



VANCOUVER CONDOMINIUM SERVICES LTD.

400 - 1281 W. GEORGIA STREET, VANCOUVER, B.C. V6E 3J7

A FirstService Residential Management Company

December 18, 2012

MEMO TO: Owners
Strata Plan VR-406

FROM: Jocelyn Laue

RE: ANNUAL GENERAL MEETING MINUTES

Attached are the minutes of the Annual General Meeting held on December 11, 2012. Please read and retain them for future reference.

STRATA FEES: There is an increase in strata fees effective January 1, 2013.

For those owners on pre-authorized chequing (PAC), you need do nothing as your payments will be adjusted automatically to the new rate on January 1, 2013.

For those owners who pay by post-dated cheques, please issue 12 new post-dated cheques payable to "Strata Plan VR-406" for the new amount effective January 1, 2013.

You can also make your catch up payments through Internet banking by visiting our website at www.vancondo.com and following the directions under the "Online Banking" tab.

BYLAWS: NEW BYLAWS WERE PASSED. Please contact the strata council to obtain a copy.

* * *

Encl.

VR-406/AGM COVER MEMO.docx



Strata Fees Schedule

YEAR END: DECEMBER 31

PASSED ON: December 11, 2012

UNIT	S.L.	U/E	TOTAL STRATA FEES DUE
101	2	655	\$260.23
102	3	897	\$356.38
103	4	484	\$192.29
104	1	922	\$366.31
201	6	647	\$257.05
202	7	634	\$251.89
203	8	625	\$248.31
204	9	615	\$244.34
205	10	922	\$366.31
206	11	702	\$278.91
207	5	922	\$366.31
301	13	647	\$257.05
302	14	634	\$251.89
303	15	625	\$248.31
304	16	615	\$244.34
305	17	922	\$366.31
306	18	702	\$278.91
307	12	922	\$366.31
401	20	647	\$257.05
402	21	634	\$251.89
403	22	625	\$248.31
404	23	615	\$244.34
405	24	965	\$383.40
406	25	659	\$261.82
407	19	922	\$366.31

TOTAL U/E

18159

\$7,214.57

X12

\$86,574.84**\$86,575.00**
2013 BUDGET

**2013 BUDGET WORKING PAPER
STRATA PLAN VR-406**

12-Dec-12
YEAR END: DECEMBER 31

CATEGORY CODE	NAME	2012 BUDGET	2012 PROBABLE	2013 FINAL
REVENUE				
6710	STRATA FEES	\$ 79,795	\$ 79,795	\$ 86,575
6740	LAUNDRY	6,000	5,000	6,000
6760	INTEREST	300	150	150
6780	MISCELLANEOUS	-	200	-
6790	SURPLUS FORWARD	-	-	5,000
	TOTAL REVENUE	\$ 86,095	\$ 85,145	\$ 97,725
EXPENSES				
7050	MANAGEMENT FEE	\$ 6,048	\$ 6,048	\$ 6,048
7100	INSURANCE*	11,000 *	10,700 *	12,000 *
7110	APPRAISAL (Due May 15)	900	700	-
7150	JANITORIAL	6,500	6,000	6,500
7250	AUDIT	-	-	-
7400	MISCELLANEOUS	1,900	1,000	1,500
8010	GAS	10,500	10,500	11,000
8020	ELECTRICITY	11,500	12,000	12,500
8030	WATER*	5,000 *	5,000 *	5,500 *
8035	SEWER*	2,000 *	2,300 *	2,400 *
8040	GARBAGE	2,500	2,500	2,500
8050	ENTERPHONE	600	600	600
8060	ELEVATOR (PERMIT \$182)	2,700	2,600	2,700
8070	LAUNDRY EQUIP. REP.	500	1,300	2,000
8080	GROUNDS (9 MOS.)	3,000	1,500	1,500
8240	REPAIRS & MAINTENANCE	14,500	8,500	17,500
8875	DEPRECIATION REPORT	-	-	8,477
9998	DEFICIT RECOVERY	3,947	3,947	-
	TOTAL OPERATING EXPENSES	\$ 83,095	\$ 75,195	\$ 92,725
9999	CONTINGENCY	\$ 3,000	\$ 3,000	\$ 5,000
	TOTAL EXPENSES	\$ 86,095	\$ 78,195	\$ 97,725
	SURPLUS / (DEFICIT)	\$ -	\$ 6,950	\$ -

HST is included in all categories except as denoted * which is exempt.

