

NOTICE
of the
ANNUAL GENERAL
MEETING
of
EMPEROR
STRATA PLAN VAS2131

To be held on Wednesday, October 22, 2025
Location: 925 W 15th Parkade
@ 6:30 pm

September 29, 2025

NOTICE OF THE ANNUAL GENERAL MEETING

TO: OWNERS OF EMPEROR, VAS2131
DATE: WEDNESDAY, OCTOBER 22, 2025
TIME: 6:15 PM REGISTRATION
6:30 PM CALL TO ORDER
PLACE: 925 W 15TH AVE
IN THE PARKADE

Dear Owners:

On **Wednesday, October 22, 2025**, the Annual General Meeting of the Owners of **Emperor, VAS2131**, will be held. The purpose of this meeting is to approve the proposed budgets for the upcoming fiscal year, consider 1 Majority vote, and to elect a new Strata Council. Enclosed are the Agenda, all supporting documentation and a proxy form.

For this meeting to proceed, a quorum of one third of all Owners, entitled to vote, must be present in person or by proxy. Should you be unable to attend this meeting, please give your proxy to a representative to vote on your behalf. Please be reminded that neither your Community Manager nor an employee of the Strata can vote on your behalf.

As per the Strata Corporation's Bylaws, section 11 (f), a vote for a strata lot may not be exercised if the Strata Corporation is entitled to register a lien against that strata lot under section 116 (1) of the Strata Property Act. Please contact AssociaBC if you need confirmation your account is paid in full.

Please bring this package of information with you to the meeting.

We look forward to seeing you on **Wednesday, October 22, 2025 at 6:30 PM**. In the meantime, if you have any questions about the meeting, please do not hesitate to contact the Community Manager at 604-257-0325.

Sincerely,
ASSOCIA BRITISH COLUMBIA, INC.
Agent for the Owners of Strata Plan VAS2131



Deidra Keeling
Community Manager
A Licensed Strata Manager
Encl.

ANNUAL GENERAL MEETING AGENDA

EMPEROR – STRATA PLAN VAS2131

TO BE HELD: Wednesday, October 22, 2025

HELD AT: 925 W 15TH Ave. Parkade

- 1. REGISTRATION - 6:15 PM**
- 2. CALL TO ORDER - 6:30 PM**
3. QUORUM REPORT
4. ELECTING THE CHAIR OF THE MEETING (If required)
5. PROOF OF NOTICE OF MEETING
6. ADOPTION OF THE AGENDA
7. ADOPTION OF PREVIOUS GENERAL MEETING MINUTES – October 23, 2024
8. PRESIDENTS REPORT – (Building Envelope Report attached)
9. ANNUAL REPORT ON INSURANCE (attached)
10. ADOPTION OF 2025 – 2026 OPERATING BUDGET (attached)
11. CONSIDERATION OF RESOLUTIONS
 - Majority Vote “A” – Funding the Electrical Planning Report from CRF
 - $\frac{3}{4}$ Vote “B” – CRF Insurance Loan Extension
12. GENERAL DISCUSSION
13. ELECTION OF 2025 – 2026 STRATA COUNCIL
14. TERMINATION OF MEETING



**Strata
PROTECT**

SUMMARY OF COVERAGES

Named Insured	The Owners, Strata Plan VR2131, acting on their own behalf or as a Strata Corporation &/or as Trustees or Agents on behalf of all Registered Unit Owners
Project Name	THE EMPEROR
Property Manager	Associa British Columbia, Inc.
Policy Period	June 30, 2025 to June 30, 2026
Policy Number	BFL04VR2131
Insured Location(s)	925 West 15th Avenue, Vancouver, BC V5Z 1S1

INSURING AGREEMENT



PROPERTY (Appraisal Date: June 28, 2025)	DEDUCTIBLE	LIMIT
All Property, Stated Amount Co-Insurance, Replacement Cost, Blanket By-Laws.		\$6,761,000
Property Extensions		Included
Lock & Key	\$2,500	\$25,000
Additional Living Expenses - Per Unit		\$50,000
Additional Living Expenses - Annual Aggregate		\$1,000,000
Excess Property Extensions - Annually Aggregated		Up to \$5,000,000
- Excludes all damage arising from the peril of Earthquake		
All Risks	\$10,000	
Sewer Backup	\$25,000	
Water Damage	\$25,000	
Earthquake (Annual Aggregate)	10% (minimum \$100,000)	100% of the Policy Limit
Flood (Annual Aggregate)	\$25,000	100% of the Policy Limit
Business Interruption (Gross Rentals), 100% Co-Insurance, Indemnity Period (Months) : N/A	N/A	Not Covered



CRIME	DEDUCTIBLE	LIMIT
Employee Dishonesty - Including Property Manager and Elected Officer Theft	Nil	\$1,000,000
Broad Form Money and Securities	Nil	\$10,000



COMMERCIAL GENERAL LIABILITY	DEDUCTIBLE	LIMIT
Bodily Injury & Property Damage	\$1,000	\$30,000,000
Non-Owned Automobile	\$1,000	\$30,000,000
Infectious Agent or Communicable Disease Exclusion – With Limited Exceptions		
Total Pollution Exclusion		



CONDOMINIUM DIRECTORS & OFFICERS LIABILITY	DEDUCTIBLE	LIMIT
Claims Made Form - Including Property Manager	Nil	\$20,000,000
Privacy Event Expenses	Nil	Not Applicable
Cyber Liability	Nil	Not Applicable



BLANKET GLASS - Includes Lobby Glass	DEDUCTIBLE	LIMIT
Residential	\$250	Blanket
Commercial	\$500	
Canopy	\$1,000	



BFL CANADA Risk and Insurance Services Inc.
9440 202nd Street, Suite 100
Langley, British Columbia, V1M 4A6

Tel.: 604-669-9600
Fax: 604-683-9316
Toll Free: 1-866-669-9602

INSURING AGREEMENT



EQUIPMENT BREAKDOWN	DEDUCTIBLE	LIMIT
Standard Comprehensive Form including Production Machines and Electronic Equipment	\$1,000	\$6,761,000
- Deductible Waiver Endorsement with respect to losses exceeding \$25,000		
Extra Expense – 100% available in first month	24 Hour Waiting Period	\$1,000,000
- Additional Living Expenses Endorsement - Per Unit		\$25,000
- Additional Living Expenses Endorsement - Annual Aggregate		\$1,000,000
Loss of Profits – Rents, Indemnity Period (Months): N/A	N/A	Not Covered



POLLUTION LIABILITY	DEDUCTIBLE	LIMIT
Each Event	\$25,000	\$1,000,000 Shared
Aggregate Policy Limit		\$20,000,000 Shared



VOLUNTEER ACCIDENT	DEDUCTIBLE	LIMIT
Maximum Limit of Loss	See Policy Wordings	\$1,000,000



LEGAL EXPENSES	DEDUCTIBLE	LIMIT
Each Event	Nil	\$1,000,000
Annual Aggregate		\$5,000,000



TERRORISM	DEDUCTIBLE	LIMIT
Per Occurrence.	\$1,000	\$350,000
Annual Aggregate		\$350,000



CYBER, DATA & PRIVACY	DEDUCTIBLE	LIMIT
Cyberboxx	\$5,000	
Annual Policy Aggregate		\$100,000
Hackbuster's Incident response services		Included
Coverage A - Privacy Breach Liability		\$100,000
Coverage B - Privacy Breach Expense		\$50,000
Coverage C - Cyber Extortion & Recovery		\$50,000
Coverage D - Social Engineering		\$25,000
Coverage E - Breach by suppliers		\$50,000

Loss Payable

All Registered Unit Owners &/or other Mortgagees as their interest may appear and as shown in the Land Registration District Office applicable to the said Property.

This record sheet is intended for reference only. Please refer to your polic(ies) for complete details.

**Strata
PROTECT****DECLARATION PAGE (CERTIFICATE OF INSURANCE)**Renewal Policy No.
BFL04VR2131**INSURING AGREEMENT****SECTION XII - CYBER, DATA & PRIVACY BOXX-CONDO-20220628**

	DEDUCTIBLE	LIMIT
Cyberboxx	\$5,000	
Annual Policy Aggregate		\$100,000
Hackbuster's Incident response services		Included
Coverage A - Privacy Breach Liability		\$100,000
Coverage B - Privacy Breach Expense		\$50,000
Coverage C - Cyber Extortion & Recovery		\$50,000
Coverage D - Social Engineering		\$25,000
Coverage E - Breach by suppliers		\$50,000

PREMIUM PAYABLE

Premium	\$22,296.00
---------	-------------

LOSS IF ANY PAYABLE TO:

All Registered Unit Owners &/or other Mortgagees as their interest may appear and as shown in the Land Registration District Office applicable to the said Property.

(The Standard Mortgage Clause is applicable unless Special Mortgage Clause attached)

THE IMPORTANCE OF UNIT OWNER'S PERSONAL INSURANCE

Some owners believe the Strata Corporation's insurance policy will protect their personal assets in the event of a loss; this is not the case.

Unit owners, whether living in the unit or as an investor, should always make sure their personal assets and liabilities are adequately protected by their own personal insurance policy.

A typical unit owner's policy provides a variety of coverage:

- **Personal Property:** In general terms, this coverage includes all the content items a unit owner brings into the unit or keeps in a storage locker on premises, such as furniture, electronics, clothing, etc. Most policies will also cover the personal property while it is temporarily off premises, on vacation for example.
- **Additional Living Expenses:** This coverage helps unit owners and their families deal with the extra expenses which can often result if the home is made unfit for occupancy due to an insured loss or damage, whether it is a fire or significant water damage due to no fault of their own, unit owners may have to move out while their unit is being repaired. In the case of an investment unit, this coverage helps pay the owner's rental income loss due to the tenant moving out.
- **Betterments & Improvements:** Many unit owners spend considerable money making the unit their own; old carpet is replaced with hardwood flooring, cabinets and counter tops are updated and fixtures modernized to the 21st century. The unit owner's personal insurance policy provides coverage for these items, which are specifically excluded from coverage under all Strata Corporations' insurance policies.
- **Strata Deductible Assessment:** The Strata Corporation may have a bylaw in place to facilitate charging back the Strata deductible to the unit owner responsible for a loss or damage. In many cases the mere fact the damage originates in the unit is sufficient to make the assessment valid. Unit owners' personal policies cover this risk to a specific limit; owners need to review the Strata Corporation property coverage deductible amounts in the Strata Corporation insurance summary provided to make sure they are fully insured.
- **Personal Liability:** At home or pretty much anywhere in the world, unit owners policies also provide comprehensive protection for claims against them for property damage and bodily injury.

NOTE: Each unit owner has specific insurance requirements that should be discussed with an insurance broker to ensure the right protection is in place.

Balance Sheet Report VAS2131-The Emperor

As of June 30, 2025

	<u>Balance Jun 30, 2025</u>	<u>Balance May 31, 2025</u>	<u>Change</u>
<u>Assets</u>			
Operating Funds			
1008 - Bank - Operating - CIBC	21,620.66	32,890.34	(11,269.68)
Total Operating Funds	21,620.66	32,890.34	(11,269.68)
Reserve Funds			
1310 - CRF General Bank - CIBC	47,915.66	65,749.39	(17,833.73)
Total Reserve Funds	47,915.66	65,749.39	(17,833.73)
Accounts Receivable			
1500 - Accounts Receivable	(927.60)	(745.93)	(181.67)
1505 - AR - Special Levy	20,260.84	21,481.88	(1,221.04)
Total Accounts Receivable	19,333.24	20,735.95	(1,402.71)
Prepaid Expenses			
1600 - Prepaid Insurance	22,296.00	1,932.33	20,363.67
Total Prepaid Expenses	22,296.00	1,932.33	20,363.67
Total Assets	111,165.56	121,308.01	(10,142.45)
<u>Liabilities</u>			
Accounts Payable			
2036 - CRF Loan	22,296.00	2,318.80	19,977.20
Total Accounts Payable	22,296.00	2,318.80	19,977.20
Accrued Expenses			
2395 - Other Accrued Expenses	3,550.57	0.00	3,550.57
Total Accrued Expenses	3,550.57	0.00	3,550.57
Total Liabilities	25,846.57	2,318.80	23,527.77

Balance Sheet Report

VAS2131-The Emperor

As of June 30, 2025

	<u>Balance Jun 30, 2025</u>	<u>Balance May 31, 2025</u>	<u>Change</u>
<u>Owners' Equity</u>			
Owners Equity - Prior Years			
3000 - Operating Surplus/(Deficit) Prior Years	24,385.17	24,385.17	0.00
Total Owners Equity - Prior Years	<u>24,385.17</u>	<u>24,385.17</u>	<u>0.00</u>
Contingency Reserve			
3460 - Contingency Reserve Fund - General	68,176.50	87,231.27	(19,054.77)
Total Contingency Reserve	<u>68,176.50</u>	<u>87,231.27</u>	<u>(19,054.77)</u>
Total Owners' Equity	<u>92,561.67</u>	<u>111,616.44</u>	<u>(19,054.77)</u>
 Net Income / (Loss)	 <u>(7,242.68)</u>	 <u>7,372.77</u>	 <u>(14,615.45)</u>
Total Liabilities and Equity	<u>111,165.56</u>	<u>121,308.01</u>	<u>(10,142.45)</u>

<p style="text-align: center;">BUDGET NOTES DETAILS EMPEROR – STRATA PLAN VAS2131 FISCAL YEAR – July 1, 2025 – June 30, 2026</p>

As per the *Strata Property Act, Section 92 (a)*, to meet all the expenses, our Strata Corporation must establish, and the Owners must contribute, by means of Strata Fees, to an operating fund for common expenses that usually occurs once a year or more often than once a year.

