

# STRATA PLAN VR-264

## MINUTES OF THE SPECIAL GENERAL MEETING

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**DATE:** Wednesday, September 3<sup>rd</sup>, 2008 at 7:00pm  
**LOCATION:** Third Floor Lobby, 1234 Pendrell Street, Vancouver, BC  
**OWNERS PRESENT:** Twenty-One (21) owners represented in person or by proxy  
**AGENT:** Angela Uruski Girard of *Monarch Strata Ventures Inc.*  
Beverly Stevens of *Monarch Strata Ventures Inc.*  
**GUESTS:** Sean Michaels of IPM & Associates Inc.  
Ikjot Minhas of McArthur Vantell Ltd.

### CALL TO ORDER & QUORUM REPORT

The Agent, Angela Uruski Girard welcomed the owners and called the meeting to order at 7:04pm. Angela provided the quorum report, which was comprised of fourteen (14) owners being present in person and five (5) owners being represented by proxy, thus meeting the quorum requirement of the Strata Property Act.

### ELECTION OF PERSON TO CHAIR

The Agent advised that in order for a person other than the Council President to chair a general meeting, a motion is required. It was then **moved (#102)** and **seconded (#404)** to appoint Mrs. Uruski Girard to chair the Special General Meeting. A vote was taken, resulting in all owners being in favour of this motion. **MOTION CARRIED**

### APPROVAL OF AGENDA

It was **moved (#308)** and **seconded (#102)** to approve the Agenda for this Special General Meeting as presented in the notice dated August 15<sup>th</sup>, 2008. A vote was taken, resulting in eighteen (18) owners being in favour of this motion and one (1) owner opposed. **MOTION CARRIED**

### NEW BUSINESS

#### 1) RESOLUTION 'A' – ¾ Vote

It was **moved (#404)** and **seconded (#403)** to place Resolution 'A' on the floor for discussion. A vote was taken, resulting in eighteen (18) owners being in favour of this motion and one (1) owner abstaining from the vote. **MOTION CARRIED**

The Agent read the resolution to the owners as follows:

*Be it resolved, in compliance with section 108 of the Strata Property Act, that a resolution be passed by way of a ¾ vote of a quorum of the Owners of Strata Plan VR-264, who are eligible to vote and are present in person or by proxy, that the Owners authorize an amount, not to exceed a total of \$16,600.00, to be expended for the purpose of repairing the patios of Units #103 and #104 by removing the existing concrete topping and planters, and installing a new 2-ply SBS membrane along with new scupper drains, concrete pavers and flashings.*

*Such funds shall be expended by using all of the remaining funds from the existing Special Levy Fund, totaling \$15,835.36 (the balance of the special levy fund as at Aug 15/08) and the remaining balance of \$764.64 shall be expended from the Contingency Reserve Fund (the balance of the CRF as at Aug 15/08 equals \$70,510.40).*

*If the actual expenditure for these patio repairs comes to less than the allotted \$16,600.00, the difference shall be returned to the Contingency Reserve Fund.*

A lengthy discussion ensued with respect to the installation of a 2-ply torch-on membrane on the above noted patios (including with paver stones) versus the application of a liquid applied membrane. Inquiries were made as to the cost differential between the two applications. It was estimated that the cost for a liquid applied member would be a third of the cost of the 2-ply torch-on membrane. Ikjot Minhas, Building Technologist for McArthur Vantell Ltd., confirmed that 2-ply membrane would provide a longer term solution for this area, which would require less maintenance. He advised that the liquid applied membrane would require resurfacing within 5 years.

# STRATA PLAN VR-264

## MINUTES OF THE SPECIAL GENERAL MEETING

### NEW BUSINESS – Cont'd ...

#### 1) RESOLUTION 'A' – Cont'd ...

It was agreed by the majority of owners who were in attendance at the meeting that the long term solution would be more beneficial for the Strata Corporation. It was **moved (#301)** and **seconded (#204)** that a second quote should be obtained from another contractor for a 2-ply torch-on application for these patio areas (with pavers) as well as for the replacement of the privacy fencing. The vote was taken, resulting in all owners being in favour of this motion. **MOTION CARRIED**

*At this time, the owner of two (2) strata lots joined the meeting, increasing the quorum to twenty-one (21) owners.*

It was then **moved (#308)** and **seconded (#104)** to approve Resolution 'A' as it was presented, subject to receiving a second quote for this work. A vote was taken, resulting in seventeen (17) owners being in favour of this motion and three (3) owners being opposed to the motion and one (1) owner abstaining from the vote.

