

**ANNUAL GENERAL MEETING MINUTES**

**Wednesday, March 21, 2012**

**14 ROYAL AVENUE – BCS 1676**

**LOCATION:**

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

**STRATA COUNCIL  
2011/2012**

**PRESIDENT**

Bob Logan - #305

**TREASURER**

Sherry Baker - #106

**SECRETARY**

Tatiana Mersiadis - #309

**SECURITY**

Ted Yeadon - #417

**BYLAWS**

**AT LARGE**

Dave Brown - #104  
Tracey Reader - #502

**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 lo traduzca

**알려드립니다** 이것을 번역해 주십시오

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

**ਜ਼ਰੂਰੀ ਜਾਣਕਾਰੀ** ਕਿਰਪਾ ਕਰਕੇ ਕਿਸੇ ਵੇਲੇ ਇਸ ਦਾ ਉਲੰਘਾ ਕਰਵਾਓ

**ATTENDANCE:**

30 Owners registered and represented in person

12 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; Secretary, Tatiana Mersiadis; At Large, Dave Brown and Tracey Reader. Absent: Security, Ted Yeadon;

**(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 is 24. There were 30 Owners represented in person and 12 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' 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 **February 20, 2012**, which is in accordance with the timeframe set out in the Act. Notices

contained the agenda, the proposed 2012 / 2013 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 Mr. Logan advised that there will be small items added as the meeting proceeds.

It was then MOVED by Unit 216 that the Agenda be approved. SECONDED by Unit 202 CARRIED

**(7) ADOPTION OF PREVIOUS MINUTES**

The Chair asked if there were any errors or omissions noted with the AGM Minutes of March 16, 2011. As none were noted, a motion was requested to approve the previous General Meeting Minutes. It was MOVED by Unit 216 to approve the Annual General Meeting Minutes held March 16th, 2011.

**(8) COUNCIL REPORT**

Council President, Bob Logan provided the assembled owners with an overview of some of the council's activities over the past year as self-governing strata. Mr. Logan took this opportunity to thank all the residents who had assisted and volunteered their time and efforts over the past year.

**1. Strata Council:**

Strata had just completed our full second year as a self-governing strata.

Tatiana Mersiadis has carried out the position of our recording secretary.

Sherry Baker holds the position of Treasurer and has done an excellent job of taking care of our finances.

Dave Brown has served as the liaison between strata and our Gardeners, Irrigation Contractor and the City of New Westminster regarding the 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.

Tracey Reader has taken on the duties of dealing with insurance issues that come up with problems between suites and our common property area.

## 2. Volunteers

Strata would also like to thank Ron Sadler and Nick Ricci for their work on our Security Team. We can always use some additional help on our security team. Strata would like to point out that we have completed 14 months without any incidents of vandalism to our building. However with that being said we must still be aware of what is going on in our community.

## 3. Gates 1 & 2

It has been brought to Strata's attention that we still have some residents that do not wait for gates 1 & 2 to close before entering or exiting the building.

## 4. Building Engineer

Strata would also like to thank Don Baker for all of the extra items that he has taken care of over and above what he is contracted to do.

## 5. Onni – water leak

It has been a long tedious job in dealing with Onni with regard to the water leak down from the garden and through the ceiling into P1. Hopefully this will be completed soon.

## 6. Winter Season

This year we did experience sufficient snow fall to warrant using our snow blower. We wish to thank all of our residents who assisted in helping with the snow removal.

## 7. Home Insurance

Home owners you 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 \$5000.00 which you would be responsible for in the event of a claim. Refer to our registered Bylaw Div.1 Para. 3.(5)

## 8. Recycling and Garbage

Strata would like to remind owners of the way our garbage and recycle room is to be used.

Please check the items that you are disposing of and ensure you pay attention to the signs so that they go into the **correct** containers.

Propane or any other fuel canisters **are not** to be disposed of in our garbage. Also fire extinguisher boxes and fire valve boxes **are not** garbage containers so refrain from putting your garbage into these areas.

