

LOCATION:

via Zoom video/teleconference
14 Royal Avenue East
New Westminster, B.C.

**STRATA COUNCIL
2021/2022**

PRESIDENT

Sherry Baker - #106

TREASURER

Kirbee Parsons - #105

SECRETARY

Joanne Purser - #515

RECORDER

Christine Rowlands - #411

AT LARGE

Dave Brown - #104

Dustin Brisebois - #101

Nicholas Shears - #511

**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 le traduzca

알려드립니다 이것을 번역해 주십시오

CHỈ DẪN QUAN TRỌNG Xin nhờ người dịch hộ

सुधी नोटवणी विरवा वरवे विमे वेले एम ए सुलेष वरवर

1. CALL TO ORDER

Due to continuing COVID-19 precautions, the AGM was held by Zoom video/teleconference. The meeting was officially called to order at 6:35 pm

2. CALLING OF THE ROLL, CERTIFICATION OF PROXIES AND ESTABLISHING A QUORUM

In accordance with the Strata Property Act, Section 56, all proxies were certified. Section 48.2 of the Act requires that a quorum, which consists of one-third of the Owners in good standing, be present either in person or by proxy for the meeting to proceed. There are 72 strata lots, of which 72 were in good standing. One-third of 72 is 24. There were 29 participants in the Zoom conference and 8 proxy forms received by the 6:30 p.m. start time, and therefore a quorum was established. (The number of participants online grew to 33 during the meeting.)

3. PROOF OF NOTICE

Section 45 of the Strata Property Act states the Strata Corporation must give at least two weeks' notice of an

Annual General Meeting, specifying the date, time, place and nature of the business. Section 61(3) states that notices given by mail, left with an adult occupant or put under the door etc. are deemed to have been given 4 days after delivery. Notices for this AGM were delivered or mailed to each Owner's last-known address on March 7, 2022, in accordance with the timeframe set out in the Act. The meeting notice contained instructions for registering for the virtual meeting, the agenda, the president's report, treasurer's report, a copy of the insurance summary, year-end financial statement to February 28, 2022, the proposed 2022/2023 budget, proposed new strata fee schedules, a ratification of rule amendment, contents of resolutions A to D to be voted on, a list of strata council members for election, and a proxy voting form.

4. ADOPTION OF THE AGENDA

The agenda in the meeting package was reviewed. With no objections, the agenda was approved.

5. ADOPTION OF THE MINUTES OF THE PREVIOUS SGM HELD JUNE 17, 2021

With no objections, the minutes of the last SGM, posted online at www.14victoriahill.com, were approved.

6. PRESIDENT'S REPORT

The full text of the president's report was included in the AGM meeting package. Sherry Baker highlighted a few items, including thanking council and the many volunteers who help to make the building run smoothly, including snow removal, maintenance jobs such as powerwashing railings and repainting curbs, security patrol, recycling and more.

7. TREASURER'S REPORT

Sherry also presented the treasurer's report, the full text of which was included in the meeting package. The report highlighted some areas of the financial statements and provided an explanation for the proposed 12% strata fee increase (i.e. increases in building insurance and utility costs, as well as maintaining CRF contribution levels in order to pay for costs anticipated by the depreciation report in the coming years).

We did have some savings, however, in that the \$48,000 for gutters and \$14,000 for deck repairs approved to withdraw from the CRF at the June 17, 2021, SGM came in at a cost of \$27,300 and \$11,576, respectively. We also earned \$21,259 in interest this year on CRF funds invested into GICs, which was more than anticipated.

8. ANNUAL REPORT ON INSURANCE

The report on our building insurance was presented, with attention drawn to the fact that per-unit deductible limits have increased to \$50,000. It is strongly recommended to have condo insurance to cover the strata deductible, and to take a copy of the building insurance summary with you when renewing or buying your condo insurance. A copy of the insurance coverage summary is in the meeting package and on the Documents page of www.14victoriahill.com.

9. FINANCIAL REPORT

The yearly balance sheet and comparative income statement (to February 28, 2022) and budget for 2022/2023 were presented. Overall, we should come in on budget for 2021/2022. For the 2022/2023 proposed budget, it was noted that we are budgeting a higher amount for fire protection, dryer vent cleaning and maintenance and repair, as some fire system flushing is due this year, and some deck repairs will be funded under the operating budget.