RECEIPTS/REVENUE

OWNERS' CONTRIBUTIONS

Strata Fees are the major source of income for the Strata Corporation to operate the common property and facilities of the building. Total fees, combined with other forms of income, must cover all the anticipated operating expenses, capital expenditures and reserve requirements for the fiscal year in order to break even at the end.

ADMINISTRATIVE EXPENSES

STATUTORY REVIEW OF BOOKS

A statutory review of the Strata Corporation's trust accounts as required by the Real Estate Services Act.

BANK CHARGES

Bank charges and fees associated with the Strata Corporation's Operating Account at CIBC.

INSURANCE PREMIUM

Insurance premium is expected to increase as insurance rates and the property replacement value increase.

MANAGEMENT FEES

This category covers the cost of the strata management contract with Associa British Columbia, Inc.

POSTAGE/COPIES/OFFICE EXP.

This category covers the postage and photocopying costs of notices, meeting notice packages, minutes, financial statements, bylaws and correspondence, as routinely distributed to or requested by Council members, resident Owners, and non-resident Owners.

UTILITIES

ELECTRICITY

This category covers the electricity expenses for common areas charged by BC Hydro.

GAS

This category covers the gas expenses charged by Fortis BC.

CONTRACT / BLDG EXPENSES

ALARM MONITORING

This category covers the cost of the contract for the fire alarm monitoring service.

FIRE PROTECTION

This category covers the annual testing of the fire safety equipment, as well as repair and maintenance to equipment, as needed.

GARAGE DOOR

This category covers the cost of the contract for the preventive maintenance on the garage gates.

GARBAGE COLLECTION

This category covers the cost for the weekly removal of garbage items from the strata.

LANDSCAPING

This category covers the cost of the contract of the landscaping service.

RECYCLING

This category covers the cost for the weekly removal of recycling items from the strata as charged by the City of Vancouver.

REPAIRS & MAINTENANCE EXPENSES**REPAIRS & MAINTENANCE**

This amount is allocated to perform regular preventative maintenance and repairs to Limited Common Property, Common Property and Common Assets (other than that has been allocated to specific line items).

SNOW REMOVAL

This category provides a small amount for snow removal expenses.

WINDOW CLEANING

Cost allocated for the annual window cleaning.

CONTINGENCY RESERVE FUND

As stipulated under Section 92 of the Strata Property Act, common expenses that usually occur less often than once a year or that do not usually occur, may be financed by a withdrawal from the Contingency Reserve Fund.

Section 93 of the Strata Property Act and Section 6.1 of the Strata Property Regulations sets out the requirements for the amount of the annual contribution.

From Nov 1, 2023 strata corporations and sections are required to contribute a min of 10% of the annual operating fund to the CRF.

VAS2131-The Emperor
Proposed Budget - Jul 01 2025 - Jun 30 2026

Account	Account Name	30-Jun-25 Year To Date Actual	2024-2025 Annual Budget	2025-2026 Proposed Budget
RECEIPTS / REVENUE				
4000	Assessment Income			
4000	Owners' Contributions	99,489.00	99,489.00	117,955.00
4000	Total Assessment Income	99,489.00	99,489.00	117,955.00
4200	User Fee Income			
4225	Fobs/Keys/Remotes Fees	225.00	75.00	225.00
4240	Move-In & Out Fees	600.00	400.00	600.00
4200	Total User Fee Income	825.00	475.00	825.00
4800	Other Income			
4815	Prior Year Surplus	0.00	7,900.00	10,000.00
4800	Total Other Income	0.00	7,900.00	10,000.00
4900	Investment Income			
4900	Interest Income - Operating	1,242.30	900.00	1,240.00
4900	Total Investment Income	1,242.30	900.00	1,240.00
TOTAL RECEIPTS / REVENUE		101,556.30	108,764.00	130,020.00
EXPENSES & RESERVES				
5000	Administrative			
5002	Statutory Review of Trust Accounts	525.00	368.00	525.00
5015	Bank Services	40.00	500.00	200.00
5000	Total Administrative	565.00	868.00	725.00
5200	Communications			
5210	Admin/Postage/Printing/copying	881.69	350.00	900.00
5200	Total Communications	881.69	350.00	900.00
5400	Insurance			
5400	Insurance Premiums	23,188.00	24,400.00	24,400.00
5400	Total Insurance	23,188.00	24,400.00	24,400.00
6000	Utilities			
6000	Electric Service	2,783.99	4,000.00	4,000.00
6025	Water Service	7,083.80	8,000.00	8,000.00
6035	Garbage and Recycling Service	2,795.30	4,000.00	4,000.00
6000	Total Utilities	12,663.09	16,000.00	16,000.00
6100	Landscaping			
6110	Landscape Repair & Maintenance	10,975.26	8,000.00	11,000.00

VAS2131-The Emperor
Proposed Budget - Jul 01 2025 - Jun 30 2026

Account	Account Name	30-Jun-25 Year To Date Actual	2024-2025 Annual Budget	2025-2026 Proposed Budget
6100	Total Landscaping	10,975.26	8,000.00	11,000.00
6400	Contracted Services			
6430	Janitorial Services	5,543.72	5,500.00	6,000.00
6434	Pest Control	1,474.20	1,550.00	1,550.00
6400	Total Contracted Services	7,017.92	7,050.00	7,550.00
6500	Repair & Maintenance			
6537	Duct Cleaning	0.00	882.00	882.00
6550	Elevator Repair & Maintenance	5,235.70	5,400.00	5,400.00
6565	Fire Protection Repair & Maintenance	6,036.32	2,550.00	6,000.00
6600	General Repair & Maintenance	15,255.25	10,000.00	16,000.00
6695	Plumbing Supplies/Repair & Maintenance	408.45	3,500.00	500.00
6750	Snow Removal & Supplies	0.00	500.00	500.00
6780	Windows Cleaning	0.00	2,500.00	2,500.00
6785	Chimney Cleaning/Maintenance	0.00	850.00	850.00
6795	Other Supplies/Repair & Maintenance	304.30	300.00	350.00
6500	Total Repair & Maintenance	27,240.02	26,482.00	32,982.00
7000	Professional Services			
7020	Legal Services	0.00	500.00	500.00
7040	Management Fees	16,380.00	14,858.00	16,380.00
7095	Other Professional Services	0.00	368.00	340.00
7000	Total Professional Services	16,380.00	15,726.00	17,220.00
9100	Other Expenses			
9110	Deficit Recovery	0.00	0.00	7,243.00
9100	Total Other Expenses	0.00	0.00	7,243.00
TOTAL OPERATING EXPENSES		98,910.98	98,876.00	118,020.00
CRF & OTHER BUDGETED RESERVE FUNDS				
9800	Reserve Expenses			
9834	Contingency Reserve Fund	9,888.00	9,888.00	12,000.00
9800	Total Reserve Expenses	9,888.00	9,888.00	12,000.00
TOTAL EXPENSES & RESERVES		108,798.98	108,764.00	130,020.00
SURPLUS / (DEFICIT)		(7,242.68)	0.00	0.00

VAS2131-The Emperor
Proposed Annual Fund Summary

	6/30/2025 Year To Date Actual	2024-2025 Annual Budget	2025-2026 Proposed Budget
TOTAL OWNER CONTRIBUTION	99489.00	99489.00	117955.00 *
Operating Fund			
Opening Balance	24385.17	24385.17	17142.49
Owner's Contribution	89601.00	89601.00	105955.00 *
Other Income	2067.30	9275.00	1240.00
Total Operating Expenses	(98910.98)	(98876.00)	(118020.00)
Operating Fund Ending Balance	17142.49	24385.17	6317.49
Contingency Reserve Fund			
Opening Balance	39645.17	39645.17	90472.50
Owner's Contribution	9888.00	9888.00	12000.00 *
Interest Income	939.33	939.33	2363.58
CRF Replenishment Levy	40000.00	0.00	0.00
CRF Loan	(22296.00)	0.00	0.00
Transfer to			
Contingency Fund Ending Balance	68176.50	50472.50	104836.08

* - Items included in the Total Owners' Contributions calculation
Estimated CRF annual interest rate 2.45%

VAS2131-The Emperor
Proposed Strata Fee Schedule
For the Year Jul 01 2025 - Jun 30 2026

Unit	Strata Lot#	Unit Entitlement	Old Strata Fee	Operating Portion	CRF/ Reserve Portion	Fee Incr/ (Decr)	Proposed Strata Fee
925 West 15th Avenue #101	7	873	\$ 481.75	\$ 513.06	\$ 58.11	\$ 89.42	\$ 571.17
925 West 15th Avenue #102	6	614	\$ 338.83	\$ 360.84	\$ 40.87	\$ 62.88	\$ 401.71
925 West 15th Avenue #103	5	915	\$ 504.93	\$ 537.75	\$ 60.90	\$ 93.72	\$ 598.65
925 West 15th Avenue #104	1	646	\$ 356.48	\$ 379.65	\$ 43.00	\$ 66.17	\$ 422.65
925 West 15th Avenue #105	2	736	\$ 406.15	\$ 432.54	\$ 48.99	\$ 75.38	\$ 481.53
925 West 15th Avenue #106	3	732	\$ 403.94	\$ 430.20	\$ 48.72	\$ 74.98	\$ 478.92
925 West 15th Avenue #107	4	652	\$ 359.80	\$ 383.18	\$ 43.40	\$ 66.78	\$ 426.58
925 West 15th Avenue #201	14	874	\$ 482.30	\$ 513.65	\$ 58.17	\$ 89.52	\$ 571.82
925 West 15th Avenue #202	13	629	\$ 347.10	\$ 369.66	\$ 41.87	\$ 64.43	\$ 411.53
925 West 15th Avenue #203	12	908	\$ 501.07	\$ 533.63	\$ 60.44	\$ 93.00	\$ 594.07
925 West 15th Avenue #204	8	647	\$ 357.04	\$ 380.25	\$ 43.06	\$ 66.27	\$ 423.31
925 West 15th Avenue #205	9	660	\$ 364.21	\$ 387.88	\$ 43.93	\$ 67.60	\$ 431.81
925 West 15th Avenue #206	10	655	\$ 361.45	\$ 384.94	\$ 43.60	\$ 67.09	\$ 428.54
925 West 15th Avenue #207	11	656	\$ 362.00	\$ 385.53	\$ 43.66	\$ 67.19	\$ 429.19
925 West 15th Avenue #301	20	870	\$ 480.10	\$ 511.30	\$ 57.91	\$ 89.11	\$ 569.21
925 West 15th Avenue #302	19	624	\$ 344.34	\$ 366.73	\$ 41.53	\$ 63.92	\$ 408.26
925 West 15th Avenue #303	18	904	\$ 498.86	\$ 531.28	\$ 60.17	\$ 92.59	\$ 591.45
925 West 15th Avenue #304	15	646	\$ 356.48	\$ 379.65	\$ 43.00	\$ 66.17	\$ 422.65
925 West 15th Avenue #305	16	1129	\$ 623.02	\$ 663.51	\$ 75.15	\$ 115.64	\$ 738.66
925 West 15th Avenue #306	17	654	\$ 360.90	\$ 384.36	\$ 43.53	\$ 66.99	\$ 427.89
Monthly Total		15,024	\$ 8,290.75	\$ 8,829.59	\$ 1,000.01	\$ 1,538.85	\$ 9,829.60
			X12	X12	X12	X12	X12
Annual Total			\$ 99,489.00	\$ 105,955.08	\$ 12,000.12	\$ 18,466.20	\$ 117,955.20

EMPEROR – VAS2131**MAJORITY VOTE “A” – FUNDING THE ELECTRICAL PLANNING REPORT FROM THE CRF**

BE IT RESOLVED by a majority vote of the Owners of Strata Plan VAS 2131, THE EMPEROR, that an amount not to exceed \$10,000 (Ten thousand dollars) be expended from the Contingency Reserve Fund for the purpose of obtaining an Electrical Planning Report.

Rationale:

Effective December 6, 2023, the Province of British Columbia requires that Strata corporations to obtain an electrical planning report by December 31, 2026.

3/4 VOTE “B” – CRF INSURANCE LOAN EXTENSION

BE IT RESOLVED by a three-quarter (3/4) vote of the Owners of Strata Plan VAS 2131, THE EMPEROR, that the Strata Corporation be provided an extension of the existing temporary loan from the Contingency Reserve Fund to the Operating Account for the purpose of funding the remaining payments due on the 2025-2026 Strata Insurance premium. This amount of \$22,296.00, as at June 30, 2025, will be repaid to the Contingency Reserve Fund by no later than June 30, 2026.

*ANNUAL GENERAL MEETING
PROXY FORM*

*THE OWNERS OF THE EMPEROR
STRATA PLAN VAS2131
WEDNESDAY, OCTOBER 22, 2025*

I, (We) _____
being the registered Owner(s) of Strata Lot _____, Unit # _____ at *THE EMPEROR, VAS2131*
hereby appoint: _____
or failing them _____
or failing them _____
as my (our) proxy for me (us) and on my (our) behalf at the Annual General Meeting of the Owners to be
held on *WEDNESDAY, OCTOBER 22, 2025*, and at any adjournment thereof.

SIGNED THIS _____ DAY OF _____ 2025

(OWNERS SIGNATURE ON ABOVE LINE)

(OWNERS SIGNATURE ON ABOVE LINE)

Building Envelope Condition Assessment



Prepared for:

VAS2131 - The Emperor
c/o Associa British Columbia Inc.