**MOTION CARRIED**

#### 2) RESOLUTION 'B' – 3/4 Vote

It was **moved (#404)** and **seconded (#102)** to place Resolution 'B' on the floor for discussion. A vote was taken, resulting in all owners being in favour of this motion. **MOTION CARRIED**

The Agent read the resolution to the owners as follows:

*Be it resolved, in compliance with section 108 of the Strata Property Act, that a resolution be passed by way of a 3/4 vote of a quorum of the Owners of Strata Plan VR-264, who are eligible to vote and are present in person or by proxy, that the Owners authorize a special levy for a **total amount of \$35,000.00**, for the purpose of performing parkade and parkade ramp repairs and upgrades (please see attached 'Parkade Repairs & Upgrade Budget').*

*Such funds shall be charged upon the owners in proportion to the unit entitlement of their respective strata lots (see attached payment schedule). This special levy shall be assessed on September 3<sup>rd</sup>, 2008 and is payable as follows:*

**(A) THREE (3) EQUAL PAYMENTS – due on Oct 1<sup>st</sup>, Nov 1<sup>st</sup> & Dec 1<sup>st</sup>, 2008;**

OR

**(B) ONE (1) FULL PAYMENT – due on October 1<sup>st</sup>, 2008.**

*If the specified payment is NOT received by the designated due dates, a fine of \$200 shall be assessed to the affected strata lot account for **each month the levy payment remains outstanding.***

*If a special levy is approved on or before a strata lot is conveyed to a purchaser, (a) the seller owes the Strata Corporation the portion of the levy that is payable before the date the strata lot is conveyed and, (b) the purchaser owes the Strata Corporation the portion of the levy that is payable on or after the date the strata lot is conveyed.*

The Agent advised, that based on McArthur Vantell's report, a quote was obtained from a contractor recommended by their firm to inject a urethane membrane into the cracks in the walls and ceiling of the parkade to prevent water from leaking into the parkade. This quote included repairing the concrete and any exposed re-bar on the parkade ramp, as well as installing a traffic deck membrane to the ramp. Ikjot Minhas provided the owners with an overview of the proposed work, along with a summary of how the repairs would progress. He confirmed that these repairs were common for parkades of that age, but noted that the urethane injection is not a long term solution to prevent these leaks from occurring again in the future. The warranty was estimated to be 1 year for labour and material for the urethane membrane and possibly 10 years on the parkade ramp decking material. After an extensive discussion by the owners, it was **moved (#306)** and **seconded (#404)** to approve Resolution 'B'. A vote was taken, resulting in nineteen (19) owners being in favour of this motion, one (1) owner being opposed and one (1) owner abstaining from the vote. **MOTION CARRIED**

# STRATA PLAN VR-264

## MINUTES OF THE SPECIAL GENERAL MEETING

### **NEW BUSINESS – Cont'd ...**

#### **3) RESOLUTION 'C' – ¾ Vote**

It was **moved (#308)** and **seconded (#102)** to place Resolution 'C' on the floor for discussion. A vote was taken, resulting in twenty (20) owners being in favour of this motion, and one (1) owner abstaining from the vote. **MOTION CARRIED**

The Agent read the resolution to the Owners as follows:

*Be it resolved, in compliance with section 108 of the Strata Property Act, that a resolution be passed by way of a ¾ vote of a quorum of the Owners of Strata Plan VR-264, who are eligible to vote and are present in person or by proxy, that the Owners authorize a special levy for a **total amount of \$300,000.00**, for the purpose of re-building all balconies by removing and re-sloping the membrane, removing all walls of the balcony and replacing them with either metal pickets or glass panel guardrails (please see attached 'Balcony Repairs & Upgrades Budget').*

*Such funds shall be charged upon the owners in proportion to the unit entitlement of their respective strata lots (see attached payment schedule). This special levy shall be assessed on September 3<sup>rd</sup>, 2008 and is payable as follows:*