10. VOTE ON PROPOSED 2022/2023 OPERATING BUDGET

The proposed budget for 2022/2023 includes a 12% strata fee increase. The per-unit strata fees were included in the AGM meeting package. A vote was called on the budget and strata fee increase, which must be approved by at least a 3/4 margin.

Voting results:

- In favour: 37
- Opposed: 1
- Abstained: 3

The 2022/2023 budget and strata fees were approved and will go into effect April 1, 2022.

11. RATIFICATION OF RULES

The strata council seeks to ratify the following rule per the *Strata Property Act*, section 125(6):

F. Use of Common Property

Elevators

1. It is the responsibility of the owner to ensure that all moves in or out by the owner or resident conform to the regulations as established by the Strata Council from time to time. Owners shall pay a refundable deposit of \$500 toward the cost of any damage caused to the common property incurred when moving either in or out, or when moving pieces of furniture or other heavy objects into or out of a unit.
 - a. To prevent damage to the elevators, safety blankets will be installed by the building manager or designate. The building manager requires at least 7 days advance notice.
 - b. Moves into or out of a strata lot must be coordinated with the manager of the building at least 7 days in advance. The owner or tenant will be subject to a move-in/move-out fee of \$300, to be paid upon moving in to the strata lot, on or before the due date of the next monthly strata fees.

The floor was opened for discussion, questions were asked about who pays the fee (owner/tenant moving in), why the amount was being increased (to match market rates and keep up with the cost of small repairs), who the “building manager” is to contact (i.e. Don Baker, who takes care of all these kinds of things) and whether it is retroactive (no, only moving forward.)

With no further questions, council asked for any objections. With no objections being recorded, the rule with the new fees was approved, and the rule shall be ratified.

12. VOTE ON RESOLUTION “A”

A discussion and vote was called on the following resolution:

BE IT RESOLVED, BY A $\frac{3}{4}$ VOTE RESOLUTION THAT:

The Owners, Strata Corporation BCS 1676, waive the obligation to update the Depreciation Report as required by section 94(2) of the *Strata Property Act* and that such decision shall be reviewed at the next annual general meeting.

It was noted that our depreciation report was completed in 2015 and we believe it is still sufficient to tell us about upcoming upgrades we need to look at costs of. We will review each year, for example, if there were significant inflation or if major upgrades were made.

Voting results:

- In favour: 39
- Opposed: 0
- Abstained: 2

Resolution "A" on opting out of updating the depreciation report was approved.

13. VOTE ON RESOLUTION "B"

A discussion and vote was called on the following resolution:

BE IT HEREBY RESOLVED, BY A ¾ VOTE RESOLUTION THAT:

The Owners, Strata Corporation BCS 1676, APPROVE the loan of up to \$130,000 from the CRF for the purposes of paying the Strata's insurance premium, with the loan to be repaid over the upcoming fiscal year.

It was noted that is done to avoid financing costs on the payment of the insurance premium, and is in effect, a movement of funds.

Voting results:

- In favour: 36
- Opposed: 1
- Abstained: 4

Resolution "B" on the CRF loan for insurance was approved.

14. VOTE ON RESOLUTION "C"

A discussion and vote was called on the following resolution (changes in **bold**):

BE IT HEREBY RESOLVED, BY A ¾ VOTE RESOLUTION THAT:

The Owners, Strata Corporation BCS 1676, APPROVE to amend their bylaws as per the below.

CURRENT BYLAWS

Division 7

36. Move In/ Move Out

- (1) The Strata Corporation may regulate the times and manner in which any person moves into or out of strata lots and may require that such moves be coordinated with the manager of the building at least 7 days in advance of such moves. The Owners or tenant will be subject to a move-in fee of \$100.00 and a move-out fee of \$50.00, such fee to be paid on or before the due date of the next monthly strata fees.
- (2) An Owner or tenant must notify the Strata Corporation in advance of the date and time that the Owners or tenant will be moving into or out of the strata lot.

PROPOSED BYLAWS

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- (2) An Owner or tenant must notify the Strata Corporation in advance of the date and time that the Owners or tenant will be moving into or out of the strata lot.

