



URANA MEWS STRATA PLAN VR 1679

**ANNUAL GENERAL MEETING MINUTES
MONDAY, JUNE 27, 2011, 7:00 PM**

COUNCIL PRESENT:

Colleen Halloran #202
Gary Ducke #304

MANAGEMENT PRESENT:

Craig Carlyle, Property Manager
Pacific Quorum Properties Inc.
craig@pacificquorum.com / direct line: 604-638-1969

1. CALL TO ORDER

The meeting was called to order at 7:01 p.m. by Colleen Halloram.

The Property Manager confirmed that the proxies were valid and that of the 16 eligible strata lots, 11 were represented, 9 in person and 2 by proxy; therefore a quorum was present and this meeting was legal to proceed.

2. PRESIDENT'S REPORT

1. Thank you to the Strata Council for 2010 – 2011 Year:

Roquita Cabognot, Jeremy de Silva until March 2011, and Gary Dyke who have attended meetings and made important decisions on behalf of the owners. Roquita and Jeremy were council members for several years and their efforts are appreciated. Thanks very much to Gary who has been working behind the scenes and has now joined the board after an absence of some years.

2. Financial Situation as of April 30, 2011:

The annual income for the strata last year was \$34,000.00 including \$2,000.00 carried forward from the previous year's surplus. The expenses were \$28,733.00. The contingency fund is \$10,744.00.

Surplus of \$4,700.00 as at the end of April. Expenses in 2010-2011 were below the expected amounts. Therefore, in the proposed budget for 2010 Strata fees will not increase.

Surplus funds will offset increases to Building Insurance - \$600.00 for assessment performed every 3 years, any plumbing costs (see below), and \$1,200.00 top up of special levy work to be performed this summer (see below).

3. Funds in Special Assessment:

The owners have raised \$67,000 in Special Assessments since the spring of 2008.

- i) March 2008 – May 2009: \$36,000
- ii) 2009 AGM committed to raise \$15,000 in funds.
- iii) 2010 AGM committed to raise \$16,000 in funds.

Total Special Assessment raised between March 2008 and May 2011: slightly less than \$67,000 (as some owners opted to save 5% by paying immediately).

Next special assessment: Expected 2011-2012: \$16,000 (building maintenance) + \$3,000 (contingency fund). Please note that there is no discount this year for early payment of funds.

This will bring the total in Special Assessments to \$86,000 between 2008 and next summer.

Good work owners for your ongoing efforts to maintain the building in an orderly way.

4. 2010 Balcony and Window Repairs:

- i) **2010 Balcony work:** last summer, Ben Snell Enterprises completed \$16,587 in balcony repairs: \$12,667 including for #202 and 203 smaller balconies; replace scuppers, replace vinyl covering, install flashing, caulking around all balconies and scuppers;
- ii) **Window maintenance:** Ben Snell Enterprises: \$3,920 for caulking around 36 windows and any small wall cracks around same; BC Thermal Window Restoration: \$ 480 to reseal three windows.

5. 2011 Summer Building Maintenance:

- i) **Special levy funds in Place for Summer Work: \$13,202.00:** once all owners have paid the May 1st special levy amount \$1,200.00 is being requested from this years surplus to top up the special levy fund and allow the summer work to be done.
- ii) **Balcony repairs \$12,880.00 for #302 & 303 will be completed this summer:** using Ben Snell Enterprises as contractor for the amount of (2 x \$5,750.00) + HST . Vinyl flooring will be installed and flashing will be replaced. The funds for this are already collected. The work will begin July 25th, 2011.
- iii) **Back Fence and Garbage Bin Area- \$1,050.00 + HST needed:** to replace one fence post, reinforce some other fence areas; install a curb in the garbage area to prevent Superior Waste Disposal Company from pushing the dumpster into the fence.

6. Special Levy to increase Contingency Fund by \$3,000.00:

The Strata Council is recommending a special levy to top up the contingency fund by \$3,000.00.

7. Various 2011 AGM Matters Reported On:

- i) **Fire Inspection on July 27th:** The Fire Department inspected the building today as the result of an owner's anonymous call regarding two matters. Colleen was home and able to conduct a tour of the building with the fire inspector.
- ii) **The Building's Management Room:** many items are being stored in the room and it is difficult to get to the sprinkler system which is currently used for storage of a lawn mower, old and newer cans of paint, gardening tools, ladder, wheel chair, filing cabinet, chairs, desks, old carpeting and other odds and ends. The inspector requested that old furniture, old paint, etc be removed and that the ladder be stored on the other side of the room to allow for easy access to the sprinkler system controls. The anonymous caller was concerned about storage of the lawn mower and gas can in the room (the gas can was removed from the room last week). The fire inspector indicated that if the room were clean and tidy, storage of the lawn mower was allowed as long as containers of gasoline were not kept in the room.