Located at:
925 West 15th Avenue Vancouver, BC

Attention:
Ms. Deidra Keeling
E: dkeeling@associabc.ca

September 4, 2025

Prepared by:

i3 Building Science & Consulting Inc.
7818 6th Street - Unit #303
Burnaby, BC, V3N 4N8
T: 604-553-4984
Email: info@i3bsc.com

File: AB-080-25-A

Date: September 4, 2025

To the Strata Owners of: **VAS2131 The Emperor**
925 West 15th Avenue Vancouver, BC
c/o **Associa British Columbia**
#355-1385 West 8th Avenue
Vancouver, BC, V6H 3V9
E: dkeeling@associabc.ca

Dear Ms. Deidra Keeling,

Re: VAS2131 - The Emperor
• Building Envelope Condition Assessment

i3 Building Science and Consulting Inc. (i3BSC) was retained by the Strata Corporation of VAS2131 - The Emperor to conduct a Building Envelope Condition Assessment (BECA) at the property located at 925 West 15th Avenue Vancouver, BC, herein referred to as the subject property. The condition assessment was conducted by Claude Boldut and Tinu Oros.

The primary purpose of the assessment is to determine the current condition of the building envelope and potentially related deficiencies. The review was conducted on July 23rd and 24th, 2025.

Based on our observations, we summarized the observed conditions and proposed a series of recommendations to address the deficiencies that were found. An opinion of the costs to repair or replace some of the items found to be deteriorated is also provided, but only as a rough reference for preliminary budgeting and discussion purposes.

Except where otherwise indicated, conditions noted throughout this report are general in nature. Photographs have been included to document and illustrate the conditions observed during our review.

If you have any concerns or questions regarding this report, please feel free to contact our office.

Yours truly,

i3 Building Science and Consulting Inc.

CONTENTS

1. INTRODUCTION 4

2. SITE AND BUILDING DESCRIPTION 4

3. SCOPE OF WORK 4

4. METHODOLOGY 5

5. OBSERVATIONS AND COMMENTS 5

 5.1. CLADDING, BALCONIES AND WINDOWS 5

 5.2. ROOF MEMBRANE 14

 5.3. PARKADE 20

6. RECOMMENDATIONS 21

 6.1. BUILDING ENVELOPE 22

 6.2. ROOFING SYSTEM 22

 6.3. PARKADE 23

7. CONCLUSION 24

8. OPINION OF COSTS 25

9. LIMITS OF LIABILITY 26

10. CLOSURE 26

1. INTRODUCTION

I3 Building Science and Consulting Inc. (i3BSC) was retained by the Strata Corporation of Strata Plan VAS2131 - The Emperor to conduct a Building Envelope Condition Assessment. A visual assessment and exploratory openings were performed to identify the conditions of the main envelope assemblies, such as the exterior walls, windows, roof decks, flat roof, podium membrane and parkade, along with potential required maintenance actions.

Our understanding of the building assemblies and materials was limited to the visual information collected on-site.

This report presents the comprehensive findings of the assessment, including a detailed summary of observations and photographs of the most deteriorated elements. The observations were documented through photographs, and a selection of the most representative images, along with corresponding annotations, are included in this report. Additionally, an opinion of the anticipated costs is provided.

2. SITE AND BUILDING DESCRIPTION

Strata Plan VAS2131 "The Emperor" is located at 925 W 15th Avenue, Vancouver BC. The Emperor is a low-rise wood-frame strata building of 3 stories built in 1988.



Overview of the Building

3. SCOPE OF WORK

During the assessment, the scope of review was limited to the condition of the main exterior components of the building, such as the walls, windows, balconies, roof membrane, parkade structure, along with some envelope details at different interfaces. Observations were made for deficiencies and conditions that require maintenance, replacement and/or targeted repair to allow the proper assembly performance.

The following scope of work was carried out:

- Conducted a visual inspection of the property, with emphasis on evaluating the condition of exterior walls, cladding systems, balcony membranes, sealants and window assemblies.
- Performed a visual review of the roof assembly to assess its current state and identify any areas of concern.
- Preparation of a detailed report outlining the assessment findings, documenting observed deficiencies, and providing a prioritized list of recommended maintenance actions and repair strategies.
- Develop a cost estimate and proposed schedule for both short and long-term repair and/or replacement to support planning and budgeting efforts.

4. METHODOLOGY

For this assessment, a visual review of the related building assemblies was conducted. This included a visual assessment of the roof membrane, balconies via ladders, parkade and visual assessment from the ground. Additionally, the podium membrane was reviewed as well.

5. OBSERVATIONS AND COMMENTS

5.1. CLADDING, BALCONIES AND WINDOWS

During our review, we observed deficiencies in various locations. The deficiencies found are as follows:

- Deficiencies in the stucco topcoat were identified. The building's exterior paint exhibits widespread fading with multiple areas, showing significant peeling and loss of adhesion from the walls.
- Overall, the balconies membranes appear to be in generally acceptable condition based on the limited areas visible during the review.
- Windows appear to be original, and the frames are not thermally broken (A thermally broken frame is one which features a reinforced polyamide strip fixed between the inside and outside aluminum profiles, creating an insulated barrier within the window frame). Non-thermally broken aluminum windows are less energy-efficient and prone to condensation.
- The roof consists of two distinct sections: a flat roof with an SBS torch-on membrane system and a pitched roof finished with asphalt shingles. Based on the observed condition, the flat roof appears to be nearing the end of its functional lifespan, with an estimated 2 to 3 years remaining. The asphalt shingles are in generally poor condition, exhibiting several deficiencies, including the presence of moss and algae growth, as well as significant surface granule loss.

The table below exhibits the deficiencies found in each building system and shows selected example Photos of each type of deficiency.

No	Observation/Comment and Photos
1.	<p>Description: The photos below document typical failures observed in the stucco system at the walls and chimney elevations of the building. These conditions highlight recurring issues that are consistent across multiple areas and demonstrate the need for comprehensive repair.</p> <p>Photos 1.1 through 1.3 illustrate failures of the stucco topcoat. In these areas, the outer protective layer of the stucco has begun to peel away from the substrate, exposing the underlying material. This type of failure is commonly caused by prolonged exposure to weather conditions, moisture intrusion behind the stucco surface, or insufficient bonding during the original application. Left unaddressed, peeling of the topcoat can accelerate deterioration by allowing additional water penetration and reducing the overall weather resistance of the system.</p> <p>Photo 1.4 shows damage at the stucco end cap and transition points. These locations are particularly vulnerable because they represent changes in plane or termination details, which are often stress points in the building envelope. Improper sealing, thermal expansion and contraction, or mechanical impact can lead to separation, chipping, or cracking at these junctions. Damage in these areas increases the likelihood of water infiltration and compromises the durability of adjacent finishes.</p>

Photo 1.5 highlights typical cracking observed on the wall elevations. Cracks in stucco can develop due to a number of factors, including settlement of the building structure, thermal movement, or insufficient control joints in the original design. Depending on their size and depth, cracks may function as direct pathways for moisture intrusion, which can cause further delamination, efflorescence, or corrosion of embedded components such as lath and fasteners.

Photos 1.6 and 1.12 depict damaged stucco at the chimney levels. Chimneys are exposed components that endure greater weather exposure compared to other elevations, including wind-driven rain, freeze-thaw cycles, and thermal stress from heating operations. The observed damage around the chimney is not isolated but occurs frequently around the building, indicating a widespread vulnerability. Deterioration in these areas may include spalling, loss of material adhesion, or surface cracking, all of which reduce the chimney's ability to function as a weatherproof barrier.

Overall, the observed stucco conditions demonstrate a combination of surface failures, structural cracking, and localized damages at transition points and chimney elevations. These failures are symptomatic of both aging materials and environmental stressors and will likely continue to worsen without corrective repair measures. A thorough remediation plan will be necessary to restore the integrity and performance of the stucco system across the affected elevations.

Photos 1.13 through 1.18 document deficiencies observed at the window trim levels. The most common issues include missing or deteriorated sealant, as well as areas where the window trims have rotted. Sealant failures are particularly concerning because they compromise the building envelope's ability to resist water intrusion. Missing or damaged sealant leaves gaps around the trim, which allow moisture to penetrate behind the assemblies, leading to further deterioration of both the wood components and the surrounding stucco. The presence of rotten trims indicates that moisture ingress has already occurred, causing the wood to decay and lose structural integrity. If left unrepaired, this condition can expand to adjacent materials and accelerate the degradation of finishes around the windows.

Photos 1.21 and 1.22 show examples of damaged wood siding with visible cracks. Cracks in wood siding often develop due to prolonged weather exposure, thermal expansion and contraction, or insufficient maintenance of protective coatings such as paint or stain. These cracks create direct pathways for water to infiltrate the siding, which can result in swelling, further splitting, and eventual rot of the boards. Damaged siding not only affects the aesthetics of the exterior but also compromises the protective function of the cladding system, increasing the risk of damage to the underlying building structure.

Taken together, the conditions observed at the window trims and wood siding indicate recurring moisture-related deficiencies across the building envelope. Addressing these issues will require removal of damaged or rotten components, replacement with new materials, and proper resealing to restore weather resistance and prevent further deterioration. Regular maintenance of sealant joints and protective coatings will also be critical to extending the service life of the repaired assemblies.



Photo 1.1: Damaged stucco at the wall elevation



Photo 1.2: Damaged stucco at the wall elevation.



Photo 1.3: Damaged stucco at the wall elevation



Photo 1.4: Damaged stucco at the end cap and transition strip



Photo 1.5: Crack stucco at the wall elevation

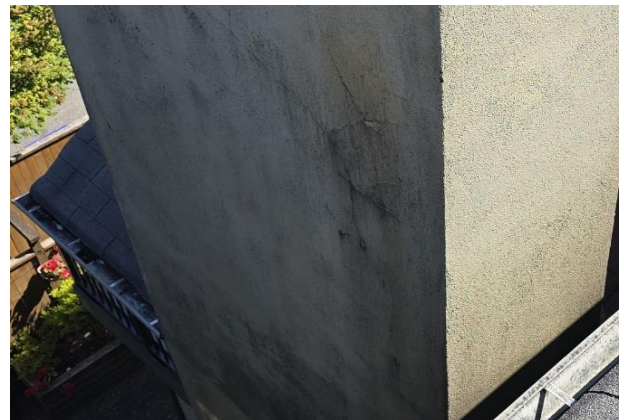


Photo 1.6: Stucco damaged at the chimney level



Photo 1.7: Stucco damaged at the chimney level



Photo 1.8: Stucco damaged at the chimney level



Photo 1.9: Stucco damaged at the chimney level



Photo 1.10: Stucco damaged at the chimney level



Photo 1.11: Stucco damaged at the chimney level



Photo 1.12: Stucco damaged at the chimney level.



Photo 1.13: Rotten window trim



Photo 1.14: Rotten window trim



Photo 1.15: Rotten window trim



Photo 1.16: Rotten window trim



Photo 1.17: Rotten window trim



Photo 1.18: Rotten window trim



Photo 1.21: Cracked wood siding



Photo 1.22: Cracked wood siding

2.

Description: The photos below provide typical views of the windows installed throughout the building.

Photos 2.1 through 2.7 illustrate representative examples of the window assemblies. Overall, the windows appear to be in fair condition considering their age, and most units seem to be functioning as intended in terms of operation and basic performance. However, closer inspection reveals that the miters at the window frame corners are open. Open miters are often indicative of aging materials, sealant shrinkage, or movement within the frame over time. This condition can create small gaps that allow moisture infiltration, air leakage, or loss of energy efficiency if not addressed.

Although the current condition does not suggest widespread failure, the open miters highlight the gradual wear of the assemblies. Over time, these deficiencies could worsen, leading to water intrusion around the frames, deterioration of adjacent trims, and potential damage to the surrounding finishes.

Photos 2.8 and 2.9 show the presence of mold growth at the window level. The mold appears to be concentrated around areas where moisture intrusion is likely occurring, such as along the frame edges and adjoining finishes. This condition suggests that water is entering the assembly either through failed sealant joints, condensation buildup due to inadequate insulation or ventilation, or minor leaks at the interface between the window and surrounding wall system.

The presence of mold is a clear indicator of prolonged moisture exposure. If left unaddressed, mold growth can deteriorate surrounding building materials, including wood trims, drywall, and sealants, while also contributing to poor indoor air quality. Over time, the structural integrity of the window assembly and adjacent finishes may be compromised, requiring more extensive repair or replacement.

To mitigate this issue, it will be necessary to identify and eliminate the source of moisture, thoroughly clean and treat the affected areas, and repair or replace any damaged materials. Ensuring proper sealing at the window perimeter and improving ventilation in the affected spaces will be essential steps to prevent future recurrence.



Photo 2.1: Window frame miter not sealed



Photo 2.2: Window frame miter not sealed



Photo 2.3: Window frame miter not sealed



Photo 2.4: Window frame miter not sealed



Photo 2.5: Window frame miter not sealed



Photo 2.6: Window frame miter not sealed



Photo 2.7: Window frame miter not sealed



Photo 2.8: Mold at window level



Photo 2.9: Mold at window level



Photo 2.10: Mold at window level

3.

Description: The photos below provide overview of the balcony's conditions. The balconies throughout the building are finished with composite decking, under which an SBS torch-on membrane serves as the primary waterproofing system. Overall, the membrane appears to be in generally acceptable condition based on the limited areas visible during the review.

Access to the membrane was significantly restricted due to the installation of the composite decking, which covers most of the waterproofed surface. As a result, only partial observations could be made, limiting the ability to perform a full evaluation of the system's current performance. Where visible, the membrane did not show evidence of significant deterioration, suggesting that it continues to function as intended.

