

STRATA PLAN NW 2040
UNAPPROVED Minutes of the 2016 Annual General Meeting
Held at Forest Grove Elementary School Library
8525 Forest Grove Drive
Burnaby, British Columbia
On October 26, 2016

1. Registration commenced at 6:45 PM with the sign-in of owners and proxy holders, the validation of proxies and the issuance of voting cards.
2. The meeting was called to order at 7:01 PM.
3. Proof of notice of the 2016 Annual General Meeting (AGM) was displayed and a motion called to approve the notice of the AGM. It was moved, seconded and unanimously resolved that proper notice was given for the AGM.
4. Results of the registration; of the thirty-six strata lots, twenty-one (21) were represented in person and three (3) were represented by proxy for the total of twenty-four (24). A quorum was established.
5. The 2015/2016 Strata Council members and officers were introduced.
 - a. Strata Chair/President – Wayne Fritz
 - b. Treasurer/Vice President – Derek Martinig
 - c. Secretary – Graham Giles (Regrets)
 - c. Landscape Liaison – Vacant (Derek Interim)
 - d. Maintenance Liaison – Ron Brimacombe
 - e. Member-at-Large – Lauren Rotzien (Regrets)
 - f. Member-at-Large – Terry Callender
6. The minutes of the Annual General Meeting on October 22, 2015 were put forward for approval. It was moved, seconded and unanimously resolved to approve last year's minutes.
7. Report by Strata Chair (Wayne Fritz) – The strata chair welcomed both new and existing owners to the meeting before describing how the previous year was successful. The chair explained how projects around the complex were minimal due to a large water leak on Moorside which required significant resources to repair. The chair then went over the projects that were completed this year which included the bridge railing replacement and several repairs around the complex. The chair finished his report by thanking the existing strata members for their work over the last year.
8. Report by Maintenance Liaison (Ron Brimacombe) – The maintenance liaison reported on several issues around the complex which included a large leak on Moorside requiring significant exterior and interior repairs and a smaller

chimney vent leak. The bridge railing project was completed in September by Jeff and Simon Iron Works and all the feedback received to date has been positive. Discussion was then had about water overflowing from rooves/gutters onto driveways and parked cars. Council will investigate ways to prevent the water overflow (e.g. flashing diverters, etc.). Finally, the repainting of the complex was discussed. Council indicated that the paint around the complex is still in relatively good shape (except for a couple of green algae areas and doors) and that painting could be deferred. Council will address the green algae areas identified during the meeting this year, investigate options to repaint or replace doors and will make a note to discuss painting options at the AGM prior to the commencement of the complex painting.

9. Report by Interim Landscaping Liaison and Treasurer (Derek Martinig) - The treasurer/interim landscaping liaison started with a report on the complex landscaping. The strata is entering its second year of the three year contract with Piper Landscaping. Overall, council is happy with the work performed by Piper and their response to feedback. This year's landscaping projects included replanting the flower boxes under each of the strata signs and the distribution of bark mulch through all common areas. Volunteers were thanked for assisting with the flower box watering this past Spring and Summer. Next year, the strata will consider the development of a tree management plan which would involve identifying and removing problematic trees around the complex. Al's Tree Removal was brought in this summer to assess certain trees in the complex and found nothing that required immediate action; however, a few problematic trees were identified and require further investigation. As Al is retiring from the tree removal business, the council will seek out alternative service providers in the coming year. Council has budgeted for a large tree removal in the upcoming year and based on the costs incurred, will look to budget for additional removals in the subsequent years.

Next a report was provided on the previous year's operations and finances. Council stayed within the budget for this past fiscal year but was limited due to unforeseen leak repair costs which consumed the entire general maintenance budget. Thus, the council decided to forgo repairing the sidewalks, pressure washing and replacing fogged windows. The bridge railing replacement also went overbudget by approximately \$3500 due to engineering fees and unforeseen increases in the galvanization process. The strata continues to build its contingency fund reserve (CFR) by contributing \$50,000 from the 2015-2016 operating budget. At the end of this past fiscal year, the CFR was approximately \$182,500. Next year, the strata council has budgeted for the replacement of the privacy fences between each unit (this will not include the lattice separating the front stairways), the replacement of two of the remaining eight domestic water mains (through random draw) and repairs to sidewalks throughout the complex.