Follow-up: Colleen will arrange for removal of excess desks, chairs, paint, carpeting, etc. If any owner has personal items in the room, please remove them by the end of the week.

- iii) **Building Exhaust Fan:** the owner reported that the building exhaust fan is not working. This fan which is located on the roof has controls in the electrical room.

Follow-up: Robert Anderson, an electrician has been called to check into the fan.

- iv) **Fire Extinguishers:** the halls' fire extinguishers haven't been checked since 2008 according to the tagged information. The fire inspector did write up a requisition on this point requiring that the extinguishers be checked in the near future and annually beyond this point.

Follow-up: Colleen contacted Lee Security System and confirmed that they do normally check the fire extinguishers yearly (our yearly inspection is conducted in May for our building). However, they haven't been checking them at our building since another company, Elite Services, had tagged the extinguishers in 2008. Lee Security will come in the next day or two to check the fire extinguishers.

- v) **Electrical Room:** while the room is neat and tidy, removal of a small step ladder and two boxes of light covers is required. Storage shelves in the room is permissible.

Follow-up: the ladder and light cover boxes will be removed.

The fire inspector will email Colleen and make arrangements to come back to review the work in the next few weeks.

8. On-going Plumbing Concerns:

Three plumbing leaks were found in the piping this year (and two water events related to one-time errors on the part of the owners), all within the last few months. This includes a new leak in the ceiling of the main floor hallway caused by a pipe joint needing to be replaced. The plumbers were able to provide a stop-gap measure but will need to come back. The strata council proposes to deal with plumbing leaks as they arise in the 2011-2012 fiscal year, and to have a better idea of longer-term maintenance at the next AGM.

Owners are reminded: please ensure that your own insurance covers at least \$5,000.00 in plumbing damage. As of January, 2010, Coastal Insurance Services is the company that insures our building. The company instituted a \$5,000 deductible for the building which owners must pay if the plumbing features they are responsible for cause damage.

9. Pest Control:

Orkin Pest Control has had a contract for years with Urana Mews. The number of building visits was reduced from monthly to bi-monthly last fall following the AGM. However, the building paid \$515.00 last year in service costs, and the serviceman reports that when he comes, he simply does a visible inspection of the lobby. Owners have not needed to have the building serviced for years. Therefore, it is recommended that we stop the service contract, but still collect the equivalent of a yearly service fee of \$685.00. If this amount is not needed for any issues that arise, the funds will just go into surplus funds for the following year.

3. ADOPTION OF PREVIOUS MINUTES

It was

MOVED/SECONDED (McNelis/Fawcett)

To adopt the minutes of the Annual General Meeting held on July 7, 2010, as presented.

CARRIED

4. PROPERTY INSURANCE OVERVIEW

At this time, the Property Manager provided an overview of the Strata Corporation's insurance coverage, explaining areas covered, limits of coverage and deductibles covered through Coastal Insurance Services.

The Property Manager would like to remind all owners of the importance of insurance coverage and that they should review their homeowner's policy to ensure complete coverage and protection through their insurance policy.

NOTICE

Also noted was the fact that owners may be responsible for the Strata's insurance deductible in the event of a claim which emanated from within the owners unit.

The Water Damage deductible for VR 1679 is \$5,000

Owners should investigate coverage for such deductible charge backs through their individual home owners' insurance broker.

5. CONSIDERATION OF THE 2011/2012 OPERATING BUDGET

At this time the Property Manager presented the proposed Operating budget explaining there would be no increase in Strata Fees despite increases in a number of budgetary items. He said this was due to the Strata Corporation ending the previous fiscal year with a surplus of approximately \$4,700.00.

The Property Manager noted that budgetary items being increased included Insurance, the CHOA membership, Electricity, Waste Removal, Caretaking/Janitorial, Fire Protection and Repairs & Maintenance – General. Fire Protection was increasing twenty-five percent and Repairs & Maintenance – General was being increased by over fifty percent. There was also a new expense this fiscal year for the property insurance appraisal. These appraisals are carried out every three years.