Photos 3.1 through 3.8 provide typical views of the balconies with the composite decking installed, illustrating the uniform appearance and consistent installation of the surface covering. Photos 3.9 and 3.10 shows a section of the SBS membrane captured through a gap in the composite decking, offering a rare view of the underlying waterproofing layer.

While the visible portion of the membrane appears serviceable, the limited access makes it difficult to fully assess potential concealed issues such as trapped moisture, punctures, or localized deterioration. To confirm the overall condition, a more intrusive inspection—such as temporarily lifting sections of the decking—would be recommended if concerns about water infiltration arise. Regular monitoring of drainage performance and surface conditions will also be important to ensure long-term durability of the balcony assemblies.



Photo 3.1: Overview of the balcony



Photo 3.2: Overview of the balcony

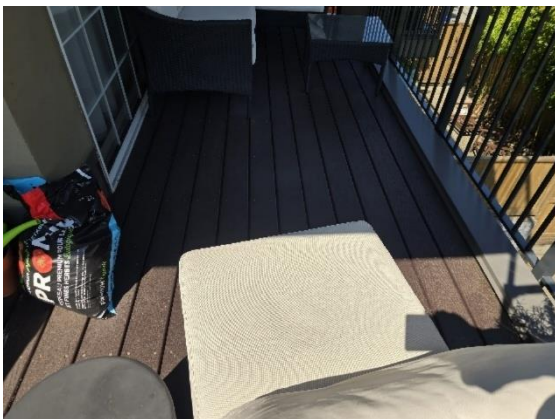


Photo 3.3: Overview of the balcony



Photo 3.4: Overview of the balcony



Photo 3.5: Overview of the balcony



Photo 3.6: Overview of the balcony



Photo 3.7: Overview of the balcony.

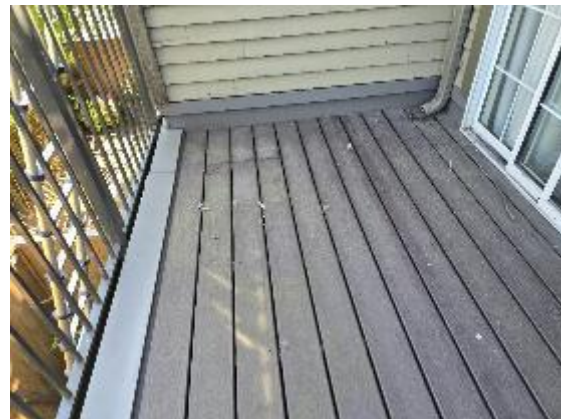


Photo 3.8: Overview of the balcony.



Photo 3.9: Overview of the SBS torch-on from the balcony

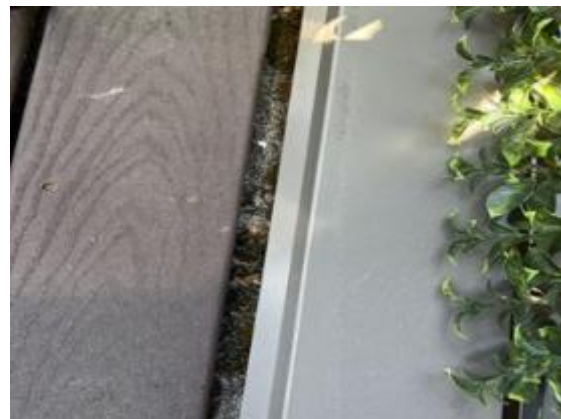


Photo 3.10: Overview of the SBS torch-on from the balcony

5.2. ROOF MEMBRANE

The roof system was visually reviewed and found to consist of two main components: an SBS torch-on membrane on the flat roof sections and asphalt shingles on the pitched roof sections.

The SBS membrane appears to be original to the building, dating back to the time of its construction. Given its age, the membrane is likely nearing or has already surpassed its expected service life, which

for this type of roofing system is generally between 25 and 30 years under normal conditions. As membranes age, they typically show signs of surface wear, loss of flexibility, and increased vulnerability to cracking or splitting, all of which reduce their ability to function as an effective waterproofing barrier. Based on the observed condition, the flat roof appears to be nearing the end of its functional lifespan, with an estimated 2 to 3 years remaining.

On the pitched roof areas, asphalt shingles have been installed. These shingles also appear to be original and are exhibiting typical weathering consistent with long-term exposure. Common concerns with aging shingles include granule loss, curling, cracking, and localized lifting, all of which may compromise water-shedding performance and increase the potential for leaks, particularly at valleys, penetrations, and flashing transitions.

Overall, both roof systems show indications of age-related deterioration. While some localized repairs may temporarily extend serviceability, the roof is approaching the point where full replacement should be considered. A comprehensive roof renewal plan, including replacement of both the SBS torch-on membrane and asphalt shingles, will be necessary to maintain the long-term integrity and performance of the building envelope.

No	Observation/Comment and Photos
4.	<p><u>Description:</u> The roof is composed of two distinct sections: a flat roof with an SBS torch-on membrane system and a pitched roof finished with asphalt shingles.</p> <p>Photos 4.1 through 4.10 document the condition of the flat roof. The SBS torch-on membrane, which was installed as the waterproofing layer, shows visible signs of deterioration. Common issues observed with aging SBS membranes include surface cracking, blistering, and loss of granule protection, all of which can compromise the system's ability to shed water effectively. These deficiencies increase the risk of leaks, moisture ingress into the roof assembly, and potential damage to underlying structural components if not addressed in a timely manner.</p> <p>The typical life expectancy for this type of membrane roofing is approximately 25 to 30 years under normal maintenance conditions. As the membrane approaches or exceeds this service life, it is expected that wear and deterioration will become more apparent. Environmental factors such as UV exposure, temperature fluctuations, ponding water, and limited upkeep can accelerate the rate of decline.</p> <p>Based on the observed condition, the flat roof appears to be approaching the latter stages of its functional lifespan, with an estimated 2 to 3 years remaining. Proactive measures such as localized repairs may provide temporary protection, but long-term planning for full replacement of the membrane system should be considered to maintain the integrity of the building envelope and prevent costly water damage. Regular inspections and maintenance will also be essential until replacement can be scheduled.</p> <p>Photos 4.7 through 4.13 show the pitched roof sections finished with asphalt shingles. The overall condition of the shingles appears to be poor, with several deficiencies clearly visible.</p> <p>Moss and algae growth are evident across multiple areas of the roof surface. The presence of moss indicates prolonged moisture retention, which can accelerate the deterioration of shingles by lifting their edges, preventing proper water shedding, and creating pathways for water infiltration. Algae staining, while more cosmetic in nature, also indicates moisture-related concerns and can contribute to surface degradation over time.</p>

In addition, widespread degranulation of the shingles is visible. Granule loss is a common sign of aging in asphalt shingles, as the protective surface layer wears away due to prolonged UV exposure, weathering, and natural aging. Without sufficient granule coverage, shingles become more susceptible to cracking, curling, and further deterioration, all of which reduce their ability to effectively protect the building against water ingress.

The combined presence of moss, algae, and significant degranulation indicates that the roof has reached an advanced stage of wear. While targeted cleaning or maintenance may provide temporary improvement in appearance and performance, the extent of deterioration suggests that the roof is nearing the end of its service life. Planning for a full replacement of the asphalt shingle system should be considered to restore the integrity of the roof and ensure long-term protection of the building. Regular maintenance in the interim, including removal of moss and debris, will help limit further accelerated damage.

Photos 4.15 through 4.18 show the condition of the metal vents located on the roof. The vent caps are exhibiting visible signs of corrosion, which is likely the result of prolonged exposure to moisture, temperature fluctuations, and UV degradation over time. Corrosion on metal components not only affects the appearance of the vents but can also compromise their durability and weather resistance.

If left untreated, corrosion may continue to progress, eventually weakening the metal and reducing the effectiveness of the vent caps in preventing water ingress. This can also lead to staining on surrounding roof surfaces and potential damage to the underlying roof assembly.

To address this issue, maintenance is recommended in the form of either repainting or replacing the vent caps. Repainting with a suitable rust-inhibiting primer and weather-resistant coating can extend the life of the existing vents if the corrosion is only superficial. However, if the caps are significantly deteriorated or structurally weakened, replacement with new corrosion-resistant units would provide a longer-term solution and improve the overall performance of the roof system.

Acting at this stage will help restore protection at the vent locations and prevent further deterioration of both the vents and the adjacent roofing materials.

Photos 4.19 and 4.20 show the chimney caps and flue assemblies. The metal components in these areas are exhibiting visible corrosion, a condition commonly caused by continuous exposure to moisture, temperature fluctuations, and long-term weathering.

Corrosion on chimney caps and flue elements is a concern because these components play an essential role in protecting the chimney system from water intrusion and ensuring proper ventilation. As the metal continues to deteriorate, the caps may lose structural integrity, allowing rainwater or debris to enter the flue. This can lead to additional damage, including interior moisture penetration, staining on surrounding finishes, and reduced performance of the chimney system as a whole.

If corrosion is still at a superficial stage, maintenance through cleaning and application of a rust-inhibiting primer and protective coating may extend the service life of the metal. However, if the corrosion has progressed to the point of pitting, thinning, or structural weakness, replacement of the affected components will be necessary to restore proper functionality and protection.

Given the critical role of chimney caps and flue assemblies in maintaining the building envelope, timely remediation is strongly recommended to prevent further deterioration and to ensure ongoing weather resistance and safe operation.



Photo 4.1: View of flat roof membrane



Photo 4.2: . View of flat roof membrane



Photo 4.3: View of flat roof membrane.



Photo 4.4: View of flat roof membrane.



Photo 4.5: View of flat roof membrane



Photo 4.6: View of flat roof membrane



Photo 4.7: Overview of the roof with asphalt shingles



Photo 4.8: Overview of the roof with asphalt shingles



Photo 4.9: Overview of the roof with asphalt shingles



Photo 4.10: Overview of the roof with asphalt shingles



Photo 4.11: Overview of the roof with asphalt shingles



Photo 4.12: Overview of the roof with asphalt shingles



Photo 4.13: Overview of the roof with asphalt shingles



Photo 4.14: View of the roof where the degranulation is visible



Photo 4.15: Vent caps at the roof elevation



Photo 4.16: Vent caps at the roof elevation



Photo 4.17: Vent caps at the roof elevation



Photo 4.18: Vent caps at the roof elevation



Photo 4.19: Overview of the corroded chimney caps and flue



Photo 4.20: Overview of the corroded chimney caps and flue

5.3. PARKADE

The table below outlines the identified deficiencies within the parkade and includes representative photos illustrating each type.

No	Observation/Comment and Photos
5.	<p><u>Description:</u> The photos below illustrate typical deficiencies observed within the parkade. Two primary concerns were noted during the review: evidence of water ingress at the ceiling level and cracking of the concrete at the access ramp.</p> <p>Photos 5.1 through 5.4 show areas where water ingress is present at the parkade ceiling. Moisture staining and efflorescence are visible, indicating that water has been penetrating through the slab above over a prolonged period. Such conditions can lead to progressive deterioration of the concrete and reinforcement, including spalling and corrosion of embedded steel, if not addressed. Persistent water infiltration also poses ongoing maintenance challenges and can reduce the overall durability of the parkade structure.</p> <p>Photos 5.5 and 5.6 highlight cracks observed at the access ramp. These cracks may be the result of heavy vehicular traffic, freeze-thaw cycles, or natural settlement of the structure over time. If not repaired, cracks can widen and allow additional water to infiltrate, accelerating deterioration and creating unsafe surface conditions for both vehicles and pedestrians.</p> <p>Overall, the deficiencies observed in the parkade point to active moisture-related issues and structural wear that should be addressed promptly. Recommended actions include investigating the source of water ingress, repairing, or resealing the affected areas, and applying appropriate crack-repair methods at the access ramp. Proactive maintenance will be essential to prevent further deterioration and ensure the long-term serviceability and safety of the parkade.</p>



Photo 5.1: Water ingress evidence



Photo 5.2: Water ingress evidence



5.5
Photo 5.3: Water ingress staining at parking



Photo 5.4: Water ingress



Photo 5.5: Typical cracks on the access ramp



Photo 5.6: Typical cracks on the access ramp

6. RECOMMENDATIONS

A series of recommendations are provided based on the observations and findings obtained during the visual review of the Building Envelope Condition Assessment.

In general, the building needs maintenance, as noted in the preceding sections. Considering the building's age of 37 years and the current condition of its various exterior components—including the stucco cladding, wood siding, trims, paint finishes, and windows—the following actions are strongly recommended.

6.1. BUILDING ENVELOPE

Stucco Repairs and Maintenance

- Address areas where the stucco topcoat has failed, cracked, or delaminated.
- Repair damages observed at end caps, transition points, and chimney elevations.
- Apply new protective coatings where required to improve water resistance and extend the service life of the system.

Wood Siding and Trim Replacement

- Replace damaged or rotten trims at window and wall interfaces to restore functionality and prevent further deterioration.
- Repair or replace cracked wood siding boards, as necessary.
- Apply protective paint or stain to all exposed wood surfaces to improve durability and reduce vulnerability to moisture.

Sealant Renewal

- Remove deteriorated or missing sealant at window trims, transitions, and other critical joints.
- Install new, high-performance sealant to re-establish a continuous weatherproof barrier.

Windows and Glazing Systems

- Inspect all window assemblies for open miters, water ingress, and mold at the frames.
- Perform localized repairs or resealing where feasible; consider longer-term replacement planning for aging units to improve energy efficiency and weather performance.

It is our belief that the cladding should be addressed within one to two years, and the Council can implement a maintenance plan that will restore the cladding of the building.