**Appliance and furniture are not to be thrown out in the garbage or left in the garbage room.**

It is everyone's responsibility to dispose of such items properly at the New Westminster recycling depot situated located at Sixth Ave. & McBride Blvd., adjacent to the Canada Games Pool, and is available for use by all New Westminster residents



**Hours of Operation:** Wed - Sun, 10:00 am - 6:00 pm (closed Mondays & Tuesdays); phone: 604-968-4208



The Depot Accepts:

- tin and aluminum cans
- plastic codes 1, 2, 4, 5
- glass (separated by colour)
- mixed paper
- newspaper
- corrugated cardboard (flattened)
- clean green (yard) waste
- used motor oil and filters

- car batteries
- metal items (including hot water tanks, microwaves, barbeques, refrigerators\*, empty propane tanks and other appliances)
- paint
- soft plastics (plastic bags)
- household batteries
- Compact Fluorescent Light bulbs (CFLs) and fluorescent tubes (new!)
- Styrofoam (new!)

\*If you have a fridge that measures between 10-24 cubic feet and is still in working condition, BC Hydro will pick it up, recycle it, and give you \$30 for it. For more information, contact the Fridge Buy Back Program at 1-866-516-4357 or visit the [BC Hydro website](#).



The Depot Does NOT Accept:

- food waste
- plastic codes 3, 6, 7 or non-coded plastics
- tree stumps, rocks, dirt, sod
- garbage, mattresses, boxsprings
- computers and computer accessories\*
- hazardous materials (except paint)
- textiles (clothing)
- tetra paks and milk cartons\*\*
- construction waste (gyproc, concrete, lumber, asphalt)
- TVs, stereos\*

*For information on where to take these items, please contact the RCBC hotline at 604-732-9253.*

\* Can be recycled at the Salvation Army at 774 Columbia Street (rear entrance)

\*\* To obtain refunds where applicable, return these to your local Return-It bottle depot.

**Please Note:**

The Depot now accepts rechargeable and non-rechargeable household batteries. Recycling your household batteries keeps heavy metals out of landfills and allows for safe separation and recovery of materials for re-use!

Or if you wish to dispose of only the rechargeable battery types (e.g. nickel cadmium, nickel metal hydride, lithium ion), "The Source" by Circuit City, London Drugs and Best Buy in New Westminster recycle them for free.

Unfortunately the Depot no longer accepts computers or computer accessories; however you can recycle computers and/or computer accessories through the Salvation Army (Encorp Program) at 774 Columbia Street at the rear entrance.

**9. Patio and gardens**

It is all owners' responsibility for the care and maintenance of common property, not excluding patios and gardens that are for the exclusive use of the strata lot.

Patios and garden areas that are attached to the strata lot are to be maintained in a clean and orderly manner. Nothing is to be left hanging over the railings 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.

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

**10. Exercise room**

Strata has had a few requests for additional equipment to be brought into the Exercise Room.

These requests have been reviewed and in conclusion, our exercise room does not have sufficient room for additional equipment. Liability is also too big a problem, therefore we are not able to have additional equipment brought into the room.

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

**11. Fire suppression System**

This year, during our annual inspection of the fire suppression system in our building, it was required that we recertify all of our fire extinguishers.

After checking with the New Westminster Fire Dept. they forwarded a copy of the regulation that governs the fire suppression system.

We had a quote from Vancouver Fire and Security to carry out the re-certification of all 29 fire extinguishers at a cost of \$ 1907.62

Our other option was to replace with new ones which will be good for another 6 years. The costs to replace all 29 fire extinguishers was \$ 1658.06, generating a saving of \$ 249.56 for strata.

All of the gauges that are on the sprinkling system also require re-calibration every 6 years. It is by far cheaper to replace the gauges than re-calibrate them, so we are in the process of replacing the gauges.

We now have some surplus fire extinguishers that will be made available to anyone who wishes one for your barbeque on you patio.