10. The 2015/2016 Financial Statements (as prepared by Marsh and Marsh, Chartered Accountants) were put forward for approval. It was moved and seconded, and resolved that the financial statements be approved.
11. A motion to retain Marsh & Marsh, Chartered Accountants for the purposes of maintaining and reviewing the Strata Corporation's financial records for the 2016/2017 fiscal year was put forward. It was moved and seconded, and resolved to retain Marsh & March, Chartered Accountants for another year.
12. A motion to approve the 2016/2017 budget was put forward for approval. It was moved, seconded, and resolved that the 2016/2017 budget be approved.
13. A motion to approve the transfer of 2015/2016 operating surplus of \$40,255.45 into the 2016/2017 operating budget was put forward. The motion was moved, seconded and unanimously approved.
14. A motion to defer the repeat depreciation report until the 2017/2018 fiscal year was put forward for approval. It was moved, seconded, and resolved to defer the depreciation report until the next fiscal year
15. A motion to approve the amended strata rules was put forward. The motion was moved, seconded and unanimously approved. The strata rules will now include the following revision:

3. Exterior Appearance

- h. All exterior Christmas decorations, including strings of lights, shall be removed from the exterior of strata units by February 15 of the following year and stored in keeping with these rules until November 14.
16. The Strata Chair led discussions regarding the following to determine the feedback/interest of the strata lot owners:
 - a. External free standing air-conditioning units – Owners have recently requested permission to install free standing air-conditioning units for their respective units. The strata bylaws do not explicitly say that air-conditioning units are not permitted; however, as they would need to be installed outside the unit and require a modification to the building envelope, they must be approved by the strata council. Concerns were raised over the placement of the exterior portion of the system and the resulting noise. A motion was put forward to accept external free-standing air-conditioning units. The motion was not carried. There were two votes for, 14 votes against and 4 voters abstained.
 - b. Window replacements – A significant number of windows in the complex are failing (fogging) with some failing for the second time in

as little as two years since last repaired. An alternative to continuing to repair the old windows would be to replace all the windows in the complex with new, more energy efficient windows. However, the long term budget for the complex does not account for whole complex window replacement until 2024. Thus, there is insufficient operating budget and contingency fund reserve to replace the windows sooner. The strata chair suggested applying for a loan to replace the windows sooner; however, owners were hesitant to act unless budget numbers could be provided. Council will investigate the estimated costs of both replacement windows and sliding doors in addition to possible funding models.

- c. Privacy Fences – Council provided an update on the privacy fence plan which included replacing the fences in the late fall or winter. Contractors have indicated that they will provide discounts for work completed in the ‘off-season’ and the cooler temperatures are favorable for moving plants (that may otherwise be damaged during the removal and installation processes). Council has yet to identify a contractor to perform the work; nor have they agreed upon a final material or design. Owners requested more information about the materials and design prior to council making a final decision. Council agreed to provide (at a minimum) two different options that owners could provide feedback on before starting the project.

17. For the year 2016/2017, the following owners offered to volunteer for the NW2040 Strata Council:

- a. Strata Chair/President – Wayne Fritz
- b. Vice-President/Treasurer – Derek Martinig
- c. Secretary – Graham Giles
- d. Landscape Liaison – Terry Callender
- e. Maintenance Liaison – Ron Brimacombe
- f. Member-at-large – Danielle Gibbons
- g. Member-at-large – Lauren Rotzien

18. The motion was put forward to accept the new Strata Council as listed above. The motion was moved and seconded, and unanimously approved to accept the new Strata Council.

19. A motion was put forward to send the Strata Council to lunch/dinner in appreciation of their service. The motion was moved, seconded and unanimously approved.

20. The meeting was adjourned at 8:35 PM.