6.2. ROOFING SYSTEM

As observed during the review, both the roof membrane and the asphalt shingles are in various stages of degradation, reflecting the building's age and long-term exposure to environmental conditions. Visible signs of wear include surface deterioration of the SBS torch-on membrane and loss of granules, moss, and algae growth on the asphalt shingles. These conditions indicate that the roofing systems are approaching the end of their effective service lives and will require ongoing attention.

It is recommended that periodic reviews of the roof systems be carried out on an annual basis. Regular inspections will help identify early signs of deterioration, such as cracking, blistering, degranulation, or localized leaks. By detecting and repairing these issues promptly, the building owners can slow the progression of damage, reduce the risk of water infiltration, and extend the overall service life of the roofing assemblies.

A proactive maintenance program should include localized repairs to address minor deficiencies, cleaning of moss and debris to prevent moisture retention, and resealing or replacing deteriorated metal components such as vents and chimney caps. In the longer term, however, replacement planning for both the SBS membrane and asphalt shingles will be essential to ensure reliable performance of the roof system and protection of the building envelope.

The metal vents and chimney caps need attention due to visible signs of deterioration. Corrosion has begun to develop on several of these components, which compromises both their appearance and functionality. Since vents and chimney caps serve as critical elements in preventing water ingress and ensuring proper ventilation, their condition directly affects the overall performance of the roof system.

If left unaddressed, ongoing corrosion may weaken the metal, reduce weather resistance, and eventually lead to water infiltration into the roof assembly or chimney flues. This can result in further damage to surrounding roofing materials and create more costly repairs in the future.

It is recommended that these components be reviewed in detail to determine the extent of deterioration. In cases where corrosion is superficial, maintenance through cleaning and recoating with a rust-inhibiting primer and weather-resistant paint may be sufficient to restore protection. However, if the metal has significantly thinned or lost structural integrity, full replacement with new, corrosion-resistant units will provide a more durable, long-term solution.

Addressing these issues in a timely manner will help maintain the overall effectiveness of the roof system and prevent future water-related damage.

6.3. PARKADE

There are numerous areas throughout the parkade where signs of water ingress have been observed, and addressing these deficiencies is of critical importance. Water intrusion not only affects the aesthetics of the affected areas but also poses a long-term risk to the durability and structural integrity of the building. Prolonged exposure to moisture can lead to concrete spalling, corrosion of reinforcement, and accelerated deterioration of finishes and materials. Prompt repairs will help mitigate these risks and prevent further escalation of damage.

To address these issues, it is recommended that the sources of water ingress be thoroughly identified and remediated through a combination of sealing, repair of waterproofing layers, or replacement of any components that have deteriorated beyond repair. Ensuring that the building envelope is properly sealed will help reduce the risk of ongoing moisture infiltration and protect the structural elements from further deterioration.

In addition, cracks were noted at the concrete access ramp. These cracks require attention, as they can expand over time due to vehicular loading, freeze-thaw cycles, and water infiltration. Left untreated, they may compromise the structural performance of the ramp and create hazardous conditions for vehicles and pedestrians.

Regular monitoring and ongoing maintenance of both the water-intrusion areas and the ramp are essential to preserving the long-term serviceability and safety of the building. By implementing a proactive inspection and repair program, the rate of deterioration can be slowed, extending the useful life of the structure and reducing the need for more extensive interventions in the future.

The parkade should be considered a priority number two item in the overall repair plan. All identified deficiencies should be addressed within the next two to three years to prevent further damage and to ensure the continued safe and reliable use of the facility. Timely corrective action will also help avoid more costly and disruptive repairs if deterioration is allowed to progress unchecked.

7. CONCLUSION

In conclusion, the **Building Envelope Condition Assessment** revealed several key findings. The assessment of the building envelope components highlighted various deficiencies that require repair or replacement.

Next steps for the Council are to tackle the issues described in the report in two different phases:

Phase one should focus on implementing a comprehensive Building Maintenance Program aimed at restoring the exterior envelope components within the next one to two years. This phase will prioritize repairs to the stucco, wood siding, and window trims, which are showing visible signs of deterioration. Timely action in these areas is critical, as addressing the deficiencies now will help prevent them from developing into more serious structural problems.

As part of the **Building Maintenance Program**, all exterior wall surfaces should be repaired where damage or cracking is present. Once repairs are completed, a protective paint coating should be applied across the building to restore appearance, improve durability, and enhance resistance to weathering. In addition, the sealant at all transitions, joints, and window perimeters should be fully replaced to ensure a continuous weatherproof barrier.

The observations made during the review clearly indicate that the building requires maintenance at this stage of its service life. Proactively implementing this program will allow the council to manage the deficiencies effectively, preserve the integrity of the building envelope, and extend the service life of exterior systems. Planning and executing the **Building Maintenance Program** within the recommended time, before the observed conditions worsen, will minimize the risk of costly structural repairs in the future, and maintain the overall performance and value of the property.

Phase two should address all roof-related deficiencies identified in the report, as these components are showing advanced signs of aging and deterioration. The SBS torch-on membrane at the flat roof sections and the asphalt shingles at the pitched roof areas are both nearing the end of their expected service life. Replacement of these systems should be planned to restore full weather protection, prevent further water ingress, and safeguard the building structure. In addition, all associated metal components, such as vents and chimney caps, should be repaired or replaced to ensure long-term durability and performance of the roofing system.

As part of this phase, the **Parkade Maintenance Project** should also be undertaken. This work can be scheduled within the next two to three years and should focus on correcting the deficiencies observed, including repairing areas of water ingress at the ceiling level and addressing cracks in the concrete access ramp. Proper remediation will help prevent ongoing moisture penetration, reduce the risk of structural deterioration, and improve overall safety and usability of the parkade.

By completing the roof renewal and parkade maintenance within this time, the council will be able to resolve the most critical deficiencies affecting the building's performance and ensure the long-term serviceability of these key systems. Proactive planning for these projects will also minimize disruption to residents and help manage costs more effectively.

8. OPINION OF COSTS

An order-of-magnitude opinion of probable cost (rough budget) for the maintenance/repair recommendations outlined in this report was developed based on preliminary conceptual design, estimated area, quantity measurements, and unit rate estimates from recent similar projects.

Any opinion of costs does not consist of all contractor mobilization and front-end costs, overhead and profit, and a detailed schedule of values, which would require the review of drawings, details, specifications, and material schedules. i3BSC does not guarantee the accuracy of these costs and shall incur no liability where actual construction costs are exceeded.

The recommended scope of work, list of items for repair, and the opinion of possible costs provided are, at this time, to be considered inaccurate because the Owners did not define the exact scope of work, and the specification documents have not been prepared. Additionally, the exact amount of concealed deterioration is unknown.

Please note that this rough budget is for preliminary budgeting and discussion purposes only and may be subject to changes.

		Phase One Cladding Repairs	Phase Two Roof and Parkade Membrane
CONSTRUCTION COSTS		\$290,000.00	\$420,000.00
Subtotal Construction Cost		\$290,000.00	\$420,000.00
ENGINEERING FEES	Field review services	\$34,800.00	\$50,400.00
	Short-form Specifications	\$8,500.00	\$10,500.00
	Tender process, contract	\$3,500.00	\$4,200.00
	Subtotal Engineering Fees **	\$46,800.00	\$65,100.00
CONTINGENCY		\$64,960.00 - (20%)	\$94,080.00 - (20%)
Subtotal - Possible order of magnitude project cost		\$401,760.00	\$579,180.00
GST		\$20,088.00	\$28,959.00
Total - Possible order of magnitude project cost **		\$421,848.00	\$608,139.00

*Note: The calculated budget is based on our experience, and a final price will be obtained during the tender process. The budget includes bidding process (tender the project to 3-5 pre-qualified contractors. If the Owners have already selected a contractor, delete this item from the budget.

9. LIMITS OF LIABILITY

1. The review undertaken by i3 Building Science & Consulting Inc. was based on visual observations at selected locations only.
2. Two visits were made concerning the problems highlighted in the report – if any, with no attempt to review every element or portion of the building to determine the quality or sufficiency of any aspect of the building. As such, our opinion cannot be extended to elements and portions of the building not reviewed or situations reasonably beyond the control of i3 Building Science & Consulting Inc.
3. This investigation is intended to determine the general condition of the building's envelope. Our comments are not a guarantee or warranty of any aspect of the condition of the building and its components whatsoever. Any use which a third party makes of this report, or any reliance on or decisions made based on it, are the responsibility of such third parties. i3 Building Science & Consulting Inc. accepts no responsibility for damages, if any, suffered by any third party due to decisions made or actions based on this report.

10. CLOSURE

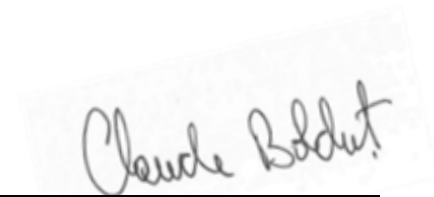
i3BSC trusts that this report addresses your requirements. Should you require clarification or information regarding this report, please contact the undersigned.

Yours truly,

i3 Building Science and Consulting.

Observer:

Reviewed by:



Claude Boldut
Project Consultant
clauddeb@i3bsc.com

Iulian Crudu, P. Eng.
Senior Consultant
iulianc@i3bsc.com

Emperor Council Meeting Minutes
October 2, 2025 – 6pm Apartment 105

Attendees:

Anne Lama, President
Samantha Servis, Vice President
Anderson Li, Secretary
William Steward, Treasurer
Peter Foell,
Chris Brayley

In attendance by invitation – Kim Kolinsky

1. AGM October 22nd

- a. Pre-meeting budget meeting with Deidra – Anderson and Will joined Deidra for a zoom meeting to review budget and this will be presented for approval at the AGM. Planned budget appears appropriate and will require an 18.5% uplift in owner contributions. Also a vote to approve use of CRF funds for electrical assessment as mandated by new BC Province requirement
- b. Items for inclusion in agenda – Deidra will chair meeting and address items 1-7 and 9-14. Anne will present brief President's report to include feedback by council on landscaping developments, maintenance issues in light of structural report and issues raised in maintenance questionnaire. Will to answer questions relating to budget.
- c. Election of Council members – the current members agreed that they would be prepared to stand again for election. Anne has undertaken the role as Chair for 5 years and will stand down from this role at the AGM. Anderson considering whether he will take this on in light of potential 2-year move to Scotland during 2026. Kim prepared to join council as member at large.

- d. As there is a postal strike, all items relating to AGM being distributed by email. Notice to be placed on board reminding owners of this and offering to provide paper copies of agenda or other items if required.
2. Tree pruning & gardens – New yew trees will be ordered for the front bed to face the fence in front of #102. Tree pruning should be undertaken shortly once parking has been booked in front of the building.
3. Smoking complaint update – Deidra to contact owners to ask for this to cease within strata building and land.
4. Maintenance issues - A building envelope assessment has been undertaken and suggested potential work that may be necessary. The report fails to mention the main concern of damp and no drilling and sampling of the envelope appear to have been undertaken. Anne to ask Deidra to check on this.
5. Other items –
 - Fence in #104 – the fence to the west of the lot at 104 has been leaning heavily and has damaged panels. An estimate for officially determining whose property the fence is on has been obtained (>\$2K). An approach will be made to Empress management company to check if they believe they own the fence and would be willing to repair it or share costs.
 - Recent erection of metal structure and covering in apartment lot. This is felt to contravene bylaws relating to limited common property and the owners have been requested to remove this.
 - Gardening – noted that landscaper has been present on some weekend days and noise of machinery has been disturbing some residents. Landscaper to be asked to attend on weekday as previously agreed. Mulch to be applied to beds as soon as possible.
 - Curtain cover – complaint about bylaw infraction by an owner who has black curtains. Owner immediately agreed to replace these with white curtains.
 - Gutter cleaning to be booked for November – Will to contact Deidra.

Emperor Council Meeting Minutes
September 5, 2025 – 6pm Apartment 105

Attendees:

Anne Lama, President
Samantha Servis, Vice President
William Steward, Treasurer
Peter Foell,
Chris Brayley

Apologies:

Anderson Li, Secretary

1. SGM 13th September

- a. Format of meeting - agreed that attendance in person offered in #105. Will agreed to chair the meeting
- b. Encouraging attendance – email to be sent to each owner on Monday 8 September to remind everyone about attendance. Reminder to be posted in lobby
- c. Quorum (need 1/3 owners – 7 or more) and adequate majority (3/4). Encourage owners who will be absent to complete and return proxy for votes

2. AGM October 22nd

- a. Pre-meeting budget meeting with Deidra – the proposed budget has been reviewed and felt to be appropriate by Deidra and council. No need for pre-meeting discussion with Deidra.
- b. Items for inclusion in agenda – key items in previous agenda from 2024 felt to be appropriate for inclusion in 2025. Additional items will include

feedback by council on landscaping developments, maintenance issues in light of structural report and issues raised in maintenance questionnaire.

