



## URANA MEWS STRATA PLAN VR 1679

ANNUAL GENERAL MEETING MINUTES  
MONDAY, JUNE 25, 2012, 7:00 PM

**COUNCIL PRESENT:**

Gary Dycke	Vice-President
Hugh McNelis	Secretary
Ramon Ramos	Council Member
Colleen Halloran	President & Treasurer

**MANAGEMENT PRESENT:**

Craig Carlyle, Property Manager  
Pacific Quorum Properties Inc.  
[craig@pacificquorum.com](mailto: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 Halloran.

The Property Manager confirmed that 8 owners were present, 8 in person and 0 by proxy, meeting the 33% requirement of the Strata Property Act. The Property Manager confirmed that notice had been issued to all owners as per the Strata Property Act.

2) **ADOPTION OF PREVIOUS ANNUAL GENERAL MEETING MINUTES  
JUNE 27, 2011**

It was:

**MOVED/SECONDED** (McNelis/Halloran)

To approve the Annual General Meeting Minutes held on June 27, 2011.

**CARRIED**

3) **PRESIDENT'S REPORT**

President's Report attached.

4) **PROPERTY INSURANCE OVERVIEW**

At this time the Property Manager provided an overview of the Corporation's insurance coverage explaining areas covered, limits of coverage, and deductibles. All owners were provided a copy of the insurance cover note in their notice of this meeting.

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**SURREY OFFICE:**

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**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. Owners should investigate coverage for such deductible charge backs through their individual Homeowner's insurance broker.

**Please note that the water escape deductible is \$5000.00.**

**5) MAJORITY VOTE – OPERATING BUDGET 2012/13**

The Property Manager presented the budget with an explanation on a line by line basis, noting that the budget contained a 5% increase in strata fees. He noted that there were five areas with budgetary increases, these being Insurance, Management fees, Electricity, Grounds/Gardener and Supplies. Offsetting these were decreases in Administration, Pest Control and Appraisal. There was also no provision for Rental income as the owner of the current rental suite is selling their unit.

A transfer of three thousand dollars (\$3,000.00) from the prior year surplus was also included in the proposed 2012 - 2013 Operating Budget to help reduce the strata fee increase.

After a brief discussion,

It was:

**MOVED/SECONDED** (McNelis/Fawcett)

To approve the 2012-2013 Operating Budget as presented with a 5% increase in strata fees.

**CARRIED**

**NOTICE RE: STRATA FEES**

With the passing of the budget, new fee rates are effective **May 1, 2012**. (See attached schedule.) Owners paying their fees by way of pre-authorized withdrawal need not do anything. Your withdrawal amount and shortfall will be adjusted automatically with the **August** withdrawal. Subsequent months will reflect the new strata fee rates.

For owners paying by cheque it will be necessary to provide cheques in the new amount and include the shortfall amount for March and April. If you have any questions in this regard please contact **Angela Stuart** at Pacific Quorum accounting department who can be reached at [accounting@pacificquorum.com](mailto:accounting@pacificquorum.com) or by phone 604-685-3828.

**6) 3/4 VOTE RESOLUTION #1 – TO APPROVE THE SPECIAL ASSESSMENT FOR ON-GOING BUILDING REPAIRS, MAINTENANCE AND UPGRADES****BE IT RESOLVED:**

That the Owners of VR 1679 Urana Mews approve an expenditure of **\$17,500.00 (Seventeen Thousand and Five Hundred 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 1<sup>st</sup>, 2012, February 1<sup>st</sup>, 2013 and April 1<sup>st</sup>, 2013** 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.*

After a brief discussion,

It was:

**MOVED/SECONDED** (Fawcett/Dycke)

**FOR** 8

**OPPOSED** 0

**CARRIED**

7) **ELECTION OF THE 2012/13 STRATA COUNCIL**

Prior to the floor being opened for nominations, the Property Manager thanked Colleen Halloran for her many years of dedicated service on Council. Ms. Halloran had announced prior to the Annual General Meeting that she would not be running for Council. The Owners in attendance thanked Ms. Halloran for her efforts and gave her a round of applause.

As the current Council's term of office expires at this meeting the floor was opened for nomination to the 2012-2013 Strata Council, with the following Owners accepting nominations:

Gary Dycke	# 304
Ramon Ramos	# 102
Hugh McNelis	# 305

Hearing no further nominations the floor was closed.

