

## **THE OWNERS STRATA PLAN VIS XXXX**

### **MINUTES OF THE ANNUAL GENERAL MEETING HELD AT 6:30 P.M. ON TUESDAY, APRIL XX, 20XX IN THE ACTIVITY ROOM**

#### **Call to Meeting**

The meeting was called to order at 6:30 p.m. by Council President S. W.. D.B. of AA Property Management confirmed from the attendance sign-in sheet a quorum had been reached with 24 units represented in person, plus 4 by proxy for a total of 28 from a possible 50. This represented 56% of the total ownership. The necessary votes to pass a  $\frac{3}{4}$  motion must be 21.

#### **Proof of Notice**

D. B. advised that proof of notice of the meeting is filed in the Strata Corporation's files at the office of AA Property Management, notice having been sent out March ZZ, 20XX.

#### **Approval of Agenda**

V. L. (Unit 6) moved, seconded by D. G. (Unit 33) to approve the meeting agenda as circulated. Carried.

#### **Adoption of Minutes**

D. G. (Unit 33) moved, seconded by V. L. (Unit 6) to approve the minutes of the last Annual General Meeting, April 19, 20WW. Carried

#### **Business Arising**

There was no business arising from the minutes.

#### **Council Reports**

##### **President's Report – S.W.**

The following items can be noted as business accomplished during the 20WW-20XX Council term:

- Community Composting – Our composting bins are frequently being used by residents and have been very helpful to our gardens by giving us a regular supply of composted soil. Recent media articles have indicated that in the future we may be looking at rebates for composting – excellent news!
- A survey was conducted and we had more than half of the owner's voice their opinions on many issues. Council has been able to use the survey to help them make decisions this term, as well as to identify areas to focus in the future.
- Depreciation Report – In the fall we hosted a presentation by XWZ Engineering to explain what services they can provide Strata Plan VIS XXXX. Many of the owners that attended commented on how impressed they were with the company and council will continue to pursue this option in the future.
- Savings – All council members looked for where savings might be found in the current budget and in the budget being proposed at this general meeting. Many changes, both minor and major (less watering outside, turning down the heat in hallways, etc.), have already made a big difference to help keep strata fees from increasing.

It has been an honour to serve as your president.

Thank you to everyone that plays a part in helping to make our community the great place that it is.

### **House Reports – H. F.**

H. F. reported the House Report for the fiscal year was distributed with the Strata Council Meeting minutes of April 3, 20XX.

Since then H. F. went on to report that garbage bins had been cleaned.

### **Gardening Report – S. W.**

The following items have been accomplished over the 20WW-20XX council term.

- Hiring of True Earth to take over garden and irrigation maintenance. The garden committee looks forward to working with the new gardeners
- Worked numerous wheelbarrow loads of compost and mulch into the gardens to provide nourishment to plants and suppress weeds
- Clearing out areas in the garden with dead bushes and branches, etc.
- Eliminate the ivy around the oak trees on the property
- Reduce water time for the irrigation system to allow the plants enough water to thrive but to reduce water consumption in areas that need less
- Trim back many of the trees and plants that have become overgrown
- Weeding of cultivated garden areas
- On-going maintenance of shrubs and hedges trimmed and fertilized
- Barberry and Spruce replanted
- Oak trees - hazard reduction trimming
- Trimming of holly trees to increase visibility

Thank you to all the members of the Garden Committee for your excellent work and wonderful support. Special thanks to the Garden Administrators – C. T. and F. M.

### **Maintenance Report – M. T., Chair/D. G., Administrator**

#### General

This year we have been able to deal with many smaller items and a few larger projects. A new light was installed (in an old outlet) in Building A parkade to better illuminate the new bicycle enclosure, and there were a series of repairs to other parkade lights and those in the circle garden.

Although the prediction of three hot water pipe leaks was accurate, all of them occurred on common property and were easily accessible so there were no large expenses involved which could have cost \$3,000 each. There was also an instance when a waste pipe leaked and required some replacement of parts.