- c. Election of Council members – the current members agreed that they would be prepared to stand again for election. Anne has undertaken the role as Chair for 5 years and will stand down from this role at the AGM.
3. Tree pruning & gardens – Chris has undertaken a major revision of the irrigation system and extended it so that the new plants are being watered regularly. New yew trees will be ordered for the front bed to face the fence in front of #102. Tree pruning had been arranged 2 weeks prior to this meeting but had not occurred as parking for the vehicles had not been booked in front of the building. A new date is being arranged. The tree in #104 has been pruned at the expense of the owner.
4. Smoking complaint update – there has been serious concern raised about fumes from the smoking of marijuana entering the building. This has caused considerable distress and anxiety about the impact on health for vulnerable residents. A post on Town Square and poster in the lobby appear to have failed to stop this. An email to be sent to all residents urging that whoever is responsible should undertake the smoking away from the building in future. Further action will be needed if the smoking continues.
5. Maintenance issues - The list of concerns raised by residents in response to the questionnaire circulated earlier in the year has been acted on as far as currently possible. Carpets have been cleaned, pruning of trees undertaken or in progress, the parkade door noise has been reduced though not eliminated. A quotation for replacement of the door by a new 'silent' system has been obtained but the owner most affected has suggested deferring this at present. The air heater for the ventilation system has been replaced and the extractor unit and fan in the parkade have been repaired. New yew bushes have been planted to address privacy at the front. Other issues will be addressed when the results of a building structure survey have been obtained (expected during week of September 8).
6. Other items –
 - Fence in #104 – the fence to the west of the lot at 104 has been leaning heavily and has damaged panels. This has been raised with the management company and an investigation as to whether this is our fence or belongs to the adjacent building is underway to determine whose responsibility repairs/replacement will be.

- Social event – Anne has suggested organising a social event and is prepared to hold this in her apartment/lot. Date to be arranged.
- Fire alarm – following a fire alarm activation over the summer it was apparent that a 2nd key for the alarm is needed and a protocol for dealing with such events should be drawn up. Pete to arrange a second key and council will review information on management following alarm activation.

Emperor Council Meeting Minutes

April 4, 2025 – 6pm Apartment 105

Attendees:

Anne Lama, President
William Steward, Treasurer
Anderson Li,
Peter Foell,
Chris Brayley

Apologies:

Samantha Servis, Vice President

- 1) Budget status and ensuring owners appropriately charged for failure to comply with requirements

Will as Treasurer regularly checks budget reports from Associa and raises questions with accountants as necessary. To date there have not been entries to confirm payments for move-in expenses from #101 or reimbursement for fob purchases from #101 and #106. All owners to be encouraged to join Town Square and monitor notices so that any payments due can be identified.

ACTION: Will to chase up payments due with Associa and to monitor whether future payments which are due have been paid.

Owners to be encouraged to join Town Square.

- 2) Landscaping company change

Natdia Gardens has been appointed to replace West Coast Lawns and offers several advantages including experience of horticulture, enthusiasm and plans for improving appearance of landscape, lower monthly cost, and potential ability to arrange pruning of trees. The company will not attend during winter months providing further cost savings. Initial experience has been positive as already beds have been cleared of weeds and covered with new layer of soil,

rhododendrons and hedges have been pruned. They offered to plant the front beds at an extra cost.

ACTION: Will to ask company to plant up beds as Council voted to approve this.

3) Tree pruning

Pruning has previously been undertaken by West Coast Lawns but they can no longer prune to a height above 10 feet which is too low for our requirement. Natdia Gardens may be able to arrange this and, if not, there is an alternative which has been suggested by Kim.

ACTION: Will to ask Natdia to provide quote for pruning

4) Chimney cleaning

All unit chimneys were checked and cleaned when necessary on April 4, 2025 to meet requirements of Strata Act.

Kim informed Council that #105 had undertaken capping of chimney in 2018 as part of renovation and should have been informed of need to obtain a waiver of liability for this.

ACTION: Will to approach Deidra to obtain waiver and ask for report from company which undertook checks and cleaning of chimneys.

5) **Outside lights (long standing and recent reminder from Henry #205)**

This relates to gaps between lights and wall. Needs to be filled with sealant.

ACTION: Peter has offered to undertake this

6) Faulty sliding patio door (Kelly-Anne #207)

This has been corrected.

ACTION: Suggested that we circulate all owners and ask for reports of any repairs which are felt to be necessary. Kim undertook a survey in 2019 and will provide contents of this as basis for new survey.

7) Carbon monoxide monitors

As part of EWF report in November 2024 (results only provided to Council recently) there was a recommendation to install CO monitors in apartments. The cost of professional installation was high (\$2099.50). This work is not mandatory. The cost of CO monitors is \$30+ and they are easy to install. Owners to be advised of importance of installing monitors to alert them of high CO levels from their own fires or from the parkade.

ACTION: Circulate owners with advice to install monitors.

8) Leak into parkade (stalls 19/20)

This is a long-standing issue and Kim informed Council that this occurs when pressure builds up in pipe and a safety valve lets water out to reduce pressure. As such it is of no concern and does not require investigation.

ACTION: Chris Reinfels who reported leak to be informed that no action needed.

9) Apartment problems reported - status of progress

a. #103 & #107 – damp and mould

Anne (#103) reported that damp and mould have recurred on East wall where repairs to rainscreen were made in 2023. It is unclear what the cause is and insurance company will not fund repairs until report on any cause is provided. The mould does not appear to be dangerous to health but is very unpleasant to live with. Suggestion made to organise damp testing on walls (with subsequent repair of holes made in rainscreen). In the interim, potential use of dehumidifier to be explored.

ACTION: obtain report of scope of work undertaken to walls (Will to check files to determine if present) and discuss need for survey with Deidra.

b. #206 - window leak

Window needs to be replaced and state of guttering above should be checked in case it is leaking.

ACTION: co-ordinate work with Deidra

10) Heater for ventilation system

Quotes have been obtained and it has been agreed that the one from DMS should be accepted as it does not exclude any work that may be necessary on electrical system. Deidra needs to be reminded to proceed with this.

ACTION: Ask Deidra to organise work by DMS

11) Upgrading internet infrastructure

Chris Reinfels (#302) and Marilyn Scorse (#301) have been informed by Telus that the system needs to be upgraded in the building from copper wire to fibre or they will not supply internet after April 2026. Other units have previously reported that the current infrastructure is insufficient for their internet requirements. This has been discussed previously and it was noted that the installation of fibre would involve considerable disruption and inconvenience as it would require extensive routing through walls. It was unclear exactly what Telus would have to do and Council agreed that a subgroup should be formed to provide feedback before final decision taken.

ACTION: Chris and Marilyn to be asked to arrange a group to gather information on the number of owners who would want to upgrade to fibre and on the impact for residents of this upgrade. Could also ask Eric in #107 to join as he has previously requested upgrade to internet infrastructure.

12) Position of realtor advertising post

A post used for hanging Realtor Sale signs for apartments was moved without permission to the centre of the front lawn. This is contrary to strata bylaws and will, if repeated in future, result in fines for those units responsible. Sign has a designated site by the front of unit #103.

ACTION: Post has been removed and placed under stairs on West of building awaiting any future use.

13) Review of Townsquare requests and closure of those completed

ACTION: Anderson agreed to review items and close these down where appropriate

14) Reports of cigarette smoking

Several reports made to council of smoking by owner of #101 at west side gate of apartment block. This has caused considerable distress as smell entering apartments and residents affected when exiting or entering block via gate area. The site of smoking contravenes strata and City bylaws as it is within 6 metres of the strata air intake unit which is by the gate and the nature of smoking there meets the definition of loitering which is prohibited in the bylaws.

ACTION: Will to draft email to be sent to owner outlining concern and fact that the action contravenes City and Building bylaws. If action persists fines will be levied (\$50 per occurrence) utilizing support from Deidra.

15) General discussion

Parkade reported to have items on floor which contravenes City Fire Regulations and could lead to action being taken against Strata.

Concerns raised about delays in communication and action of items requested by Associa manager.

ACTION: Will to draft email to all owners informing them that all moveable items must be cleared from floors within 1 week

Will and Anne to meet separately to review situation and suggest action to be undertaken.

SPECIAL GENERAL MEETING MINUTES

Sunday 2 FEBRUARY, 2025

LOCATION: Apartment 201 and by Zoom

STRATA PLAN VAS 2131 - EMPEROR

STRATA COUNCIL

PRESIDENT

Anne Lama

VICE PRESIDENT

Samantha Servis

TREASURER

William Steward

AT LARGE

Chris Brayley

Anderson Li

Peter Foell

PRESENT

17 Strata Lots Represented

15 In Person

2 By Proxy

(1) CALL TO ORDER

The meeting was called to order at 11am by Strata President, Anne Lama.

(2) QUORUM REPORT

All received proxies were verified and certified by the Strata President.

A total of 20 strata lots were eligible to vote at the Special General Meeting. The Strata Property Act and Bylaws requires one-third of eligible owners to be present in person or by proxy to constitute a quorum. A quorum in this instance required representation of 7 strata lots. 17 strata lots were represented, 15 in person and 2 by proxy.

A quorum was established, and the meeting was declared competent to deal with the business at hand.

(3) PROOF OF NOTICE OF MEETING

It was moved (#206) and seconded (#305) that proper notice of the meeting had been provided according to the requirements of the Strata Property Act. **CARRIED**

(4) APPROVAL OF THE AGENDA

It was moved (#206) and seconded (#105) to approve the agenda of the Special General Meeting as distributed. **CARRIED**

(5) VOTE ON PROPOSAL

:

BE IT RESOLVED by a three-quarter (3/4) vote of the Owners of Strata Plan VAS2131, EMPEROR, that the amount of \$40,000.00 (Fourty-thousand dollars) be raised as a Special Levy to the Owners for the purpose of raising funds for the Contingency Reserve Fund.

- Points for clarification

A question was raised (apartment 101) about the scheduling of payment. There are currently 4 scheduled payment dates dividing the total due for each apartment into equal quarters. There was concern that this may be difficult for the new owners given their high recent expenditure and the Treasurer will discuss this with Associa to determine if a modified schedule can be agreed.

- Vote

SIXTEEN (16) IN FAVOR, ONE (1) ABSTAINED, NONE (0) OPPOSED. CARRIED

VAS 2131-The Emperor						
Special General Meeting - February 2, 2025						
Approved Special Levy - Funding The CRF						
Unit #	Strata Lot#	March 1, 2025	May 1, 2025	July 1, 2025	September 1, 2025	Approved Levy
#101	7	\$ 581.07	\$ 581.07	\$ 581.07	\$ 581.07	\$ 2,324.28
#102	6	\$ 408.68	\$ 408.68	\$ 408.68	\$ 408.68	\$ 1,634.72
#103	5	\$ 609.03	\$ 609.03	\$ 609.03	\$ 609.03	\$ 2,436.10
#104	1	\$ 429.98	\$ 429.98	\$ 429.98	\$ 429.98	\$ 1,719.91
#105	2	\$ 489.88	\$ 489.88	\$ 489.88	\$ 489.88	\$ 1,959.53
#106	3	\$ 487.22	\$ 487.22	\$ 487.22	\$ 487.22	\$ 1,948.88
#107	4	\$ 433.97	\$ 433.97	\$ 433.97	\$ 433.97	\$ 1,735.89
#201	14	\$ 581.74	\$ 581.74	\$ 581.74	\$ 581.74	\$ 2,326.94
#202	13	\$ 418.66	\$ 418.66	\$ 418.66	\$ 418.66	\$ 1,674.65
#203	12	\$ 604.37	\$ 604.37	\$ 604.37	\$ 604.37	\$ 2,417.47
#204	8	\$ 430.65	\$ 430.65	\$ 430.65	\$ 430.65	\$ 1,722.58
#205	9	\$ 439.30	\$ 439.30	\$ 439.30	\$ 439.30	\$ 1,757.19
#206	10	\$ 435.97	\$ 435.97	\$ 435.97	\$ 435.97	\$ 1,743.88
#207	11	\$ 436.64	\$ 436.64	\$ 436.64	\$ 436.64	\$ 1,746.54
#301	20	\$ 579.07	\$ 579.07	\$ 579.07	\$ 579.07	\$ 2,316.29
#302	19	\$ 415.34	\$ 415.34	\$ 415.34	\$ 415.34	\$ 1,661.34
#303	18	\$ 601.71	\$ 601.71	\$ 601.71	\$ 601.71	\$ 2,406.82
#304	15	\$ 429.98	\$ 429.98	\$ 429.98	\$ 429.98	\$ 1,719.91
#305	16	\$ 751.47	\$ 751.47	\$ 751.47	\$ 751.47	\$ 3,005.86
#306	17	\$ 435.30	\$ 435.30	\$ 435.30	\$ 435.30	\$ 1,741.21
Total		\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 40,000.00

(10) GENERAL DISCUSSION AND QUESTIONS

Associa to be requested to circulate method of payment for owners. No other points relevant to the Special Levy were raised

(11) TERMINATION

There being no further business, the meeting terminated at 11.30am.

FEBRUARY 3, 2025

TO THE OWNERS OF
925 W. 15TH AVE
EMPEROR

Dear Owners:

**RE: STRATA PLAN VAS 2131 - EMPEROR
SPECIAL LEVY PAYMENTS**

Special Levy Payment Options

1. **Online Banking** – This method allows you to control your payment, you pay from your account rather than having it drawn from your account. It is easy and convenient.
2. **Pre-Authorized Debit (PAD)** – If you are already on this program and wish to continue, you need not to do anything further. Approval of this budget gave Associa BC the authority to maintain the withdrawal of funds from your account. However, if you would like to switch to Paying your Monthly Strata Fee Online, please advise our office to cancel your PAD by calling our A/R Call Centre at 1-877-585-4411 or emailing abc.pac@associa.ca.
3. **Post-dated cheques** – Owners may send in a series of post-dated cheques and made payable to Strata Plan VAS 2131. Cheques need to be mailed or delivered to the following address:
*Associa British Columbia
1001 - 7445 132nd Street
Surrey, BC, V3W 1J8*

For financial convenience, payments are due on March 1, 2025, May 1, 2025, July 1, 2025, July 1, 2025.

