

ANNUAL GENERAL MEETING MINUTES

Wednesday, April 4, 2007

14 ROYAL AVENUE – BCS 1676

LOCATION:

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

**STRATA COUNCIL
2007/2008**

PRESIDENT

Barry Slocombe - #216

VICE PRESIDENT

Bob Logan - #305

TREASURER

Sherry Baker - #106

SECRETARY/BYLAWS

Tatiana Mersiadis - #309

AT LARGE

Rob McCombie - #503

Dave Brown - #104

STRATA MANAGER

Rob Douglas

Direct Phone: (604) 501-4424

E-Mail: rdouglas@baywest.ca

Fax: (604) 592-3666

ACCOUNTANT

Johnny Chan

Direct: (604) 592-5662

E-Mail: jchan@baywest.ca

BAYWEST MANAGEMENT

13520 78th AVENUE

SURREY, B.C. V3W 8J6

24-HOUR SERVICE:

Phone: (604) 591-6060

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 विसे वेले तिम चा सुनेबा वरवाए

ATTENDANCE:

25 Owners registered and represented in person

6 Owners registered and represented by proxy

Berit Hansen, Baywest Management Corporation

Rob Douglas, Baywest Management Corporation

(1) CALL TO ORDER

The meeting was called to order at 7:00 p.m.

(2) INTRODUCTIONS AND WELCOME

Berit Hansen from Baywest Management introduced the members of Council as follows: President, Sandy Brown; Vice-President, Bob Logan; Treasurer, Sherry Baker; Common Area, Barry Slocombe; Bylaws, Tatiana Mersiadis. Rob Douglas from Baywest Management was also introduced to the Owners.

(3) CALLING THE ROLL/CERTIFICATION OF PROXIES

Prior to the start of this evening's meeting, the roll was called and the Strata Manager, in accordance with the requirements of the Strata Property Act, Section 56, certified all proxies. 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 70 strata lots were in good standing. One-third of 70 is 24. There were 24 Owners represented in person and 7 by proxy and therefore a quorum was established.

(4) PROOF OF NOTICE/WAIVER 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 were mailed to each Owner's

last-known address on March 15, 2007, which is in accordance with the timeframe set out in the Act. Notices contained the agenda, the proposed 2007/2008 budget and fee schedules, budget notes, ³/₄ Vote Resolutions, copy of the insurance summary and a proxy voting form. It was then MOVED – 505 that the Proof of Notice be accepted. SECONDED – 405. CARRIED

(5) ELECTION OF CHAIR OF MEETING

The Council President asked Berit Hansen to facilitate the meeting. The Strata Manager asked the Owners if there were any objections and as there were none received, Berit agreed to chair the meeting.

(6) ADOPTION OF AGENDA

A motion was placed on the floor to approve the agenda as outlined in the Notice of Meeting. It was therefore MOVED – 303 to accept the agenda as per the Notice of Meeting. SECONDED – 507. The motion was CARRIED

(7) ADOPTION OF PREVIOUS MINUTES

A motion was requested to approve the previous General Meeting Minutes regarding the Special General Meeting held November 29, 2006. It was MOVED – 209 to approve the Special General Meeting Minute held November 29, 2006. SECONDED – 213. CARRIED UNANIMOUSLY

(8) PRESIDENT'S REPORT

Sandy Brown outlined the President's report as follows:

Tatiana: Has been very diligent in Xeroxing most of the monthly Strata Minutes, the Special General Meeting or Annual General Meeting notices for those who want a hard copy and do not own a computer. It has been her that you have been able to collect the Minutes from every month.

James Whelan: James is the newest member of our team and over the past 6 months or so he has been involved, he has surely shown his stuff. He was instrumental in replacing all the incandescent lights in the hallways with energy efficient units and we expect this will cut down on our hydro bill. He has also been very active in the Security Committee as well as other projects that have required attention.

