

**ANNUAL GENERAL Meeting Minutes**

**Wednesday, April 3rd, 2013**

**14 ROYAL AVENUE – BCS 1676**

**LOCATION:**

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

**STRATA COUNCIL  
2013/2014**

**PRESIDENT**

Bob Logan - #305

**TREASURER**

Sherry Baker - #106

**SECRETARY**

Tatiana Mersiadis - #309

**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

सुनी महत्वकी विषय वरवे विने वेहे दिप्र एा सुसंवा वरवर्ष

**ATTENDANCE:**

43 Owners registered and represented in person

9 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; Security, Ted Yeadon; Secretary, Tatiana Mersiadis; At Large, Dave Brown, John Verchomin and Brand Johnson

**(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 43 Owners represented in person and 9 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 13, 2013 which is in

accordance with the timeframe set out in the Act. Notices contained the agenda, the proposed 2013/2014 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 Bob Logan advised that there will be small items added as the meeting proceeds.

It was then MOVED by Unit 302 that the Agenda be approved. SECONDED by Unit 105 CARRIED

**(7) ADOPTION OF PREVIOUS MINUTES**

It was MOVED by Unit 104 to approve the Annual General Meeting Minutes held March 21<sup>st</sup>, 2012. SECONDED by Unit 105 CARRIED

**(8) COUNCIL REPORT**

Council President, Bob Logan provided the assembled owners with an overview of some of the council's activities over the past 3<sup>rd</sup> year as self-governing strata. Bob Logan took this opportunity to thank all the residents who had assisted and volunteered their time and efforts over the past year for a job well done.

**1. Strata Council:**

At present our Strata Council is comprised of 1 President and 6 additional residents:

**Sherry Baker** has the duties of Treasurer and has done an excellent job of taking care of our books.

**Dave Brown** has the duties to liaison with our gardeners and irrigation contractors and the City of New Westminster regarding the heritage trees on our property.

**Ted Yeadon** has the duties of Building Security and has also assisted in numerous maintenance issues and helps in carrying out the service and maintenance of our Electrical Vault.

**Tatiana Mersiadis** has the duties of Secretary and is also responsible for our Victoria Hill Website.

2 appointments have been made to Strata Council this year to bring our council up to the maximum allowable number of 7 people. The two recent appointments are as follows:

**John Verchomin** Unit #414

**Brad Johnson** Unit #405

2. **Computer and IT issues:** Brad Johnson is a computer programmer and has agreed to take on the care & maintenance of our 3 computer systems.
3. **Victoria Hill Building:** John Verchomin who has an architectural background has agreed to assist in the mechanical aspects of operating our building.
4. **Security:** Council thanked Ron Sadler, Nick Ricci, Dave Brown and Ted Yeadon for their work on our Security Team. Council can always use some additional help on our security team. It has been brought to Council's attention that our building continues to have some residents that do not wait for Gates 1 & 2 to close before entering or exiting the building. Failure to comply with these requirements can result in the application of the appropriate fine being levied in accordance with our Rules & Bylaws.

Several residents have also been propping open Fire Exit Doors. This has been discovered during our security checks and is a breach of security to our building. A reminder that all entry into the building must be done through our FOB operated doors.

5. **Cleaning:** Council thanked Don Baker for all the additional cleaning and issues that have been taken care of beyond contracted items.
6. **Onni:** It has been a long tedious job dealing with Onni with regard to the water leak down from the garden and through the ceiling into P1. Onni has arranged to have the wiring that was in the affected area moved to a new conduit, so that the wiring will remain dry.

The work on the membrane will be completed when the weather permits and this project should then be completed.

7. **Garbage/Recycle Room:** Bob Logan, Ted Yeadon and Don Baker put up a protective board against the walls in the garbage/recycle room to protect the walls from being damaged by the movement of the garbage bins. The walls were also painted.

Council reminded owners of garbage and recycle room etiquette. Appliances and furniture are not to be thrown out in the garbage. Please refer to New Westminster Recycling website to dispose of these items appropriately. It is each owner's responsibility to do so.

Propane or any other fuel canisters are not to be disposed of in our garbage. Canadian Tire will accept these canisters.

