

**Strata VR 1551 Council Meeting Minutes  
February 12, 2014**

Meeting was called to order by Jeannine Burrows at 7:15 pm

**In attendance:**

Jeannine Burrows, Claudia Jessen, Kathryn LeDrew, Jean Berto, Darrell Ross, Kris Droho

Regrets: Eric Kohn

**Minutes:**

Minutes from November 14, 2013 approved.

**Financial Statements:**

Approved Financial Statements for October, November and December 2013.

**Old Business:**

From mid-December – there was a blocked common drain that was cleared out at considerable expense. Owners are reminded not to pour fats or other insolubles down drains.

Water ingress window suite #203 repaired. Water was deemed to be coming in through nail hole in frame. Another reminder to owners to check all windows and doors for any water coming in.

Garage gate repair is complete. Serviced by Doormaster.

Davey Tree quote to fertilize maple trees on north side of building has been approved and will be done in the spring.

A telephone line for the fire monitoring system is required. Ways to accommodate that were discussed (currently on Joe Badalucco's private phone line).

**New Business:**

A good quote has been received for the front walkway replacement. We are looking for one more quote for comparison. Anticipated start for work is April.

Discussion of upcoming maintenance projects:

- Looking to get quotes for balcony inspections and caulking
- Carpets require cleaning – looking to get done end of April
- Checks of drains at driveway and basement doors to be done regularly to ensure they are not plugged
- Dryer vents need cleaning

***Reminder: Special Assessments due by March 30, 2014.***

Meeting adjourned 9:30 p.m.

**Strata VR 1551 Council Meeting Minutes**  
**March 18, 2014**

Meeting was called to order by Jeannine Burrows at 7:03 pm

**In attendance:**

Jeannine Burrows, Claudia Jessen, Kathryn LeDrew, Jean Berto, Darrell Ross, Kris Droho, Eric Kohn

**Minutes:**

Minutes from February 12, 2014 approved.

**Financial Statements:**

Financial Statements for January 2014 approved.

**Old Business:**

- Fire Monitoring System phone line has been moved to Darrell Ross' phone line.
- Discussion of Fire Safety Plan. Kris Droho and Eric Kohn appointed deputy fire safety directors. A time was set for fire alarm testing for 10:00 Saturday March 22. Darrell asked that as many of council attend that could to do a walkthrough of the testing.
- Darrell discussed quotes received for the front walkway replacement. He recommended we accept the quote from Pacific Rock Concrete for the walkway, and Coast Mountain Roofing for the membrane replacement. Council approved the quotes and work will go ahead. The suggested time for replacement is early to mid-April. Notice will be given to owners for start date and details of the front walkway downtimes.
- Design Roofing had a look at the roof to assess any maintenance that may need to be done. They informed us that the roof looks good, with only minor repairs needed. Their opinion was that there is still a possible 10 or more years' life on the sloped roof.

**New Business:**

- Discussion regarding Milani and the quarterly maintenance program for plumbing and heating for our building. Council hopes to talk with Milani further on suggested work they feel is required and may consider talking to a second company for an opinion.
- Regarding lawn damage on the east side of the building caused by the scissor lift used by the apartment building next door, details are being worked out for them to repair it.

Meeting adjourned at 8:45 p.m.

**Strata VR 1551 Council Meeting Minutes**  
**April 8, 2014**

Meeting was called to order by Jeannine Burrows at 7:03 pm

**In attendance:**

Jeannine Burrows, Claudia Jessen, Kathryn LeDrew, Jean Berto, Darrell Ross, Eric Kohn

**Absent:** Kris Droho

**Minutes:**

Minutes from March 18, 2014 approved.

**Financial Statements:**

Financial Statements for February 2014 approved.

**Old Business:**

- Front walk work going well and on schedule.
- Discussion re lawn repairs. Work was not done to satisfaction so further negotiation with neighbouring building required.