Management Fees and Administration charges are not being increased this year.

After questions, answers and discussion, it was then:

MOVED/SECONDED (McNelis/Dycke)

To approve the 2011/2012 budget, as presented.

CARRIED

VR 1679 URANA MEWS						
STRATA FEE SCHEDULE - May 1, 2011 - April 30, 2012						
\$31,823.00						
			\$917.00	\$28,254.00		
		PERCENT		Operating		
	UNIT	TOTAL UNIT	CRF	Expenses	MONTHLY	ANNUAL
UNIT#	ENTITLEMENT	ENTITLE	COMPONENT	Component	FEE	TOTAL
101	590	0.064	\$4.86	\$149.74	\$168.66	\$2,023.88
102	746	0.080	\$6.14	\$189.33	\$213.25	\$2,559.01
201	525	0.057	\$4.32	\$133.24	\$150.08	\$1,800.91
202	496	0.053	\$4.09	\$125.88	\$141.79	\$1,701.43
203	441	0.048	\$3.63	\$111.93	\$126.06	\$1,512.77
204	534	0.058	\$4.40	\$135.53	\$152.65	\$1,831.79
205	701	0.076	\$5.77	\$177.91	\$200.39	\$2,404.65
206	547	0.059	\$4.51	\$138.83	\$156.37	\$1,876.38
207	727	0.078	\$5.99	\$184.51	\$207.82	\$2,493.84
301	525	0.057	\$4.32	\$133.24	\$150.08	\$1,800.91
302	495	0.053	\$4.08	\$125.63	\$141.50	\$1,698.00
303	442	0.048	\$3.64	\$112.18	\$126.35	\$1,516.20
304	534	0.058	\$4.40	\$135.53	\$152.65	\$1,831.79
305	701	0.076	\$5.77	\$177.91	\$200.39	\$2,404.65

306	544	0.059	\$4.48	\$138.07	\$155.51	\$1,866.09
307	729	0.079	\$6.00	\$185.02	\$208.39	\$2,500.70
	9277	100%	\$76.42	\$2,354.50	\$2,651.92	\$31,823.00

6. **MAJORITY VOTE RESOLUTION #1 – TRANSFER TO CONTINGENCY RESERVE FUND**

Be it resolved: that the Owners, Strata Plan VR 1679 approve the transfer of an amount equal to the remaining year end operating surplus from the Operating Account to the Contingency Reserve Fund.

It was

MOVED/SECONDED (Fawcett/McNelis)

To approve Resolution #1, as presented.

FOR 11

OPPOSED 0

CARRIED

7. **3/4 VOTE RESOLUTION #2 – TRANSFER OF \$1,200.00 FROM THE CRF TO THE SPECIAL ASSESSMENT ONGOING BUILDING MAINTENANCE FUND**

Be it resolved: that the Owners of VR 1679 Urana Mews approve the transfer of **\$1,200.00 (One Thousand and Two Hundred Dollars)** from the Contingency Reserve Fund to the Special Assessment Ongoing Building Maintenance Fund to pay for the expected shortfall in the cost of repairs to the balconies at #302 and #303, minor repairs to the back fence and the construction of a garbage container curb.

An Owner asked why it was necessary to install a curb for the garbage container. Colleen Halloran explained the curb was necessary to prevent the waste disposal contractor from pushing the container into the fence.

Speaking to the other two items in Resolution #2, Colleen Halloran said that the Strata Corporation is getting a good price on the balcony repair quotes for suites #302 and #303. And she said the fence needs minor repairs in order to reinforce it in certain sections.

It was

MOVED/SECONDED (Dolar-Angue/Fawcett)

To approve Resolution #2, as presented.

FOR 11

OPPOSED 0

CARRIED

8. **3/4 VOTE RESOLUTION #3 – SPECIAL ASSESSMENT ONGOING BUILDING REPAIRS**

Be it resolved: that the Owners of VR 1679 Urana Mews approve an expenditure of **\$16,000.00 (Sixteen Thousand Dollars)** for ongoing building repairs, maintenance and upgrades.

The special assessment amounts shall be due and payable upon the approval of this resolution and, for the purposes of financial convenience only, may be paid in three equal instalments on **October 1st, 2011, February 1st, 2012 and May 1st, 2012** pursuant to the attached schedule.