Robin Orr: Robin has been the leader in our security team right from the beginning. Without his dedication and hard work, we would have been hard pressed to deal with the number of break-ins in the building and the P1 & 2 parking lots. I would like to thank his whole team at this time who do their daily rounds of the building, checking that all exterior doors are locked tight and not left ajar, as well as reporting on suspicious activity in and around our community. Because of their hard work and determination, we hope we have finally rid ourselves of the vagrants in both of the adjacent buildings. Another point I wish to mention is that Robin and his wife Lynda are the people responsible for the 'blue box' recycling we have in the garbage room, and that the food bank has been receiving \$60 per month from the proceeds. Lynda asks that those responsible for stealing her plastic bags, please refrain – she pays for those herself.

Barry Slocombe: His vast knowledge of insurance has been a godsend for our Council. Barry is very active in common area deficiencies and required warranty problems. He was able to prove to Onni that some of our original problems with overflowing gutters were for their account, and subsequently some repairs have been carried out. However we are not of the woods yet, and are still attempting to prevent further overflowing of gutters, caused by pine needles, leaves and other foreign objects blocking the downspouts.

Sherry Baker: Sherry has certainly been kept busy on our Strata. Not only is she Treasurer looking after our financials, but also she has been in charge of renting out the amenity room and guest suite on a regular basis. It has been up to her to make sure that the rooms have been left in a similar state to that which they were before the rental, collect the deposits and rental money, and be available for the key and fob return as well.

Bob Logan: As Vice President, Bob has been a tireless worker on just about any and all projects that required his expertise. These included checking up on our mechanical contractor on the rooftop units, to chasing down electrical problems, greasing squeaky exhaust fan bearings and belts, checking on water leaks in the parkade, and numerous other troublesome areas that would have tested anyone's endurance.

As a Strata, we have been able to get our Bylaws registered, Rules published, joined CHOA, got the P2 floor sealed correctly, some of the hallways painted, the driveway grating repaired, the building better secured, and as an ongoing basis still are attempting to get the security in the parkade finalized. This first year has certainly had its challenges for all of us, but we feel that we have made great headway.

(9) RATIFICATION OF NEW RULE

In accordance with the Strata Property Act, Section 125-6: "A Rule ceases to have effect at the first Annual General Meeting held after it is made, unless the Rule is ratified by a Resolution passed by a majority vote." A motion to ratify the Rule is therefore in order. Following some discussion, it was MOVED – 505 to place the Rule on the floor for discussion. SECONDED – 305. The proposed Rule reads as follows:

Resident Parking Decal – All residents' vehicles parked in a designated parking stall within the underground parkade, must display a specific Victoria Hill (VH) parking decal, as provided by Council or its representatives. Residents with more than one parking stall must obtain a decal for each stall. The decal must be placed on the windshield behind the rear view mirror inside the vehicle. The onus is on the residents to ensure the decal is clearly visible from the outside.

Failure to comply with this Rule will result in the vehicle being towed at the resident's expense.

Any resident requiring an additional decal must contact Council by placing a written request under the office door onsite.

Sherry Baker provided the Owners with an explanation surrounding the proposed new Rule. It was noted the purpose of the new Rule was to help with security and improve the parking situation within the building. Council also discussed the intent of the new Parking Rules. Owners can obtain Visitor Parking Passes. These passes are available to Owners through Council. Following some further discussion, it was MOVED – 216 to amend the proposed Rule as follows:

Failure to comply with this Rule will result in the vehicle being towed at the Owners request and the violator's expense.

SECONDED – 415. The Owners discussed the amendment to the proposed Rule. The vote was then called and there were 27 in favour, 1 opposed and 2 abstentions. The motion to amend was CARRIED

Another amendment to the proposed Rule was requested. It was MOVED – 213 to amend the Rule to read:

All vehicles in the secured parking area within the underground parkade must have a Visitor Parking Pass or a Victoria Hill Parking Decal as provided by Council or its representatives.

