



MINUTES OF THE ANNUAL GENERAL MEETING

Strata Plan VR 547 – Harbour Court

Held on Monday, September 12, 2016 at 7:00 pm

In the lobby of 175 East 4th Street, North Vancouver, BC

Units In Attendance: Twenty (20) units represented in person
Five (5) units represented by proxy
Twenty-five (25) units represented in total

Property Manager: Sunny Leung; Peterson Residential Property Management Inc.

1. CALL TO ORDER

The meeting was called to order at 7:00 pm.

2. CERTIFYING PROXIES, ISSUE VOTING CARDS, AND DETERMINE QUORUM

The Property Manager advised that the proxies were certified to be correct. With a total of 47 votes, 46 of them being eligible, there needed to be 16 eligible votes present to constitute a quorum. There being 25 eligible votes, a quorum was present in accordance with Section 48 of the Strata Property Act so the meeting was duly constituted to proceed.

3. ELECTION OF A CHAIRPERSON, IF NECESSARY

The Council President, Gisela Klotz, agreed to chair the meeting. The meeting was facilitated by the Property Manager.

4. PRESENT TO THE MEETING PROOF OF NOTICE OF MEETING

The Property Manager confirmed that the Notice of this Annual General Meeting was distributed to all Owners on title in accordance with Section 45 of the Strata Property Act.

5. APPROVE THE AGENDA

The agenda was presented. It was **MOVED (106) / SECONDED (303)** and unanimously approved.

6. APPROVAL OF THE PREVIOUS GENERAL MEETING MINUTES

It was, **MOVED (106) / SECONDED (313)** and unanimously approved that the Minutes of the Annual General Meeting held on September 30, 2015 be adopted as distributed.

7. DEAL WITH UNFINISHED BUSINESS

An owner asked about the P1 balcony project from the last AGM. The Property Manager informed the owner which balconies were done and that that project is now complete.

8. RECEIVE REPORTS OF COUNCIL ACTIVITIES

The Property Manager informed the owners about the major projects that the Council took on during the fiscal year: heating boiler replacement, main floor recirculation line replacement, and the P1 balcony replacement project. A Council Member also mentioned that the council meeting minutes also informed owners of the activities that the Council was involved in.



9. RATIFY ANY NEW RULES

There were no new rules to ratify.

10. INSURANCE SUMMARY

The Property Manager advised that in keeping with the provisions of the Strata Property Act, the insurance coverage provided through BFL Canada reflects a replacement cost of \$6,097,000.00. Owners were further advised that an annual appraisal is undertaken in accordance with the requirements of the Insurance provider to ensure an update to date replacement cost.

VR 547 Harbour Court – Deductibles: All risks as defined are subject to a \$2,500.00 deductible except for a \$5,000 deductible for water damage/sewer backup damage, \$10,000.00 for flood damage and, 10% deductible for earthquake damage.

It is incumbent upon Owners to review the Strata Corporation's Summary of Coverage with their own personal insurance broker to ensure that their liability, betterments and improvements, and personal coverage ties with what is provided by the Corporation. Owners may wish to obtain Loss Assessment insurance coverage from their home insurance broker to the extent that it is available, to cover the deductible if necessary. Having appropriate and adequate insurance is now more important for Owners than ever before.

11. APPROVAL OF BUDGET

It was **MOVED (107) / SECONDED (103)** to put the budget onto the floor for discussion. After discussions, unit 103 called the question. The proposed budget was unanimously approved.

Please see the attached schedule for the new strata fees. The strata fees remain the same.

Owners not currently participating in the Pre-Authorized Payment Plan (PAP) are urged to take advantage of this payment method. Please return the completed form to Peterson Residential to take part in the PAP.

For those Owners who pay monthly strata fees by post-dated cheque, please forward their cheques to Peterson Residential and make the cheques payable to "STRATA PLAN VR 547" up to and including July 1, 2017.

