarm if it gets wet.

### **Recycling and storage areas**

Residents are reminded that appliances and furniture are not to be thrown out in the garbage. Please ensure that items you are disposing of go into the correct containers.

Do not dispose of propane or any other fuel canisters in our garbage, and do not store them below ground in the P2 storage lockers.

### **Care of limited common property**

Owners are responsible for care and maintenance of common property that is for the exclusive use of their strata lot, such as the patios, gardens, storage lockers and parking stalls. Patios and garden areas attached to

the Strata Lot are to be kept clean and orderly and must not be used to store household items (see registered bylaws, section 38(3) and (5)).

Please do not store food items in your storage locker. Do not feed your pets or store pet food on patios, or feed birds and squirrels from your patios, as these practices will attract rodents to our building. There is to be nothing hanging over the railings, including planters, that will cause anything to drop down on to the patio or garden below. Strata lot owners are responsible for cleaning of their patios and all windows and railings that front on the patios.

Please make yourself familiar with our registered bylaws and rules. They are available on our website [www.14victoriahill.com](http://www.14victoriahill.com). The appropriate fines shall be levied against any strata lot that is found to be in violation of the bylaws and rules.

### **Exercise room**

The exercise room is not to be used as a children's unsupervised playroom. Please read the notice in the room and make yourselves familiar with the all requirements, including insurance, to use the room.

### **Parking**

Please do not throw gum and cigarette butts on the floor of the parkades as someone has to pick it up or scrape the gum off of the floor.

Our rules and bylaws require that every vehicle that parks in the underground parkade must display a VH parking decal. If you require a decal, please advise a strata council member.

The 15-minute loading zone at the front of the building is for passenger pick-up/drop-off and for loading/unloading vehicles. Exceptions will be made for larger vehicles such as moving vans, larger delivery trucks and trades vehicles that cannot get into our underground parkade.

Visitor parking stalls are limited and reserved for "Visitors Only"; they are not to be used by residents who do not have sufficient parking for their own vehicles. If you have long-term visitors (i.e., more than five days), notify Strata to ensure that your visitor's vehicle will not be towed. Failure to comply with these requirements will result in the vehicle being towed at your expense.

Our parkade is not equipped for all-electric vehicles, so they are not to be brought into the parkade, as there is no means to charge them.

### **Disputes and emergencies**

The strata council is made up of volunteers, who are committed to carry out the jobs of operating our building in the best possible way. If you are having a problem with a neighbour, please attempt to solve it between yourselves before asking for strata council assistance. Unless an issue is considered to be an emergency, please honour your strata council members' privacy.

### **Maintenance in the upcoming year**

We shall be carrying out the following work this year.

- Inspection of the fire suppression system (annually in accordance with Provincial Fire Act, including all suites and common areas)
- Dryer duct cleaning (often on same day as fire system inspection)
- Carpet cleaning
- Driveway and sidewalk cleaning
- Parkade cleaning
- Gutter cleaning
- Flushing of the 4" main water strainer
- Cleaning of the major sumps
- Window cleaning (windows that are accessible from patios are the responsibility of the strata lot owner)

- Changing lobby lights and cleaning upper windows

In addition, thermal imaging of the transformer, switchgear and all common area electrical panels was carried out in March 2014.

The gardening and sprinkler system are ongoing items.

### **Sump cleaning**

We have obtained a price to have the sumps and drains cleaned, including the oil separator sump, the roof and building perimeter sump, the six sumps on P2 and the drains on the P1 level. The cost is estimated at \$ 1,150 plus GST. Before going ahead, we will physically examine the interior of the sumps.

### **Painting**

We are currently getting quotes to have the outside of our building painted, as well as some interior painting.

### **P1 level cracks**

As a result of snow this winter and the rain that was brought into the P1 level of the parkade, two new cracks have developed in the P1 floor. One is adjacent to stall #19 and the other at stall #61. The cracks are about 20 feet long each. Strata shall undertake to grind them out and fill with epoxy, at an estimated cost of under \$100 for materials.

### **Safety**

If you smell natural gas, phone FortisBC to report it. Leave your unit, taking all children and pets with you, and if possible, check with your downstairs neighbour to see if the smell is coming from their unit. Do not use any phones or switches inside (as it can be a source of ignition), and call FortisBC or 911 from outside of the building. Do not re-enter the building until responders advise you it is safe.

If you have excessive smoke in your suite caused by cooking or cleaning your oven, do not, under any circumstances, open your door to exhaust smoke into the hallway. Open your windows and patio door and turn on your bathroom fan and range fan to exhaust smoke and fumes. Smoke that gets into the hallways will activate the building alarm and the fire department must automatically attend. This happened on Sunday, March 23 and resulted in the building alarms going off. If the fire dept. attends and it is deemed a false alarm, we are subject to a charge from the New Westminster fire department. If such an invoice is received, it shall be presented to the owner who is at fault.

Remember: if the building alarm is sounded outside of normal testing, it must be considered to be real. For your safety, everyone in the building must exit via the nearest stairs or exit doors, taking children and pets with you. Do not use the elevators, and assemble at the designated meeting area. Do not re-enter the building until the Fire Dept. gives the all clear.