Any owner who would like further information or specific details is invited to call the management company prior to the Annual General Meeting.

MINUTES OF ANNUAL GENERAL MEETING
STRATA PLAN VR-406
HARO GLEN

HELD On Tuesday, December 11, 2012 at 7:00 p.m. in the Lobby, 1717 Haro Street, Vancouver, BC.

PRESENT 20 owners in person or proxy, as per the registration sheet.

STRATA AGENT Jocelyn Laue, Vancouver Condominium Services Ltd.

QUORUM REPORT

There being a quorum present, the meeting was called to order at 7:00 p.m. Introductions were made and the meeting commenced.

ELECTION OF CHAIR

In agreement with the owners, council President, Doug Barton, chaired the meeting with the assistance of strata agent, Jocelyn Laue.

PROOF OF NOTICE

It was moved, seconded and carried to accept the notice dated November 20, 2012 as proper Notice of Meeting.

APPROVAL OF AGENDA

It was moved, seconded and carried to accept the agenda distributed with the Notice of Meeting.

MINUTES

It was moved, seconded and carried to adopt the minutes of the December 6, 2011 Annual General Meeting minutes. There was no business arising.

UNFINISHED BUSINESS

There was no unfinished business.

PRESIDENT'S REPORT

The council President, Doug Barton, presented a report to the owners as follows:

PRESIDENT'S REPORT

December 11, 2012

Hello and Welcome Everyone,

2012 was a much less hectic year than the previous year for Haro Glen, however, there were still a few projects that needed to be tackled, some of which were:

1. the repairs to decks #205 and #303 have been completed;
2. the building has been dry brushed to remove the algae;
3. a second (and final) coating of the UV protectorant has been applied to the roof;
4. two new hydrangea and a firebush have been planted in the west flower garden to replace the rhododendron which met an untimely sad ending!
5. new planters and newspaper/magazine table were placed in the lobby; and
6. the establishment of a "recycle/re-use" table in the basement lobby for any unwanted but still usable small items. This table seems to have become quite popular with residents and, going forward, any items remaining for more than 30 days will be donated to charity.

As I stated in my report last year, Haro Glen is basically a sound building, however there are a few things which will need to be addressed:

1. The end of 2011 brought in the much-anticipated Regulations for Depreciation Reports for BC strata corporations. Depreciation Reports are now required and must be in place by December, 2013 and then renewed or updated once every five years. A strata can also waive the report and, if waived, must be done so on an annual basis. The Depreciation Report is a most valuable tool and there are potential risks and problems should this report be waived. We must adopt good management practices for our building and it is for these reasons that the current Council strongly advises that we obtain a Depreciation Report and have factored the cost into next year's budget.

2. The carpets in the common area hallways and stairwells are approximately 12 – 13 years old and are rapidly deteriorating. The seams were once again repaired earlier this year and we were advised at that time that they cannot be repaired another time as the nap is pulling away from the carpet backing. We've also been advised that steam cleaning will hasten the deterioration. Carpet replacement is on this year's AGM agenda, and although some owners may feel that is a cosmetic problem only and of lesser importance, if the matter is not dealt with now, it will become a priority fairly quickly. We should try as best we can to prevent the building from appearing "shabby".

3. There are four more decks which are in need of repairs. In the past we have repaired two decks per year which makes the whole project appear less financially painful. The repairs to decks #205 and #303 came in a little under budget this year, which was a pleasant surprise, and the savings can be applied to next year's planned repairs.

4. The garage door lifting mechanism is holding its own so far, with a few minor exceptions, however it will need replacement, and probably sooner rather than later. I have obtained a couple of quotes, one for a key operated system like the one we currently have and one for a FOB operated system, and attach hereto for information purposes.

