

**MINUTES OF THE ANNUAL GENERAL MEETING  
STRATA PLAN LMS 3279 – BOULEVARD GREEN  
THURSDAY, MAY 23rd, 2013 @ 7:00PM  
HAMPTON PARK ELEMENTARY SCHOOL  
1760 PADDOCK DRIVE, COQUITLAM, BC**

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**ATTENDANCE:**

| Unit | Name                  | Unit | Name                     |
|------|-----------------------|------|--------------------------|
| 1    | Jim & Natasha Westman | 2    | Chi Ng & Yip Macy Law    |
| 3    | Sandra Bradley        | 4    | Richard Mendoza          |
| 5    | Robin Valdes          | 6*   | Mikhail & Alla Garachuk* |
| 7    | Chu-Yun Sung          | 9*   | Rod Giles                |
| 11   | Gillian Queenan       | 14   | Virginia Ng              |
| 15   | Sergey Basharina      |      |                          |

\* Denotes by Proxy

**Quay Pacific Property Management Ltd.** – Louise Gulbransen, Property Manager, Berit Hansen, Vice President of Operations and Phillip Davies, Property Manager.

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**1. CALL TO ORDER**

The meeting was called to order at 7:10pm by Gillian, Vice President.

**2. CERTIFICATION OF REGISTRATION**

In accordance with section 48, of the Strata Property Act of British Columbia, "Business must not be conducted at an annual or special general meeting unless a quorum is present "(2) "Subject to the bylaws, a quorum for an annual or special general meeting is" (a) "eligible voters holding 1/3 of the strata corporation votes, be present in person or by proxy".

Of the (24) owners entitled to vote, there were (9) owners represented in person and (2) represented by proxy for a total of (11) registered owners.

**3. QUORUM**

The meeting was declared competent to proceed at 7:10pm

**4. Elect a Person to Chair Meeting**

Berit Hansen, was elected to chair the meeting.

**5. PROOF OF NOTICE**

It was moved by SL #11 to approve the notice dated May 1, 2013. Seconded by SL #3.

In Favour 11, Opposed – 0, Abstention – 0

**MOTION CARRIED**

**6. APPROVAL OF AGENDA**

It was **moved** by SL #1 to vote on Special Resolution # 1, (item 12) prior to the budget being approved, (item 11). Seconded by SL 2.

**In Favour 11, Opposed – 0, Abstention – 0**

**MOTION CARRIED**

It was **Moved** by SL #1 to approve the agenda as amended. **Second** by SL #3

**In favour 11, Opposed – 0, Abstentions – 0**

**MOTION CARRIED**

**7. ADOPTION OF MINUTES**

It was **Moved** by SL #7 to adopt the minutes of the previous Annual General Meeting held May 31<sup>st</sup>, 2012. **Second** by SL #11.

**In favour 11, Opposed – 0, Abstentions – 0**

**MOTION CARRIED**

**8. UNFINISHED BUSINESS - None**

**9. STRATA COUNCIL REPORT - None**

**10. REPORT ON INSURANCE COVERAGE**

The management reviewed the insurance coverage, a copy of which was attached to the notice of meeting.

**Notice to all owners.**

The Strata has a bylaw which requires owners to pay the deductible for insurance claims in which they are negligent, or where the peril or loss is within the Strata Lot. Owners are reminded that "Loss Assessment Coverage" is a common clause in many homeowner insurance policies. A Homeowner's Loss Assessment Coverage would pay the Strata Corporation's insurance deductible on behalf of the owner, in a circumstance where the owner was responsible for the deductible. Council asks that all owners review their homeowner insurance policy and request Loss Assessment Coverage from their agent.

**The deductible for the Strata's insurance for water damage and sewer back-up for  
2013 - 2014 is \$10,000.**

**Please ensure your "Loss Assessment Coverage" will cover this amount.**

Owners are reminded to inform their insurer about improvements or betterments to their suite so that they are adequately insured for any loss. Typical improvements are flooring, cabinets, appliances and window coverings. Owners are reminded that the Strata Corporation insurance does not cover furniture, personal property or the cost of improvements to the Strata Lot as mentioned above.

**11. PRESENTATION AND ADOPTION OF 2013-2013 BUDGET**

The proposed budget was reviewed by the owners of LMS 3279. Owners were advised that the funds from the line item 5590 - Surplus Carryover will not be used for the depreciation report as Special Resolution #1 was passed by a ¾ vote. Owners were advised that a motion could be made

to either move these funds to the Contingency Reserve Fund or to line item 6610 - Repairs and Maintenance in the operating budget.