**New Business:**

- Suite 302 drainpipe was plugged and is under repair. Reminder to all owners that we are all required to keep balconies clean and drain clear (bylaw 2.2).

Also, please consider neighbours below you when watering plants on balconies. Do not over water and allow water to flow below.

- We are getting quotes on having the dryer vents cleaned. They have not been cleaned since 2006 and we are looking into getting them cleaned every other year, with chimney cleaning in alternate year.
- Discussion re shampooing carpets throughout building. Looking into renting carpet cleaner vs. getting professional cleaner.

Meeting adjourned at 8:30 p.m.

**Strata VR 1551 Council Meeting Minutes**  
**May 6, 2014**

Meeting was called to order by Jeannine Burrows at 7:06 pm

**In attendance:**

Jeannine Burrows, Claudia Jessen, Kathryn LeDrew, Jean Berto, Darrell Ross, Eric Kohn, Kris Droho

**Minutes:**

Minutes from April 8, 2014 approved.

**Financial Statements:**

Financial Statements for March 2014 approved.

**Old Business:**

- Front walk work completed and on schedule. River rock was added to drainage areas. Thanks to Darrel Ross for all the work he did organizing work as well as actual time contributed to doing the work. Also to Jean and Jeanine for the river rock work.
- Quotes received for dryer vents to be cleaned. They will be scheduled same day as fire inspection, which will be end of September or early October. Chimneys will be inspected every two years, vents every 4 years. Fan filters on roof will be inspected and replaced in August.
- Lawn repair on east side will be done professionally by neighbouring building when the work on their building is completed.
- Decision made to keep Milani for our quarterly maintenance at this time.
- Roof maintenance not necessary at this time.
- Shampooing of carpets will be complete by end of week.

**New Business:**

- New shelving will be purchased to organize the storage room near garage gate.
- Discussion re purchasing power washer for building.
- Discussion re getting quotes for professional cleaning for outside of building.
- Discussion re finishing wood edging around door area of new walkway.
- Council also discussed and are pursuing late payment from certain owners, of the special assessment which was due March 30, 2014.

Meeting adjourned at 8:45 p.m.

**Strata VR 1551 Council Meeting Minutes  
June 26, 2014**

Meeting was called to order by Jeannine Burrows at 7:07 pm

**In attendance:**

Jeannine Burrows, Claudia Jessen, Kathryn LeDrew, Jean Berto, Eric Kohn, Kris Droho

Absent: Darrell Ross

**Minutes:**

Minutes from May 6, 2014 approved.

**Financial Statements:**

Financial Statements for April and May 2014 approved.

**Old Business:**

- Milani Update:
  - Stripped and cleaned boiler
  - Repaired main circulation pump
  - Burst pipe in laundry repaired

**New Business:**

- Discussed engaging handyman for a number of small jobs around the building.
- Plugged sanitary drain line was cleared for second time in six months (backed up in kitchen sink #106) this time by Modern Drainage. First time it was cleared by Milani Plumbing.
- Discussion re flushing sanitary/sewer drains in basement. Two quotes have been received, Milani Plumbing and Modern Drainage. Council is proceeding with Modern Drainage. We are looking to book on July 22. Some cars will have to be moved on that day (parking spots 24, 25, 26 and 27). We will notify owners when date is confirmed.
- Fortis BC gas meter was tested to ensure usage is measured accurately. The meter was exchanged on June 10.
- Emergency contact list for our building has been updated. Council requests owners to please use corrected list that was slipped under your doors. (Another copy is attached for your convenience).
- Paint/maintenance room cleanup has been completed. Thanks to Eric for his extra effort and to Claudia and Jean as well. Also, thanks to Brenda for posting recycling information and sorting of files. Council would like to thank all owners who have helped around the building. Everything owners do to keep the building looking good and working well is noticed and appreciated.
- Bylaw reminder: washers, dryers and dishwashers are not to be used after 10:00 p.m.
- Next fire alarm test is scheduled for July 8 between 10:00 a.m. -12:00 p.m.