Because of the savings we were able to carry out some more extensive repair work to some of the exterior and a deck of Building C as well as two decks in Building. We were also able to refurbish the wrought iron work throughout the common property.

We were caught out by the snow this year because of expensive invoices from an over-zealous snow removal contractor in addition to a large order of bags of "snow-melt". The "up" side is that we will be better prepared for next year.

Through our various annual contracts, our Fire Safety systems are in good shape. Thanks to all for your cooperation during the essential annual physical check of all the smoke and heat detectors in your suites by Western Canada Fire Services: that inspection is critical to our safety, ensures approval from the Fire Department on their semi-annual inspections and can have a positive effect on our insurance policy.

### **Contingency Reserve Fund**

The bicycle enclosure was successfully installed and paid for from the Contingency Reserve Fund (CRF) as voted for at last year's AGM. These days a Municipal bylaw requires all new apartment buildings to have at least one bicycle rack for each apartment, so although we are "grandfathered" and we have far fewer racks, we are at least doing something to promote healthy living and avoiding having residents risk their bicycles being stolen because they no longer have to be left in the open parkades or carried to suites.

The Long Range Plan has again proved its "long term" value to all of us. We replaced a hot water tank (\$5,000) this year, and, as voted on at the last AGM, we now have state of the art elevator power units, electronic "soft start" controllers and automatic door detectors all installed in Buildings A and B for \$77,000 without requiring a special levy – not to speak of the fact that the cost was less than we had originally planned for.

While there may be some items which could arise in the coming year, unless they are an emergency, they will probably not be dealt with until after we have completed a new Depreciation Report which has now become mandatory with the government's bringing into force an amended Section 94 of the *Strata Property Act* and its accompanying extensive requirements in the Regulations.

Since we have not had a building and property condition report since U. S. Corp. produced one in 2004 (from which we developed our current Long Range Plan), the new Depreciation Report – which will be far more comprehensive – will undoubtedly give us a new perspective on what now may have become the most critical components of the strata that will need attention in the near and middle future. This information will enable us to revise our priorities and establish the means by which we will pay for them.

### **Thanks**

Our thanks go to all who have helped out with the maintenance chores and attended to those minor matters which are seldom noticed but would be detrimental to the safety and condition of our property if they weren't fixed. We are all much the better off for your active participation.

### **Insurance Report**

The current coverage was reported:

Hodges & Company Insurance Services Ltd. (agent) Effective to May 22, 20XX.

D. B. reported on the standard coverages:

Replacement value	\$12,385,000
All risk Deductible	\$1,000
Water Damage Deductible	\$2,500
Sewer Back – up Deductible	\$2,500
Earthquake Deductible	10%
Flood Deductible	\$10,000
Comprehensive general liability	\$5,000,000
Director's and Officer's Liability	\$2,000,000

Blanket Exterior Glass Deductible                    \$250  
Annual Premium    \$17,436

The strata insurance is renewed annually on May 22. At the time the annual general meeting was held renewal quotes are not yet available. The premium is expected to remain close to the same, but deductibles for water damage and sewage back up are expected to be increased to \$5,000. Another quote has also been requested from HSM Insurance.

The short form of the 20WW/20XX policy was attached to the agenda of the meeting and owners were advised to take this to their own insurer, with a view to supplement their own coverage if needed.

There was discussion on coverage included in the strata policy for resultant damage to betterments. Strata insurance coverage will cover resultant damage to original fixtures/flooring. If this coverage was excluded from the policy it would affect all units, and some units may still have original fixtures. The existing agent advises, Yes, this can be excluded from the policy but then all units would be impacted and for the annual infinitesimal cost included in the premium (approx \$150) the strata corporation would not be providing adequate coverage to all owners.