It was **Moved** by SL #5, to adopt an operating budget of \$88,631.00 as presented (this represents a 12% increase in strata fees). **Second** by SL #2

**In favour 8, Opposed – 3, Abstentions – 0**

**MOTION CARRIED**

Please see the attached unit entitlement. If you pay your strata fees by cheque, please send a new series of cheques and include a "catch-up cheque" dated July 1, 2013. This is the One Time Payment, noted in the far right column of the unit entitlement. If you pay with Preauthorized Payments the catch-up amount will be deducted from your account on July 1<sup>st</sup>, 2013.

## 12. SPECIAL RESOLUTIONS

### Special Resolution #1 – ¾ Vote – Waiver of Depreciation Report

The Strata Property Act was recently amended to require Strata Corporations to prepare a depreciation report which estimates the repair and replacement cost for major items in the Strata Corporation and the expected life span of those items. The deadline for preparing a depreciation report is December 14, 2013; however, a Strata Corporation can choose to waive this requirement provided that a resolution is approved to do so each year. The purpose of this resolution is to waive the requirement.

**THEREFORE** be it resolved by a ¾ vote of the Owners of Strata Plan LMS 3279 at the Annual General Meeting on May 23<sup>rd</sup>, 2013 to waive the requirement under section 94 of the Strata Property Act to obtain a depreciation report by December 14, 2013.

It was **moved** by SL #5 to approve Special Resolution #1 – Waiver of Depreciation Report.  
Seconded by SL #7.

**In favour 10, Opposed – 1, Abstentions – 0**

**MOTION CARRIED**

**END OF RESOLUTION**

### Special Resolution #2 – ¾ Vote – Repairs and Maintenance of Common Property

The strata council is recommending the fences, the three arbors and the four lattice posts be painted this year. This would also include any repairs that may be required in order to carry out the painting of these items. The total amount to complete the project is estimated at \$24,000.

**Discussion** – Several of the owners had concerns regarding the cost of the painting. The costs were broken down: Fences - \$14,400.00, the arbors and 4 lattice posts \$2,800 and 30 % for any costs required to repair the fences. Management informed the owners that council would obtain two further quotes for this work.

**THEREFORE** be it resolved by a ¾ vote of the owners of LMS 3279 – Boulevard Green at the Annual General Meeting of May 23<sup>th</sup>, 2013 to approve a special assessment in the amount of \$24,000.00 to pay for the above project

It was **moved** by SL #15 to amend the resolution for the special assessment to \$18,000. **Motion was not seconded.**

It was **moved** by SL #11 to vote on Special Resolution #2 – Repairs and Maintenance to Common Property.

**In favour 6, Opposed – 5, Abstentions – 0**

**MOTION NOT CARRIED**

### **13. NEW BUSINESS - None**

### **14. ELECTION OF STRATA COUNCIL**

As per Section 25 of the Strata Property Act, eligible voters present by proxy or in person must elect a council. The following nominations and/or volunteers were received:

| NAME             | UNIT | NAME            | UNIT |
|------------------|------|-----------------|------|
| Jim Westman      | #1   | Richard Mendoza | #4   |
| Robin Valdes     | #3   | Winson Sung     | #7   |
| Rod Giles        | #9   | Gillian Queenan | #11  |
| Sergey Basharina | #15  |                 |      |

As there may be up to seven members on the strata council, these volunteers were elected by acclamation.

It was **moved** and **seconded** to elect the owners who were nominated to serve on council.

**In favour 11, Opposed – 0, Abstentions – 0**

**MOTION CARRIED**

### **13. TERMINATION OF MEETING**

There being no further business it was **Moved** by SL #1 to terminate the meeting at 8:50PM.