Note: Outside sprinkler system has been set up for the summer season. New "No Parking" signs have been posted in the back lane.

Meeting adjourned at 8:25 p.m.

***In the case of a building emergency, please contact a council member. We are administrative management only with C & C. Strata Council handles the building emergencies.***

**STRATA COUNCIL 2014 VR 1551**

**President:** Jeannine Burrows (#309)  
604-985-2628 email: [drib@telus.net](mailto:drib@telus.net)

**Vice-President:** Claudia Jessen (#302)  
604-980-5184 email: [claudiajessen@hotmail.com](mailto:claudiajessen@hotmail.com)  
778-867-5184 (cell)

**Secretary:** Kathryn LeDrew (#104)  
778-772-1590 (cell) email: [krri@shaw.ca](mailto:krri@shaw.ca)

**Treasurer:** Jean Berto (#108)  
604-987-6300 email: [jhberto@hotmail.com](mailto:jhberto@hotmail.com)  
604-999-0051(cell)

**Fire Liaison:** Darrell Ross (#303)  
604-987-3523  
778-874-7239 (cell)

**Members At Large:** Eric Kohn (#101)  
604-984-2476

Kris Droho (#204) email: [kdroho@shaw.ca](mailto:kdroho@shaw.ca)  
604-961-0245 (cell)

VR-1551 – 145 ON TWELFTH  
Notice of Annual General Meeting

November 10, 2014

All Owners  
Strata Plan VR-1551 – 145 ON TWELFTH  
145 East 12th Street, North Vancouver, B.C.

**Notice of Annual General Meeting – (At least 21 days after mailing)**

We are pleased to announce that the Annual General Meeting of Owners has been scheduled for Tuesday December 9, 2014 at 7:00 PM (registration at 6:45PM). We have enclosed for your information the agenda, financial statements to October 31, 2014 and the proposed operating budget for the 2015 fiscal period.

**Purpose of Meeting:**

- a. Discussion/Approval of Resolution # 1 – Contingency Fund Expenditure
- b. Discussion/Approval of Resolution # 2 – Contingency Fund Contribution
- c. Discussion/Approval of Resolution # 3 – Transfer of Operating Surplus
- d. Discussion/Approval of the 2015 operating budget;
- e. Election of 2015 Strata Council for the forthcoming year.

We look forward to your attendance at this very important meeting. As always you will be electing the Strata Council to represent your interests for the next year and this is a very good opportunity for you to meet your neighbors and to find out more about the operation of your Strata Corporation. If you are not able to attend the meeting we have included a proxy form which you use to appoint the Strata Council President or any other person to act on your behalf at the meeting.

On Behalf of the Strata Council,  
VR-1551

*Owners are asked to please bring a chair to the meeting!*



VR-1551 – 145 ON TWELFTH  
Notice of Annual General Meeting

November 10, 2014

**Notice of Annual General Meeting, Strata Corporation VR-1551**

**Please Bring This Notice to the Meeting**

**Notice:** The Annual General Meeting of the Owners, Strata Plan VR-1551 is scheduled to be held on Tuesday December 9, 2014 at 7:00 pm (Registration at 6:45 pm) in the Lobby, 145 East 12<sup>th</sup> St, North Vancouver, BC.