12. RESOLUTIONS

3/4 VOTE RESOLUTION #1 – DEPRECIATION REPORT WAIVER

WHEREAS depreciation reports are, in accordance with the *Strata Property Act of BC*, mandatory unless the Owners, Strata Plan VR 547, exempts themselves by a 3/4 vote resolution;

BE IT RESOLVED as a 3/4 vote resolution of the Owners, Strata Plan VR 547, that pursuant to Section 94 of the Strata Property Act, the Owners, Strata Plan VR 547, agree to exempt themselves and waive the requirements of this section during the period immediately following the Annual



General Meeting of September 12, 2016 or any adjournment thereof, until the next Annual General Meeting.

It was **MOVED (108) / SECONDED (106)** to put the resolution onto the floor for discussion. After discussions, the question was called by unit 303. With twenty-five (25) votes in favour, zero (0) opposed, and zero (0) abstained, the resolution was approved.

MAJORITY VOTE RESOLUTION #2 – DEPRECIATION REPORT FUNDING

WHEREAS resolution #1 has failed to pass;

BE IT THEREFORE RESOLVED as a majority vote resolution of the Owners, Strata Plan VR547, as per Section 96 of the Strata Property Act, to approve a maximum expenditure of **eight thousand dollars and zero cents (\$8,000.00)** from the Contingency Reserve Fund for the purpose of obtaining a depreciation report.

Because resolution #1 passed, this resolution was not considered.

3/4 VOTE RESOLUTION #3 – BALCONY REPAIR

WHEREAS the Strata Council has been working with a contractor to obtain a quote for repairing the balconies as recommended by the contractor and the Strata Council;

BE IT THEREFORE RESOLVED as a 3/4 Vote Resolution of the Owners, Strata Plan VR 547, to approve an expenditure of up to \$103,000.00 for the purpose of repairing the balconies; with said funds being realized by a one-time special levy in the amount of \$79,000.00 charged to the registered owners based on Unit Entitlement as per the attached Schedule. The remaining outstanding expenditure will be funded with the surplus from the 2015-2016 balcony repair project, 2015-2016 heating boiler replacement project, and 2015-2016 year surplus. The special levy will be applied to the expenditure first and the remaining outstanding expenditure will be expensed using the previously mentioned surplus funds. Any funds unspent from this Special Levy or surplus will be put towards the contingency reserve fund. The balcony repair is expected to start in early spring of 2017.

Please see the attached documents for each Owner's proportional amount of the Special Levy.

All funds are due and payable immediately, by the Owner(s) of record at the time and on the date the 3/4 Vote Resolution is passed. For the convenience of Owners, the Special Levy may be paid on February 1, 2017.

Failure to pay the amount of the Special Levy payment(s) on the specified day will be subject to fines, as shown in the Strata Corporation Bylaws. Should Owners fail to remit such Special Levy payment(s) the Strata Corporation will exercise full rights of remedies, as amended from time to time.

In the event of a funding shortfall, the Strata Council shall be authorized to use Contingency Reserve Funds as deemed necessary to ensure timely payment of invoices as relating to the project. Any



Contingency Reserve Funds so used will be reimbursed to the Contingency Reserve Fund as soon as funds are available from the Special Levy payment(s).

In the event that a Strata Lot is sold or there are changes to title, prior to all the installments being paid, the outstanding balance of the Special Levy must be paid in full before a "Form F – Certificate of Full Payment" can be issued pursuant to Section 115 of the Strata Property Act.

That for the purpose of this Resolution, the term "Assessment Fees" shall have the same meaning as regular Strata Fees with all applicable penalties, as per the registered Bylaws for non-payment (i.e. late or returned NSF cheques), legal costs, administration fees and collection costs, and all other sums and fees due and payable of any nature or any kind whatsoever.

It was **MOVED (304) / SECONDED (106)** to put the resolution onto the floor for discussion. After much discussion, the question was called by unit 106. With twenty-five (25) votes in favour, zero (0) opposed, zero (0) abstained, the resolution was approved.

At this point, 8:03pm, unit 202 and unit 204 left the meeting. As there was still a quorum, the meeting was allowed to continue.