It was:

**CARRIED by ACCLAMATION** the approval of the 2012 – 2013 Strata Council.

Subsequent to the meeting, Mr. Dycke resigned from the Strata Council citing personal reasons.

8) **NEW BUSINESS**

The Property Manager informed the Owners that the provincial government has recently introduced a requirement that all strata corporations develop a depreciation report. Also known as a reserve fund study, the legislation mandates that a depreciation report be completed by December, 2013 and be updated every three years.

The depreciation report would estimate the repair and replacement cost for major items in the strata corporation and the expected life of those items. An appropriate annual contribution to the contingency reserve fund could then be established.

In order to waive the requirement that a depreciation report be carried out, Owners must pass a three-quarter (3/4) vote at either an Annual or Special General Meeting. This waiver would be valid for eighteen months. Owners would then have to reaffirm this waiver via another three-quarter (3/4) vote at either an Annual or Special General Meeting.

The Property Manager recommended that the strata corporation carry out a depreciation report and then develop a funding plan to finance future replacement costs.

The Owners discussed at length the need for a depreciation report and the incoming Strata Council agreed to review this matter over the course of its 2012 -2013 mandate.

9) **ADJOURNMENT**

There being no further business to discuss the meeting was adjourned at 9:00 p.m.

**Submitted by:**

**Craig Carlyle**

**PACIFIC QUORUM PROPERTIES INC.**

**430 – 1200 West 73rd Avenue**

**Vancouver, BC V6P 6G5**

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**IMPORTANT INFORMATION** Please have this translated

**RENSEIGNEMENTS IMPORTANTS** Prière de les faire traduire

**INFORMACIÓN IMPORTANTE** Busque alguien que le traduzca

**CHỈ DẪN QUAN TRỌNG** Xin nhờ người dịch hộ

**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

**सुबुली महत्वकी** बिशेष करके बिसे वैलै हिए एा घुल्लैवा बरबाई

*Please Note:* The Real Estate Regulations requires a vendor to provide purchasers with copies of Strata 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.*

**STRATA PLAN VR 1679 - URANA MEWS**

**PROPOSED OPERATING BUDGET FOR THE FISCAL YEAR  
MAY 1, 2012 - APRIL 30, 2013**

		<b>APPROVED BUDGET</b>	<b>PROJECTED YEAR END</b>	<b>PROPOSED BUDGET</b>
		<b>May 1/11 to Apr.30/12</b>	<b>Apr-12</b>	<b>May 1/12 to April 30/13</b>

**REVENUE**

4110	Strata Fees	31,823.00	31,823.28	33,416.15
4120	Bank Interest	0.00	54.29	0.00
4125	Miscellaneous	0.00	2.13	0.00
4126	Rental	183.00	183.00	0.00
4140	Prior Year's Surplus	3,200.00	3,200.00	3,000.00
<b>TOTAL REVENUE</b>		<b>35,206.00</b>	<b>35,262.70</b>	<b>36,416.15</b>

**EXPENSES**

**OPERATING EXPENSES**

6105	Appraisal - Insurance	620.00	616.00	0.00
6110	Bank Charges	725.00	658.96	725.00
6112	Contingency Contribution	1,000.00	999.96	1,000.00
6114	Insurance	4,715.00	4,686.64	5,420.00
6118	Administration	1,650.00	999.85	1,250.00
6120	Management Fees	8,897.28	8,897.28	9,342.15
6126	CHOA Membership	90.00	80.00	90.00
		<b>17,697.28</b>	<b>16,938.69</b>	<b>17,827.15</b>

**UTILITIES**

6212	Electricity	1,600.00	1,627.87	1,744.00
6214	Water & Sewer	2,500.00	2,773.97	2,775.00
6216	Waste Removal	1,600.00	1,188.48	1,600.00
<b>TOTAL UTILITIES</b>		<b>5,700.00</b>	<b>5,590.32</b>	<b>6,119.00</b>