**Order of Business:**

1. Registration
2. Report on Attendance
3. Call to Order
4. Proof of Notice
5. President's Report
6. Report on Insurance (Coverage Summary Attached)
7. Depreciation Report (most current report is dated Oct 30, 2013). Update required by Oct 30, 2016
8. Discuss/Approve the minutes from the December 10, 2013 Annual General Meeting
9. Discuss/Approve Resolution #1 (By  $\frac{3}{4}$  VOTE) – Contingency Fund Expenditure
10. Discuss/Approve Resolution #2 (By  $\frac{3}{4}$  VOTE) – Special Assessment – Contingency Fund
11. Discuss/Approve Resolution #3 (By MAJORITY VOTE) – 2014 Surplus
12. Financial Report and Discuss/Approve 2015 operating Budget (BY MAJORITY VOTE)
13. Election of Strata Council
14. Termination



VR-1551 – 145 ON TWELFTH  
Notice of Annual General Meeting

**Contingency Fund Expenditure**

The strata council recommends the owners authorize an expenditure of up to \$40,000 from the Contingency Fund in order to complete the mandatory Life Safety Upgrade required by the City of North Vancouver. Council further recommends reimbursing the Contingency fund \$35,000 by way of a special levy.

Resolution # 1 authorizes the expenditure and Resolution # 2 authorizes the special levy.

**Resolution # 1 (By ¾ VOTE) – Contingency Fund Expenditure**

✓ yes

**WHEREAS**, the Owners, Strata Plan VR-1551 wish to complete the mandatory life safety upgrade required by the City of North Vancouver at a cost of up to \$40,000;

**AND WHEREAS**, the Owners, Strata Plan VR-1551 wish to use the Contingency Fund for to pay for these costs;

**BE IT RESOLVED** as a Resolution by ¾ Vote that the Owners, Strata Plan VR-1551 authorize an expenditure of up to \$40,000 from the Contingency Fund to pay the cost to complete the life safety upgrade.

VR-1551 – 145 ON TWELFTH  
Notice of Annual General Meeting

**Resolution # 2 (BY ¾ VOTE) – Special Assessment**

✓ 100

**WHEREAS**, the Owners Strata Plan VR-1551 agree to make a one time contribution of \$35,000 to the Contingency Fund by way of special assessment;

**BE IT RESOLVED** as Resolution by 3/4 Vote that the Owners, Strata Plan VR-1551 authorize a special assessment in the amount of \$35,000 as a contribution to the Contingency Fund with such special assessment charged to the owners in proportion to the unit entitlement of their respective strata lots.

**AND BE IT FURTHER RESOLVED** that any interest earned on the special levy also be transferred to the Contingency Fund.

The special assessment will be assessed on December 9, 2014 and shall become due and payable on this date and any owner who sells, conveys or transfers his or her title, including a remortgage, on or after the date of assessment shall pay the full amount outstanding.

As a matter of payment convenience only, owners are permitted to pay their assessment on or before June 1, 2015.

**AND BE IT FURTHER RESOLVED** that any owner shall pay interest on unpaid assessments at the rate of 10% per annum, compounded annually from June 1, 2015.

This assessment shall be considered as part of the common expenses of the strata corporation and Section 116 of the *Strata Property Act* of BC (Certificate of Lien) shall be applicable where an owner fails to make the required payment authorized by the passing of this resolution.

VR-1551 – 145 ON TWELFTH  
Notice of Annual General Meeting

Schedule of Special Assessments

SUITE	UE	Assessment
101	44	\$ 809.25
102	94	\$ 1,728.85
103	89	\$ 1,636.89
104	88	\$ 1,618.50
105	48	\$ 882.82
106	85	\$ 1,563.32
107	76	\$ 1,397.79
108	84	\$ 1,544.93
201	88	\$ 1,618.50
202	69	\$ 1,269.05
203	65	\$ 1,195.48
204	89	\$ 1,636.89
205	85	\$ 1,563.32
206	75	\$ 1,379.40
207	85	\$ 1,563.32
301	88	\$ 1,618.50
302	88	\$ 1,618.50
303	69	\$ 1,269.05
304	65	\$ 1,195.48
305	89	\$ 1,636.89
306	95	\$ 1,747.24
307	85	\$ 1,563.32
308	75	\$ 1,379.40
309	85	\$ 1,563.32
<b>Total</b>	<b>1903</b>	<b>\$ 35,000.00</b>

**2014 Surplus**

The strata corporation's year end is December 31. Council is projecting there to be a surplus of approximately \$6,303 at year end and recommends owners transfer the surplus to the Contingency Fund.