SECONDED – 305. Following some further discussion on the proposed amendment, the vote was called and there were 28 in favour, 1 opposed and 2 abstentions. The motion to amend the Rule as noted above was CARRIED

Another Owner requested an additional amendment to the existing proposed title of the new Rule. It was therefore MOVED - 104 to amend the Rule title to read as follows. It was MOVED – 101 to amend the heading to read as follows.

Parking Decals/Visitor Pass

SECONDED – 101. There being no further discussion, the vote for the above-noted amendment was called and the amendment CARRIED UNANIMOUSLY

There being no further questions it was then MOVED -305 to approve the original motion on the floor as amended. SECONDED 505. The vote was then called and there were 29 in favour, 1 opposed and 1 abstention. The motion was CARRIED

(10) ANNUAL REPORT ON INSURANCE

14 Royal Avenue East is currently insured through BFL Canada Stewart's Insurance Services in the amount of \$15,807,000. The annual insurance premium is \$27,510. The deductibles on the insurance policy are as follows:

All Risks - \$1,000	Water & Sewer - \$2,500	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 the Strata Corporation's insurance deductible.

(11) CONSIDERATION OF THE 2007/2008 PROPOSED BUDGET

It was MOVED – 503 to place the budget on the floor for discussion. SECONDED – 415. The Strata Manager advised detailed notes were provided to the Owners with respect to any amendment to the proposed budget. An increase in the Strata Fees was being proposed for the 2007/2008 fiscal year. Following some discussion and questions regarding the budget, the vote was called and the motion was CARRIED UNANIMOUSLY

STRATA FEES:

With the approval of this evening's operating budget, the Owners were advised the Strata Fees will be increased from the prior fiscal year. The fee schedule is attached to the Minutes, along with the approved operating budget. Owners should note there are 2 methods for paying Strata Fees.

1. Pre-Authorized Chequing (PAC). For those Owners who are registered on PAC, no further action is required, as the new Strata Fees will automatically be deducted out of your account.
2. Post-Dated Cheques. For those Owners who choose to pay by post-dated cheques, please forward your payments payable to Strata Plan BCS 1676 commencing April 1, 2007 to March 1, 2008.

For those Owners who have already forwarded post-dated cheques, an adjustment cheque will be required. A copy of the budget and fee schedule is attached to these Minutes.

(12) CONSIDERATION OF ¾ VOTE RESOLUTIONS – A - G

¾ VOTE RESOLUTION “A” – Bylaw Amendment

Be it resolved as a ¾ Vote of the Owners of Strata Plan BCS 1676, 14 ROYAL AVENUE EAST, that the Strata Corporation’s Bylaws, specifically Division 3, Section 12 be repealed in its entirety and replaced with the following subsections (1), (2) and (3):

Division 3 - Council

12. Council Size & Eligibility

- (1) The Strata Council shall be comprised of not less than three and not more than seven members.
- (2) Spouses of owners are eligible to be a Strata Council member.
- (3) Where the Strata Corporation is entitled to register a lien, the Owner or the spouse of the Owner shall not be eligible to stand for or sit on Strata Council.

It was MOVED – 305 to place the proposed Resolution A on the floor for discussion. SECONDED – 303.

The Owners discussed the proposed Resolution A. The vote was then called and there were 28 in favour, 1 opposed and 2 abstentions. The motion was CARRIED

¾ VOTE RESOLUTION “B” – Bylaw Amendment

Be it resolved as a ¾ Vote of the Owners of Strata Plan BCS 1676, 14 ROYAL AVENUE EAST, that the Strata Corporation’s Bylaws, specifically Division 3, Section 13 be amended by adding the following subsections (3) and (4):

Division 3 - Council

13. Council Members’ Terms

- (3) In the election of Strata Council members held at each Annual General Meeting, the new members elected to fill the vacant positions shall be elected for a term of two years.
- (4) In the first year, the first four Strata Council members with the highest number of votes will be elected for two years and the balance of the Strata Council elected for one year. In the next year, Strata Council positions whose term ends will be elected for a two year term.

