

STRATA PLAN NW 2040

Annual General Meeting held November 16, 2023

Approved Minutes

1. Certify proxies and issue voting cards (registration)
2. Determine that there is a quorum
27 owners represented, in person or by proxy.
3. Present proof of notice of the 2023 Annual General Meeting (“AGM”).
Proof of notice presented and approved.
4. Approve the Agenda for the 2023 AGM.
Approved as presented.
5. Present proof of insurance for the strata complex.
Proof of insurance presented and approved.
6. Introduction of the 2022-2023 Mountain Gate Strata Council:
 - i. President & Secretary – Aaron Ydenberg
 - ii. Treasurer – Michael Horvath
 - iii. Landscape Liaison – Terry Callender
 - iv. Maintenance Liaison – Kieron Gibbons
 - v. Member-at-large – James Kennedy
 - vi. Member-at-large – Fayyaz Fatehali
7. Approve and accept 2022 AGM minutes
Approved unanimously.
8. Approve and adopt the 2022/2023 Financial Statements, as prepared by Marsh & Marsh, Chartered Accountants
Approved unanimously.
9. Motion to retain Marsh and Marsh for accounting services for 2023/2024
Approved unanimously
10. Council Presentations
 - a. Windows – results of research and potential of next steps with owners
 - i. Owners express clear support for funding window replacement with a special levy at an SGM. Using the CRF should not be considered, as these funds are earmarked for other products. Increasing fees would require a significant investment and would go only to a one-time capital project.

- ii. Council is directed to:
 - 1. Move ahead with Centra product day showcase**
 - 2. Move ahead with detail design choices**
 - 3. Present option for decision at an SGM in 2024**
- b. Power Upgrades – results of council research and discussion of next steps with owners
 - i. Desired outcome is the available capacity for homes to install Level II EV chargers and/or AC/heat pump units. Information needed to begin the process will come from an electrical capacity study.
 - ii. Owner concern – we have a lot of capital projects coming at great expense. Upgrading power may be a “nice-to-have” rather than a requirement. However, recent strata regulation changes require that this report is completed in the next few years.
 - iii. **Council is directed to complete an Electrical Capacity Study in 2023-24.**
- c. Landscaping – recommendations and options from service provider
 - i. Council is directed to work with the landscape and tree service contractors to:
 - 1. Focus on trimming and pruning of existing plants/trees before investing in additions or beautifications**
 - 2. Explore alternate arborist contractors (Bartlett is a high-cost option)**
 - 3. Prioritize retaining wall over planter box replacements**

Discussion and Voting topics

Council would like to seek direction from owners on various topics, to inform priorities and activities over the next year. Each topic includes some high-level strategic options to frame the discussion. Depending on the outcome of each discussion, full motions may be put forward for voting, provided they do not require 75% majority (i.e. bylaw change or special levy).

11. Depreciation Report

Under British Columbia’s Strata Property Act and regulations, strata corporations with five or more strata lots must obtain depreciation reports and renew them every 3 years. Strata corporations may also waive the legal requirement to obtain a depreciation report, or defer updating a depreciation report, by passing an annual 3/4 vote.

Since our existing Depreciate Report was completed in 2021, Mountain Gate must update it in 2024 unless we choose to defer for another year by a $\frac{3}{4}$ vote. In 2021, the report cost ~\$6000.

Motion (to be passed by $\frac{3}{4}$ majority vote):

Be it resolved that Mountain Gate Strata Corporation NW2040 defer the production of an updated Depreciation Report to 2025.

26 in favour, 1 opposed. Motion passes. The depreciation report will be deferred to next year (2024-25).

12. Windows

High-level strategic options:

- a. status quo – no action
- b. SGM for window replacement – 75% majority vote required for up to \$27,000/lot special levy
- c. Additional contributions to the CRF for a period of time to reduce total amount of a special levy
- d. \$27,000/lot is too much, direct council to source cheaper options

Motion:

Direct council to organize and host an owner information day with Centra Windows, followed by detailed design discussion/decisions and an SGM for window replacement.

23 in favour, 4 opposed. Motion Passes.

13. Snow clearing

High-level strategic options:

- a. status quo – no services 11 votes
- b. ad hoc clearing from Beaudry within existing budget (1-2 visits per year) 12
- c. automatic clearing from Beaudry based on criteria, possibly at an increased budget

11 in favour of option a, 12 in favour of option b, none in favour of option c. Council is directed to reduce snow clearing budget to \$2000, to be used only as needed on an ad hoc, case-by-case basis.

14. Landscaping

Motion put forth from owner:

“Be it resolved that Council reduce landscaping service from weekly to bi-weekly during contract renewal in 2024. Weekly service may continue at Council's discretion during periods of high leaf litter and snow.”