### **6) Resolution to amend bylaws**

In the written notice distributed more than two weeks in advance of the AGM, council introduced a resolution to amend the bylaws, sections 39 and 40. To pass each resolution, a 3/4 majority vote is required among the registered owners and proxies.

Discussion on the proposed section 39 amendment ensued. Owners felt the wording as written was too subjective and did not specify clearly enough when protective curtains would be required and how the proposed bylaw would be enforced. As we cannot revise wording without written notice to all owners, the vote was called. With 1 in favour and 19 owners opposed, the resolution to amend section 39 did not pass. Council will revise the wording of the proposed amendment and present it to owners at a later date.

Next, the proposed amendment to section 40 was discussed. This amendment was proposed due to a unit in the building that is owned by a charitable organization and has been occupied by problematic tenants. A vote was called and the resolution to amend section 40 passed unanimously.

Bylaw Division 7, Section 40 (3) will now read:

*3) The Strata Corporation does not allow any second party ownership, such as corporations and charitable organizations. The register owner(s), whose name(s) appear on the title, are wholly and fully responsible for the strata lot.*

#### **7) Annual report on insurance**

Sherry Baker reviewed the strata insurance for this year. As usual, she sought at least two quotes, choosing the lower-priced one offering equivalent coverage. Strata Plan BCS 1676 is currently insured through Pemberton Insurance Corporation at a cost of \$48,000. This is an increase from last year. Though we are very careful with claims, premiums in general are rising due to world events.

Owners are advised to ensure that they have adequate condo insurance coverage for personal property attached to their strata lot as well as strata deductible coverage for their share in the Strata Corporation's deductible.

#### **8) Adoption of 2014/2015 budget**

Sherry Baker presented the proposed 2014/15 operating budget. There are several expenses increasing this year, resulting in a modest strata fee increase of 3%. Due to the work by strata council themselves on many repair and maintenance projects, instead of hiring outside help, we have been able to minimize costs. Notably, this is the first strata fee increase in four years.

Some of the expenses increasing in this year's budget include licenses to operate utilities in the building for electrical and gas and maintenance required as the building ages. For example, the rental of scaffolding to replace the lights in our lobby and clean the glass on the upper level. In addition, having the sumps cleaned, as detailed in the President's Report, will be covered in the maintenance budget.

A loss of \$16,109.78 is estimated for 2013/14. Some of this was due to the roof repairs, as well as unexpected damages to the building not covered by insurance, such as glass broken during an attempted break-in. However, many other incidents of damage have been recorded by our surveillance cameras, resulting in fines and costs for repairs being recovered from the strata lot who caused them.

The new strata fees outlined in the meeting package are effective April 1, 2014.

It was moved adopt the proposed 2014/2015 budget by Unit 505. The vote was called and the motion was carried unanimously.

#### **9) Election of strata council members**

In accordance with the bylaws, section 13.1, the term of office for council members ends at the AGM in which replacements are elected; however they may stand for re-election for another term. Three to seven owners in good standing are eligible to form the Strata Council.

The floor was opened for nominations. None were forwarded from the floor. Thus, the members of the Strata Council were elected for another term by acclamation.

The 2014/15 Strata Council consists of: Bob Logan (305), Sherry Baker (106), Christine Rowlands (411), Dave Brown (104), Ted Yeadon (417), John Verchomin (414), and Brad Johnson (405).

#### **10) General discussion and new business**

Thank yous: Sherry Baker relayed a thank-you note from the New Westminster Secondary School (NWSS) for the contributions from our bottle recycling to their music programs. A total of \$1,600 was raised last year, an average about \$32 a week. The contributions helped pay for a trip for the NWSS jazz band and other band costs.

The strata council was also thanked for its work through the year.

**Storage:** Items left in parking stalls caused concern from the Fire Marshal because of the potential for flammability. This includes oil stains. In addition, food and even cardboard left on the ground can attract rodents, including rats and mice. Similarly, items stored on patios may not only be unsightly and in contravention of our rules but also attract rodents. Council reminded owners to report problems they see, in writing, so the offence can be investigated and acted upon. In general, violators are given six to 10 days notice to act before fines are imposed.

**Rodent control:** Due to construction and excavation taking place next door to our building, there is potential for increased rodent activity in the immediate vicinity. Rodent control has been called if there is a problem, and there have long been traps for squirrels and mice placed around the building. Council will check into whether some additional traps can be placed on the side of the building facing the construction site.

**Traffic:** There was some concern expressed with the speeds taken by some cars on our parkade ramps. Please slow down and use the mirrors when you are entering and exiting.

**Roof:** Some units on the 5<sup>th</sup> floor experienced leaks due to the unusually heavy rainfall this winter. Workers have fixed the roof and workers have been in to repair cracks in ceilings. Council is currently getting estimates for painting.

**Parkade:** It was noted that the door from P2 to the elevators is becoming "pushed in," but this is due to the large glass panels. When replacement becomes necessary, council will likely look into doors with one small window, as we have in the stairwells.

#### **11) Adjournment**

The discussion of new business concluded, there was motion by Bob Logan to adjourn the meeting at 8:22 pm, carried unanimously.

Christine Rowlands  
Secretary

<p><b>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.</b></p>
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