

**ANNUAL GENERAL MEETING MINUTES Wednesday, March 25, 2015  
14 ROYAL AVENUE EAST– BCS 1676**

**LOCATION:**

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

**STRATA COUNCIL  
2015/2016**

**PRESIDENT**

*Bob Logan - #305*

**TREASURER**

*Sherry Baker - #106*

**SECRETARY**

*Christine Rowlands - #411*

**BYLAWS**

**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

**सुधी नोटवनी** विरुण वरवे विमे वेले हिम चा पुसेबा वरवार

Attendance: 41 owners registered and represented in person and by proxy

**1) Call to order**

Bob Logan, Strata Council President, called the meeting to order at 7:01 pm.

**2) Calling the roll and certification of proxies**

Prior to the meeting, the roll was called and in accordance with the Strata Property Act section 56, all proxies were certified. Establishing a quorum is also required by the section 48.2 of the Act, consisting of one-third of the owners in good standing to be represented either in person or by proxy. There are 72 units, of which 72 are in good standing, therefore 24 units is required to establish quorum. At the beginning of the meeting, there were 38 units represented in person and by proxy, so quorum was established for the AGM to proceed. (With latecomers, the total number of registered owners was 41.)

**3) Proof of Notice/Waiver of Notice**

According to section 45 of the Strata Property Act, the strata must give at least 14 days' written notice of an Annual General Meeting, specifying the date, time, place and nature of business. Section 61.3 states that written notice delivered by mail, fax, email or under the door is deemed to have been given four days after it has been sent. The notices of this evening's meeting were delivered to each strata lot and/or mailed to each owner's address on March 9, 2015, in accordance with the Act. Written notices contained the agenda, proposed new rules for Strata Plan BCS 1676, proposed 2015/2016 budget and notes, proposed strata fees for budget proposal, copy of the insurance summary, and proxy voting form.

**4) Adoption of Agenda**

The agenda was reviewed by Bob Logan, who chaired the meeting.

Adoption of Minutes of AGM held April 4, 2014: It was moved by #305 to adopt the agenda, and seconded by #505.

**5) Council reports**

Bob Logan read the president's report, thanking the council and

volunteers for their service over the past year, outlining some of the activities of our self-managed strata, reminding owners and residents of rules and bylaws governing the community, and introducing work to be carried out in the upcoming year.

### **Strata Council**

We are entering the fifth year of operating as a self-managed strata building, with a strata council made up of seven residents:

- Our treasurer is Sherry Baker and she has done a remarkable job of taking care of our finances.
- Christine Rowlands has taken on the duties of secretary. She has done an excellent job and keeps our website up to date.
- 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.
- John Verchomin has an architectural background and has agreed to assist in the mechanical and maintenance aspects of operating our building.
- Brad Johnson, who is a computer programmer, has taken care of maintaining our computer systems. Brad will be leaving our building shortly and we wish to thank him for his efforts during the past year.

Council thanked Ron Sadler, Nick Ricci, Dave Brown, Ted Yeadon, Dylan Rickard, Boris Lopez and Robin Orr for their work on our Security Team, and thanked residents for their diligence in keeping the security of our building in waiting for parking gates to close etc.

Council also thanked Bob for all the work he does and the money we've saved, as well as building manager Don Baker for all of the extra items that he takes care of, over and above what he is contracted to do, and Boris Lopez, who has helped keep our driveway drains clear.

### **Condo insurance**

All homeowners should be aware of the requirement to have a condominium owner's insurance policy that covers the deductible portion of the strata's insurance policy. Our current deductible for water damage is \$5,000, which you would be responsible for in the event of a claim. Refer to the registered bylaws, section 8.

### **Plumbing and appliances in strata lots**

Also, in accordance with registered bylaw section 3(5), strata lot owners are reminded to inspect the hot water tank and supply and drainage hoses of the washing machine, dishwasher, refrigerator, sinks and toilets regularly and replace them if faulty. Many of these appliances were installed in 2005 and can break down with time. Electric hot water tanks normally last 8 to 10 years. An alarm called "Flood Buzz Pro," available from Dick's Lumber on Gilmore Ave, costs about \$17 and emits a loud alarm similar to a smoke alarm if it gets wet. We will be looking into a group purchase of replacement hot water tanks, to be discussed further in the new business portion of the meeting.