13. NEW BUSINESS

Tree – An owner was concerned about a notice that indicated that a tree on the property was to be cut. Council clarified the tree that needed to be removed and the reason why the tree removal was recommended by the neighbouring strata's arborist. Council also informed the owners that the cost for the tree removal was to be shared with the neighbouring strata.

Carpet cleaning – Owners expressed their concern about the need to have the carpets cleaned again as some stains have not been removed. The Property Manager informed the owners that a request will be made to have the carpet cleaners come back again with hopes of having them remove the stains again.

Janitorial – An owner suggested to have the areas within the building cleaned once or twice a year such as the walls, common areas, laundry rooms and storage areas.

Gardening – An owner suggested an area where a potential garden could be set up which is near the entrance to the parking garage by the cement fence. Another owner suggested setting up a gardening committee.

Pets/cats – An owner wanted clarification of the bylaws regarding pets. The Property Manager read section 3(3) and 3(4) of the Strata Corporation's bylaws. Owners should refer to the bylaws for clarification. Owners were also asked to not let the cats into the building and to not feed the cats.

Patios – Two owners informed others that their patio drains were still plugged when it rained. The Property Manager will follow up with the plumbing contractor to ensure drain cleaning was completed.



Parking stall – An owner informed others that a vehicle parked in a parking stall will be moved before the end of September.

Minutes – An owner asked the Property Manager to have a hard copy of the minutes sent to her.

14. ELECTION OF THE 2016-2017 COUNCIL

At this point of the meeting, a new Strata Council is to be elected. The bylaws of Strata Plan VR 547 requires the Council must have at least 3 and not more than 7 members. As there were more than 7 nominations, a secret ballot was held. Each owner was asked to write down on a ballot who they wished to be the Strata Council. Unit 316, unit 211, and unit 210 volunteered to count and witness the counting of the ballots. The three volunteers counted the nominations. The following Owners were elected for Council by the Owners:

Gisela Klotz	Kevin La Face	Chris Cameron	Taylor Lodge
Jennifer Eastwood	Gisela Temmel	Gloria Apacway	

It was then **MOVED (304) / SECONDED (108)** and unanimously approved to destroy the nomination ballots.

COUNCIL POSITIONS

Following the Annual General Meeting, Council met to elect members for specific positions. The results were as follows:

Gisela Klotz	President
Gloria Apacway	Vice-President
Jennifer Eastwood	Treasurer
Chris Cameron	Secretary
Kevin La Face	Member At-large
Gisela Temmel	Member At-large
Taylor Lodge	Member At-large

15. TERMINATION

There being no further business, it was **MOVED (103) / SECONDED (311)** and unanimously approved to terminate the meeting at 9:00 pm. Please note the next Strata Council Meeting will be held on Thursday, November 17, 2016 in unit 108.

ATTENTION: Please keep these Minutes on file as a permanent legal record of your Strata Corporation's business. Replacement of either Minutes or Bylaws will be at the Owner's expense and not at the expense of the Strata Corporation.

Property Manager: Sunny Leung | D. 604.699.5274 | E. SunnyL@petersonbc.com

Property Manager Assistant: Pablo Prado | D. 604.699.5269 | E. PabloP@petersonbc.com

Strata Property Accountant: Etsuko Akiyama | D. 604.699.5259 | E. EtsukoA@petersonbc.com