**Second** by SL 11.

**MOTION CARRIED**

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Minutes prepared by **Quay Pacific Property Management Ltd.**

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**LMS 3279 - BOULEVARD GREEN**  
**Approved Operating Budget**  
**For the Year Ending**  
**March 31, 2013**

|                             |   | Approved<br>Budget<br>3/31/2012 | Actual<br>3/31/2012 | Approved<br>Budget<br>3/31/2013 |
|-----------------------------|---|---------------------------------|---------------------|---------------------------------|
| <b>REVENUE</b>              |   |                                 |                     |                                 |
| 5110                        | Potential Maintenance Fees                    | 73,050.58                       | 73,050.48           | 74,511.59                       |
| 5310                        | Bank Account Interest                         |                                 | 16.77               | -                               |
| 5520                        | Fines   |                                 | 50.00               | -                               |
|                             | <b>TOTAL REVENUE</b>                          | <b>73,050.58</b>                | <b>73,117.25</b>    | <b>74,511.59</b>                |
| <b>MAINTENANCE EXPENSES</b> |   |                                 |                     |                                 |
| 6140                        | Landscaping                                   | 17,000.00                       | 17,522.40           | 17,000.00                       |
| 6141                        | Landscaping - Non Scheduled                   |                                 | 526.40              | 1,000.00                        |
| 6150                        | Pest Control                                  | 800.00                          | 504.00              | 800.00                          |
| 6192                        | Snow Removal                                  | 3,000.00                        | 442.40              | 3,000.00                        |
| 6202                        | Window Cleaning                               | 2,000.00                        | 0.00                | -                               |
| 6203                        | Gutter Cleaning                               | 4,500.00                        | 5,096.29            | 5,000.00                        |
|                             | <b>REPAIRS AND REPLACEMENTS</b>               |                                 |                     | -                               |
| 6610                        | Repairs & Maintenance                         | 9,000.00                        | 7,957.81            | 8,530.01                        |
|                             | <b>UTILITIES</b>                              |                                 |                     | -                               |
| 7310                        | Electricity                                   | 350.00                          | 273.85              | 350.00                          |
| 7315                        | Garbage Removal                               | 4,000.00                        | 4,520.91            | 5,000.00                        |
|                             | <b>PROFESSIONAL FEES</b>                      |                                 |                     | -                               |
| 9110                        | Management Fees                               | 10,200.00                       | 10,205.12           | 10,635.00                       |
| 9111                        | Management Fees - Non Scheduled               | 200.00                          | 0.00                | 200.00                          |
| 9120                        | Legal   | 200.00                          | 186.15              | 200.00                          |
| 9130                        | Accounting & Audit                            | 150.00                          | 103.47              | 150.00                          |
| 9145                        | Meeting Expense                               | 160.00                          | 148.40              | 160.00                          |
|                             | <b>ADMINISTRATIVE EXPENSES</b>                |                                 |                     | -                               |
| 9210                        | Photocopies                                   | 500.00                          | 345.13              | 500.00                          |
| 9220                        | Postage                                       | 200.00                          | 176.81              | 200.00                          |
| 9250                        | Bank Service Charges                          | 250.00                          | 208.82              | 250.00                          |
| 9510                        | Insurance                                     | 17,845.00                       | 17,845.00           | 18,841.00                       |
| 9511                        | Appraisal                                     | 0.00                            | 0.00                | -                               |
|                             | <b>TOTAL OPERATING EXPENSES</b>               | <b>70,355.00</b>                | <b>66,062.96</b>    | <b>71,816.01</b>                |
|                             | <b>RESERVE FUNDS</b>                          |                                 |                     |                                 |
| 9710                        | Funding to Contingency Reserve                | 2,695.58                        | 2,695.58            | 2,695.58                        |
|                             | <b>TOTAL EXPENSES</b>                         | <b>73,050.58</b>                | <b>68,758.54</b>    | <b>74,511.59</b>                |
|                             | <b>Projected Year end surplus / (Deficit)</b> | <b>0.00</b>                     | <b>4,358.71</b>     | <b>0.00</b>                     |

**Statement of Retained Earnings**

|  |                |                    |
|--|----------------|--------------------|
| Retained Earnings, end of prior year   | April 1, 2011  | \$ (1,493.48)      |
| Current year surplus / deficit         | March 31, 2012 | 4,358.71           |
| Retained Earnings, end of current year | March 31, 2012 | 2,865.23           |
| New year surplus / deficit             | March 31, 2013 | -                  |
| Retained Earnings, end of new year     | March 31, 2013 | <u>\$ 2,865.23</u> |

**Projection for the New Year:**

|                        |                |              |
|------------------------|----------------|--------------|
| Opening Operating Cash | April 1, 2012  | \$ 4,208.08  |
| Closing Operating Cash | March 31, 2013 | \$ 2,865.23  |
| Opening CRF Cash       | April 1, 2012  | \$ 30,195.61 |
| Closing CRF Cash       | March 31, 2013 | \$ 32,891.19 |