### **Recycling and storage areas**

Residents are reminded that appliances and furniture are not to be thrown out in the garbage. Please ensure that items you are disposing of go into the correct containers. Please also ensure that garbage does not leak onto the hallway carpets during transportation to the garbage room. Do not dispose of propane or any other fuel canisters in our garbage, and do not store them below ground in the P2 storage lockers.

### **Care of limited common property**

Owners are responsible for care and maintenance of common property that is for the exclusive use of their strata lot, such as the patios, gardens, storage lockers and parking stalls. Patios and garden areas attached to the Strata Lot are to be kept clean and orderly and must not be used to store household items (see registered bylaws, section 38(3) and (5)).

Please do not store food items in your storage locker. Do not feed your pets or store pet food on patios, or feed birds and squirrels from your patios, as these practices will attract rodents to our building.

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. Strata lot owners are responsible for cleaning of their patios and all windows and railings that front on the patios.

### **Exercise 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.

### **Parking**

Please do not throw gum and cigarette butts on the floor of the parkades as someone has to pick it up or scrape the gum off of the floor.

Our rules and bylaws require that every vehicle that parks in the underground parkade must display a VH parking decal. We have a fresh supply of decals, so if you require one, please advise strata council.

The 15-minute loading zone at the front of the building is for passenger pick-up/drop-off and for loading/unloading vehicles. Exceptions will be made for larger vehicles such as moving vans, larger delivery trucks and trades vehicles that cannot get into our underground parkade.

Visitor parking stalls are limited and reserved for "Visitors Only"; they are not to be used by residents who do not have sufficient parking for their own vehicles. If you have long-term visitors (i.e., more than five days), notify Strata 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 parkade is not equipped for all-electric vehicles, so they are not to be brought into the parkade, as there is no means to charge them.

### **Disputes and emergencies**

The strata council 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, please attempt to solve it between yourselves before asking for strata council assistance. Unless an issue is considered to be an emergency, please honour your strata council members' privacy.

Please make yourself familiar with our registered bylaws and rules. They are available on our website **[www.14victoriahill.com](http://www.14victoriahill.com)**. The appropriate fines shall be levied against any strata lot that is found to be in violation of the bylaws and rules.

### **Maintenance in the upcoming year**

We shall be carrying out the following work this year.

- fire suppression system inspection, in accordance with the provincial Fire Act
- carpet cleaning
- driveway and sidewalk cleaning
- parking lot cleaning
- dryer duct cleaning
- roof gutter cleaning which shall be twice a year. Gutters around patios on the 4<sup>th</sup> and 5<sup>th</sup> floor patios are the responsibility of the strata lot owner.
- flushing of the 4" main water strainer
- window cleaning. Windows that are accessible from the patios are the responsibility of the strata lot owner.

### **Maintenance that was performed this year**

- Thermal imaging of the transformer, switchgear and all common area electrical panels was carried out in March 2014, and will be done again in 2016.
- The gardening and sprinkler system are ongoing items.

- We had some exterior painting done last summer, as well as some interior painting, namely the ceilings in the amenity room, exercise room and game room.
- All of the ceiling lights in the main lobby area were replaced as well as washing the upper interior windows.
- We have had all our sumps and drains cleaned out by power washing and vacuumed with a truck-powered vacuum system.
- We also had the oil separator cleaned out, which is the first time it had been done since the building was constructed.

## **Safety**

We have natural gas for our hallway heating and the stoves in the suites. Some of our residents have experienced smelling Natural Gas. As this is a potentially dangerous problem, if you think you smell natural gas or hear a hissing sound of gas leaking, you should leave the building and then call FortisBC or 911 to report it. Don't touch any switches, light matches or do anything that could create a spark, including using your cellphone. If your windows are open, leave them, but otherwise go outside, take your children and pets with you and alert your neighbours if you can. Make the phone call from outside and stay outside until the emergency responders arrive and it is determined safe to enter.

If you have excessive smoke in your suite caused by cooking or cleaning your oven, do not, under any circumstances, open your door to exhaust smoke into the hallway. Open your windows and patio door and turn on your bathroom fan and range fan to exhaust smoke and fumes. Smoke that gets into the hallways will activate the building alarm and the fire department must automatically attend. This has happened and if the fire dept. attends and it is deemed a false alarm, we are subject to a charge from the New Westminster fire department. If such an invoice is received, it shall be presented to the owner who is at fault.