Please ensure that the items that you are disposing of are recycled in the correct recycling bins (newspaper, containers and mixed paper) Regarding the container bins, please ensure that all containers are washed and clean before they are recycled. Council can be fined for not following recycling rules accordingly and since there is a camera in the garbage room these fines will be passed onto the offending owner.

8. **Fire Curbs:** Bob Logan power washed the fire curbs and Council would like to thank Ron Sadler for giving them a new coat of red paint.

- 9. Snow removal:** This year we experienced sufficient snow fall to warrant using our snow blower. Council wishes to thank all of our residents who assisted in helping with the snow removal. As we do not expect any more snow at this time, the snow blower will be serviced until it is required.
- 10. Building Door:** Bob Logan and Don Baker replaced the door from the P2 elevator lobby into the parkade. This was necessary as the old door would not close properly.
- 11. Elevator Lobby:** Bob Logan and Don Baker repaired the damages to the wall in the elevator lobby at the P2 parkade level.
- 12. Mail Room:** Bob Logan re-painted the walls in the mail room.
- 13. Home Insurance:** All home owners should be aware of the requirements for each owner to have a Condominium Owners Insurance Policy which covers the deductible portion of the Strata's insurance policy. Our current deductible for water damage is \$5,000.00 which you would be responsible for in the event of a claim. Refer to our registered ByLaws Div.1 Para. 3.(5)
- 14. Common Property:** It is the owners' responsibility for the care and maintenance of common property that is for the exclusive use of the strata lot, such as patios and gardens. Patios and garden areas that are attached to the Strata Lot are to be maintained in a clean and orderly manner.

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.

The cleaning of all windows and railings that front on the patios are the responsibility of the Strata Lot owner as is the cleaning of the patio.

Garbage has been thrown down the stairwell that goes down to the Electrical Vault on the P2 Parkade level. Please do not throw left over pizza crusts and tinfoil into the stairwell, but rather dispose of it correctly into the garbage room. Also please do not throw garbage, gum and cigarette butts on the floor of the parkades and entrances.

Do not feed your pets, birds and squirrels from your patios as this practice will attract rodents to our building. Do not store pet food on your patio.

Please make yourself familiar with our Registered ByLaws and our Rules. They are available on our website [www.14victoriahill.com](http://www.14victoriahill.com)

- 15. Exercise room:** The council has received requests for additional equipment to be brought into the Exercise room. Council has reviewed these requests and come to the conclusion that there is not sufficient room for additional equipment and that there are liability issues with this. Therefore, no additional equipment can be brought into the 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.

**16. Parking:** One of the requirements of our Rules & ByLaws is that every vehicle that parks in the underground parkade displays a VH parking decal. If you require a decal please advise one of the council members.

Please observe the 15 minute loading zone at the front of the building. This designated area is for passenger pick up & drop off as well as for loading and unloading vehicles only. 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 that do not have sufficient parking for their own vehicles. If you plan on having long term visitors (over 5 days) please notify Council 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 parkades are not equipped for All Electric Vehicles so they are not to be brought into the parkades as there are no means to charge them.

**17. Depreciation Report:** Council has been working diligently on the required depreciation report and will have it completed prior to the mandatory date of December 13, 2013.

**18. Yearly scheduled cleaning:**

Council shall be carrying out the yearly building cleaning of the following:

- a. Carpet cleaning
- b. Parking lot cleaning
- c. Window cleaning
- d. Dryer duct cleaning
- e. Gutter cleaning

**(9) ANNUAL REPORT ON INSURANCE**

Sherry Baker advised that she has reviewed the strata insurance program and is satisfied that the insurance in place provides the strata with excellent protection and referred owners to the Summary of Coverages included in the notice package. 14 Royal Avenue East is currently insured through BFL Canada Insurance Services in the amount of \$44,961, an increase of \$3,993 for this year. The deductibles on the insurance policy are as follows:

All Risks - \$1,000    Water & Sewer - \$5,000    Earthquake – 10%    Flood - \$10,000  
Pollution - \$25,000    Glass - \$100

Owners were advised the Strata Corporation insures the buildings inside and out as was originally constructed. Owners are responsible to insure their personal items they bring into the strata lot; all personal effects and betterments or improvements that may have been made to the strata lot over time. It was also recommended to have insurance coverage for Strata Corporation's insurance deductible chargeback.

