

STRATA PLAN NW 2040
UNAPPROVED Minutes of the 2017 Annual General Meeting
Held at Forest Grove Elementary School Library
8525 Forest Grove Drive
Burnaby, British Columbia
On November 1, 2017

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 7:06 PM.
3. Proof of notice of the 2017 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. Proof of insurance for the strata complex was displayed and a motion called to approve the proof of insurance. It was moved, seconded and unanimously resolved that proper proof was provided at the AGM.
5. Results of the registration; of the thirty-six strata lots, nineteen (19) were represented in person and six (6) were represented by proxy for the total of twenty-five (25). A quorum was established.
6. The 2016/2017 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 – Terry Callender
 - d. Maintenance Liaison – Ron Brimacombe
 - e. Member-at-Large – Lauren Rotzien (Regrets)
 - f. Member-at-Large – Danielle Gibbons
7. The minutes of the Annual General Meeting on October 26, 2016 were put forward for approval. It was moved, seconded and unanimously resolved to approve last year's minutes.
8. Report by Strata Chair (Wayne Fritz) – The strata chair welcomed both new and existing owners to the meeting and thanked the council for all the work that they have done over the last year. During this year we have completed the privacy fences between the units; there still remains some work to be done with this project as some retaining walls need to be built between some of the units. We have also started with the sidewalk repairs around the complex. Although these have been delayed from the original time lines, it will be good to have the tripping hazards on Ridgemoor and Moorside

repaired.

5 units throughout the complex required siding repairs; the work on these has been completed and seems to be a common area requiring repair. We know of 2 more units that need repairs done in the coming year.

We are also having some tree work done around the complex. We have contracted Bartlett in to do a tree inventory for the complex and during the preliminary inspection they have recommended the removal of 2 trees. One as a high priority on Moorside and the other on Breamoor. The tree on Moorside actually lies on the property behind us and we are working with the neighbouring complex to have the tree removed. Bartlett will also be doing clean up of the trees around the complex. This lead to a long discussion about the tree at the end of Ridgemoor (see point further down for discussion).

I have also been changing out the path lighting globes for LED lighting. These cast a brighter light around the complex; some of the lights on Breamoor and Moorside have already been changed out.

For the coming year we plan on more tree work around the complex, along with building a composting bin area on Moorside to prevent the bears getting into the bin again. Other complexes' around the area are experiencing the same issues, with the bears ripping out the wooden siding to enter the bin area.

We are also going to be painting the complex over the 2017/18 and 2018/19 fiscal years and this will include the wood work and siding.

9. Report by Treasurer (Derek Martinig) - A report was provided on the previous year's operations and finances. This past year's budget included several significant projects around the complex. These projects included the replacement of the privacy fences, repairs to the deteriorating sidewalks around the complex and the replacement of the domestic water mains into two buildings. Unfortunately, several buildings in the complex exhibited rotting of the exterior envelope which deterred council from proceeding with the domestic water mains and other smaller projects (pruning and window replacements). The repair work has now been completed on most of the buildings and can be managed in terms of a modest increase in the general maintenance budget for the coming fiscal year.

The privacy fence project was completed this year and came in approximately \$10,000 over budget. The budgeted amount was based on quotations received last year using a different product and included an off-season installation price reduction that was discontinued. The council did review a variety of products including wood, vinyl and concrete and decided

upon the current material after lengthy discussion. Even with the overages from the fencing project, we did realize a surplus of \$68,336.51 which we are recommending be transferred into next year's operating budget.

Next year's budget includes line items for tree removal and a tree management database, the costs associated with the building envelope repairs (already completed), garbage and compost container management and the first half of the painting budget. Council hopes to split the cost of the painting project over two fiscal years and has decided to not use the contingency fund reserve unless it is required for the second half of the project. If the money is not needed, council will recommend that the money be transferred into the "general contingency fund reserve account".

In addition, council has decided that the money earmarked for water main replacements over the next three fiscal years will instead be transferred into general contingency and be used to repair the water mains on an as-needed basis. The council is recommending that \$37,250 be transferred from the 2017-2018 operating budget into the general contingency fund in addition to the annual payments for painting and roofing.

Finally, the council would also like to transition from monthly cheques to direct deposit in the next fiscal year. Council recognizes that some have already written cheques as this was not included in the AGM meeting package; so, either payment method will be permitted. Council is hopeful that the subsequent year will see all strata owners enrolled in the direct withdrawal program.

10. The 2016/2017 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 2017/2018 fiscal year was put forward. It was moved and seconded, and resolved to retain Marsh & Marsh, Chartered Accountants for another year.
12. A motion to approve the 2017/2018 budget was put forward for approval. It was moved, seconded, and resolved that the 2017/2018 budget be approved.
13. A motion to approve the transfer of 2016/2017 operating surplus of \$68,336.51 into the 2017/2018 operating budget was put forward. The motion was moved, seconded and unanimously approved.
14. A motion to approve the transfer of \$37,250 from the 2017/2018 operating budget into the General Contingency Reserve Fund was put forward. The motion was moved, seconded and unanimously approved.

15. A motion to defer the repeat depreciation report until the 2018/2019 fiscal year was put forward for approval. It was moved, seconded, and resolved to defer the depreciation report until the next fiscal year
16. A motion to approve the existing strata rules was put forward. The motion was moved, seconded and unanimously approved.
17. The Strata Chair led discussions regarding the following to determine the feedback/interest of the strata lot owners:
 - a. Tree removal – Lengthy discussion occurred regarding the tree near 9150 Ridgemoor. Council has had multiple arborist firms who have all indicated that the tree is stable and does not need removing. There was discussion on removing the tree and the effects on the wind patterns for the other trees around the complex. Concerns were raised regarding the impact on the building foundations and the sidewalk. The arborist has indicated that the tree's roots will only go where there is space and water, but that they cannot lift a foundation. After much discussion the meeting continued and the owner of the unit was going to speak with the arborist
 - b. Window replacements – was discussed as council was going to look into offering replacement options. At this stage council has not done this as replacing the windows will need to wait until the siding replacement has occurred (this is due to new rain screening technology that will change the depth of the siding).
18. For the year 2017/2018, the following owners offered to volunteer for the NW2040 Strata Council:
 - a. Strata Chair/President – Wayne Fritz
 - b. Vice-President/Treasurer – Vacant
 - c. Secretary – Danielle Gibbons
 - d. Landscape Liaison – Terry Callender
 - e. Maintenance Liaison – Ron Brimacombe
 - f. Member-at-large – Brent Chadwick
 - g. Member-at-large – Peggy Wong
19. 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.
20. The meeting was adjourned at 8:45 PM.