

ANNUAL GENERAL Meeting Minutes

Tuesday, March 21, 2017

14 ROYAL AVENUE – BCS 1676

LOCATION:

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

**STRATA COUNCIL
2017/2018**

PRESIDENT

Bob Logan #305

TREASURER

Sherry Baker #106

SECRETARY

Christine Rowlands #411

SECURITY

AT LARGE

Dave Brown #104
John Verchomin #414
Ken Young #512
Dustin Brisebois #101

FOR

CONTACT INFORMATION

AND MINUTES PLEASE VISIT:

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 lo traduzca

알려드립니다 이것을 번역해 주십시오

CHỈ DẪN QUAN TRỌNG Xin nhờ người dịch hộ

सुधी सटवारी विरवा वरवे विमे वेले तिम चा सुलेंबा वरवाच

ATTENDANCE:

38 Owners registered and represented in person
8 Owners registered and represented by proxy

(1) CALL TO ORDER

Bob Logan, Council President, called the meeting to order at 7:00 p.m.

(2) INTRODUCTIONS AND WELCOME

Mr. Logan introduced the other members of Council as follows: Treasurer, Sherry Baker; At Large, Dave Brown, John Verchomin, Dustin Brisebois and Ken Young

(3) CALLING OF THE ROLL & CERTIFICATION OF PROXIES

Prior to the start of this evening's meeting, the roll was called and in accordance with the requirements of the Strata Property Act, Section 56, all proxies were certified. Also required by the Act, Section 48.2 is that a quorum, which consists of one-third of the Owners in good standing, be present either in person or by proxy in order for the meeting to proceed. There are 72 units of which 72 strata lots were in good standing. One-third of 72 are 24. There were 38 Owners represented in person and 8 by proxy and therefore a quorum was established.

(4) PROOF OF NOTICE

Section 45 of the Strata Property Act states the Strata Corporation must give at least 14 day's notice of an Annual General Meeting, specifying the date, time, place and nature of the business. Section 68.1(3) states the notice given by post is deemed to have been given 4 days after it has been mailed. The notices of this evening's meeting mailed to each Owner's last-known address on or before March 3, 2017 which is in

accordance with the timeframe set out in the Act. Notices contained the agenda, the proposed 2017/2018 budget and fee schedules, budget notes, copy of the insurance summary and a proxy voting form. The Council President advised that proper notice had been given.

(5) ELECTION OF CHAIR OF MEETING

Bob Logan advised that in accordance with the bylaws, that as the Council President, he will chair the meeting.

(6) ADOPTION OF AGENDA

The agenda was reviewed and M/S/C

(7) ADOPTION OF PREVIOUS MINUTES

The Annual General Meeting Minutes held March 30, 2016 were M/S/C

(8) COUNCIL REPORT

Council President, Bob Logan presented the President's report (attached).

(9) ANNUAL REPORT ON INSURANCE

The insurance coverage was reviewed and there were no questions.

(10) ADOPTION OF PROPOSED 2017/2018 OPERATING BUDGET

The proposed budget was M/S/C

(11) ELECTION OF STRATA COUNCIL MEMBERS

In accordance with the Bylaws for 14 Royal Avenue East, Section 12.1, the present Council must officially step down at the Annual General Meeting but may stand for re-election for another term. The Bylaws allow the election of a minimum of 3 to a maximum of 7 to serve on Council. The floor was then opened for nominations. No nominations were received and Council was voted in by acclamation.

The following names are to stand:

Bob Logan (305)	Sherry Baker (106)	Ken Young (512)
Dave Brown (104)	Dustin Brisebois (101)	John Verchomin (414)
Christine Rowlands (411)		

(12) GENERAL DISCUSSION AND NEW BUSINESS

A reminder was made that when the party room is in use that the lobby is not to be used as a play area.

(13) TERMINATION

There being no further business, the meeting was adjourned at 7:30 p.m. M/S/C.

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.