Late payment penalties of 10% per annum, compounded annually may be applied as provided for in the Strata's Bylaws.

Should you have any questions regarding the information, please do not hesitate to contact Associa BC.

Yours truly,
ASSOCIA BRITISH COLUMBIA, INC.
On behalf of Owners of Strata Plan EPS 864



Deidra Keeling
Strata Manager
Encl.

Emperor Council Meeting Minutes

November 27th, 2024 – 6pm Apartment 105

Attendees:

Anne Lama, President

Samantha Servis, Vice President

William Steward, Treasurer

Anderson Li,

Apologies:

Peter Foell, Chris Brayley

1. Ongoing and reported repairs

a. Leak 102

- Water leak into the parkade under apartment 102 has been investigated by Maestro Plumbing and found to be due to leak around loose tiles on wall of bath/shower. No further leak to parkade since shower redirected away from tiles and area will be sealed by owner. Report from plumber shows mold and rot on wood behind bathtub. Advice given to have this reviewed by restoration company. Question of whether Council should enforce repair given potential hazard of mold discussed and agreed that we need to seek advice of Manager. Advice on whether invoice for investigation should be passed to owner as damage was within apartment.

ACTION: Anne to ask Deidra for advice on how to proceed with repairs and whether invoice should be sent to owner

b. Leak around window 206

- Gutters were cleared above window and no reports for further leakage made. Contact owner to check that problem resolved.

ACTION: Anne to check with Chris Brayley if any recurrence of leak

c. Patio door problems 207

- Door assessed by handyman and need for specialist review and repair highlighted.

ACTION: Anne to check with Deidra about assessment by company

d. Chimney cleaning

New statutes to be introduced for enforcement from September 2025 relating to registration of open fires and chimneys. In the meantime, strata to pay for cleaning of chimneys as felt to be in common interest to ensure these are safe.

ACTION: Anne to circulate owners with website of new COV regulations relating to open fires and to ask Deidra to arrange for chimney cleaning

e. Leak over parkade in positions 19 & 20

This has occurred previously from 107.

ACTION: Anne to ask Deidra to have this assessed by Maestro Plumbing

2. Snow Clearance

-

City Council will; impose fines of \$800 if snow not cleared from sidewalk in front of building. Arrange for volunteers to join schedule to clear snow from front and parkade areas as required. The new blower (stored in electric room) can be used to remove fresh snow. Also need to spread snow-melt before snow expected. Snow melt and snow pushers/shovels to be left by front door and parkade entrance.

ACTION: Organise sign-up sheet for volunteers

3. Tree pruning

Pruning of maple at front of building needed urgently as animals can use branches to enter property. Potential for a new landscaping company to do this.

ACTION: Samantha to approach potential landscaping company but if no response Anne to ask Deidra to book arborist to undertake work

4. Building circulation fan

Quote was requested by Deidra but no information passed on the Council. With fall in temperature in building there is increasing need for this to be repaired.

ACTION: Anne to chase this up with Deidra

5. Landscaping Company

It was agreed at AGM that current company is too expensive (\$800 per month for relatively small amount of work) and often fails to undertake to required standard. Potential new company (Natdia Gardens) looks promising and owner has visited site and enthusiastic about work. Cost would be much lower than current contract and company would be flexible and offer snow clearance and pruning of trees plus new planting in front beds.

ACTION: Samantha to chase up owner (Cassandra Castillo) to determine if she is still interested in undertaking work and to confirm rates.

6. Depreciation Report

It was noted that the windows in the building are at the end of their predicted lifespan which is 30 years. The report estimate is \$105K for replacement. It was felt that we may be obliged to replace them by COV but as most are functional at present we will defer a decision until the next AGM. We should get a professional estimate of cost before then.

ACTION: Anne to ask Deidra to organise estimate

7. CRF uplift

It was agreed that with current levels of expenditure, the CRF needs to be increased. At least \$40K is needed to meet current annual costs. Deidra has informed us that

we cannot raise this by increasing monthly contributions as budget already agreed at AGM but we can raise the funds by special levies. A schedule has been prepared of costs for each apartment and will be circulated to owners so that a Special General Meeting can be arranged by Zoom (in person attendance will also be offered). A 75% vote in agreement to levies is required.

ACTION: Anne/Anderson to organise Zoom call. Date in December if possible – ideally on a Saturday or Sunday before 2pm.

Will to prepare explanatory document and circulate this with schedule of fees.

Other Action items: Will to obtain locker room key for Samantha and circulate email addresses of owners to Council members.

ANNUAL GENERAL MEETING MINUTES**WEDNESDAY, OCTOBER 23, 2024****STRATA PLAN VAS 2131 - EMPEROR****LOCATION:**

6:30 p.m. – Parkade

STRATA COUNCIL

2024/2025

PRESIDENT

Anne Lama

VICE PRESIDENT

Samantha Servis

TRESURER

William Steward

AT LARGE

Chris Brayley

Anderson Li

Peter Foell

STRATA MANAGER

Deidra Keeling

**ASSOCIABC CLIENT
SERVICE CENTRE**

604-591-6060

abc.service@associa.ca**MAILING ADDRESS:
ASSOCIA BRITISH
COLUMBIA, INC.****#1001-7445 132 STREET
SURREY, B.C. V3W 1J8****JOIN TOWNSQ**[HTTPS://APP.TOWNSQ.IO/AIS/SIGN-UP](https://app.townsq.io/ais/sign-up)**PRESENT**

17 Strata Lots Represented

15 In Person

2 By Proxy

Deidra Keeling, Associa British Columbia

(1) CALL TO ORDER

The meeting was called to order at 6:45 p.m. by Strata President, Anne Lama.

(2) QUORUM REPORT

All received proxies were verified and certified by the Strata Manager.

A total of 20 strata lots were eligible to vote at the Annual General Meeting. The Strata Property Act and Bylaws requires one-third of eligible owners to be present in person or by proxy to constitute a quorum. A quorum in this instance require representation of 7 strata lots. 17 strata lots were represented, 15 in person and 2 by proxy.

A quorum was established, and the meeting was declared competent to deal with the business at hand.

(3) PROOF OF NOTICE OF MEETING

It was moved (#206) and seconded (#103) that proper notice of meeting had been provided according to the requirements of the Strata Property Act.

(4) APPROVAL OF THE AGENDA

It was moved (#206) and seconded (#105) to approve the agenda of the Annual General Meeting as distributed.

CARRIED**(5) APPROVAL OF ANNUAL GENERAL MEETING MINUTES**

It was moved (#305) and seconded (#103) to approve the Special General Meeting Minutes of October 12, 2023, as distributed.

CARRIED**(6) ANNUAL INSURANCE REPORT**

The Strata Corporation's Insurance Agent is BFL Canada. The insurance policy covers the period of June 30, 2024, to June 30, 2025.

The insurance coverage for this term was based on the assessed value of \$6,545,000, an increase from \$445,000 from last year term.

The policy has the following deductible limits:

- \$10,000 – All Risk
- \$25,000 – Sewer Backup Damage
- \$25,000 – Water Damage
- \$25,000 – Flood Damage
- \$2,500 – Lock & Key
- 10% – Earthquake Damage

Owners are encouraged to purchase content or homeowner's insurance in general and for any in-suite upgrades they make, as the strata corporation's insurance does not cover these items.

(7) CONSIDERATION OF 2024/2025 OPERATING BUDGET

It was moved (#206) and seconded (#103) to adopt the 2024/2025 Operating Budget as presented.

As there were no further questions or comments on the proposed budget, the vote was called to adopt the Operating Budget as presented, the result of the vote being:

SEVENTEEN (17) IN FAVOR, NONE (0) OPPOSED, NONE (0) ABSTAINED CARRIED

STRATA FEES - PAYMENT OPTIONS

The new budget takes effect on December 1st, 2024. Please find attached a copy of the approved budget and the schedule of strata fees for each strata lot. Strata fees may be paid as follows:

1. The preferred method of payment is ***Paying your Monthly Strata Fee Online***. This method allows you to control your payment – you pay from your account rather than having it drawn from your account. It is easy and convenient - please visit the AssociaBC website at www.associabc.ca
2. The second method is Pre-Authorized Credit (PAC). If you are already on this program and wish to continue, you need not to do anything further. Approval of this budget gave AssociaBC the authority to maintain the withdrawal of funds from your account. However, if you would like to switch to ***Paying your Monthly Strata Fee Online***, please advise our office to cancel you PAC by calling our A/R Call Centre: 1-877-585-4411.
3. Post-dated cheques – Owners may send in a series of 12 post-dated cheques dated from July 1, 2024, to June 30, 2025, and made payable to **Strata Plan VAS 2131**

Please note: the new strata fee amounts will be withdrawn December 1st along with the adjustments for July 2024 through to November 2024. Please ensure this amount is available if you are on preauthorized payment plan.

(8) MAJORITY VOTE “A” – FUNDING TO OBTAIN A DEPRECIATION REPORT FROM CRF

It was moved (#206) and seconded (#305) to present Majority Vote “A” – Funding to obtain a Depreciation Report from CRF, as follows:

Be it resolved as a majority vote of the Owners of Strata Plan VAS 2131, EMPEROR, that an amount not to exceed \$10,000 (ten thousand dollars) be expended from the Contingency Reserve Fund for the purpose of obtaining a Depreciation Report under section 94 of the Strata Property Act.

NONE (0) IN FAVOR, SEVENTEEN (17) OPPOSED, NONE (0) ABSTAINED DEFEATED

(9) ELECTION OF 2024/2025 STRATA COUNCIL

Strata Manager thanked all the former Council Members for their dedicated service the past year. As per Bylaws, a minimum of three (3) and a maximum of seven (7) Strata Council members can be elected. The floor was then opened for nominations or volunteers for the 2024/2025 Strata Council. The following owners agreed to volunteer for Council for 2024/2025:

Chris Brayley #206
William Steward #105
Anne Lama #103

Samantha Servis #305
Peter Foell #207
Anderson Li #201

With no further nominations or volunteers, the list was closed. A vote was taken, and the following members were elected to stand for 2024 - 2025 Council:

**Chris Brayley #206
William Steward #105
Anne Lama #103**

**Samantha Servis #305
Peter Foell #207
Anderson Li #201**

(10) GENERAL DISCUSSION AND QUESTIONS

Discussion highlighted the necessity of increasing the Contingency Reserve Fund (CRF) due to a significant rise in expenditures related to unexpected repairs over the past year. The current annual contribution of \$10,000 is deemed insufficient to adequately address these costs. The Board will assess an appropriate fee increase, which will be circulated prior to a Special General Meeting (SGM) to vote on the proposed increase to the CRF.

Discussion also included the 2023 Depreciation Report, with consensus reached on the need for expert advice and quotations for major funding items before deciding on the optimal financial strategy.

Additional items addressed during the meeting included:

- Scheduled cleaning of gutters to occur in late November and potentially again in late Spring.
- Maintenance needs for windows and decks.
- Repairs to external light fittings, to be managed by a handyman.
- Landscaping services, with plans to engage a new company due to current cost and service level concerns.
- Emphasis on the urgent need for pruning of the Maple tree at the front of the building, to be organized immediately and for future maintenance.

(11) TERMINATION

There being no further business, the meeting terminated at 7:45 p.m.

A short meeting was held with the newly elected Council members. The following officers' positions were determined:

President– Anne Lama

Vice-President – Samantha Sevis

Treasurer – William Steward

At Large – Anderson Li

At Large – Chris Brayley

At Large – Peter Foell

Join TownSq now to start experiencing community your way! Manage your account, and access important resources in a timely manner that you need for better community living, all through one user friendly app.

<https://app.townsq.io/login> ***if you need to register, simply click on “Need to register?” if you have registered already, simply log in

Please contact Associa British Columbia Inc., Monday – Friday, 8:30am – 4:00pm at 1-877-585-4411 or by email at abc.service@associabc.ca if you have any questions regarding registration or log in.

As a Townsq user you will have access to Council & General Meeting Minutes that an Owner should retain for a period of two years.

Emperor Council Meeting Minutes

August 31st, 2024 – by Zoom

Attendees:

Anne Lama, President

Anderson Li, Secretary

William Steward, Treasurer

Apologies:

Eric Fernandes, Vice president

1. Ongoing and reported repairs

a. Leak roof 106

- New quote obtained from Design Roofing which was much lower than previous 2 quotes. Repairs completed on August 23rd. Owner, Kyle Tuka, contacted regularly by strata board members and aware that work completed and informed that he will be responsible for re-painting ceiling which is stained.

b. Leak 102

- Water leak into the parkade under apartment 102 continues intermittently. As reported at last meeting, this has been investigated by Urban Plumbing and felt to be due to leak around drain from bath in apartment. Remedial work is extensive and quote of approximately \$2000 obtained. Owner (Jack Finkel) reports that this leak has been ongoing for several years and the water drains into a drain in parkade below. No obvious damage seen in area of affected parkade roof.

Needs discussion with Deidra when she visits and further assessment

c. Building circulation fan

The heater for the fan system in the building is faulty. Repair would cost approx. \$1700. This needs to be replaced before the winter to allow air recirculation in the building.

Anne to ask Deidra at Associa to obtain a second quote

d. Leak through window apartment 206

Cause felt to be blocked gutters above. These have now been cleared and no reports of further leak from tenants.

e. Report of cracks to stucco apartment 302

Owner reassured by Anderson that should not be a major concern. Stucco will need to be replaced for whole building during ongoing maintenance schedule and this is due in 2026/7

f. Wallpaper bubbling hallway by apartment 302. This is one of two decorating requirements with the fire doors.

Anne to ask Deidra to obtain decorating quote for both jobs

g. Report of broken emergency light by apartment 302.

