

**STRATA PLAN NW 2040**  
**UNAPPROVED Minutes of the 2018 Annual General Meeting**  
**Held at Forest Grove Elementary School Library**  
**8525 Forest Grove Drive**  
**Burnaby, British Columbia**  
**On November 7, 2018**

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.

1. The meeting was called to order at 7:01 PM
2. Proof of notice of the 2018 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.
3. 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.
4. Results of the registration; of the thirty-six strata lots, eighteen (18) were represented in person and seven (7) were represented by proxy for the total of twenty-five (25). A quorum was established.
5. The 2017/2018 Strata Council members and officers were introduced.
  - a. Strata Chair/President – Wayne Fritz
  - b. Treasurer/Vice President – Wayne Fritz
  - c. Secretary – Danielle Gibbons
  - c. Landscape Liaison – Terry Callender
  - d. Maintenance Liaison – Ron Brimacombe
  - e. Member-at-Large – Peggy Wong
  - f. Member-at-Large – Brent Chadwick (regrets)
6. The minutes of the Annual General Meeting on November 1, 2017 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 and thanked the council for all the work that they have done over the last year.

Last year's major project of the privacy fences was completed.

During this year the biggest job was the painting of the complex. Both Braemoor and Ridgemoor are 95% complete. Council is aware of minor deficiencies. Master Painters have been supervising the work and providing multiple reports to Council as the work progressed. Council had budgeted \$70,000 for the painting project, however, multiple quotes received aged from \$200,000 to \$250,000 with 2% of the quote as payment to Master Painters as they will guarantee the work performed.

Approximately \$24,000 was spent around the complex for the fixing of chimney chases and multiple building envelope repairs revealed during the painting process. Twenty-four tubes of caulking were used across Braemoor and Ridgemoor to ensure proper sealing.

Plans to continue painting next year at Moorside Place as well as the completion of all deficiencies. Two parking spots will again be used during the painting process for the painter's trailer and equipment.

The tree of concern between Moorside Place and neighbouring Ashbrook has been an ongoing issue over the past year. Terry has finally been able to make contact with Ashbrook where she was advised that Ashbrook was misadvised by another arborist with regard to the safety and stability of the tree. The City of

Burnaby has confirmed the tree must be removed and will issue the permit to Ashbrook to do so as soon as they receive the necessary paperwork from Ashbrook.

There was a discussion last year about changing the complex's landscaping company. Several quotes were received by council as high as \$50,000 per annum. Council has contracted Lawn Care Plus for the landscaping company next year at approximately \$23,000 per annum.

The replacement and/or repair of windows was not conducted this past year due to budget constraints from the painting of the complex and building envelope repairs.

8. Report by Treasurer (Wayne Fritz). A report was provided on the previous year's operations and finances which was largely focused on the painting of the complex. Unfortunately, several buildings in the complex exhibited rotting of the exterior envelope revealed during the painting process which totalled approximately \$24,000.

Council partially transitioned from monthly cheques to direct deposit last year. Council now requires all strata owners to be enrolled in the direct withdrawal program. As a result of setting up the direct deposit system, banking fees slightly increased last year however this will not be reflected in future years as it was a one-time setup fee.

Insurance also went up last year by about \$7,000. This increase has been added to the budget.

9. The 2017/2018 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.
10. 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.
11. A motion to approve the 2018/2019 budget was put forward for approval. It was moved, seconded, and resolved that the 2018/2019 budget be approved.
12. A motion to approve the transfer of 2017/2018 operating surplus of \$84,199.75 into the 2018/2019 operating budget was put forward. The motion was moved, seconded and unanimously approved.
13. A motion to approve the transfer of \$83,748 from the 2018/2019 operating budget plus \$10,000 from the general operating budget into the General Contingency Reserve Fund was put forward. The motion was moved, seconded and unanimously approved.
14. A motion to defer the repeat depreciation report until the 2019/2020 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 existing strata rules was put forward. The motion was moved, seconded and unanimously approved.
16. The Strata Chair led discussions regarding the following to determine the feedback/interest of the strata lot owners:
  - a) Installation of Heat-Pump in Complex. Council has the ability to vote at a general strata meeting regarding a request by a strata-owner to install a heat-pump, however, Council did not want to vote

on this issue on behalf of the whole complex and decided to bring it as a discussion to the AGM. The noise-levels and specifications of the requested heat-pump were presented to and discussed amongst members attending the AGM. Concern was raised for the combined noise-level of multiple heat-pumps running at the same time. A question was raised with regard to implications of insurance premiums to which it was confirmed it would not raise insurance premiums. The requirement of an electrical permit for installation was also discussed. After much discussion, it was decided that Council needs to do more research to draft specifications for universal specifications and rules for mounting equipment, location and decibel rating etc.

- b) Change of Strata Rule. Council put forward a motion to modify Strata Rule 3(b) as a result of the discussion of the installation of heat-pumps in the complex. The motion was struck and Strata Rule 3(b) remains as is:

“No shades, awnings, balcony guards, supplementary heating or air conditioning devices shall be used or installed in or about the strata plan except those that are approved in writing by council.”

17. For the year 2017/2018, the following owners offered to volunteer for the NW2040 Strata Council:
- a) Strata Chair/President – Doug Kronlund
  - b) Treasurer – Doug Kronlund
  - c) Secretary – Lindsay Leong
  - d) Landscape Liaison – Terry Callender
  - e) Maintenance Liaison – Ron Brimacombe
  - f) Member-at-large – Brent Chadwick
  - g) Member-at-large – Peggy Wong
  - h) Member-at-large – Sharon MacLeod
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. The motion to approve a thank you dinner for current council members for past years work was put forward and approved.
20. The meeting was adjourned at 7:55 PM.