

Strata Plan VR-232 – NAVVY JACK EAST
Annual General Meeting Minutes

**Minutes of the Annual General Meeting
Strata Plan VR-232 – Navy Jack East**

Held: On Thursday December 13, 2007 at 10:00 AM in the Meeting Room, 2090 Argyle Ave, West Vancouver, B.C.

Registration and Report on Attendance

Ten (10) Owners were present in person and four (4) by proxy for a total of fourteen (14) units represented according to the registration sheet at the time the meeting was called to order. (Quorum is six).

Agent: Jeff Chambers, C & C PROPERTY GROUP LTD.

Call to Order

There being a quorum present, the meeting was called to order at 10:05 AM by Helen Schnurr.

Proof of Notice

It was **moved/seconded** (Bruce and Clough) to accept the notice dated November 26, 2007 as proper notice of the meeting.

CARRIED UNANIMOUSLY

Minutes

It was **moved/seconded** (Hearn and Smith) to accept the minutes from the December 11, 2006 annual general meeting.

CARRIED UNANIMOUSLY

Insurance Report

The agent advised that a copy of the insurance coverage summary was attached to the Notice of Meeting. Owners are advised the insurance policy does not cover contents of a strata lot or any improvements. Consequently, owners are encouraged to discuss their insurance needs with an insurance broker. The strata corporation does carry coverage against earthquake, subject to a deductible equal to 10% of the replacement cost.

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Business Arising:

Helen Schnurr reported she had prepared and circulated the 2007 Strata Council Report to owners after which she summarized some of the events that occurred during the year.

There were some questions about the dryer duct repairs that were completed and are still needed in units. Ron Clough explained the dryer ducts which are encased in concrete were compressed when the liquid concrete was first poured. This compression restricts flow of drying air in the ducts. Further, the slip joints that connect one section of the duct to another were held in place by nails that were driven into the duct work. These nails collect dryer lint which attracts moisture when cloths dryers are used. Over time the metal duct corrodes and water leaks through the concrete and into the ceiling of the units.

Normal building maintenance requires these ducts to be cleaned by duct cleaning companies who insert equipment into the ducts to remove lint. Because of the compressed ducts and the presence of nails in the duct space, it is not possible to effectively clean the dryer ducts. In fact the last company that attempted to clean the ducts lost some of their equipment inside the ducts and for this reason would not return.

Ron explained that because the ducts are located in concrete, it is not possible to repair them. New ducts need to be installed in the units, behind a valance and ducted out through a new vent cored into the outside concrete wall. This process also requires the contractor to X-Ray the wall in order to ensure the coring machine does not pass through reinforcing steel.

Several units have had their ducts replaced but there are many more that remain to be done. Helen reported the council had obtained a quotation from one contractor that to do the east side units would cost a minimum of \$20,000. Scaffolding is needed at this area. Should the owners wish to proceed with this repair, a special assessment is required. The new council will be considering this in the coming year.

It was **moved/seconded** (Smith and Bruce) to approve and ratify the acts and activities of the strata council during the past year.

CARRIED UNANIMOUSLY

Appointment of Auditors:

Helen Schnurr asked for owners whether they wished to appoint one or more owners to review the strata corporation's accounting records as has been the practice in the past. She explained that council receives a financial report from the management company each month, including the bank statement that they are looked at closely. She further advised that the management company is licensed and that their accounting records are reviewed by an external auditor each year as part of the reporting process to the Real Estate Council. She asked owners whether in light of this, do they still wish to appoint auditors from among the owners?

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It was **moved/seconded** (Bruce and Clough) not to appoint auditors from among the owners.

CARRIED UNANIMOUSLY

Financial Report and 2008 Budget

A copy of the October 31, 2007 Balance Sheet was attached to the Notice of Meeting. The strata corporation's year-end is December 31 so the year-end statements were not available at the time of the meeting.

The 2008 operating budget was presented to owners. Helen Schnurr explained there were several areas of the budget that have increased:

1. Management fees;
2. Janitorial;

There were a number of questions concerning the higher property management fee with responses provided by the Agent and council members.

A new janitorial company was retained because Kathy Hembroff had decided to leave the business.

Council members explained the new budget does not include any allowance for repairs to the pool or for dryer ducts.

It was **moved/seconded** (Clough and Louie) to approve the 2008 operating budget.

