

STRATA PLAN NW 2040

Annual General Meeting held November 7, 2022

Approved Minutes

1. Certify proxies and issue voting cards (registration)
2. Determine that there is a quorum
23/36 owners are represented (19 in-person + 4 proxies)
3. Present proof of notice of the 2022 Annual General Meeting ("AGM")
Presented and approved.
4. Approve the Agenda for the 2022 AGM.
Approved.
5. Present proof of insurance for the strata complex.
Presented and approved.
6. Introduction of the 2021-2022 Mountain Gate Strata Council:
President – Aaron Ydenberg
Treasurer – James Kennedy
Secretary – Alyssa Goad
Landscape Liaison – Terry Callender
Maintenance Liaison – Kieron Gibbons
Member-at-large – Zoe Martinig
7. Motion to Approve the 2021 AGM minutes (attached)
Unanimous approval.
8. Motion to Approve the 2021/2022 Financial Information report, as prepared by Marsh & Marsh, Chartered Accountants (attached)
Unanimous approval.

9. Motion to retain Marsh and Marsh for accounting services for 2022/2023.

Unanimous approval.

10. Motion to carry forward the 2022 operating fund balance (\$8661) into the 2023 operating fund.

Unanimous approval.

11. Motion to Approve Proposed 2022-2023 budget in Attachment E with a 2% increase in fees retroactive to Sept 1, 2022, with the retroactive amount to be withdrawn by pre-authorized debit alongside the December strata fee payment.
- a. A vote NO will indicate that owners do not accept council's proposed budget.
 - b. A vote YES will authorize council to proceed with the proposed budget.

Unanimous approval (Option b).

12. Motion to Amend Approved 2022-2023 Budget with the changes in Attachment F to increase fees by 4% retroactive to Sept 1, 2022 with the retroactive amount to be withdrawn by pre-authorized debit alongside the December strata fee payment
- a. A vote NO will indicate that owners do not accept the amendment of a 4% fee increase
 - b. A vote YES will authorize council to proceed with the proposed budget amendment

Unanimous approval (Option b).

13. Motion to direct council to research options for upgraded windows, and present the choices, potential benefits and drawbacks, to owners in a survey.

Unanimous approval.

14. Motion to direct council to return to owners at the 2023 AGM with a detailed proposal for a window **replacement and upgrade** project. Funding and phasing options must be included.

21 in favour, 1 opposed, 1 abstained – Motion carried.

15. Motion to direct council to create a Windows Reserve in the Contingency Reserve Fund (CRF).

6 in favour, 11 opposed, 6 abstained. Motion not carried.

16. Discussion of a potential of increase monthly fees, and contribute this amount directly to the windows reserve in the CRF.

Not necessary due to result of agenda item 15.

17. Motion to direct council to research options for entry door repair or replacement (front door and carport door), and present the choices, potential benefits and drawbacks, to owners in a survey.

After discussion, no motion brought forward for voting

18. Motion to direct council to return to owners at the 2023 AGM with a detailed proposal for an entry door (front door and carport door) **repair or replacement** project. Funding and phasing options must be included.

After discussion, no motion brought forward for voting.

19. Motion to Direct council to return to owners at the 2023 AGM with an assessment and detailed proposal for a landscape architecture project to address drainage issues:

- Behind the building on the North side of Ridgemoor.
- Behind the building on the West side of Braemoor.
- Between the two buildings on the South side of Moorside.

Funding and phasing options must be included.

Unanimous approval. Motion carried.

20. Motion for AC/Heat Pump

New Strata Rule to allow for installation of heat pumps or whole home AC appliances

Rationale – many owners have expressed an interest to install heat pumps or whole home AC units. The historical resistance to these installations has been focused on noise concerns.

The following rules addition is written to provide clear installation definitions and instructions to mitigate potential noise concerns and maintain installation location continuity. Simplifying or removing sections of this rule will only result in ambiguity which may affect noise and neighbourhood harmony.

Two after-market devices have been incorporated. Sound compressor blankets have been shown to reduce higher frequency compressor noise by as much as 5 dB which is a real-world reduction of 30 to 50 percent. Vibration dampening pads help to reduce vibration resonating to a nearby owner.

Placement of heat pumps or AC units is important to aid in minimizing noise levels. Building alcoves are akin to vertical pipes for sound and this should be taken into account.

Motion 1:

The new rule as follows is to be inserted as section 10 which will increase subsequent existing rules by 1 number.