Remember: if the building alarm is sounded outside of normal testing, it must be considered to be real. For your safety, everyone in the building must exit via the nearest stairs or exit doors, taking children and pets with you. Do not use the elevators, and assemble at the designated meeting area. Do not re-enter the building until the Fire Dept. gives the all clear.

## **Miscellaneous items**

For home inspector tours, we'll only give them access to areas that can be opened with a FOB.

Lightbulbs are going missing and the temperature is being adjusted on the amenity room fridge. Please do not touch the fridge settings!

We regularly invoice the Nurse's Lodge strata for their share of power consumption and power washing of driveway in the parkade.

We also invoice Onni for the power consumption of the transformer.

Our annual Christmas party was a success—thanks to everyone who attended and to our resident "Santa"!

## **6) Resolution to amend rules**

In the written notice distributed more than two weeks in advance of the AGM, council introduced a resolution to amend three of the building rules. Due to changes in provincial legislation, we now must go through a lawyer or notary to officially register changes to our strata bylaws with the provincial registry (resulting in the expense of legal fees). However, we may ratify the rules with  $\frac{3}{4}$  majority vote among the registered owners and proxies.

The rules presented to be changed were as follows: G-6, G-6a and H-10.

A motion to vote on the new rules was proposed by #216 and seconded by #101, and passed by the majority. The updated rules can be found on our website.

### **7) Annual report on insurance**

Sherry Baker reviewed the strata insurance for this year. We currently carry insurance through BFL Canada, which has saved us \$8,000 last year compared to our previous insurer, for same coverage.

### **8) Adoption of 2015/2016 budget**

Sherry Baker presented the proposed 2015/16 operating budget. No increase in strata fees was proposed. With our roof repairs having been completed last year, and no major items forecast for the upcoming year, we foresee some savings in the maintenance budget. We have allocated additional money in the budget to complete the depreciation report this year.

Our contingency fund is currently healthy at \$225,919. We have not had to withdraw funds from the contingency for the past five years, and it is earning interest by being invested in GICs.

#302 moved to accept the budget, and it was seconded by #101. The motion was carried unanimously.

### **9) Election of strata council members**

In accordance with the bylaws, section 13.1, the term of office for council members ends at the AGM in which replacements are elected; however they may stand for re-election for another term. Three to seven owners in good standing are eligible to form the Strata Council.

The floor was opened for nominations. With Brad Johnson stepping down, the need was noted for a council member with computer/IT experience. Dustin Brisebois (#101) has expressed an interest in joining council.

With no other nominations, the members of the current strata council expressed a willingness to continue to serve and were elected for another term by acclamation.

The 2015/16 Strata Council consists of: Bob Logan (305), Sherry Baker (106), Christine Rowlands (411), Dave Brown (104), Ted Yeadon (417) and John Verchomin (414).

### **10) General discussion and new business**

**Hot water tanks** – Most of the hot water tanks need replacing because they are approaching 10 years old (an ideal age to start leaking). It was noted the current models are also not ideal for our water conditions i.e. having copper pipes that corrode. Bob has a price on 40-gallon John Wood tanks for \$360.10 each – buying in bulk may give us further savings. They come with a standard three-year warranty.

We also have a plumber residing in the building (Mike in #412), who can do installation. This would cost about \$150 plus parts (about \$20). A sign-up sheet was available at the meeting for interested residents.

#101 has noticed mold and fungus along the fenceline of his ground-floor unit. Council will investigate/power wash if necessary.

#216 noticed that slate that has been scratched on the entryway. This will be investigated and rectified by council.

#302, as a member of the security team, brought up the issue of fitness room door being left open (i.e. after residents finish their workout and forget to close up). Residents have also been seen propping open the games room (billiards) door, such as when taking dogs for bathroom breaks. Residents are reminded about security with the ground-floor doors, and please also turn heat off when leaving the common rooms.

#415 asked if there was a setting for parking gate 3 to shut sooner. Council replied that nothing could be done yet about the device.

#216 commented that people are treating the driveway as “a racetrack” and to slow down on the ramps.

The owners thanked Strata for their service over the past year.

**11) Adjournment**

The discussion of new business concluded, there was motion by Bob Logan to adjourn the meeting at 7:54 pm, carried unanimously.

Christine Rowlands  
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.**