**REPAIRS & MAINTENANCE**

6305	Caretaking / Janitorial	1,820.00	1,748.96	1,820.00
6310	Carpet Cleaning	610.00	300.00	600.00
6312	Fire Protection & Security	1,000.00	521.34	1,000.00
6114	Grounds/Gardener	2,500.00	1,703.23	3,500.00
6316	Pest Control	685.00	115.36	200.00
6318	R & M - General	4,793.72	4,897.51	4,800.00
6328	Supplies/Miscellaneous	100.00	406.95	250.00
6330	Window	300.00	0.00	300.00
<b>TOTAL REPAIRS &amp; MAINTENANCE</b>		<b>11,808.72</b>	<b>9,693.35</b>	<b>12,470.00</b>

<b>TOTAL EXPENSES</b>	<b>35,206.00</b>	<b>32,222.36</b>	<b>36,416.15</b>
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<b>SURPLUS/DEFICIT</b>	<b>0.00</b>	<b>3,040.34</b>	<b>0.00</b>
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This budget contains a **5%** increase in Strata Fees

URANA MEWS - VR 1595							
Passed: STRATA FEE SCHEDULE Effective May 1, 2012							
	\$33,416.15				\$32,416.15	\$1,000.00	
STRATA LOT	UNIT	UNIT Entitlement	% TOTAL Unit Entitle	2012 Total Strata Fee Due Monthly	Total Operating Expenses Component	Total Contingency Contribution Component	2012 Total Annual Fee
1	101	590	6.36%	\$177.10	\$171.80	\$5.30	\$2,125.21
2	102	746	8.04%	\$223.93	\$217.23	\$6.70	\$2,687.12
3	201	525	5.66%	\$157.59	\$152.87	\$4.72	\$1,891.07
4	202	496	5.35%	\$148.88	\$144.43	\$4.46	\$1,786.61
5	203	441	4.75%	\$132.38	\$128.41	\$3.96	\$1,588.50
6	204	534	5.76%	\$160.29	\$155.49	\$4.80	\$1,923.49
9	205	701	7.56%	\$210.42	\$204.12	\$6.30	\$2,525.03
8	206	547	5.90%	\$164.19	\$159.28	\$4.91	\$1,970.32
7	207	727	7.84%	\$218.22	\$211.69	\$6.53	\$2,618.69
10	301	525	5.66%	\$157.59	\$152.87	\$4.72	\$1,891.07
11	302	495	5.34%	\$148.58	\$144.14	\$4.45	\$1,783.01
12	303	442	4.76%	\$132.68	\$128.70	\$3.97	\$1,592.10
13	304	534	5.76%	\$160.29	\$155.49	\$4.80	\$1,923.49
16	305	701	7.56%	\$210.42	\$204.12	\$6.30	\$2,525.03
15	306	544	5.86%	\$163.29	\$158.41	\$4.89	\$1,959.51
14	307	729	7.86%	\$218.82	\$212.28	\$6.55	\$2,625.89
			=				
		9277	100.00%	2,784.68	2,701.35	83.33	33,416.15

There is a 5 % increase in strata fees.

**There is a 5 % increase in strata fees.**

# VR 1679 - URANA MEWS

## Passed: Special Levy - On Going Maintenance

Due In 3 Payments OCTOBER 1, 2012 FEBRUARY 1, 2013 and APRIL 1, 2013

	\$17,500.00				
			PERCENT	THREE	
STRATA		UNIT	TOTAL UNIT	MONTHLY	LEVY
LOT	UNIT	ENTITLEMENT	ENTITLE	PAYMENTS	TOTAL
1	#101	590	6.36%	\$370.99	\$1,112.97
2	#102	746	8.04%	\$469.08	\$1,407.24
3	#201	525	5.66%	\$330.12	\$990.35
4	#202	496	5.35%	\$311.88	\$935.65
5	#203	441	4.75%	\$277.30	\$831.90
6	#204	534	5.76%	\$335.78	\$1,007.33
9	#205	701	7.56%	\$440.79	\$1,322.36
8	#206	547	5.90%	\$343.95	\$1,031.85
7	#207	727	7.84%	\$457.13	\$1,371.40
10	#301	525	5.66%	\$330.12	\$990.35
11	#302	495	5.34%	\$311.25	\$933.76
12	#303	442	4.76%	\$277.93	\$833.78
13	#304	534	5.76%	\$335.78	\$1,007.33
16	#305	701	7.56%	\$440.79	\$1,322.36
15	#306	544	5.86%	\$342.06	\$1,026.19
14	#307	729	7.86%	\$458.39	\$1,375.18
		9277	100.00%	\$5,833.33	\$17,500.00