Annual General Meeting Tuesday March 21, 2017 Strata Plan BCS1676
Presidents Message

My name is Bob Logan and as the president of your Strata Council, I would like to welcome you to our AGM.

Could I please ask you all to either mute or turn off your cell phones. If you wish to make comments or speak to an issue, please wait and use the microphone provided, state your name and suite number, so that every one can hear.

We have just completed our full seventh year as a self-governing strata. Our Rules, By Laws, Depreciation Report and more are available on our web site www.14victoriahill.com

I would like to thank the Strata Council Members, Sherry Baker-treasurer, Dave Brown-Grounds Manager, Ken Young, Electrical & Mechanical Advisor, John Verchomin-Architectural Advisor & Dustin Brisebois- IT.

We have appointed Kelly Smith as Manager of our Security Team. This position was held by Ted Yeadon previously however Ted & Sharon have moved over to Vancouver Island. We wish to thank Ted for all his contributions in the past and wish him and Sharon all the best for the future.

I would also like to thank our security group consisting of Kelly Smith, Ron Sadler, Nick Ricci, Dave Brown, Boris Lopez, & Robin Orr. If anyone wishes to be a part of our Security Team please contact Kelly Smith.(409)

I would also like to thank Don Baker for every thing that he does for our building.

After we had our Fire Supression System checked last year by Viking Fire Protection Ltd. They advised us that we would have to replace all of the batteries in the Emergency and Exit lights. They quoted approx.. \$2500.00 to do the job. After discussing this with Ken Young he suggested that he could do it as he had the necessary experience with this equipment. We purchased the batteries from a wholesale firm at approximately half of the price we had been quoted. Ken did the work and saved us about \$ 2000.00.

I would like to thank Ken for changing all the batteries and repairing the fixtures as required.

We did experience other problems with Viking so we have changed to Mircom for our Fire Protection Equipment Inspection. Mircom was the firm that manufactured the panel and installed the system originally.

Also I wish to thank Boris Lopez for cleaning out the driveway drains as well as assisting with other duties around the building.

I would also like to thank all of our Residents who assisted with Snow removal during the last snow falls.

Our owners are doing an excellent job of waiting for the gates to close before entering and exiting the building. However some residents are abusing the 15 minute parking at the front door. We shall be monitoring this area and issuing the necessary warnings.

As a result of our annual fire protection system service, we were advised that the compressor on our dry system was not functioning correctly. It was also determined that it was not sized correctly in the beginning. We have ordered a new compressor set that is the correct size and it will be installed shortly.

Also as a result of the power failure that we experienced, we have ordered an Emergency Generator that will be connected to operate the garage doors, the main entry door and some lighting.

As we had a surplus in our operating budget these 2 items have been purchased and paid for with the 2015-2016 maintenance budget so we will not require an assessment to cover the cost.

We also have 3 Hot Water Tanks for the building that have been purchased and will be installed under last years budget.

There are a few items that I wish to bring up with everyone.

Owners are responsible to ensure that the supply and drainage hoses of all Appliances are in good working condition.

We have been using GoDaddy as our internet provider for the Victoria Hill website. Godaddy have totally changed their operating system and we could not access it. Dustin has had to redo the whole website. This has been quite a problem and I would like to thank Dustin for taking the time to bring our website up to date.

There is a small alarm called a Water Leak Alarm, that can be purchased from Home Depot for abt. \$7.00 plus tax. It emits an alarm similar to a smoke alarm if it gets wet. It is a good idea to have them located near your appliances that are connected to the buildings water supply.

Appliance, Furniture, Electronics and Propane Containers are not to be thrown out in the garbage. Please review what you are putting into the Recycle containers, No Glass. Also please ensure that your garbage does not leak onto the carpets when transporting to the Garbage /Recycle room.

Propane tanks and other fuel canisters are not to be disposed of in our garbage nor stored in the storage lockers or below grade. They should be stored on your patio.

Please do not store food items or feed your pets, birds or squirrels on your patios as this will attract rodents.

Please do not throw gum and cigarette butts on the floor of the Parkades.