## **12. Building Maintenance**

With regard to ongoing maintenance in the building, we have undertaken to have a thermal heat scan done on the switch gear in our transformer vault.

This is a critical piece of equipment in our building, as it is our only source of electrical power. We bring in electrical power at 12,400 Volts – 3 phase power and it is then reduced by our transformer down to 208 -3 phase, 208 single phase and 110 single phase power.

After the Inspection and thermal scan, it was determined that we have 2 hot spots that require attention. As we do not wish to have any problems with our electrical supply, we have scheduled a partial electrical shut down in order to repair the hot spots.

This is happening on March 26<sup>th</sup>, 2012. This will then bring our electrical source back to its original condition and will give us trouble free service. It is essential that we maintain our electrical supply for our building.

## **13. VH Decal**

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 strata.

## **14. Loading zone**

Please **observe the 15 minute loading zone** at the front of the building. This is only for passenger pick up and 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.

## 15. Victoria Hill

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 attempt to solve it between yourselves first, (a conversation, a letter to the neighbour and proper documentation) before approaching your Strata Council for assistance.

## 16. Yearly scheduled cleaning

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

- a. Carpet cleaning
- b. Parking lot cleaning
- c. Driveway and sidewalk cleaning, as well as curb painting.
- d. Window cleaning
- e. Dryer duct cleaning
- f. Gutter cleaning
- g. Window cleaning. Windows that are accessible from the patios are the responsibility of the Strata lot owner

## (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 Coverage included in the notice package. 14 Royal Avenue East is currently insured through BFL Canada Insurance Services for 2012 was **\$40968.00** and in 2011 was **\$42889.00** for a savings of **\$1,921.00**. 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 2012 / 2013 OPERATING BUDGET

The proposed operating budget will not be increasing fees.

Council has worked tirelessly as a self-governing council and has had a very successful 2nd year.

It was MOVED by Unit **216** that the proposed budget be approved as presented. SECONDED by Unit **202**. The floor was open for discussion during which questions and comments were received and answered. 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)	Tracy Reader	(507)
Dave Brown	(104)	Ted Yeadon	(417)				

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

The following items were discussed by the Owners:

**1. Depreciation Report**

The Provincial Government has passed an order in council No. 623 on Dec. 13,2011 that makes it mandatory for a Registered Strata Corporation to have a Depreciation report carried out by December 2013. We are working to have the report completed in the required time frame.

**2. Electric Vehicles**

At the present time our building is not capable of charging an all-electric vehicle in our parkade. All electric vehicles require a minimum of 208 volt power in order to fully charge in about 4-5 hours.

Strata has obtained a quote to have a 208 volt, 3 phase sub panel installed in our electrical power vault that would be capable of having individual power points of 208 volt taken off and installed in the parkade. This is a very costly operation as it was not installed originally in the parkade.

The price that we have obtained is \$4,800.00 plus applicable taxes. On top of that price there would be the charge to run the individual power lines to each vehicle location with the installation of individual meters.

It also makes more sense to have all of these power outlets on the P2 level against a wall adjacent to the electrical vault room. This would require negotiations to change parking stalls within the complex. All electric vehicles may not be the most economical way to go when you consider the costs that will be incurred to install the proper electrical connection to enable the vehicle to be charged.

**3. Pets on property**

Discussion took place regarding dog owners that walk their dogs in front of the building on the Columbia side and that dogs are either off leash or owners do not pick up after their dog.

The City of New Westminster has posted on their property a sign which states a ByLaw # 5384 with a Max fine of \$ 2000.00 for not picking up after your dog. There is also a phone number on the sign 604-527-4567.

Strata will send a letter to the Animal Control Dept. of the City of New Westminster to request that they enforce their by-law and as well send copies to our neighbouring Strata's and request that they post notices that their dog owners abide by the city's bylaw.

**(13) TERMINATION**

There being no further business, the meeting was adjourned at **7:50** p.m. MOVED by Unit **513** and SECONDED by Unit **505**.

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.**