There is a current Insurance Company Appraisal (March 27, 20XX). If you would like to receive a copy please contact D. B. at 250-AAA-AAAA or d.b@aaproerty.com

### **Consideration of the 20WW-20XX Financial Statement and Proposed Operating Budget for 20XX-20YY**

After some discussion and clarification on some Balance sheet items and the contingency fund, the Interim Financial Statement for the last Fiscal Year as circulated with the Notice of Meeting was approved with the requirement that the Final Statement be presented to Council within eight weeks after the actual Fiscal Year End (April 31) in accordance with SPA Regulation 6.7 (1)

M. L. (Unit 6) moved, seconded by B. T. (Unit 45) to approve the operating budget for 20XX-20YY as presented.

#### **Discussion:**

Line items discussed included, insurance, repairs and maintenance, depreciation report, and hydro.

An amending motion was presented.

H. F. (Unit 10) moved, seconded by V. M. (Unit 18) to limit all user fees presented in the proposed operating budget to an increase of no more than 25% of the existing fees.

There was discussion for and against. The vote was called. Motion defeated.

The original motion was presented again, to approve the operating budget for 20XX/20YY as presented. The vote was called and the motion was carried by majority vote.

### **Bylaw Amendment Resolutions**

J.K (Unit 42) moved, seconded by F. M. (Unit 17) to: Be it resolved as a  $\frac{3}{4}$  vote of the owners to amend the bylaws of VIS XXXX in accordance with sections 128 and 193 of the *Strata Property Act* at an Annual General Meeting held on: April XX, 20XX as follows:

#### **Remove 41 (11):**

The parking stalls outside the parkades marked "Visitor" are for visitors only, and must not be used by owners, tenants, or occupants for parking of their own vehicles for more than twelve hours without the written consent of Council.

**Replace with 41 (11)**

*The parking stalls outside the parkades marked "Visitor" are for visitors only, and must not be used by owners, tenants or occupants for parking their own vehicles unless extenuating circumstances warrant and must not exceed more than two days per month without the written consent of council. Violators may have their vehicles towed away at their expense on the order of council."*

**Discussion:** There was discussion on the use of the word "extenuating" in the bylaw proposal.

The vote was called, there were 28 in favour Motion Carried

**Consideration of Second Bylaw Resolution**

K.S. (Unit 32) moved, seconded by M.O. (35) to:

Be it resolved as a ¾ vote of the owners to amend the bylaws of VIS XXXX in accordance with sections 128 and 193 of the *Strata Property Act* at an Annual General Meeting held on: April 17, 20XX as follows:

*"The bylaws of VIS XXXX have been replaced in their entirety with the attached consolidated bylaws including changes to Bylaw No. 41, approved on April 17, 20XX."*

The vote was called, there were 28 in favour Motion Carried

**Election of the Strata Council**

M. T. presented the nominees from the nominating committee report, and thanked V. L. for the report:

- |                 |                                |
|-----------------|--------------------------------|
| S. W. (Unit 24) | President                      |
| M. T. (Unit 49) | Vice-President                 |
| D. G. (Unit 33) | Secretary (and Maintenance)    |
| K. S. (Unit 32) | Treasurer                      |
| F. M. (Unit 17) | Member at large (Gardening)    |
| B.T.I (Unit 45) | Member at Large (Housekeeping) |

Nominations were called 3 more times from the floor. The list of candidates was accepted as presented by the ownership attending.

The council positions as reported after their names above were determined in accordance with Bylaw 5 at a very brief council meeting at the finish of the AGM.

**New Business**

**Distribution of Strata Council Meeting Minutes**

V. M. (Unit 18) opened discussion about posting strata council meeting minutes instead of delivering them to owners who did not want to be included in an electronic distribution list.

V. M. (Unit 18) moved, seconded by A.E. (Unit 14) that printed copies of strata council meeting minutes be distributed directly to those owners who request them.

There was discussion for and against the motion. The vote was called and the motion was carried.

D. G. thanked the out going council for all their hard work and dedication to the interests of Strata Plan VIS XXXX.

**Termination**

There being no further business the meeting terminated at 7:45 pm.

The first regular strata council meeting is scheduled for: **Monday, May 7, 20XX at 6:30 pm in unit 24.**