

# Emperor Strata Council Meeting Minutes - January 28th, 2026

## 1. Call to Order

- Time: January 28th, 6:04 pm
  - Attendance:
    - Anderson Li
    - Samantha Servis
    - Kim Kolinsky
    - Pete Foell
    - Anne Lama
- The property management company, Associa BC, was not in attendance.

## 2. Approval of Agenda

- No new items to the order of business.
- Agenda approved.

## 3. Approval of Previous Minutes

- Previous minutes approved.

## 4. Old Business

- Duct Heater Repair
  - Strata Council approved of the heater repair.
  - **Action:** Anderson to follow up with the building manager to determine the date.
- Garage Door Spring Replacement
  - Completed January 13th 2026.
- Garage Sensor Repair
  - Completed January 13th 2026.
- Gutter Cleaning
  - Completed December 9th 2025.
  - Booked for May next year.
  - Bio-degradable detergent available to be sprayed in the spring for moss removal.

- Window cleaning booked at the same time.
- Fence Repair (West Side)
  - Neighbouring Strata has insufficient funds to contribute to fence replacement at this moment.
  - The cost of the survey is too much, unnecessary, and is disapproved by the council.
  - **Action:** Anderson to ask Deidra for fence repair options, and will enlist Pete for help.
- Fence Repair (East Side)
  - Construction on a neighbour's backyard left a hole that could lead to our fence falling.
  - **Action:** Anne will attempt to get in touch with the neighbors to mitigate the issue.
- Building Sampling Report
  - We received the moisture testing result and fortunately our walls are currently sufficient at keeping moisture away.
  - **Action:** We will review the report and come up with further action items.
- Watering System Winterization
  - Pete and Chris completed it at the end of November.
- Garden Tools
  - We have the leaf blower, but we need a grass trimmer and mower as well.
  - **Action:** Anderson will ask Chris if the mower is still available, and look for a trimmer tool that can integrate with the current system.

## 5. New Business

- Wooden Door Latch Broken
  - Pete has the latch
  - **Action:** Pete will reattach it once the weather is better.
- Dryer Cleaning
  - Organized for February 3rd, 2026
- Maintenance Questionnaire
  - The majority of the items are now completed.
  - **Action:** Remaining items will be followed up on by Anderson.
- Building Exterior Maintenance
  - Windows are the most pressing issue.
  - **Action:** Anderson will reach out to Action Glass for assessment and quotes.

## 6. New Meeting Date

- To be determined.

## 7. Adjournment

- Time: 7:51 pm

October 24, 2025

TO THE OWNERS OF  
STRATA PLAN VAS2131  
THE EMPEROR

Dear Owners:

**RE: STRATA PLAN VAS2131 – THE EMPEROR  
2025/2026 STRATA FEES**

Please find enclosed the Minutes of the Annual General Meeting held on October 22, 2025.

A 2025/2026 operating budget was approved with **an 18% increase in Strata Fees**. The schedule of fees for each strata lot is attached to these Minutes. All payments must be made payable to Strata Plan VAS2131.

The new budget takes effect on July 1, 2025. Please find a copy of the approved budget and accompanying strata fee schedule. If you pay your strata fees by pre-authorized withdrawal, you do not need to take any action as Associa BC will automatically adjust the withdrawals from your bank account.

**Please note that the new strata fees and adjustments will be reflected in the month of November and will include the retroactive strata fee increase for the months of July to October.** Please ensure the amount is available in your bank account.

**Strata Fees 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](mailto:abc.pac@associa.ca).
3. **Post-dated cheques** – Owners may send in a series of post-dated cheques dated July 1, 2025 to June 30, 2026 and made payable to Strata Plan VAS2131.

**All strata fees are due and payable on the first of every month, without invoice.**

Should you have any questions regarding the information, please do not hesitate to contact Associa BC at [abc.service@associabc.ca](mailto:abc.service@associabc.ca) or 604-591-6060.

Yours truly,  
ASSOCIA BRITISH COLUMBIA, INC.  
On behalf of Owners of Strata Plan VAS2131



Deidra Keeling

Community Manager  
A Licensed Strata Manager

Encl.

