

ANNUAL GENERAL MEETING MINUTES

Wednesday, March 16, 2011

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

Gerry Baragar - #513

AT LARGE

Dave Brown - #104
Tracey Reader - #502

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

ਜ਼ਰੂਰੀ ਜਾਣਕਾਰੀ ਕਿਰਪਾ ਕਰਕੇ ਵਿਸ਼ੇ ਵੇਲੇ ਇਸ ਦਾ ਉਲੰਘਾ ਕਰਵਾਓ

ATTENDANCE:

50 Owners registered and represented in person

6 Owners registered and represented by proxy

(1) CALL TO ORDER

Bob Logan, Council President, called the meeting to order at 6:58 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 and Tracey Reader and Bylaws, Gerry Baragar.

(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 50 Owners represented in person and 6 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 February 20, 2011, which is in

accordance with the timeframe set out in the Act. Notices contained the agenda, the proposed 2011/2012 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 302 that the Agenda be approved. SECONDED by Unit 105 CARRIED

(7) ADOPTION OF PREVIOUS MINUTES

The Chair asked if there were any errors or omissions noted with the AGM Minutes of March 10, 2010 and Special General Meeting held on July 7th, 2010. As none were noted, a motion was requested to approve the previous General Meeting Minutes. It was MOVED by Unit 104 to approve the Annual General Meeting Minutes held March 10th, 2010 . It was MOVED by Unit 216 to approve the Special General Meeting held on July 7th, 2010 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 1st 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:** Last year, Sandy Brown had been elected to council. Sandy Brown is no longer living at Victoria Hill and has resigned from Council.

Tatiana Mersiadis volunteered to fill the vacancy and Council has unanimously accepted her offer to come back on strata as council's recording secretary.

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

Dave Brown has served the position on strata as liaison with our gardeners and the irrigation contractor.

Ted Yeadon has the duties of Building Security and also has assisted in numerous maintenance issues.

Gerry Baragar has assumed the duty of By-Law Officer dealing with infractions of our By-Laws and Rules.

Tracey Reader has taken on the duties of dealing with building issues that come up between suites and our common areas, as well as doing the work of recording secretary until Tatiana Mersiadis recently joined council.

2. **Computer and IT issues:** Council thanked Susan Hollingshead regarding maintenance of our computer system. Susan has also assisted Council in developing a spread sheet to negotiate an end to our contract with Emterra, (our previous garbage firm), without any penalties.

Council also thanked Don Baker and Ted Yeadon who have spent numerous hours reviewing video tapes regarding break-ins and damages that have occurred to our gates

3. **Security:** Council thanked Ron Sadler and Nick Ricci for their work on Security for our building.
4. **Cleaning:** Council thanked Don Baker for all the additional cleaning and issues that have been taken care of beyond contracted items.
5. **Building envelope warranty:** Numerous issues have been addressed with Onni and the warranty provider. Ted Yeadon and Dave Brown have prepared a drawing of all cracks on the P1 level floor that are leaking down to P2. Onni had asked for the drawings so that they could identify and repair all of the cracks. All of these issues will be taken care of by Onni, including the water damage from the garden area down to the P1 level.
6. **Sewage Pump:** There is an ongoing agreement with Onni regarding the sewage pump that uses our building as a power source. Council reads the meter every 2nd month and invoices Onni for the power consumed. Onni has followed up with payment for each of our invoices.
7. **Snow removal:** Council thanked Don and Sherry Baker, Ron Sadler, Ted Yeadon, and Tracey Reader for helping with snow removal this winter season. The snow blower was used 3 times this season, and BCS 2772 have been paying the invoices, under the Shared Maintenance Agreement for snow removal and power consumption.
8. **Food Bank:** Special thanks were given to Robin, Lynda Mauve and Jonathan Orr for all the work that they did on behalf of Strata regarding the bottle drives for the Food Bank.
9. **Carpet cleaning:** An industrial carpet cleaner was purchased and is being used to spot clean and area clean the carpets as required on a regular basis by Don Baker.
10. **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 \$44,455.62. 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. The insurance premium was increased by \$5,391.00 this year.

(10) ADOPTION OF PROPOSED 2011/2012 OPERATING BUDGET

The proposed operating budget will increase fees by 11.1%. This increase is to pay for the \$9,000 deficit that was left when Baywest was the management company and for the replacement of three (3) garage door opening mechanisms. The ones we have are 5 years old and they are costing us money and creating security breaches. If not for these two items there would be almost no increase to our fees.

The increases in costs that we were faced with this year, for example the HST, have been offset with savings found or created by your current council. Bob Logan is the main contributor. He has completed forms which were charged out at \$1,000, he discovered that Onni was using electricity from our building in the amount of \$1700, he negotiated with the Nurses Lodge for shared costs of electricity and snow removal for about \$200, he had Onni agree to pay \$700 for garage door repairs, he spent countless hours preparing a detailed weekly chart for garbage collection which will save us over \$6,500. The total savings this year will be over \$10,000. All of this is a great big thank you to Bob Logan. This doesn't count the time that he spends reinforcing doors after a break in, the removal of things that end up in the garbage room that need to be taken to recycling, the removal of the trees, the changing of filters, the adjustments to the heat in the hallways, and countless other issues he takes care of at no cost to our building.