10. Heat pumps or whole home AC appliances Owners must apply to council in writing confirming placement per the bylaw specifications and include manufacturer documentation stating the operational maximum noise level does not exceed 60 dBA (A-Weighted Sound measured from 3 feet) and copies of electrical and plumbing permits (if applicable)

- 1.2. Installation can only proceed after the owner receives written council approval.
- 1.3. Split AC (Ductless) appliances are not permitted.
- 1.4. Appliances cannot be affixed or mounted to or on exterior walls.
- 1.5. Tethering lines cannot present an access or trip hazard.
- 1.6. Owners are responsible for strata common property damage or envelope failure caused directly by the appliance or its installation
- 1.7. Appliances must be installed according to manufacturers recommended clearance and a strata minimal clearance of 24 inches from the appliance (not including pad) to the nearest wall(s) and/or fencing – whichever is greater.
- 1.8. Appliances cannot wholly or partially block doorways and/or windows
- 1.9. Appliances must be installed on a level concrete pad with heavy duty vibration isolation pads (material is rubber/foam combo or rubber/cork combo)
- 1.10. An aftermarket compressor noise isolation blanket is to be installed except where manufacturer documentation states warranty or operation will be voided.
- 1.11. Where concrete pads do not exist, owners are responsible for installing a concrete pad, at their cost, which is a minimum of 4 inches thick on a 6-inch depth bed of $\frac{3}{4}$ crushed and compacted gravel. The surface of the finished pad is to be a minimum of 2 inches and a maximum of 3 inches above grade.
- 1.12. Approved installation areas

1.12.1. Install heat pump or AC unit on patio centred on longest wall between patio sliding door and first corner of building

1.12.2. Where level ground does not exist, a retaining wall is to be installed on all upslope sides. Walls cannot exceed 1.2 metres (4 feet) in height. Approved materials are concrete block (Allan Block) or pressure treated landscaping ties.

1.12.3. Units can be installed in the alcove between inside units if the allowance of 24 inches is maintained to existing structure.

Motion 2:

Permit a change in use of common property to allow installation at the end of the building for the following end units:

- 9045 Moorside
- 9077 Moorside
- 9088 Moorside
- 9040 Moorside
- 9215 Braemoor
- 9299 Braemoor
- 9150 Ridgemoor
- 9155 Ridgemoor

Amend rule 10.12 as follows:

10.12. Approved installation areas

10.12.1. Inside units - install heat pump or AC unit on patio centred on longest wall between patio sliding door and first corner of building

10.12.2. Specific end units - install heat pump or AC appliances at the end of the building

Applies to the following strata lots:

- SL 1: 9045 Moorside
- SL 9: 9077 Moorside
- SL 13: 9088 Moorside
- SL 20: 9040 Moorside
- SL 24: 9215 Braemoor
- SL 28: 9299 Braemoor
- SL 32: 9150 Ridgemoor
- SL 33: 9155 Ridgemoor

10.12.3. Where level ground does not exist, a retaining wall is to be installed on all upslope sides. Walls cannot exceed 1.2 metres (4 feet) in height. Approved materials are concrete block (Allan Block) or pressure treated landscaping ties.

10.12.4. If end unit location is not available refer to inside unit location

10.12.5. Units can be installed in the alcove between inside units if the allowance of 24 inches is maintained to existing structure.

After discussion, the motion was amended and deferred to the 2023 AGM. Owners would like to see a review of power load implications, and legal advice on the implication of new rules before voting on a new rule.

Amended motion:

Direct council to research options, and return in 2023 with information on legal review, power implications, advantages and drawbacks of heat-pumps vs AC units, feasibility of installing for all units.

22 in favour, 1 opposed. Motion carried.

21. As per the Council's EV charging research, a required next step would be to upgrade the complex's electrical service to allow for the installation of level 2 chargers.

Motion to direct council to obtain quotes and present information for consideration at the 2023 AGM.

20 in favour, 3 opposed. Motion carried.

22. Motion to amend rule 3. Exterior Appearance, regarding balcony and patio storage.

Existing wording:

"Balconies and patios are not to be used for storage, except for barbecues, patio furniture and some gardening equipment, neatly stored in the back patio."

Rationale for changes:

Add language to allow for children's play equipment, which many owners already have on their patios.

Clarify the language by separating sentences.