It was noted that this was to change the fee in the bylaws to match the rule.

Voting results:

- In favour: 34
- Opposed: 3
- Abstained: 4

Resolution "C" to amend the move-in/move-out bylaw was approved and will be filed with the BC Land Title Office.

15. VOTE ON RESOLUTION "D"

A discussion and vote was called on the following resolution (changes in **bold**):

BE IT RESOLVED, BY A ¾ VOTE RESOLUTION THAT:

The Owners, Strata Corporation BCS 1676, APPROVE to amend their bylaws as per the below.

CURRENT BYLAWS

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

6. 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, windows or skylights 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.
- (h) any interior or exterior strata lot wall;
- (i) wiring, plumbing, piping, heating, including gas fireplaces, air conditioning and other services;
- (j) any alteration that requires a permit in accordance with the Municipal building bylaws as amended from time to time;
- (k) limited common property;
- (l) Thresholds and baseboards; and
- (m) flooring,

(2) The Strata Corporation must not unreasonably withhold its approval under subsection (1).

PROPOSED BYLAWS

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

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- (d) doors, windows or skylights 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.
- (h) any interior or exterior strata lot wall;
- (i) wiring, plumbing, piping, heating, including gas fireplaces, air conditioning and other services;
- (j) any alteration that requires a permit in accordance with the Municipal building bylaws as amended from time to time;
- (k) limited common property;
- (l) thresholds and baseboards; and
- (m) flooring, **regardless of whether or not the flooring is the flooring originally installed by the owner developer.**

Which application for such written approval must be in writing directed to the attention of the strata council and will only be considered by strata council at its next regularly scheduled council meeting, with a response to be delivered within a reasonable time thereafter.

(2) The Strata Corporation must not unreasonably withhold its approval under subsection (1).

However, it will be reasonable for the strata corporation to withhold its approval if the owner proposing the alteration has not provided the strata corporation with plans and specifications, list of materials, estimated dates of commencement and completion of construction, and, if applicable, copies of permits or any other information reasonably requested by the strata corporation relating to the proposed alteration. The strata corporation may require as a condition of its approval that the owner agree in writing:

- (a) to take responsibility for any expenses relating to the alteration,**
- (b) to provide evidence of appropriate insurance coverage relating to the alteration, and**
- (c) to such other conditions as the strata corporation may reasonably require.**

(3) Without limiting the generality of section 1.6.1:

- (a) Regardless of the original or existing flooring, the only types of replacement flooring that are permitted in the second and higher floor strata lots are:**
 - (i) carpeting;**
 - (ii) tile (in kitchens, bathrooms and entryway only);**
 - (iii) laminate, engineered hardwood, or vinyl plank flooring; or**
 - (iv) cork**

which, in all cases must make use of the appropriate underlay/sound deadening material as follows:

- (A) all underlay/sound deadening material used in conjunction with laminate, engineered hardwood or vinyl plank flooring must have an impact insulation class rating of 75 decibels or greater;
- (B) all underlay/sound deadening material used in conjunction with tile must have an impact insulation class rating of 65 decibels or greater;
- (C) in addition to the requirement in subsection (B), tile installations must be installed with resilient grout; and
- (D) if cork underlay is used it must be 6 mm or greater.

No other flooring material is permitted to be used unless a prior written request with supporting documentation is submitted to the strata corporation and the strata council, in its discretion, determines that the proposed materials meet the requirements prescribed in Bylaw 1.6.3(a). Bylaw 1.6.3(a) does not apply to the ground floor strata lots. Regardless of an owner's compliance with this Bylaw 1.6.3, an owner may be required to place mats or carpets over high traffic or problematic areas, or reduce noise by other means, in the event that the strata corporation receives noise complaints.