Haro Glen is our home and is probably the most significant single investment most of us will make in our lifetime; however, I would like to take a moment to stress to everyone that it is a strata corporation and a business and must therefore be run as one. We are legislated by law not to make a profit but we are also required not to run a deficit as well. We are a self-managed building with a volunteer council and any major repairs or projects need to be identified ahead of time and planned for. This is an on-going management duty with planning, in part, so as to avoid the greater costs associated with critical and/or emergency situations and also the need to stagger any works undertaken. This council was elected by the owners to manage the day to day operations of the strata to the best of our ability and to provide all owners with the guidance and advice which is, in our opinion, best for the building as a whole. Any individual wants or agendas must be set aside when it comes to decision making for the greater good of the building. In the mid to late 1990's approximately \$5000 was deposited into the CRF on a regular basis, since then that amount has steadily decreased and there have been many years where the strata fees were not increased, not even to keep up with the yearly rate of inflation. Haro Glen is 34 years old and, like all buildings, will eventually require major repairs (i.e. a new roof, siding repair and building repainting, plumbing, elevator repairs, etc.) It is with these types of future needs in mind that Council feels we must, as owners, act financially prudent and start saving for these rainy day events and have therefore recommended a 10% increase in strata fees again this year with any unused portion from our operating budget being transferred over to our CRF at the end of the year.

Lastly, I would like to thank Sue, Anne and Grace for their hard work, individual expertise and knowledge and to everyone in the building for their support, encouragement and smiles, they are, as always, greatly appreciated!

Sincerely,
Doug Barton
President

INSURANCE REPORT

The insurance policy for Strata Corporation VR-406 as attached to the AGM notice was reviewed by the owners and approved.

All owners and residents are reminded that the strata corporation's insurance policy does not provide for individual contents, betterments or improvements (i.e., storage locker contents, clothing, furniture, decorating, upgrading of carpets, flooring, etc.). Owners and residents must carry their own "Owner Package" insurance for this coverage, including any improvements. You should contact your home insurance company to determine if you have this coverage or not.

2013 BUDGET (YEAR END DECEMBER 31ST)

The 2013 budget was presented to the owners. It was moved, seconded and carried (unanimously) to decrease the insurance budget to \$12,000 in line with the recently received insurance quotation. It was then moved, seconded and carried (unanimously) to approve the amended budget in the total amount of \$97,725.

Owners please note: There will be an increase in strata fees.

For those owners who pay by cheque, please issue post-dated cheques at the new strata fee rate commencing January 31, 2013 made payable to "Strata Plan VR-406". Please see the attached strata fee payment schedule for details.

If you are on the PAC automatic payment program, your payments will be automatically adjusted to the new rate January 1, 2013 for the 2013 fiscal year.

You can also make your payments through internet banking by visiting our website at www.vancondo.com and following the directions under the "Online Banking" tab.

3/4 VOTE RESOLUTIONS

The following 3/4 Vote Resolution was presented to the owners for their consideration:

3/4 VOTE RESOLUTION #1 DECK REPAIR

WHEREAS The Owners, Strata Plan VR-406, wish to repair the decks on units #207 and #403;

BE IT RESOLVED by a 3/4 vote resolution of The Owners, Strata Plan VR-406, that a sum of money not exceeding \$9,000 be spent for the purpose of repairing #207 and #403's decks, such expenditure to be charged against the Contingency Reserve Fund.

It was moved, seconded and **carried** (unanimously) to adopt 3/4 Vote Resolution #1 – Deck Repair.

* * *

The following 3/4 Vote Resolution was presented to the owners for their consideration:

3/4 VOTE RESOLUTION #2 CARPET REPLACEMENT

WHEREAS The Owners, Strata Plan VR-406, wish to replace all common area carpets;

BE IT RESOLVED by a 3/4 vote resolution of The Owners, Strata Plan VR-406, that a sum of money not exceeding \$12,000 be raised and spent for the purpose of common area carpet replacement, such expenditure to be charged as a special levy upon the owners in proportion to the unit entitlement of their respective strata lots.

Subject to Sections 108(5) and (6) of the Strata Property Act (see attached), in the event that the actual cost of the proposed project is less than the special levy amount, the remaining funds shall be

transferred to the Contingency Reserve Fund. Interest earned on funds raised pursuant to this resolution will be allocated to the special levy fund.

This special levy of \$12,000 shall be assessed on Tuesday, December 11, 2012, and shall become due and payable in full immediately on the passing of this resolution by the owners on title as at the end of that day and any owner who sells, conveys or transfers his/her title, or remortgages, before payment of this special levy is made in full, shall then pay the full amount outstanding.

As a matter of financial convenience only, the owners may pay this special levy at any time up until February 1, 2013. Notwithstanding the foregoing, this special levy is not considered as an "installment" levy as contemplated by Section 108(3)(e) of the Strata Property Act, and Section 109 of the Strata Property Act therefore does not apply.