I would like to draw your attention to our Exercise room as it is not intended to be used as a childrens unsupervised playroom. Please read the notice in the room and make yourselves familiar with all requirements, including insurance, to use the room.

One of the requirements of our Rules & By Laws is that every vehicle that parks in the underground parkade displays a VH parking decal. If you require a Decal please see Dave at the sign in desk. Also all bicycles stored in the enclosed bicycle areas must be identified. We now have an identifying tag which will bear the suite number of the owner and it should be attached somewhere on the bicycle for ease of identification. Please see a Strata member after the meeting to obtain your tags.

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

As our visitors parking stalls are limited and reserved for "Visitors Only", they are not intended to be used by residents. If you are having long term visitors (over 5 days) please notify Don Baker or Kelly Smith to ensure that your Visitors vehicle will not be towed.

Our parkades are not equipped to charge All Electric Vehicles. If you are going to consider purchasing an All Electric Vehicle you should check with a Strata Member to see if a charging station can be installed and the costs of installation.

I would like to remind everyone that your Strata 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, you should solve it between yourselves.

Unless an issue is considered to be an emergency, please honour your Strata members privacy. (ie: evenings, weekends, holidays etc.)

We shall be carrying out the following work this year and notices will be posted if there are any instructions that need to be followed:

Repairing the 5th floor ceiling and Painting of the Hallways and Lobby area.

Fire suppression system Inspection

Carpet cleaning

Driveway and sidewalk cleaning

Parking lot cleaning

Dryer duct cleaning

Roof Gutter cleaning which shall be twice a year. Gutters around patios on the 4th and 5th floor patios are the responsibility of the Strata Lot owner

Flushing of the 4" main water strainer

Window cleaning. Windows that are accessible from the patios are the responsibility of the Strata lot owner.

Thermal Imaging of the Transformer, switchgear and all common area electrical panels shall be carried out some time this year.

It is a requirement of the Provincial Fire Act, that we conduct an annual Inspection of all the equipment for the fire suppression system.

This includes all alarms located within the suites and common areas.

On the given day of the suite inspections **we require admission to everyone's suite.** If you are not going to be home that day, please ensure that either a neighbour, friend, a Strata member, or Don Baker has the key to access your suite. We shall try to arrange to do the clothes dryer duct cleaning the same day.

As the building is now 11 years old, which is past the useful life of a smoke alarm, the owners of the Strata lots are responsible for the in suite smoke alarms. They should be checked and replaced if they are outdated.

The other item that I wish to bring to your attention is how you deal with excessive smoke in your suite caused by cooking or cleaning your oven.

Do not under any circumstances, open your apartment door to exhaust the smoke into the hallways. Open you windows and patio door and turn on your bathroom fan and range fan to exhaust the smoke and fumes, If the smoke gets into the hallways it will cause the building alarm to activate and the Fire Dept. automatically attend. This has happened and it has resulting in the building alarms going off. If the Fire Dept. attend and it is deemed a false alarm we are subject to a charge from the New Westminster Fire Dept. and if we receive an invoice it shall be presented for payment to the owner that caused the problem.

In the event of a Fire, and the building alarm is sounded leave the building and assemble at the designated assembly area, which is the seating area next to the bus stop on Royal Ave. Do not use the elevators as they must be available for the Fire Dept.

The notice boards provided throughout the building are for information regarding our building and services and are not to be used to promote political agendas.

During our last fiscal year we have invoiced Strata BCS 2772, The Nurses Lodge the amount of \$ 648.15 which covers their maintenance and power consumption for their portion of the Parkade and Driveway.

We have also invoiced Onni \$ 2313.06 for the power consumption of the Pump that is connected to our Power supply.

Our annual Christmas party was a success especially with the visit from Santa Claus for the children and adults.

Don't forget to keep in mind our annual building BBQ which has a tentative date of end of July 2017.

There will a draw for a prize after the meeting so keep your ticket.

After the meeting there is Coffee and Tea.

I would like to thank you all for your attention.