VR 547 - APPROVED STRATA FEES

Fiscal Year: August 1 to July 31

			Current Strata Fees	Approved Operating Fees	Approved Contingency Fees	Approved Strata Fees
Strata Fees			\$ 157,500.00	\$ 150,099.00	\$ 7,401.00	\$ 157,500.00
TOTAL UNIT ENTITLEMENT		29,954	29,954	29,954	29,954	29,954
Total Assessment/Unit Entlmt/Mth			\$ 0.44	\$ 0.42	\$ 0.02	\$ 0.44
Special Levy Payment Dates						
UNIT #	Unit Entitlement		Current Monthly Strata Fees	Approved Monthly Operating Fees	Approved Monthly Contingency Fees	Approved Monthly Strata Fees
101	610		267.28	254.72	12.56	267.28
102	636		278.68	265.58	13.10	278.68
103	642		281.31	268.09	13.22	281.31
104	487		213.39	203.36	10.03	213.39
105	843		369.38	352.02	17.36	369.38
106	617		270.35	257.65	12.70	270.35
107	611		267.72	255.14	12.58	267.72
108	796		348.78	332.40	16.39	348.78
109	617		270.35	257.65	12.70	270.35
110	843		369.38	352.02	17.36	369.38
111	487		213.39	203.36	10.03	213.39
112	642		281.31	268.09	13.22	281.31
113	636		278.68	265.58	13.10	278.68
114	610		267.28	254.72	12.56	267.28
115	635		278.24	265.16	13.07	278.24
201	610		267.28	254.72	12.56	267.28
202	636		278.68	265.58	13.10	278.68
203	642		281.31	268.09	13.22	281.31
204	487		213.39	203.36	10.03	213.39
205	843		369.38	352.02	17.36	369.38
206	617		270.35	257.65	12.70	270.35
207	611		267.72	255.14	12.58	267.72
208	582		255.02	243.03	11.98	255.02
209	623		272.98	260.15	12.83	272.98
210	617		270.35	257.65	12.70	270.35
211	843		369.38	352.02	17.36	369.38
212	487		213.39	203.36	10.03	213.39
213	642		281.31	268.09	13.22	281.31
214	636		278.68	265.58	13.10	278.68
215	610		267.28	254.72	12.56	267.28
216	635		278.24	265.16	13.07	278.24
301	610		267.28	254.72	12.56	267.28
302	636		278.68	265.58	13.10	278.68
303	642		281.31	268.09	13.22	281.31
304	487		213.39	203.36	10.03	213.39
305	843		369.38	352.02	17.36	369.38
306	617		270.35	257.65	12.70	270.35
307	611		267.72	255.14	12.58	267.72
308	582		255.02	243.03	11.98	255.02
309	623		272.98	260.15	12.83	272.98
310	617		270.35	257.65	12.70	270.35
311	843		369.38	352.02	17.36	369.38
312	487		213.39	203.36	10.03	213.39
313	642		281.31	268.09	13.22	281.31
314	636		278.68	265.58	13.10	278.68
315	610		267.28	254.72	12.56	267.28
316	635		278.24	265.16	13.07	278.24
Total per month			13,125.00	12,508.25	616.75	13,125.00
Total annual			\$ 157,500.00	\$ 150,099.00	\$ 7,401.00	\$ 157,500.00

Special Levy Schedule

		Special Levy
		Balcony Repair
Estimated Cost		79,000.00
TOTAL UNIT ENTITLEMENT		29954
Total Assessment/Unit Ent		2.637377312
Special Levy Payment Dates		February 1, 2017
UNIT #	Unit Entitlement	
101	610	1,608.80
102	636	1,677.37
103	642	1,693.20
104	487	1,284.40
105	843	2,223.31
106	617	1,627.26
107	611	1,611.44
108	796	2,099.35
109	617	1,627.26
110	843	2,223.31
111	487	1,284.40
112	642	1,693.20
113	636	1,677.37
114	610	1,608.80
115	635	1,674.73
201	610	1,608.80
202	636	1,677.37
203	642	1,693.20
204	487	1,284.40
205	843	2,223.31
206	617	1,627.26
207	611	1,611.44
208	582	1,534.95
209	623	1,643.09
210	617	1,627.26
211	843	2,223.31
212	487	1,284.40
213	642	1,693.20
214	636	1,677.37
215	610	1,608.80
216	635	1,674.73
301	610	1,608.80
302	636	1,677.37
303	642	1,693.20
304	487	1,284.40
305	843	2,223.31
306	617	1,627.26
307	611	1,611.44
308	582	1,534.95
309	623	1,643.09
310	617	1,627.26
311	843	2,223.31
312	487	1,284.40
313	642	1,693.20
314	636	1,677.37
315	610	1,608.80
316	635	1,674.73
Total		79,000.00