Motion is not seconded and therefore not put to a vote. Council is directed to work with the landscaping contractor to add watering services and decrease blowing services during the summer/hotter months

15. Pest Control

High-level strategic options:

- a. discontinue monthly service, ad hoc responses going forward
- b. new monthly service provider within former budget amounts (\$100/month)
- c. new monthly service provider at increased budget amount (\$200+/month)

24 support option A, 3 support option b, no support option. Council is directed not to seek out monthly pest control services for 2023-24. Pest issues will be dealt with on a case-by-case basis, and the need for regular services will be revisited in 2024-25.

16. Parking

High-level strategic options:

- a. status quo – existing rules, existing enforcement
- b. re-instate sticker system for resident vehicles - 1
- c. rule changes (i.e. no visitor parking even in carports, residents must occupy carport first before they can occupy a common space). 1
- d. Charge for common parking spots

25 support option a, 1 supports option b, 1 supports option c.

17. Bears and garbage

High-level strategic options:

- a. status quo – no changes
- b. increase enforcement of waste-related rules and bylaws (i.e. fines for food scraps in garbage, not bagging properly, etc)
- c. research capital project and city service changes required for more secure garbage bins

Council is directed to provide more reminders, information, and education to owners regarding their responsibilities for waste management. When repeated lack of compliance is observed, council should send targeted

messages including reminders of the potential consequences of City of Burnaby bylaw violations.

18. CRF repayment -

High-level strategic options

- a. minimum contributions (10% of operating fund) - 1
- b. contribute additional amount to repay ~\$24,000 withdrawn for water manifold project
- c. contribute as much as possible – 26

1 supports option a, 26 support option c. Council is directed to prepare budget options that maximize contributions to the CRF. Owners will have to approve an appropriate fee increase considering the approved capital projects being discussed for 2023-24 (see agenda item 22).

19. Investment of amount in the CRF.

High-level strategic options:

- a. Status quo – business bank account, no investment
- b. Invest with a short-term product (5-10 year maturity)
- c. Invest with a longer-term product (15-20 year maturity)

Motion:

Direct council to invest \$50k in a 1-year GIC

Passed 26 for and 1 against. Motion passes.

Owner's concern – any envelope assessment must include an evaluation of our flat roofs, considering the ice damming incident that occurred last winter.

Budget discussion:

20. Motion to carry forward the operating surplus from 2022-2023 (\$6,626.00) to 2023-2024.

Unanimously approved.

21. Motion to Approve Proposed 2023-2024 Budget and associated maintenance fee changes

- 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

Alternative Motion:

Tentatively approve proposed budget (6.8% fee increase), with amendments based on decisions discussion at this meeting, to be distributed to owners within 2 weeks' time

Approved unanimously

22. Council is presenting 4 budget options that provide owners choices on the amount of fee increases, and where to spend some of the discretionary budget.

We can choose to:

- a. Option 1: Do not raise fees
- b. Option 2: Raise fees a small amount (2%), prioritize CRF growth (i.e. save to reduce the cost of windows)
- c. Option 3: Raise fees a moderate amount (2.9%), prioritize beautification (i.e. new planter boxes, retaining walls, and added shrubs) over CRF growth
- d. Option 4: Raise fees a significant amount (6.8%), grow the CRF and beautify the property.

All options include \$22,000 for a capital project to repair drainage issues in a few locations. This project is next on the list of identified priorities, based on the 2022 Owner's Survey.

A separate motion is also put forward, for a Special Levy to separately fund a capital project to add insulation above the front porch of each unit, preventing drainpipes from freezing. This is included in budget options 3, and 4, but must be voted on by a separate motion, and approve by $\frac{3}{4}$ majority:

Motion for a special levy:

Purpose: Capital project to upgrade insulation surrounding middle floor bathroom drainpipes on each unit.

Total amount of the levy: \$22,600

Method for determining each strata lot's share of the levy: even shares, as each owner would benefit equally, and differences in square footage do not apply.

Amount each strata lot must pay: \$628.78

Date by which levy must be paid: April 1, 2024

Based on the outcome of discussions in agenda items above, council can also prepare a custom "option 5" at the AGM, and advise of the associated fee changes, for approval. For example - owners could:

- a. choose to direct council to pursue the bathtub insulation project instead of drainage repairs, without a special levy
- b. choose option 3, but forgo the depreciation report for 1 more year

Motion – Postpone this decision to a future meeting, after more detailed designs and quotes can be obtained

1 opposes. Motion passes

23. Motion to Elect the 2023-2024 Strata Council

Incumbent Candidates:

Michael Horvath – Treasurer

Fayyaz Fatehali – Building Maintenance Liaison

Kieron Gibbons – Capital Project Liaison

Aaron Ydenberg - President

Incoming Candidates:

Derek Martinig – Secretary

Alana Prociuk – Landscape Liaison

Candidates approved unanimously. With less than 7 volunteers, council for 2023-24 is formed without an election.

24. Meeting adjourned.