CARRIED UNANIMOUSLY

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Schedule of Maintenance Fees Effective January 1, 2008

Unit	U/E	Base Maint Fee	Water, Cable Scavenging	To Contingency Fund	Total Fee 2008	Extra Parking
101	497	\$ 446.28	\$ 52.89	\$ 24.85	\$ 524.02	
102	522	\$ 468.73	\$ 52.89	\$ 26.10	\$ 547.72	\$ 10.00
201	497	\$ 446.28	\$ 52.89	\$ 24.85	\$ 524.02	
202	518	\$ 465.13	\$ 52.89	\$ 25.90	\$ 543.93	
203	522	\$ 468.73	\$ 52.89	\$ 26.10	\$ 547.72	
301	497	\$ 446.28	\$ 52.89	\$ 24.85	\$ 524.02	
302	518	\$ 465.13	\$ 52.89	\$ 25.90	\$ 543.93	
303	522	\$ 468.73	\$ 52.89	\$ 26.10	\$ 547.72	
401	497	\$ 446.28	\$ 52.89	\$ 24.85	\$ 524.02	
402	518	\$ 465.13	\$ 52.89	\$ 25.90	\$ 543.93	
403	522	\$ 468.73	\$ 52.89	\$ 26.10	\$ 547.72	
501	497	\$ 446.28	\$ 52.89	\$ 24.85	\$ 524.02	\$ 10.00
502	518	\$ 465.13	\$ 52.89	\$ 25.90	\$ 543.93	
503	522	\$ 468.73	\$ 52.89	\$ 26.10	\$ 547.72	\$ 10.00
601	775	\$ 695.90	\$ 52.89	\$ 38.75	\$ 787.55	
602	782	\$ 702.19	\$ 52.89	\$ 39.10	\$ 794.18	\$ 10.00
701	637	\$ 571.99	\$ 52.89	\$ 31.85	\$ 656.73	
702	639	\$ 573.78	\$ 52.89	\$ 31.95	\$ 658.63	\$ 10.00
Total Monthly	10000	\$ 8,979.42	\$ 952.08	\$ 500.00	\$ 10,431.50	\$ 50.00
Total Annual		\$ 107,753.00	\$ 11,425.00	\$ 6,000.00	\$ 125,178.00	\$ 600.00

***Owners are asked to send the management company 12 post-dated cheques, made payable to
Strata Plan VR-232.***

New Business

Repair or Close Hot Pool:

Judith Stubs and Ron Clough completed an investigation of costs the owners will need to consider if repairing the hot pool. An owner commented to owners that the pool was not a swimming pool but was in fact a Roman Bath. Costs were summarized as follows:

Repair to tiles in the pool:	\$2,285 plus tax;
Repair loose floor tiles:	\$ 795 plus tax;
Replace some corroding copper pipe:	\$ 900 plus GST (Approx)
Servicing of pumps & filters:	No budget
Replacement of bronze impeller and new swirl pump:	\$8,000 minimum

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In addition, the owners can count on higher maintenance fees in order to pay for pool chemicals, gas, cleaning etc.

If the owners choose to permanently close the pool, steps will be taken to make the pool room safe by covering the pool with a floor. Council will then look at alternative uses for this area and also for other common property that are little used.

Two alternative resolutions were put forward for voting in the AGM Notice;

Resolution # 1 By ¾ Vote

BE IT RESOLVED as a Resolution by Majority Vote that the Owners Strata Plan VR-232 agree to complete repairs to the swimming pool that are necessary to re-open it.

Resolution # 1 was not moved.

Resolution # 2 By Majority Vote

BE IT RESOLVED as a Resolution by Majority Vote that the Owners Strata Plan VR-232 agree to permanently close the swimming pool.

It was **moved/seconded** (Chard and Clough) to accept Resolution #2 (noted the pool is not a swimming pool but a Roman Bath).

CARRIED UNANIMOUSLY

Election of Strata Council

The following owners were nominated for service on the strata council:

Judy Stubbs
Helen Schnurr
Ron Clough
Ken Sinclair
Joan Chard

It was **moved/seconded** (Clough and Hearn) to elect these owners to the 2008 strata council.

CARRIED UNANIMOUSLY

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Other New Business

1. **Janitor:** Council asked owners to keep an eye on the new janitorial company and to report anything they see that is out of the ordinary to council or the management company.
2. **Front Door:** Owners discussed re-keying the front door after most of the trades who have been doing the renovations inside units leave. Changing the locks helps to keep up security in the building. Owners are reminded it is their responsibility not let people into the building they do not know and also to ensure their contractors clean up after themselves or repair any damage they cause.
3. **Bylaws and Rules:** Council asks owners to please re-read the bylaws and rules of your strata corporation. Please do not use the garbage chute unless you are unable to go down stairs and place garbage in the container. Cardboard blocks the chute. Cardboard must be cut up and placed in the appropriate recycling container.
4. **Flyers:** Owners are asked not to place flyers or junk mail they receive in their mailboxes on the entrance table. Instead, take it with you to the recycling container.
5. **Fire Alarm:** Owners are reminded that when the fire alarm goes off, treat this as an emergency and come down. Don't assume it is a false alarm. Owners are reminded the system is tested and the bells rung once per month on the last Monday of the month.

It was **moved/seconded** (Hearn and Stubbs) to adjourn the meeting.

CARRIED UNANIMOUSLY.

The meeting was terminated at 11:55 AM.

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