**(A) TWELVE (12) EQUAL PAYMENTS** – due on Mar 1<sup>st</sup>, Apr 1<sup>st</sup>, May 1<sup>st</sup>, Jun 1<sup>st</sup>, Jul 1<sup>st</sup>, Aug 1<sup>st</sup>, Sept 1<sup>st</sup>, Oct 1<sup>st</sup>, Nov 1<sup>st</sup> and Dec 1<sup>st</sup>, 2009 and Jan 1<sup>st</sup> and Feb 1<sup>st</sup>, 2010;

OR

**(B) ONE (1) FULL PAYMENT** – due on March 1<sup>st</sup>, 2009.

*If the specified payment is NOT received by the designated due dates, a fine of \$200 shall be assessed to the affected strata lot account for each month the levy payment remains outstanding.*

*If a special levy is approved on or before a strata lot is conveyed to a purchaser, (a) the seller owes the Strata Corporation the portion of the levy that is payable before the date the strata lot is conveyed and, (b) the purchaser owes the Strata Corporation the portion of the levy that is payable on or after the date the strata lot is conveyed.*

The owners held an in-depth discussion regarding the previous repairs made to some of the balconies and the proposed replacement of all balcony membranes and balcony walls and planters. Ikjot Minhas, of McArthur Vantell Ltd. gave a detailed overview of their recommendations within their report. He advised that the design of the planter boxes was poorly done and constructed, and recommended their removal entirely. He also advised that some of the vinyl membranes are showing deterioration, and that the membrane does not go up the vertical wall system. Given the age of the balcony membranes and the costs associated with repairing the rot and rebuilding the balcony side walls, he recommended the full removal and replacement of these walls and membranes. For costs savings, he recommended that either a picket railing system or glass panel guard rails could be installed; photos were circulated giving the owners an idea of. In his opinion, these upgrades, if done under their direction, would be completed with a full warranty and would provide value to the property. An owner inquired into the possibility into enclosing her balcony instead of having it repaired. Ikjot advised that the repairs should be made to a balcony even if a permit from the City of Vancouver to enclose it is obtained. The Agent also advised that enclosing the balcony could increase the habitable area of the unit to an extent that would require an amendment to be made to the Strata Plan and unit entitlement for the building, which is a costly process. An owner suggested that consideration should be given to removing the rotted wood on the balcony railings and that cap flashing should be installed over railings and planters, with the application of caulk at the transitions, for a much lower cost. This suggestion was not supported by the majority as there would be no warranty available for this work. Photos were circulated by two council members showing images of a balcony where this type of repair was performed (approximately 5-6 years ago), and showing that further deterioration and rot has occurred.

After an extensive discussion by the owners, it was **moved (#308)** and **seconded (#204)** to approve Resolution 'C'. A vote was taken, resulting in sixteen (16) owners being in favour of this motion, three (3) owners being opposed to the resolution and two (2) owners abstaining from the vote. **MOTION CARRIED**

# STRATA PLAN VR-264

## MINUTES OF THE SPECIAL GENERAL MEETING

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*At this time, Ikjot Minhas and the owner of two (2) strata lots left the meeting. The quorum for the meeting decreased nineteen (19) owners.*

### **NEW BUSINESS – Cont'd ...**

#### **4) BUILDING SECURITY – KEYLESS SYSTEM**

The Agent reminded the owners that at the Annual General Meeting held in February 2008, an owner had requested that quotes be obtained in converting the building's lock systems to a keyless system, which uses individual hand-held "fobs" or cards, with readers at each locked door. With this type of system, if a fob or card is lost by the owner, it could be deleted from the system without impacting owners by requiring an expensive re-keying of the building. Angela advised that two (2) quotes had been obtained (with a third in the process of being obtained), with the prices ranging from \$15,221.00 + GST (including 100 cards or fobs) to \$22,465.00 + GST (also including 100 cards or fobs). The owners engaged in some discussion, with the general consensus of the discussion being that this would be an unnecessary expense. One concern which was raised about a keyless system was the effects of a power outage on the system. It was pointed out that a generator would need to be purchased along with a maintenance contract for it, in order for the owners to be able to enter the building. The owners felt that no further debate on this issue was needed at this time.

### **ADJOURNMENT**

As there was no further business to discuss, it was **moved (#405)** and **seconded (#406)** to adjourn the meeting at 9:17pm. **MOTION CARRIED**

Angela Uruski Girard, Strata Agent



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