**ANNUAL GENERAL MEETING MINUTES****WEDNESDAY, OCTOBER 22, 2025****STRATA PLAN VAS 2131 - EMPEROR****LOCATION:**

6:30 p.m. – Parkade

**STRATA COUNCIL**

2025 / 2026

**PRESIDENT**

Anderson Li

**VICE PRESIDENT**

Samantha Servis

**TRESURER**

William Steward

**AT LARGE**

Anne Lama

Chris Brayley

Peter Foell

Kim Kolinsky

**STRATA MANAGER**

Deidra Keeling

**ASSOCIABC CLIENT  
SERVICE CENTRE**

604-591-6060

[abc.service@associa.ca](mailto: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**

16 Strata Lots Represented

14 In Person

2 By Proxy

Deidra Keeling, Associa British Columbia

**(1) CALL TO ORDER**

The meeting was called to order at 6:30 p.m. by the Strata President. The President asked Deidra Keeling, the Strata Manager representing Associa British Columbia, to facilitate the meeting as needed.

**(2) QUORUM REPORT**

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

There are 20 strata lots at The Emperor. The Strata Property Act requires one-third of all votes (7 votes) to be present in person or by proxy to constitute a quorum.

As 16 (sixteen) eligible voters were represented, 14 (fourteen) in person and 2 (two) by proxy, a quorum was therefore 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 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 (#206) and seconded (#105) to approve the Special General Meeting Minutes of October 23, 2024, 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, 2025, to June 30, 2026.

The insurance coverage for this term was based on the assessed value of \$6,761,000 an increase from \$210,000 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 reminded they should purchase homeowner's insurance for any in-suite upgrades (betterments), personal possessions, additional living expenses and third-party liability (in case someone is injured within a strata lot). The Strata Corporation's insurance does not cover upgrades (betterments) or personal possessions and might have limited additional living expense coverage. Owners with tenants are also encouraged to ensure they and their tenant(s) have appropriate insurance for their situation, including the tenant's personal effects.*

*Owners are also strongly encouraged to obtain insurance coverage for Strata Corporation insurance deductibles. Failure to have coverage for the deductible can cause financial hardship for Owners should an incident such as toilet overflow, washing machine or dishwasher malfunction, etc. occur that damages other units or common property and the Strata Corporation charges back up to the \$25,000 deductible to the Owner. Please ensure you have sufficient coverage.*

## (7) **CONSIDERATION OF 2025/2026 OPERATING BUDGET**

It was moved (#201) and seconded (#103) to adopt the 2025/2026 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:

**SIXTEEN (16) IN FAVOR, NONE (0) OPPOSED, NONE (0) ABSTAINED**

**CARRIED**

The new budget takes effect on June 1, 2025. Please find a copy of the approved budget and accompanying strata fee schedule. If you pay your strata fees by pre-authorized withdrawal, you do not need to take any action as Associa BC will automatically adjust the withdrawals from your bank account.

**Please note that the new strata fees and adjustments will be reflected in the month of November and will include the retroactive strata fee increase for the months of July to October.** Please ensure the amount is available in your bank account. Owners making payment by way of post-dated cheques are encouraged to send a new series of 12 cheques to Associa BC. Cheques should be dated for the 1st of each month and made payable to Strata Plan VAS2131

**All strata fees are due and payable on the first of every month, without invoice.**

## **STRATA FEES - PAYMENT OPTIONS**

The new budget takes effect on November 1<sup>st</sup>, 2025. 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. **Online Banking** – This method allows you to control your payment – you pay from your account rather than having it drawn from your account. It's 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 the new budget has given 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@associabc.ca](mailto:abc.pac@associabc.ca).
3. **Post-dated Cheques** – Owners may send in a series of post-dated cheques dated July 1, 2025 to June 1, 2025 and made payable to Strata Plan VAS 2131.

If you have any questions about payment of your fees, please contact the Associa BC Client Service Centre at 604-591-6060 or [abc.service@associabc.ca](mailto:abc.service@associabc.ca).

### **(8) MAJORITY VOTE “A” – FUNDING TO OBTAIN THE ELECTRICAL PLANNING REPORT FROM CRF**

It was moved (#202) and seconded (#105) to present Majority Vote “A” – Funding to obtain the electrical planning report from CRF, as follows:

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.

**SIXTEEN (16) IN FAVOR, NONE (0) OPPOSED, NONE (0) ABSTAINED**

**CARRIED**

### **(9) MAJORITY 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 of June 30, 2025, will be repaid to the Contingency Reserve Fund by no later than June 30, 2026.