Breakage occurred during removal of owners. Owners responsible for cost

Anne to ask Deidra to arrange for owners to have this replaced.

2. Internet speed

Some owners have requested ability to upgrade building internet infrastructure to increase speed for work requirements. This has been investigated previously in 2022 and cost was very high.

Request Eric Fernandez advice and obtain further quotations for cost and feasibility.

3. Renovation apartment 304

Request made to renovate bathroom and Deidra contacted after approval of council.
All necessary forms completed and renovation proceeding.

4. Town Square website

This was felt to be of value and an improvement of previous site. One issue is that there does not seem to be a system to alert relevant people of new posts (eg when new accounts uploaded)

Ask Deidra about this during visit

5. Landscaping company

Work required seems small for amount we are paying West Coast Lawns for regular maintenance.

Anne to ask Deidra to arrange new quotes

6. Deidra has not yet visited building or taken set of keys.

Anne to arrange for visit to review building and collect keys

7. Budget setting

Proposed new budget and document outlining raising CRF sent by Will to Deidra. No response received.

Will to arrange for feedback and zoom meeting with Deidra to set budget

Will to prepare options for raising CRF (higher monthly contributions or modest rise in monthly contributions plus special levies) and circulate for comments to council before polling owners)

8. Building Insurance renewal

We were requested to 'loan' the cost of renewal of building insurance from the CRF to the operating budget. This is a standard procedure and enables a large sum to be paid early before it is received as income from the strata fees. Money is transferred back to the CRF as it is earned from fees. It is simply an accounting exercise without any loss of funds from the CRF. Approved by council.

9. AGM 23 October 2024

Agenda and items to be discussed with Deidra after meetings with her



**MINUTES OF COUNCIL MEETING
STRATA CORPORATION VR 2131**

MINUTES OF THE COUNCIL MEETING OF THE OWNERS, STRATA PLAN VR 2131 HELD ON WEDNESDAY, FEBRUARY 7, 2024, AT 103 - 925 WEST 15TH AVENUE, VANCOUVER, BC.

Council Members present: Anne Lama (by phone) Eric Fernandes, Anderson Li and William Steward

Macdonald Commercial. was represented by Jeff Narod.

Guest: Merylin Scoree (SL 20)

Jeff Narod was requested to chair the meeting and the meeting was called to order at 6:04 pm

1. Agenda

It was then MOVED and SECONDED to approve the agenda as circulated with the following additions:

- Owner presentation
- Garage overhead door

CARRIED

2. Previous Minutes

It was MOVED and SECONDED to adopt the minutes of the council meeting of May 10, 2023 as previously circulated.

CARRIED

3. Financial Reports

It was **MOVED** and **SECONDED** to adopt the strata financial statements for the periods May 2021 through December 2023

CARRIED

4. Owner Presentation

Merilyn Scorse, owner of strata lot 20, was allotted 10 minutes to address council.

Ms Scorse introduced herself to the current council and briefly reviewed conditions, within her strata lot, that she had experienced from April 2020 until “about April 2021” alleging that the source of her problems was due to work being carried out during that time in strata lot 14. Ms. Scorse claimed that the reason the issue was never resolved was because “it never was dealt with properly”.

In response to Ms. Scorse’s presentation, council expressed regret that she felt stressed or upset by her experience and suggested that she reach out to any council member in the future if she requires help.

5. New Business

) Depreciation Report

Council discussed options for paying for large projects that will be undertaken in the future, such as replacement of the roof, including special assessments, expensed through CRF or a combination of both. The manager suggested that the owners consider increasing contributions to the CRF at the next Annual General Meeting.

) Gardening

The manager noted that the current ground maintenance budget includes \$1500 for improvements. The strata corporation is on budget for this category. The landscaping committee chair will request advise from WestCoast Lawn Care on adding ground cover for the garden.

) Painting Fire Doors

Council had approved painting of metal fire doors. The painter recommended that the doors be painted in the spring as the paint will not stick properly in the colder weather.

) Rules on Deliveries

Owners are requested not to provide building access for deliveries to residents who are not home. For building security, owners should never provide intercom access to delivery services (amazon, UPS, food, etc) and should only accept deliveries personally at the building entry. *See attached SECURITY AWARENESS*

) Side Gate

The west side gate needs to be adjusted as it will often “stick” with changes in weather. Anderson offered to adjust the gate with his sander.

) In Camera

Council went in camera for a brief discussion.

) Garage Overhead Door

The manager will have the overhead door inspected at next servicing to determine if the noise and vibration level can be reduced.

) Chimney Cleaning

Management will schedule for inspections of wood burning fireplaces. Owners will be responsible for cleaning charges if required.

There being no further business the council meeting was terminated at 7:21 p.m.

Next council meeting to be determined at a later date.

MacDonald Commercial Real Estate Services Ltd.

1827 W. 5th Avenue

Vancouver, BC, V6J

Tel: (604) 714-5611

For security reasons, all residents are reminded to not provide entry nor provide access to the building to any unidentified or unauthorized persons through the enterphone. Residents are requested to let delivery or service people into the building only by meeting them at the front door and seeing them out afterwards.

With special awareness of the needs associated with living in a multi unit development, residents are asked for their cooperation in keeping the noise volume at a reasonable level at all times in consideration of their neighbors. Residents are also reminded that as it is a wood frame building noise and vibration caused from walking on hard floor surfaces, as well as interior and exterior stairwells, does transfer to neighboring units.

All complaints and concerns must be put in writing. Owners are invited to write council via the property manager regarding any matters. Owners are advised that, pursuant to the Strata Property Act, correspondence which is addressed to the strata council, or it's agent, is the property of the strata corporation and must be made available to any other owner interested in reviewing such correspondence, as well as other persons in specified circumstances. Any correspondence which is sent to the strata council in confidence might not be protected and privileged, subject to any other overriding and applicable law. Complaints and other communications to council from tenants, must be forwarded through the landlord and not the tenant.

GENERAL SECURITY AWARENESS

We ask that all residents take proper precautions and to please report to Management or your Strata Council any unusual activity you may witness.

Under no circumstances allow anyone that you do not know into the building, either via the enterphone or when you are entering the front door or garage gates.

Ensure you watch the garage gate completely close before proceeding when entering or leaving the garage.

Never leave your garage key in your car, even when parking away from the building.

When ordering home delivered foods, meet the delivery person at the front door of the building. Do not allow them into the building via your enterphone. Anyone can follow them inside.

When leaving your suite vacant, ensure all windows and doors are locked, even if you live above the ground floor. Thieves are capable of scaling the side of a building and entering unlocked sliding doors and windows. Also, leave your blinds closed, one or two lights and your radio on while away.

Consider: upgrading your suite door locking system; install a deadbolt; provide locks for your patio sliding doors, and windows; install a security system.

If you have any comments or concerns please don't hesitate to contact management or a member of your Strata Council.

Macdonald

COMMERCIAL

MINUTES OF ANNUAL GENERAL MEETING STRATA CORPORATION VR 2131

MINUTES OF THE 2023 ANNUAL GENERAL MEETING OF THE OWNERS, STRATA PLAN VR 2131 HELD ON THURSDAY, OCTOBER 12, 2023, IN THE PARKADE – 925 WEST 15TH AVENUE, VANCOUVER, BC.

OWNERS IN ATTENDANCE: Eleven (11) Owners were registered as being in attendance, one (1) of which by proxy. A quorum of seven (7) owners was required

ALSO IN ATTENDANCE: Jeff Narod representing MacDonald Commercial Real Estate Services

1. CALL TO ORDER

The meeting was called to order by council member, Anne Lama at 6:33 p.m.

It was MOVED and SECONDED that the Strata Managing Agent, Jeff Narod, would Chair the meeting.

CARRIED

The manager advised owners that the meeting was being recorded for accuracy of minutes and that the recording would be erased upon approval of the minutes.

2. CALLING OF THE ROLL/CERTIFICATION OF PROXIES

Prior to the commencement of the meeting, all owners in attendance were registered and it was determined at the time of commencement of the meeting that ten (10) owners were present in person and one owner (1) represented by proxy for a total representation of eleven (11) owners. The Strata Property Act requires that a quorum, consisting of one-third of the Owners in good standing be represented in person or by proxy. A quorum for the meeting consisted of seven (7) owners and it was determined that the quorum requirements of the Strata Property Act had been met and the meeting was declared competent to proceed with the business at hand.

3. FILING OF PROOF OF NOTICE

The *Strata Property Act* of BC requires adequate proof of notice be given to all Owners by having notices delivered to their last-known address. Notices were mailed to all owners on September 22, 2023, in accordance with the timeframe set out in the *Act*. Notices contained the notice of meeting, meeting agenda, proposed budget, $\frac{3}{4}$ Vote Resolutions, insurance summary and a proxy voting form. The manager reported that while the notices were delivered in person to Canada Post Office on September 22nd, none of the notices were delivered to resident owners while the notices addressed to non resident owners were delivered. Section 47 of the *Strata Property Act* allows a strata corporation to continue with a meeting as council or management reasonably attempted to give notice. Upon determining that Canada Post did not deliver the notices, management sent copies of the notice package to owners by email.

It was then MOVED and SECONDED that proof of notice be accepted.

CARRIED

4. **MOTION TO APPROVE AGENDA**

It was **MOVED** and **SECONDED** to approve the agenda as included with the Notice of Meeting.

CARRIED

5. **ADOPTION OF MINUTES OF THE PREVIOUS ANNUAL GENERAL MEETING**

It was **MOVED** and **SECONDED** to approve the minutes of the previous Annual General Meeting, held February 7, 2023.

CARRIED

6. **REPORT OF LANDSCAPING COMMITTEE**

William Steward reported on behalf of the Landscaping Committee that he met with a representative of West Coast Lawn who will submit for review of council some suggestions for improvements to landscaping at the front of the building.

7. **REPORT ON INSURANCE COVERAGE**

The insurance coverage report was enclosed within the notice of meeting pursuant to the Strata Property Act of British Columbia. The Strata Property Act requires that the building be insured for full replacement value. The current policy expires June 30, 2024. The manager was advised that the strata corporation property is currently insured for replacement value of \$6,100,000. Owners are encouraged to retain this information for their personal files. The annual premium increased by 4.4% over the previous year.

Owners are reminded that the strata corporation insurance policy does not provide coverage for owner's personal belongings or improvements. All owners, should retain strata owner's insurance coverage for their strata lot. Non resident owners should also carry strata owners insurance in addition to coverage under their tenants' policy.

8. **MAJORITY VOTE RESOLUTION – CONSIDERATION OF OPERATING BUDGET**

It was **MOVED** and **SECONDED** to approve the proposed operating budget for the fiscal year July 1, 2023 to June 30, 2024.

The manager noted that council recommended increasing the annual contribution to the Contingency Reserve Fund from \$5,500 to \$10,000.

The manager was asked if the repairs to the east wall were included in the budget. Owners were advised that expenses that don't typically occur annually or not expected to occur during the current operating year are expensed through the Contingency Reserve Fund. The original quote for repairing the east wall, and approved by strata council, was \$22,875. There was an additional expense, approved by council, in the amount of \$2,275. Both are paid through the CRF and not included in the operating budget to be voted on by the owners.

Following discussion, the vote was called to question.

CARRIED UNANIMOUSLY

*The approved budget is for the operating year **July 1, 2023 – June 30, 2024**. The increase in monthly assessments are retroactive to July 1st. Owners who pay by auto debit are assessed the increased amount for the November payment plus the additional "catch up" fees for July – October.*

9. ELECTION OF STRATA COUNCIL

The current Strata Council members retire at the conclusion of the Annual General Meeting and while retiring members of council were eligible for reelection if nominated and chose to stand, any interested owners were urged to place their names in nomination or to nominate another owner.

The floor was opened for nominations and the following owners either volunteered or were nominated and accepted nomination:

The following were nominated or volunteered to serve on the 2023/2024 Strata Council.

Anne Lama	Unit 103
William Steward	Unit 105
Eric Fernandes	Unit 107
Anderson Li	Unit 201

There being no further nominations, it was MOVED and SECONDED that the above noted owners be elected by majority vote to serve on the 2023/2024 strata council.

CARRIED

10. GENERAL DISCUSSION

- The ground soil at the east wall needs to be re-sloped to direct rain water away from the building.
- A couple of patio stones (unit 102) require leveling.
- The manager advised that the updated Depreciation Report is complete and will be sent by email to owners
Post Meeting Update: The report was emailed to owners October 23rd
- The manager will schedule cleaning of all common area carpets. The manager will follow up to inquire if some carpet repairs can be completed
- It was suggested to increase the height of the new fencing (front) by installing trellis (*Post Meet Note: the contractor advised not to add trellis as it would require adding an non-secured length to the post and could easily break off if someone tried climbing over the post and possibly create a liability to the strata corporation*)
- Two typos in the Budget Notes Section of the AGM Notice were pointed out. Contingency Reserve Fund should state that the balance in the CRF as of June 30, 2023 was \$66,359 and Water & Sewer should read that it's for 2023/24.
- It was suggested to have common fire doors painted. No decision was reached and council will discuss at next council meeting.

11. TERMINATION

There being no further business, the Meeting was terminated at 7:41 p.m.

Following the AGM there was a brief meeting of the new strata council to appoint officers and schedule the next council meeting.

<i>President:</i>	<i>Anne Lama</i>
<i>Vice President</i>	<i>Eric Fernandes</i>
<i>Secretary</i>	<i>Anderson Li</i>
<i>Treasurer</i>	<i>William Steward</i>

The next council meeting is scheduled for February 7, 2024.