This special assessment shall be considered part of the common expenses of the Strata Corporation, and Section 116 of the *Strata Property Act* of British Columbia shall be applicable where an owner fails to make the required payment as authorized by the passing of this resolution. The Strata Corporation agrees that interest calculated at 10% per annum shall be charged on all special assessment amounts in arrears in excess of thirty (30) days.

It was

MOVED/SECONDED (Ramos/McNelis)

To approve Resolution #3, as presented.

FOR 11

OPPOSED 0

CARRIED

9. **3/4 VOTE RESOLUTION #4 – SPECIAL ASSESSMENT TO RAISE FUNDS FOR THE CONTINGENCY RESERVE FUND**

Be it resolved: that the Owners of VR 1679 Urana Mews approve an expenditure of **\$3,000.00 (Three Thousand Dollars)** to raise funds to help replenish the Contingency Reserve Fund.

The special assessment amounts shall be due and payable upon the approval of this resolution and, for the purposes of financial convenience only, may be paid on **October 1st, 2011** pursuant to the attached schedule.

This special assessment shall be considered part of the common expenses of the Strata Corporation, and Section 116 of the *Strata Property Act* of British Columbia shall be applicable where an owner fails to make the required payment as authorized by the passing of this resolution. The Strata Corporation agrees that interest calculated at 10% per annum shall be charged on all special assessment amounts in arrears in excess of thirty (30) days.

Colleen Halloran spoke to this resolution saying that most of the Ongoing Building Maintenance Fund is budgeted for repairing the balconies at Urana Mews. She said Resolution # 4 was designed to raise funds for other future projects such as painting the building.

Council member, Gary Dycke, said that the alternative to Resolution # 4 was to increase the Strata fees.

There being no further discussion, it was

MOVED/SECONDED (Halloran/Ramos)

To approve Resolution #4, as presented.

FOR 11
OPPOSED 0

CARRIED

10. ELECTION OF THE 2011/2012 STRATA COUNCIL

At this time the Property Manager took the opportunity to thank the 2010 – 2011 Council for all their hard work. As the current Council's term of office expired at this meeting the floor was opened for nomination to the 2011 – 2012 Strata Council, with the following Owners accepting nominations:

Colleen Halloran	# 202
Gary Dyke	# 304
Ramon Ramos	# 102
Hugh McNelis	# 305

Hearing no further nominations the floor was closed.

It was then

CARRIED, by acclimation

After the meeting the new Strata Council Members accepted the following positions:

Colleen Halloran	President and Treasurer
Gary Dyke	Vice President
Hugh McNelis	Secretary
Ramon Ramos	Council Member

11. NEW BUSINESS

a. Window Condensation

An Owner said that their windows get condensation in the winter months. Ms. Halloran explained that the Owner should replace their old fan with a new, more powerful fan.

b. Noise in Common Areas

An Owner complained of noise in the common areas caused by individuals running in the hallways and up and down the stairs. He said some people also slam the stairwell doors shut and asked that residents take care when opening and closing these doors.

12. ADJOURNMENT

As there was no further business, the meeting was adjourned at 8:25 p.m.

Submitted by:

PACIFIC QUORUM PROPERTIES INC.

430-1200 West 73rd Avenue

Vancouver, BC V6P 6G5

Telephone: (604) 685-3828

Fax: (604) 685-3845 / Direct (604) 638-1969

E-mail: craig@pacificquorum.com

Website: www.pacificquorum.com

IMPORTANT INFORMATION Please have this translated

RENSEIGNEMENTS IMPORTANTS Prière de les faire traduire

INFORMACIÓN IMPORTANTE Busque alguien que le traduzca

CHỈ DẪN QUAN TRỌNG Xỉa nhờ người dịch họ

重要資料 請找人為你翻譯

これはたいせつなお知らせです。どなたかに日本語に訳してもらってください。

알려드립니다 이것을 번역해 주십시오

ਗੁਰੂ ਜਾਣਕਾਰੀ ਕਿਰਪਾ ਕਰਕੇ ਕਿਸੇ ਕੋਲੋਂ ਇਸ ਦਾ ਉਲੰਘਾ ਕਰਵਾਓ

Please Note: The Real Estate Regulations require a vendor to provide purchasers with copies of Strata Council and Corporation Meeting minutes. Please retain these minutes for your records. Replacement copies will be subject to a cost per page and can be received upon a seven (7) day advance order from Pacific Quorum Properties Inc.