**For the Year Ending**      **March 31, 2013**

*Please be advised that below fees commence on the first day of the fiscal year as noted below. On the adjustment date, the fee payable includes any retroactive differences. Pre-authorized payments will be adjusted automatically (including any one time adjustment). Owners who pay by cheques are requested to send in post dated cheques for the fee adjustment and regular fees.*

July 1, 2012

|                      |                     |
|----------------------|---------------------|
| - Operating Expenses | \$ 71,816.01        |
| - CRF                | 2,695.58            |
| - Total Strata Fees  | <u>\$ 74,511.59</u> |

| Suite # | U/E    | Operating | CRF    | Monthly Fees | Annual Fees |
|---------|--------|-----------|--------|--------------|-------------|
| 1       | 2744   | 293.70    | 11.02  | 304.72       | 3,656.68    |
| 2       | 2744   | 293.70    | 11.02  | 304.72       | 3,656.68    |
| 3       | 2744   | 293.70    | 11.02  | 304.72       | 3,656.68    |
| 4       | 2744   | 293.70    | 11.02  | 304.72       | 3,656.68    |
| 5       | 2744   | 293.70    | 11.02  | 304.72       | 3,656.68    |
| 6       | 2744   | 293.70    | 11.02  | 304.72       | 3,656.68    |
| 7       | 2744   | 293.70    | 11.02  | 304.72       | 3,656.68    |
| 8       | 2426   | 259.66    | 9.75   | 269.41       | 3,232.91    |
| 9       | 2426   | 259.66    | 9.75   | 269.41       | 3,232.91    |
| 10      | 2426   | 259.66    | 9.75   | 269.41       | 3,232.91    |
| 11      | 2426   | 259.66    | 9.75   | 269.41       | 3,232.91    |
| 12      | 2426   | 259.66    | 9.75   | 269.41       | 3,232.91    |
| 13      | 2048   | 219.20    | 8.23   | 227.43       | 2,729.19    |
| 14      | 2048   | 219.20    | 8.23   | 227.43       | 2,729.19    |
| 15      | 2048   | 219.20    | 8.23   | 227.43       | 2,729.19    |
| 16      | 2048   | 219.20    | 8.23   | 227.43       | 2,729.19    |
| 17      | 2048   | 219.20    | 8.23   | 227.43       | 2,729.19    |
| 18      | 2048   | 219.20    | 8.23   | 227.43       | 2,729.19    |
| 19      | 2048   | 219.20    | 8.23   | 227.43       | 2,729.19    |
| 20      | 2048   | 219.20    | 8.23   | 227.43       | 2,729.19    |
| 21      | 2048   | 219.20    | 8.23   | 227.43       | 2,729.19    |
| 22      | 2048   | 219.20    | 8.23   | 227.43       | 2,729.19    |
| 23      | 2048   | 219.20    | 8.23   | 227.43       | 2,729.19    |
| 24      | 2048   | 219.20    | 8.23   | 227.43       | 2,729.19    |
|         | 55,914 | 5,984.67  | 224.63 | 6,209.30     | 74,511.59   |

[illegible]

**MINUTES OF COUNCIL MEETING  
STRATA PLAN LMS 3279 – BOULEVARD GREEN  
THURSDAY, MAY 23rd, 2013 @ 7:00PM  
HAMPTON PARK ELEMENTARY SCHOOL  
1760 PADDOCK DRIVE, COQUITLAM, BC**

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There was a short Council Meeting following the Annual General Meeting to determine the executive positions on council.

**1) Call the Meeting to Order**

The meeting was called to order at 8:51pm by Gillian.

**2) Election of Council Positions**

The council voted and the following positions are noted below.

| NAME             | POSITION  | NAME            | POSITION       |
|------------------|-----------|-----------------|----------------|
| Jim Westman      | President | Gillian Queenan | Vice President |
| Robin Valdes     | Treasurer | Winson Sung     | Secretary      |
| Rod Giles        | Member    | Richard Mendoza | Member         |
| Sergey Basharina | Member    |                 |                |

**3) Management Contract**

President and Vice President signed addendum to the management contract.

**4) Change of Property Managers** – Management announced; Philip Davies will be the Property Manager on record for Boulevard Green effective June 1<sup>st</sup>. 2013 and he may be reached at 604-521-0879 ext 228 or by email at [philip@quaypacific.com](mailto:philip@quaypacific.com).

**5) Termination of Meeting**

There being no further business it was moved by SL #1 to terminate the meeting at 8:55.  
Seconded by SL #11. Carried