The other places we saved money was by Tracy Reader finding us equipment for maintaining the building and arranging for repairs that would otherwise involve insurance companies. Dave Brown helped by painting the front entry cover for no charge. Sherry Baker helped by maintaining the books and pulling ivy from the heritage trees.

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

It was MOVED by Unit 101 that the proposed Budget #1 be approved as presented. SECONDED by Unit 209. The floor was open for discussion during which questions and comments were received and answers. The vote was called and the motion was CARRIED UNANIMOUSLY.

(11) ADOPTION OF PROPOSED BY-LAW AMENDMENTS

1st amendment: Bylaw 3: Use of Property (5)

It was proposed that the 1st by-law amendment be approved as presented. The floor was open for discussion during which questions and comments were received and answered.

The vote was called and the motion was DEFEATED. It has been postponed and will be brought forward at another meeting.

2nd amendment: Bylaw 26: Maximum Fine

Paragraph (1) the strata Corporation may fine an Owner or a Tenant a maximum of \$200.00 for each contravention of a By-Law or Rule.

Paragraph (2) Escalating fines for By-Law and Rule violations:

- (a) Subject to compliance with section 26, the Strata Corporation (in addition of any rights it may otherwise have available shall assess fines for the violation of By-Laws and Rules, according with the following escalation fine schedule:*

It was MOVED by Unit 506 that the proposed bylaw amendment be approved as presented. SECONDED by Unit 405. The floor was open for discussion during which questions and comments were received and answered. The vote was called, Four (4) units opposed and all the rest of the owners were in favour. The motion was CARRIED.

3rd amendment: Bylaw 42: Rental Restrictions Paragraph (a)

Paragraph (a) at any time up to two (2) strata lots, including all those strata lots that are rented by the first time owners under the original disclosure statement, may be leased for terms of not less than 6 months and no more than 12 months, and the procedure to be followed by the Strata Corporation in administering this limit will be as follows:

It was MOVED by Unit 216 that the proposed bylaw amendment be approved as presented. SECONDED by Unit 405. The floor was open for discussion during which questions and comments were received and answered. The vote was called, 1 unit opposed and all the rest of the owners were in favour. The motion was CARRIED.

(12) ADOPTION OF PROPOSED RULE AMENDMENTS

1st amendment: A. Use of Strata Lots, Rule 10.a. Rental and Leasing Restrictions

No more than two (2) lots, including those covered by the original disclosure statement for First Time Purchasers, may be rented or leased in Strata Plan BCS 1676. If the number of Strata Lots rented or leased exceeds two (2), second, third, etc. time owners are not permitted to rent or lease.

It was MOVED by Unit 209 that the proposed rule amendment be approved as presented. SECONDED by Unit 302. The floor was open for discussion during which questions and comments were received and answered. The vote was called, all owners were in favour. The motion was CARRIED.

2nd amendment: A. Use of Strata Lots, Rule 10.d. Enforcement

The Strata Corporation will impose a fine of up to \$500.00 for the contravention of this rule, 10a. and may impose such fine for a continuing contravention, every seven (7) days.

It was MOVED by Unit 209 that the proposed rule amendment be approved as presented. SECONDED by Unit 302. The floor was open for discussion during which questions and comments were received and answered. The vote was called, all owners were in favour. The motion was CARRIED.

3rd amendment: A. Use of Strata Lots, Rule 10.E. Parking

Add Rule 13:

13. *It is the responsibility of all residents to wait for Gates 1 and Gates 2 to close before entering and exiting the parking area. Failure to do so will result in having a fine registered against the offending Strata lot.*

It was MOVED by Unit 411 that the proposed rule amendment be approved as presented. SECONDED by Unit 505. The floor was open for discussion during which questions and comments were received and answered. The vote was called, 1 unit opposed, all other owners were in favour. The motion was CARRIED.

(13) 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)
Gerry Baragar (513)	Dave Brown (104)	Ted Yeadon (417)	

(14) 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. Website Privacy: Council will be looking into securing our 14victoriahill.com website with individual unit passwords for each owner.
2. Installation of Air Conditioners: permission must be granted from Council and a specific form filled out that will be used in conjunction with Form B of the Strata Act.
3. Earthquake Awareness was brought up. A Committee to look into an emergency evacuation plan and emergency supplies will be formed by Unit 415.
4. Window coverings for the Amenity Room were discussed. Further investigation into the choice of material will be carried out by Unit 104 and brought back to Council.
5. A list of volunteers for painting the hallways was obtained. There are sixteen (16) names on the list.

(15) 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.