(4) If an owner proceeds with an alteration approved by the Strata Corporation under section 1.6.1, the owner must provide copies of all applicable permits to the strata council prior to commencement and that alteration must be carried out:

- (a) in a good and workmanlike manner, including maintaining the security of the building at all times;
- (b) by duly qualified or properly licensed tradespersons, contractors or workers;
- (c) only between 9:00 a.m. and 5:00 p.m. on Monday to Saturdays (excluding statutory holidays) or at such other times prescribed by the strata council from time to time, in its sole discretion, provided that work that involves jack hammering, chipping or grinding is limited to the hours of 11:00 a.m. to 3:00 p.m. (maximum 4 hours per day) on weekdays (excluding statutory holidays);
- (d) to completion within 60 days from the time that approval was given;
- (e) with minimal noise and disturbance to other owners, including but not limited to:
 - (i) booking the elevator in advance for transportation of materials;
 - (ii) no construction materials placed on the common property;
 - (iii) common areas left clean and free of dust and debris at the end of each working day; and
 - (iv) all debris removed from the building at the expense of the owner and not disposed of in the strata corporation bins;
- (f) the owner must notify council prior to the commencement of the approved alteration; and
- (g) the owner must indemnify and hold harmless the strata corporation for all costs, maintenance or damage caused to the common property including limited common property, common assets or to any strata lot directly or indirectly resulting from any alteration or proposed alteration of that owner, including the cost of repairing and maintaining the alteration.

(5) Prior to any alteration occurring under this section, the owner must place a \$500.00 refundable deposit with the Strata Corporation, to be held and applied against any resulting cost of repair or cleaning of common property including limited common property incurred by the strata corporation, with the balance to be returned to the owner. If the cost of the repair or cleaning

exceeds \$500.00, the owner shall be responsible for the payment of the excess cost, and the liability of the owner is not limited to \$500.00.

(6) The strata council may, following completion of the alteration, conduct an inspection to ensure compliance with these Bylaws.

(7) At the discretion of the strata council, if any alteration, addition or improvement to a strata lot, whether or not that alteration, addition or improvement is of such a nature that it requires approval under Bylaw 1.6.1, involves delivery of materials, the owner will be required to book the elevator through council and have elevator pads installed. Bylaw 1.6.7 applies to each time the elevator will be used.

This bylaw seeks to specify the requirements for soundproofing of floors during/as a result of renovation replacing these materials, to set out requirements for workmanship, safety and permit, and to limit the liability of the strata as a result of renovations to a strata lot. It still requires renovations to have strata approval.

Voting results:

- In favour: 37
- Opposed: 0
- Abstained: 4

Resolution "D" to amend the renovation bylaw was approved and will be filed with the BC Land Title Office.

16. ELECTION OF STRATA COUNCIL MEMBERS

The term of office of a council member ends at the end of the AGM at which a replacement is elected, and those whose term as council member are ending are eligible for re-election.

All seven current council members are willing to stand again: Sherry Baker, Kirbee Parsons, Christine Rowlands, Joanne Purser, David Brown, Dustin Brisebois and Nicholas Shears.

A form for additional nominations was included in the meeting package, and nominations were asked for from the floor three times. No additional nominations were received, and the vote was conducted by online polling in Zoom and tabulated after the AGM along with the resolutions.

All of the current council members were elected by a majority vote and will continue to serve in 2022/2023.

17. GENERAL DISCUSSION

Topics for discussion from the floor included:

- **EVs and charging stations** – we are aware that people want more charging stations/capacity for electric cars. Eight people currently have EV charging plugs in their parking stalls, and that is the current capacity. Upgrading our electric service to accommodate more charging is a complex, expensive prospect, however. Discussion is ongoing. If anyone has the ability to research this, it will be helpful to put a proposal and

budget together to be voted on a future general meeting.

- **Recycling** – Special thanks given to the recycling team for the work they do, going to the recycling centre each month with carloads of extra materials (e.g. styrofoam, soft plastics, glass, beverage containers, etc.) There is a need for extra volunteers to help with sorting and bagging each week, and with some driving.
- **Security** – an extra security team member is needed for the patrol on Friday evenings. Two volunteers offered to take the spot at the meeting.
- **Trees** – a resident on the side of the building facing the park mentioned that one of the older, larger trees on our property had branches touching the windows of their strata lot. This will be looked into.

18. TERMINATION

There being no further business, the 2022 Strata BCS 1676 annual general meeting was officially adjourned at 7:29 p.m.

Submitted by Christine Rowlands

Please be advised you should retain copies of Council and General Meeting Minutes for a period of two years. They are available at www.14victoriahill.com.

There will be a charge for copies.