**Resolution # 3 (By MAJORITY VOTE) – Transfer 2014 Operating Surplus to Contingency Fund** ✓ yes

WHEREAS, the Owners, Strata Plan VR-1551 wish to transfer the operating surplus from the 2014 budget estimated to be \$6,303 to the Contingency Fund

BE IT RESOLVED as a Resolution by Majority Vote that the actual surplus from the 2014 fiscal year be transferred to the Contingency Fund.

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Notice of Annual General Meeting

**BALANCE SHEET**  
**October 31, 2014**

<b>CASH</b>	
1010-0000 Operating Bank Account	21,681.14
1015-0000 Contingency Account	69,149.38
1019-0000 Special Levy Account	7.30
<b>TOTAL CASH</b>	<b>90,837.82</b>
<b>Owner Receivable Accounts</b>	
1200-0000 Maintenance Fees Receivable	356.50
1210-0000 Prepaid Maintenance Fees	-715.00
<b>Per Aged Receivables Summary</b>	<b>-358.50</b>
<b>OTHER ASSETS</b>	
1350-0000 Prepaid Expenses	8,739.22
<b>TOTAL ASSETS</b>	<b>99,218.54</b>
<b>LIABILITIES</b>	
2100-0000 Accounts Payable	778.44
<b>TOTAL LIABILITIES</b>	<b>778.44</b>
<b>CAPITAL</b>	
<b>CONTINGENCY RESERVE FUND (CRF)</b>	
3300-0000 Opening Balance	41,983.15
3310-0000 Current Year Appropriations	12,318.38
3320-0000 Current Year Interest	541.27
3330-0000 Current Year Expenditures	-8,890.42
3340-0000 Transfers In/Out	23,197.00
<b>TOTAL CONTINGENCY RESERVE FUND</b>	<b>69,149.38</b>
<b>SPECIAL LEVY FUND</b>	
3487-0000 Special Levy O/B	20,004.07
3489-0000 Special Levy Int.	3.28
3491-0000 Special Levy Trans To/From	-20,000.05
<b>TOTAL SPECIAL LEVY</b>	<b>7.30</b>
<b>TOTAL SPECIAL LEVY FUNDS</b>	<b>7.30</b>
<b>OPERATING FUND</b>	
3500-0000 Opening Balance	24,144.91
3502-0000 Operating Fund Transfer	-3,196.95
3600-0000 Current YTD Surplus (Deficit)	8,335.46
<b>TOTAL OPERATING FUND</b>	<b>29,283.42</b>
 <b>TOTAL CAPITAL</b>	 <b>98,440.10</b>
<b>TOTAL LIABILITIES &amp; CAPITAL</b>	<b>99,218.54</b>