Any owner who fails to make any payment(s) in accordance with this resolution shall be assessed a fine of \$100 on each such late payment.

Sections 116, 117 and 118 of the Strata Property Act (see attached) shall be applicable where an owner fails to make the required payment as authorized by the passing of this $\frac{3}{4}$ vote.

Following the AGM notice distribution, additional quotations were received for the carpet replacement, which includes leveling and also painting common areas. Quotations received are more expensive than the carpet replacement special levy proposed amount.

Owners agreed that the carpet replacement is necessary; however, all owners agreed to defer the project at this time.

It was then agreed that the resolution would be voted down, so that it could be deferred until a Special General Meeting in 2013.

It was then moved, seconded and **defeated** (unanimously) to adopt $\frac{3}{4}$ Vote Resolution #2 – Carpet Replacement.

* * *

The following $\frac{3}{4}$ Vote Resolution was presented to the owners for their consideration:

**$\frac{3}{4}$ VOTE RESOLUTION #3
BYLAW AMENDMENT**

WHEREAS The Owners, Strata Plan VR-406, pursuant to Division 2 of Part 7 of the Strata Property Act, S.B.C. 1998, may amend the bylaws of their Strata Corporation;

AND WHEREAS The Owners, Strata Plan VR-406, wish to amend the bylaws of their Strata Corporation;

BE IT RESOLVED by a $\frac{3}{4}$ vote resolution of The Owners, Strata Plan VR-406, that the bylaws of their Strata Corporation be amended as follows, such amendment to be effective upon the filing of an Amendment to Bylaws in prescribed form in the Land Title Office:

By adding a new bylaw 10.2 to read as follows:

10.2

- (a) All owners are required to have adequate in-suite liability and contents insurance, so as to provide compensation for any in-suite acts or incidents that may affect or have an impact upon the common areas of the Building or any other suites within the Building.
- (b) The Strata Corporation shall maintain such insurance as is required by the Strata Property Act and any other insurance the Council deems appropriate.
- (c) Where a claim is made against the Strata Corporation's insurance, the Strata Corporation shall require any owner who is responsible for the loss or damage that gives rise to the claim to pay the Strata Corporation's deductible.

It was moved, seconded and **carried** (unanimously) to adopt $\frac{3}{4}$ Vote Resolution #3 – Bylaw Amendment.

* * *

The following $\frac{3}{4}$ Vote Resolution was presented to the owners for their consideration:

$\frac{3}{4}$ VOTE RESOLUTION #4
CHANGE IN USE AND APPEARANCE OF COMMON PROPERTY

WHEREAS Section 71 of the Strata Property Act states that a Strata Corporation must not make a significant change in the use or appearance of common property or land that is a common asset unless the change is approved by a resolution passed by a $\frac{3}{4}$ vote at an annual or special general meeting;

AND WHEREAS Unit #102 of Strata Plan VR-406, would like to alter the common property located at the exterior southeast corner of the building;

BE IT RESOLVED by a $\frac{3}{4}$ vote resolution of The Owners, Strata Plan VR-406, that unit #102 be given permission to alter the common property located at the exterior southeast corner of the building by having that area professionally landscaped as shown in the attached plans.

The owners required further information for this change in common property to make an informed decision. It was then moved, seconded and **defeated** (1 in favour, 19 opposed, 0 abstentions) to adopt $\frac{3}{4}$ Vote Resolution #4 – Change in Use and Appearance of Common Property.

* * *

NEW BUSINESS

1. **Bicycle Storage:** There is a shortage of bicycle storage stalls. Council will investigate bicycle storage options.
2. **Smoking on Balconies:** A recent complaint was received regarding a neighbouring unit smoking on their balcony. Council will monitor the situation and if further smoking issues are presented, will consider proposing a no smoking bylaw.

ELECTION OF STRATA COUNCIL

The members of council for 2012 automatically retired from their positions, pursuant to the *Strata Property Act*. The owners expressed their appreciation for a job well done by their outgoing council.

The following owners were nominated for council for 2013:

Doug Barton	Unit #404
Sue Cadeny	Unit #201
Grace Dierssen	Unit #303
Elizabeth Povey	Unit #206

There being no further nominations, it was moved, seconded and carried to cease nominations. The owners nominated were declared elected by acclamation.

There being no further business, the meeting was adjourned at 8:30 p.m.



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JL/ys