****Note this change does not apply in any way to any exterior **alterations** (rule 4). Any alterations to the building envelope, common property, or limited common property require express written approval by council.**

Updated Text:

"Balconies and patios are not to be used for storage. They should be kept neat and free of items other than: barbecues, patio furniture, gardening equipment, and recreational or play equipment. All items must fit within the boundaries of each owner's limited common property, and must not occupy common property."

20 in favour, 2 opposed, 1 abstained. Motion carried.

23. Motion for revision of Rule 4, Figure 2: Specifications - Carport Storage Units

Existing wording:

Figure 2; Specifications – Carport Storage Unit

- Storage unit to be built on the side wall farthest from the door, or along the back
- Floor to ceiling height, with white trim at top of storage
- Siding to be identical to that on the building
- Finished length of unit, including trim: 97 inches (or in the event there is an existing partial support wall, to that wall). Finished width of unit, including trim: 34
- All trim and finish to be identical to the trim and finish on the Refer to existing storage unit at 9062 Moorside Place.
- All paint to match the colour of the owner's
- The white, metal 6 panel door, to match the existing basement The door must be equipped with a lock, to prevent potential harm to children.

Rationale for changes;

- 1) to allow flexibility due to slight variations from unit to unit in overall carport floor dimensions. Width and depth dimensions now have a minimum and maximum length in inches.
- 2) Secondary revision of D) to clarify language of incorporating an existing vertical support post.
- 3) Removal of matching 9062 Moorside language as the storage unit must match the trim and siding of the building it is attached to.
- 4) Revision of metal door usage to clarify position and lock
- 5) Addition of I) to clarify carport light relocation.
- 6) Set a new order of A-H points for clarity.

Updated Figure 2 follows:

Figure 2: Specifications - Carport Storage Unit

- A. *Storage unit to be built on the side wall farthest from the door, or along the back wall.*
- B. *Floor to ceiling height, with white trim at top of storage unit.*
- C. *Siding to be identical to that on the building itself.*
- D. *Finished length of unit, including trim: 97 to 107 inches*
 - 1. *in the event there is an existing vertical support post the storage unit is to be built to the edge of the support but not encompass it.*
- E. *Finished width of unit, including trim: 34 to 42 inches.*
- F. *All trim and finish to be identical to the trim and finish on the building.*
- G. *All paint to match the colour of the owner's unit.*
- H. *A white, solid core, 6 panel door is to be installed centred on the long wall matching the existing basement door. The door must be equipped with a keyed or electronic lock.*
- I. *Exterior carport lighting is to be relocated straight out from it's original location to the outer wall of the storage unit if the storage unit is built on the back wall.*

22 in favour, 1 abstained. Motion carried.

24. Alternate motion for Carport Storage

Rationale:

To allow for flexible positioning of the door, permitting all owners to access their storage unit while a car is parked in the driveway.

Update to figure 2:

Remove the word "centred" from clause H in the proposed wording from the previous motion.

21 in favour, 1 opposed, 1 abstained. Motion carried.

25. Motion to Elect the 2022-2023 Strata Council

Incumbent Candidates:

Aaron Ydenberg
Terry Callender
Kieron Gibbons
James Kennedy

Incoming Candidates:

Michael Horvath
Fayyaz Fatehali

Unanimous approval. Motion carried.

26. Meeting adjourned.

Appendix

Operating budget 2023 changes

This year we've seen our largest jump in insurance fees yet, with an increase of nearly \$7552. We are also budgeting an increase of \$5320 in landscape maintenance fees. Along with smaller changes for our website hosting and inflationary amounts, the total gross increase in operating costs for 2023 is \$14,031. However, considering our unspent amounts in the operating budget from the past two years, it is recommended to reduce our building maintenance budget by \$7031 in order to net a \$7000 (4%) increase for this year.

Two budget options are proposed:

- Both budgets include the same projects and spending this year, but differ in how we cover the operations increase
- Budget A includes a 2% fee increase for this year, with the remainder reducing the CRF/capital segment of our budget by ~\$3500 this year
- Budget B includes a 4% fee increase in order to cover the entire operating budget increase without reducing our CRF/capital segment

	Last year monthly fees	FY2023 Budget A monthly fees (2%)	FY2023 Budget B monthly fees (4%)
Inside Units	\$ 403.65	\$ 411.72	\$ 419.76
Outside Units	\$ 408.65	\$ 416.82	\$ 424.95