It was MOVED – 505 to place the proposed Resolution B on the floor for discussion. SECONDED – 203.

The Owners discussed the proposed Resolution B. The vote was then called and there were 30 in favour, and 1 abstention. The motion was CARRIED

¾ VOTE RESOLUTION “C” – Bylaw Amendment

Be it resolved as a ¾ Vote of the Owners of Strata Plan BCS 1676, 14 ROYAL AVENUE EAST, that the Strata Corporation’s Bylaws, specifically Division 4, Section 26 be repealed in its entirety and replaced with the following subsections (1), (2) and (3):

Division 4 -- Enforcement of Bylaws and Rules

26. Maximum Fine

- (1) The Strata Corporation may fine an Owner or a tenant a maximum of:
 - (a) \$200 for each contravention of a Bylaw, and
 - (b) \$100 for each contravention of a Rule.

- (2) Escalating fines for Bylaw violations:
 - (a) Subject to compliance with section 26(1)(a), the Strata Corporation (in addition of any rights it may otherwise have available) shall assess fines for the violation of a Bylaw according to the following escalating fine schedule:
 - (i) \$50 for the first offence
 - (ii) \$100 for the second offence of the same nature;
 - (iii) \$200 for the third offence (and each succeeding offence) of the same nature.

 - (b) Subject to compliance with section 26(1)(b), the Strata Corporation (in addition of any rights it may otherwise have available) shall assess fines for the violation of a Rule according to the following escalating fine schedule:
 - (i) \$25 for the first offence
 - (iv) \$50 for the second offence of the same nature;
 - (v) \$100 for the third offence (and each succeeding offence) of the same nature.

 - (c) Fines shall be due and payable, the earlier of
 - (i) the first day of the month following the imposition of the fine, and
 - (ii) 30 days after the date of the assessment of the fine.

It was MOVED – 305 to place the proposed Resolution C on the floor for discussion. SECONDED– 505.

The Owners discussed the proposed Resolution C. The vote was then called and there were 30 in favour, and 1 opposed. The motion was CARRIED

¾ VOTE RESOLUTION “D” – Bylaw Amendment

Be it resolved as a ¾ Vote of the Owners of Strata Plan BCS 1676, 14 ROYAL AVENUE EAST, that the Strata Corporation’s Bylaws, specifically Division 5, Section 30 be amended by adding the following subsection (8):

Division 5 – Annual and Special General Meetings

30. Voting

- (8) The vote for a strata lot may not be exercised, except on matters requiring a unanimous vote, if the Strata Corporation is entitled to register a lien against that strata lot under Section 116(1) of the Strata Property Act.

It was MOVED – 305 to place the proposed Resolution D on the floor for discussion. SECONDED– 303.

The Owners discussed the proposed Resolution D. The vote was then called and there were 30 in favour, and 1 opposed. The motion was CARRIED

3/4 VOTE RESOLUTION “E” – Bylaw Amendment

Be it resolved as a 3/4 Vote of the Owners of Strata Plan BCS 1676, 14 ROYAL AVENUE EAST, that the Strata Corporation’s Bylaws, specifically Division 5, Section 31 be amended by adding the following subsection (2):

Division 5 – Annual and Special General Meetings

31. Order of Business

- (2) If at the appointed time for a General Meeting, a quorum is not present, the meeting shall be terminated if the meeting was convened upon the requisition of Owners; but in any other case, the meeting shall stand adjourned for a period of thirty (30) minutes, whereupon the adjourned meeting shall be reconvened at the same time and place and the persons present, entitled to vote, shall constitute a quorum.

It was MOVED – 305 to place the proposed Resolution E on the floor for discussion. SECONDED– 213.