## **Urana Mews - Strata Council President's Report**

**Presented at the AGM, June 25, 2012**

**By: Colleen Halloran**

### **1. Thank you to the Strata Council for 2011-2012 year.**

Gary Dyke, Hugh McNeils and Ramon Ramos are the other council members who have attended meetings, exchanged numerous emails and phone calls to make decisions on behalf of the owners. I have truly appreciated their willingness and wisdom to discuss the various matters related to the council. The council would like to thank the owners who have also taken on some of the smaller tasks related to the building. All of your contributions help. In particular, thanks to Bert Padernilla for helping with the removal of items from 103 and cleaning materials dropped off by our bin.

### **2. Property Manager – Pacific Quorum Properties Inc.**

The council met with Craig Carlyle, the Property Manager with Pacific Quorum at the end of May to review the budget and prepare for the next fiscal year, in preparation for the AGM scheduled at the end of June. Thank you to Craig for his assistance throughout the years. His professionalism and knowledge of the building are very helpful.

### **3. Financial situation as of April 30, 2012:**

Year-to-date revenues: \$35,263 including surplus carried forward from previous year.

Year-to-date expenses: \$32,222.

#### **Contingency Reserve Fund:**

**\$17,078** + repayment of interfund loan of \$564/mos for the annual insurance fee which brings the total fund to \$24,749.

### **4. On-going Building Maintenance Special Levy:**

**Current funds available for work this summer are 16,955.**

This amount is slightly higher than the \$16,000 raised by the special levy approved last year due to the amalgamation of a small surplus in the 2011 special assessment budget.

**The owners have raised \$86,000 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).

iv) 2011-2012 AGM: \$16,000 (building maintenance) + \$3,000 (contingency fund).  
Good work, owners, for your ongoing efforts to maintain the building in a planned and orderly way.

### **5. Monthly Strata Fees in 2012-2013:**

The strata council recommends that monthly strata fees increase by 5% in the coming year.

The maintenance funds have not increased for the last two years: 2010-2011, and 2011-2012.

There was a 10.5% increase in 2009-2010.

The current surplus will be inadequate to cover the following: increased costs for insurance, property management fees, landscaping/gardening, electricity, water, supplies/miscellaneous.



6. **Agreement with Pacific Quorum Properties**

Our property management company has indicated that it will increase our yearly rates by 5% for management fees. Rates did not go up last year. The strata council signed a one year agreement with the company to begin July 1<sup>st</sup>, 2012 with higher rates to take effect as of May. Sixty days is required to give Pacific Quorum notice if the agreement is to be terminated.

7. **2012 summer building maintenance: \$16,234 (\$15,282 + \$952)**

**Special levy funds in place for summer work: \$16,955**

- The work will be contracted to Mike Blake, who was a contracted tradesman with Ben Snell Enterprises. He has worked on our balconies for the last 2 years. Ben will inspect the work in the middle and at the end of the project. The work will have a 2 years warranty on materials and labor, and 10 years manufacturer's warranty on the vinyl.
- **Balkony repairs for two larger corner balconies #304 & #201 will be completed (\$13,645 + 1,637 HST=\$15,282).**
- **Lobby repairs and fence repairs for #101 & #102: (\$850+ 102 HST = \$952)**
- Replace selected fence posts and boards on fence and top fence rail; in the lobby, install a corner protector; replace grouting by doorway, create a solution for the door jam.

8. **Other Highlights for the year:**

It has been a quiet year overall.

a) **The building's management room has been cleaned and organized.**

b) **No plumbing/water leaking incidents since the last AGM.** Hillside Plumbing looked at the pipes when doing the repairs to the first floor hallway pipe and replacement of 2 water valves last August. Their reassuring comment was that the pipes seem to be in reasonably good condition. Therefore a long-term maintenance plan has not been developed.

Owners are reminded: please ensure that your own insurance covers at least \$10,000 in plumbing damage. Coastal Insurance Services is the company that insures our building. The company institutes a \$5,000 deductible for the building which owners must pay if the plumbing features they are responsible for cause damage.

Thank you to listening to this report. It has been a rewarding experience serving on the council for the last 5 years. As I resign this year, I would like to thank all others who undertook the challenge and responsibility over this period of time, particularly Jeremy De Silva who has moved away. My very best wishes to the new council.