**(10) ADOPTION OF PROPOSED 2013/2014 OPERATING BUDGET**

The proposed operating budget will not increase fees for the following year.

Council has worked tirelessly as a self-governing council and has had a very successful third year.

It was MOVED by Unit 101 that the proposed Budget be approved as presented. SECONDED by Unit 209. The vote was called and the motion was CARRIED UNANIMOUSLY.

## **(11) ELECTION OF STRATA COUNCIL MEMBERS**

The Owners thanked the present Council for all their hard work and dedication to the building throughout this past year.

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)	Tatiana Mersiadis (309)
Dave Brown (104)	Ted Yeadon (417)	John Verchomin (414)
Brad Johnson (405)		

## **(12) GENERAL DISCUSSION AND NEW BUSINESS**

The following items were discussed by the Owners and some items will be discussed further at subsequent council meetings:

**1. Building Roof:** Council brought the owner's attention to the report on the flat portion of the roof that houses the Air Handling equipment. Council has discussed this with Onni and they have refused to honour any sort of warrantee on the roof claiming that it was installed correctly. Their comment is that it has not failed so there is no issue. Council does not believe that we should wait for a failure to happen as this will create a much larger problem. The following contractors have been asked to provide quotations to repair the roofing in question:

Crown Roofing, who have attended and given us a quote, Villa Roofing, who rejected the offer for a quote and Bollman Roofing as well as Advanced Roofing Systems and Waterproofing, who both have said they would come out, however they have not shown up as they indicated, we must assume that they are not interested.

Names of other roofing companies were supplied to the Council by an owner and these companies will be contacted.

**2. Emergency Power Outage:** As a result of the recent power failure that we experienced, Bob Logan and Don Baker developed an Emergency Procedure to follow in the event of a scheduled or emergency power outage. This procedure is located in the Security Office on the 2<sup>nd</sup> floor along with the necessary equipment and can be enacted by anyone on Council in the event of a power failure.

**3. Parkade Floor:** As a result of the snow fall that we have encountered this last winter, we had water deposited on the P1 level floor that found its way down through the ceiling to the P2 level. As this has caused concern, Bob Logan has approached Onni to have the crack repaired. They have refused as they indicated that it was not a structural problem and was no longer covered by any warranty. However, they have agreed to repair the cracks that they have originally repaired. Council has received a quotation to repair the crack for \$4,250.00 plus tax. There is approximately 50 ft. of crack to fill and Council has decided to undertake the project with a projected cost for materials of \$ 300 - \$ 400 dollars.

**4. Gate 3:** As a result of the last break in, Bob Logan spoke to Versatile Door and asked about a type of photo switch that can be installed on Gate 3. This will reduce the time that the gate stays open. This mechanism will close the gate as soon as a vehicle passes through, while exiting or entering the parkade. The approximate cost is \$ 350.00 plus installation. Council has authorized the installation and it should be completed shortly.

**5. Damage to walls:** Council has noticed a sufficient amount of damage done to the 135 degree sections of the walls on each floor. Council has taken care of the 90 degree sections and shall be moving forward to place stainless steel sections on the 135 degree corners.

**6. Patios:** Council has undertaken to ensure that all patios that are exposed to the weather, (Patios that do not have a roof over them) shall be re-coated to give extended life to the surface finish.

Unit 405, Unit 502, Unit 504, Unit 509, Unit 511, Unit 512, Unit 513 and Unit 515 patios have been re-coated either by the owners or Council. Unit 501 required some major repairs prior to resurfacing and this work was carried out by a professional contractor. It is our intention to complete the re-coating of the following patios this summer - Unit 510, Unit 505, Unit 506 and Unit 413.

**7.** A discussion took place regarding the upcoming depreciation report, which at the present time is due on the 13 December 2013 in accordance with the Province of B.C.'s Order in Council No. 623, which is an amendment to the Strata Property Act. Strata Council shall review the requirements and obtain Qualification and Recommendations prior to a Special General Meeting, which will be held later this year to resolve the issue.

### **(13) TERMINATION**

There being no further business, the meeting was adjourned at 8:37 p.m. MOVED by Unit 411 and SECONDED by Unit 212.

Tatiana Mersiadis  
Secretary

**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.**