VR-1551 – 145 ON TWELFTH  
Notice of Annual General Meeting

**2015 Operating Budget**

	2014 PROJECTED (Dec 31)	2014 Budget	2015 PROPOSED BUDGET
<b>Operating Budget</b>			
<b>INCOME</b>			
Maintenance Fee (Operating)	\$ 81,264.00	\$ 81,264.00	\$ 81,264.00
Maintenance Fee (Contingency)	\$ 14,782.00	\$ 14,782.00	\$ 14,782.00
<b>TOTAL MAINTENANCE FEE</b>	<b>\$ 96,046.00</b>	<b>\$ 96,046.00</b>	<b>\$ 96,046.00</b>
Interest	\$ 250.00	\$ 225.00	\$ 225.00
Laundry	\$ 1,000.00	\$ 1,200.00	\$ 1,000.00
Parking	\$ 570.00	\$ 720.00	\$ 360.00
Other Income	\$ 200.00	\$ -	\$ -
Surplus Forward	\$ -	\$ -	\$ -
<b>TOTAL INCOME</b>	<b>\$ 98,066.00</b>	<b>\$ 98,191.00</b>	<b>\$ 97,631.00</b>
<b>EXPENSES</b>			
Management Fees	\$ 10,332.00	\$ 10,332.00	\$ 10,332.00
Insurance	\$ 14,274.00	\$ 15,500.00	\$ 15,500.00
Appraisal (needed in 2016)	\$ -	\$ -	\$ -
Audit	\$ 630.00	\$ 630.00	\$ 630.00
Electricity	\$ 4,900.00	\$ 5,100.00	\$ 5,300.00
Gas	\$ 3,900.00	\$ 4,000.00	\$ 4,000.00
Water & Sewer	\$ 9,212.00	\$ 9,000.00	\$ 9,300.00
Recycling	\$ 1,800.00	\$ 2,300.00	\$ 2,000.00
Miscellaneous	\$ 2,000.00	\$ 2,100.00	\$ 2,200.00
Garbage	\$ 1,150.00	\$ 1,300.00	\$ 1,300.00
Elevator	\$ 3,300.00	\$ 3,600.00	\$ 3,600.00
Enterphone/Elevator Telephone *	\$ 513.00	\$ 547.00	\$ 590.00
Landscaping	\$ 6,000.00	\$ 6,000.00	\$ 6,000.00
Supplies	\$ 150.00	\$ 600.00	\$ 400.00
Janitorial	\$ 3,820.00	\$ 4,600.00	\$ 4,197.00
Fire Protection	\$ 1,000.00	\$ 1,800.00	\$ 1,500.00
Repairs & Maintenance	\$ 14,000.00	\$ 16,000.00	\$ 16,000.00
<b>TOTAL EXPENSES</b>	<b>\$ 76,981.00</b>	<b>\$ 83,409.00</b>	<b>\$ 82,849.00</b>
Contribution to Contingency Fund	\$ 14,782.00	\$ 14,782.00	\$ 14,782.00
<b>TOTAL EXPENSES + CONTINGENCY</b>	<b>\$ 91,763.00</b>	<b>\$ 98,191.00</b>	<b>\$ 97,631.00</b>
<b>TOTAL INCOME - EXPENSES + CONTINGENCY</b>	<b>\$ 6,303.00</b>	<b>\$ -</b>	<b>\$ -</b>

VR-1551 – 145 ON TWELFTH  
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**Maintenance fee Schedule – No Change**