**SIXTEEN (16) IN FAVOR, NONE (0) OPPOSED, NONE (0) ABSTAINED**

**CARRIED**

### **(10) ELECTION OF 2025 / 2026 STRATA COUNCIL**

As per the Bylaws, a minimum of three (3) and a maximum of seven (7) Strata Council members can be elected. The outgoing Council Members were applauded by owners for their time and efforts contributed to the Strata Corporation and resigned their positions on Council.

The Strata Manager opened the floor for nominations or volunteers for the Council positions for 2025-2026. The following Owners volunteered or were nominated to stand for office:

Chris Brayley  
William Steward  
Anne Lama  
Samantha Servis

Peter Foell  
Anderson Li  
Kim Kolinsky

The Strata Manager called for additional nominations or volunteers from the floor. As none were received after 3 successive occasions, the above noted owners were elected unanimously.

#### **(11) GENERAL DISCUSSION**

The discussion included the possibility of owners volunteering for landscaping to help reduce costs in the upcoming budget, similar to the previous volunteer efforts for snow removal. Owners also considered engaging a landscaper on an as-needed basis. In addition, there was discussion regarding the Garden Committee and additional ways of communication among its members.

#### **(12) TERMINATION**

There being no further business, the meeting terminated at 7:10 p.m.

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

**President**– Anderson Li  
**Vice-President** – Samantha Servis  
**Treasurer** – William Steward  
**At Large** – Anne Lama  
**At Large** – Chris Brayley  
**At Large** – Peter Foell  
**At Large** – Kim Kolinsky

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<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](mailto: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.*

**VAS2131-The Emperor**  
**Approved Budget - Jul 01 2025 - Jun 30 2026**

| Account                        | Account Name                       | 2025-2026<br>Approved<br>Budget |
|--------------------------------|------------------------------------|---------------------------------|
| <b>RECEIPTS / REVENUE</b>      |                                    |                                 |
| <b>4000</b>                    | <b>Assessment Income</b>           |                                 |
| 4000                           | Owners' Contributions              | 117,955.00                      |
| <b>4000</b>                    | <b>Total Assessment Income</b>     | <b>117,955.00</b>               |
| <b>4200</b>                    | <b>User Fee Income</b>             |                                 |
| 4225                           | Fobs/Keys/Remotes Fees             | 225.00                          |
| 4240                           | Move-In & Out Fees                 | 600.00                          |
| <b>4200</b>                    | <b>Total User Fee Income</b>       | <b>825.00</b>                   |
| <b>4800</b>                    | <b>Other Income</b>                |                                 |
| 4815                           | Prior Year Surplus                 | 10,000.00                       |
| <b>4800</b>                    | <b>Total Other Income</b>          | <b>10,000.00</b>                |
| <b>4900</b>                    | <b>Investment Income</b>           |                                 |
| 4900                           | Interest Income - Operating        | 1,240.00                        |
| <b>4900</b>                    | <b>Total Investment Income</b>     | <b>1,240.00</b>                 |
|                                | <b>TOTAL RECEIPTS / REVENUE</b>    | <b>130,020.00</b>               |
| <b>EXPENSES &amp; RESERVES</b> |                                    |                                 |
| <b>5000</b>                    | <b>Administrative</b>              |                                 |
| 5002                           | Statutory Review of Trust Accounts | 525.00                          |
| 5015                           | Bank Services                      | 200.00                          |
| <b>5000</b>                    | <b>Total Administrative</b>        | <b>725.00</b>                   |
| <b>5200</b>                    | <b>Communications</b>              |                                 |
| 5210                           | Admin/Postage/Printing/copying     | 900.00                          |
| <b>5200</b>                    | <b>Total Communications</b>        | <b>900.00</b>                   |
| <b>5400</b>                    | <b>Insurance</b>                   |                                 |
| 5400                           | Insurance Premiums                 | 24,400.00                       |
| <b>5400</b>                    | <b>Total Insurance</b>             | <b>24,400.00</b>                |
| <b>6000</b>                    | <b>Utilities</b>                   |                                 |
| 6000                           | Electric Service                   | 4,000.00                        |
| 6025                           | Water Service                      | 8,000.00                        |
| 6035                           | Garbage and Recycling Service      | 4,000.00                        |
| <b>6000</b>                    | <b>Total Utilities</b>             | <b>16,000.00</b>                |
| <b>6100</b>                    | <b>Landscaping</b>                 |                                 |
| 6110                           | Landscape Repair & Maintenance     | 11,000.00                       |