The Owners discussed the proposed Resolution E. The vote was then called and there were 29 in favour, and 2 opposed. The motion was CARRIED

3/4 VOTE RESOLUTION “F” – Bylaw Amendment

Be it resolved as a 3/4 Vote of the Owners of Strata Plan BCS 1676, 14 ROYAL AVENUE EAST, that the Strata Corporation’s Bylaws, specifically Division 7, Section 39, subsection (1) be amended to read as follows:

Division 7 -- Marketing Activities by Owner Developer

39. Move In

- (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 co-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, such fee to be paid on or before the due date of the next monthly strata fees.

It was MOVED – 305 to place the proposed Resolution F on the floor for discussion. SECONDED– 505.

Following some discussion it was MOVED – 204 to remove the word tenant from the above noted proposed Bylaw. SECONDED – 104.

The Owners discussed the proposed amended resolution F. The vote was then called and there were 2 in favour, and 29 opposed. The motion was DEFEATED

The Owners discussed the Resolution F. The vote was then called and there were 30 in favour, and 1 abstention. The motion was CARRIED

3/4 VOTE RESOLUTION “G” – Bylaw Amendment

Be it resolved as a 3/4 Vote of the Owners of Strata Plan BCS 1676, 14 ROYAL AVENUE EAST, to approve a correction to the numbering of the Strata Corporation’s Bylaw **Index**, specifically section 10 through 43, as attached.

The Owners discussed the Resolution G. The vote was then called and there were 30 in favour, and 1 abstention. The motion was CARRIED

(13) RATIFICATION OF AGENCY AGREEMENT

Berit explained the recent changes in the Strata Managers that have been assigned to the building over the past year. For a variety of reasons beyond Baywest's control, several Strata Managers were assigned to look after the Strata Corporation's affairs over a 9-month period between April and December 2006. Given some of the changes with the Strata Managers over that period of time, management of Baywest offered to credit the Strata Corporation with 50% of the management fees over the next 9 months to compensate for the reduced level of service during that period. Berit reported Rob Douglas will be carrying out the Strata Corporation's management going forward with 14 Royal Avenue East, as well as the other Victoria Hill properties that will come on in the near future.

Following some further discussion, it was MOVED -213 to approve the Management Contract. SECONDED – 104. As there were no further comments or questions, the vote was called and there were 29 in favour and 2 opposed. The motion was CARRIED

(14) GENERAL DISCUSSION

Correspondence – Owners requested the management company/Strata Council ensure follow-up is being made with Owners' communications to the Strata Council. Owners were encouraged to ensure written documentation of any concern or request is provided to Council should the Owner have concerns, questions or requests. These should be placed in writing to the Strata Council.

Front Area Parking – An Owner requested the Council follow up with respect to the front area common property round-about. Some Owners/visitors have been seen parking in this area. It was requested to have Council consider placing parking signs / other signage to deter people from parking in that area.

Owners also questioned the amount of parking throughout the entire development. Council noted there are currently some parking spots on the main roadway throughout the development.

Security – Owners are reminded to ensure they are waiting for the gate to close prior to leaving the building.

(15) COUNCIL ELECTIONS

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. Should they wish, they 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 and/or volunteers. The following names were received:

Bob Logan (305) Barry Slocombe (216) Sherry Baker (106) Tatiana Mersiadis (309)
Rob McCombie (503) Dave Brown (104)

As there were no further volunteers or nominations received, the above-noted Owners were elected to the 2007/2008 Strata Council by acclamation. It was MOVED – 507 to elect the above-noted Owners by acclamation. SECONDED – 209. CARRIED

(16) ADJOURNMENT

There being no further business, the meeting was adjourned at 9:15 p.m.

Following the Annual General Meeting, the newly-elected members of Council met briefly to decide on the newly elected Council positions. The new positions are noted on the sidebar of the first page of these Minutes.

The first meeting of Council will be held Monday, May 28, 2007 at 7:00 p.m.

Rob Douglas
Strata Manager

To obtain copies of the Strata Meeting Minutes, please do one of the following:
- Hard copy – contact Tatiana (309), or
- Electronic copy – visit 14 Royal Avenue’s website at www.14victoriahill.com

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.