**VAS2131-The Emperor**  
**Approved Budget - Jul 01 2025 - Jun 30 2026**

| <b>Account</b> | <b>Account Name</b>                           | <b>2025-2026<br/>Approved<br/>Budget</b> |
|----------------|---|--|
| <b>6100</b>    | <b>Total Landscaping</b>                      | <b>11,000.00</b>                         |
| <b>6400</b>    | <b>Contracted Services</b>                    |  |
| 6430           | Janitorial Services                           | 6,000.00                                 |
| 6434           | Pest Control                                  | 1,550.00                                 |
| <b>6400</b>    | <b>Total Contracted Services</b>              | <b>7,550.00</b>                          |
| <b>6500</b>    | <b>Repair &amp; Maintenance</b>               |  |
| 6537           | Duct Cleaning                                 | 882.00                                   |
| 6550           | Elevator Repair & Maintenance                 | 5,400.00                                 |
| 6565           | Fire Protection Repair & Maintenance          | 6,000.00                                 |
| 6600           | General Repair & Maintenance                  | 16,000.00                                |
| 6695           | Plumbing Supplies/Repair & Maintenance        | 500.00                                   |
| 6750           | Snow Removal & Supplies                       | 500.00                                   |
| 6780           | Windows Cleaning                              | 2,500.00                                 |
| 6785           | Chimney Cleaning/Maintenance                  | 850.00                                   |
| 6795           | Other Supplies/Repair & Maintenance           | 350.00                                   |
| <b>6500</b>    | <b>Total Repair &amp; Maintenance</b>         | <b>32,982.00</b>                         |
| <b>7000</b>    | <b>Professional Services</b>                  |  |
| 7020           | Legal Services                                | 500.00                                   |
| 7040           | Management Fees                               | 16,380.00                                |
| 7095           | Other Professional Services                   | 340.00                                   |
| <b>7000</b>    | <b>Total Professional Services</b>            | <b>17,220.00</b>                         |
| <b>9100</b>    | <b>Other Expenses</b>                         |  |
| 9110           | Deficit Recovery                              | 7,243.00                                 |
| <b>9100</b>    | <b>Total Other Expenses</b>                   | <b>7,243.00</b>                          |
|                | <b>TOTAL OPERATING EXPENSES</b>               | <b>118,020.00</b>                        |
|                | <b>CRF &amp; OTHER BUDGETED RESERVE FUNDS</b> |  |
| <b>9800</b>    | <b>Reserve Expenses</b>                       |  |
| 9834           | Contingency Reserve Fund                      | 12,000.00                                |
| <b>9800</b>    | <b>Total Reserve Expenses</b>                 | <b>12,000.00</b>                         |
|                | <b>TOTAL EXPENSES &amp; RESERVES</b>          | <b>130,020.00</b>                        |
|                | <b>SURPLUS / (DEFICIT)</b>                    | <b>0.00</b>                              |

**VAS2131-The Emperor**  
**Approved 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)    | Approved 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            |
|                           |             |                  |                     |                      |                      |                     |                      |
| <b>Monthly Total</b>      |             | <b>15,024</b>    | <b>\$ 8,290.75</b>  | <b>\$ 8,829.59</b>   | <b>\$ 1,000.01</b>   | <b>\$ 1,538.85</b>  | <b>\$ 9,829.60</b>   |
|                           |             |                  | X12                 | X12                  | X12                  | X12                 | X12                  |
| <b>Annual Total</b>       |             |                  | <b>\$ 99,489.00</b> | <b>\$ 105,955.08</b> | <b>\$ 12,000.12</b>  | <b>\$ 18,466.20</b> | <b>\$ 117,955.20</b> |

**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 22<sup>nd</sup>

- 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**  
**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 22<sup>nd</sup>

- 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 22<sup>nd</sup>

- 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 2<sup>nd</sup> 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         |
| <b>Total</b>                               |             | <b>\$ 10,000.00</b> | <b>\$ 10,000.00</b> | <b>\$ 10,000.00</b> | <b>\$ 10,000.00</b> | <b>\$ 40,000.00</b> |

**(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. 15<sup>TH</sup> 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](mailto: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](mailto: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 1<sup>st</sup>, 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](http://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 1<sup>st</sup> 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

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*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 31<sup>st</sup>, 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 23<sup>rd</sup>. 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



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

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**MINUTES OF THE COUNCIL MEETING OF THE OWNERS, STRATA PLAN VR 2131 HELD ON WEDNESDAY, FEBRUARY 7, 2024, AT 103 - 925 WEST 15<sup>TH</sup> 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. 5<sup>th</sup> 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.*