SUITE	UE	2014 fee	Contrib to Operat Fund 2015	Contrib to Cont Reserve 2015	MONTHLY 2015	Difference
101	44	\$ 185.06	\$ 156.58	\$ 28.48	\$ 185.06	\$ -
102	94	\$ 395.35	\$ 334.51	\$ 60.85	\$ 395.35	\$ -
103	89	\$ 374.33	\$ 316.71	\$ 57.61	\$ 374.33	\$ -
104	88	\$ 370.12	\$ 313.16	\$ 56.96	\$ 370.12	\$ -
105	48	\$ 201.88	\$ 170.81	\$ 31.07	\$ 201.88	\$ -
106	85	\$ 357.50	\$ 302.48	\$ 55.02	\$ 357.50	\$ -
107	76	\$ 319.65	\$ 270.45	\$ 49.20	\$ 319.65	\$ -
108	84	\$ 353.30	\$ 298.92	\$ 54.37	\$ 353.30	\$ -
201	88	\$ 370.12	\$ 313.16	\$ 56.96	\$ 370.12	\$ -
202	69	\$ 290.21	\$ 245.54	\$ 44.66	\$ 290.21	\$ -
203	65	\$ 273.38	\$ 231.31	\$ 42.08	\$ 273.38	\$ -
204	89	\$ 374.33	\$ 316.71	\$ 57.61	\$ 374.33	\$ -
205	85	\$ 357.50	\$ 302.48	\$ 55.02	\$ 357.50	\$ -
206	75	\$ 315.44	\$ 266.89	\$ 48.55	\$ 315.44	\$ -
207	85	\$ 357.50	\$ 302.48	\$ 55.02	\$ 357.50	\$ -
301	88	\$ 370.12	\$ 313.16	\$ 56.96	\$ 370.12	\$ -
302	88	\$ 370.12	\$ 313.16	\$ 56.96	\$ 370.12	\$ -
303	69	\$ 290.21	\$ 245.54	\$ 44.66	\$ 290.21	\$ -
304	65	\$ 273.38	\$ 231.31	\$ 42.08	\$ 273.38	\$ -
305	89	\$ 374.33	\$ 316.71	\$ 57.61	\$ 374.33	\$ -
306	95	\$ 399.56	\$ 338.07	\$ 61.49	\$ 399.56	\$ -
307	85	\$ 357.50	\$ 302.48	\$ 55.02	\$ 357.50	\$ -
308	75	\$ 315.44	\$ 266.89	\$ 48.55	\$ 315.44	\$ -
309	85	\$ 357.50	\$ 302.48	\$ 55.02	\$ 357.50	\$ -
<b>Total</b>	<b>1903</b>	<b>\$ 8,003.83</b>	<b>\$ 6,772.00</b>	<b>\$ 1,231.83</b>	<b>\$ 8,003.83</b>	<b>\$ -</b>
<b>Annual</b>		<b>\$ 96,046.00</b>	<b>\$ 81,264.00</b>	<b>\$ 14,782.00</b>	<b>\$ 96,046.00</b>	<b>\$ -</b>

**New Maintenance Fees will be effective January 1, 2015**



**STRATA PLAN V. R. 1551**  
145 East 12th Street, North Vancouver, B. C.

**BUDGET & OPERATING COSTS BREAKDOWN**

November 2014

**FINANCIAL TOTALS**

As of October 31, 2014	
Contingency Account	\$ 69,149
Operating Account	\$ 21,681
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Total Balance	\$90,837

**CONTINGENCY FUND**

Total Contingency Reserve Fund as of Dec 31, 2013	\$41,983
Operating surplus from Operating Budget transferred to CF from 2013	+ 3,196
Special Levy Fund from Special Assessment 2014	+20,000
Plus monthly contribution from OB to CF (end of Dec 2014)	+14,782
	<hr/>
Less Expenditures for replacement of front walkway entrance & membrane	- 8,890
	<hr/>
Total estimated Contingency Fund end of 2014	\$71,071

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-At the end of 2014, we will have an estimated \$6,303 in the operating funds to transfer to the Contingency Fund for 2015

-Special Assessment of \$20,000 collected from owners regarding resolution passed in December 2013 Annual General Meeting.

-Expenditure for 2014: Replacement of front entrance walkway & membrane. This was budgeted for \$10,000. Cost was Pacific Rock & Concrete Design \$5,380; Coast Mountain Roofing Ltd. \$3,510=\$8,890.

## **DEPRECIATION REPORT 2014**

The Depreciation report for the end of 2014 recommends we have \$68,936 in our Contingency Account. We will have an estimated \$71,071 which is good. The report also suggests a 2% increase in maintenance fees which council feels not required as we have higher funds in our Contingency Account than the Depreciation report recommends and we plan to transfer ~\$6,303 surplus from the 2014 operating budget into the Contingency Account.

The following items are in our Depreciation report for 2014 & for 2015 review:

2014 Components: Item 42-concrete paving- front walkway entrance

-Estimated Depreciation Report cost = \$ 4,639; this amount allows for budget to remove and replace damaged walkway areas only; no budget was allowed for membrane replacement under the walkway

-Actual cost = \$8,890; for total replacement of front walkway and membrane

2015 Components: Item 41-concrete paving-remove & replace damaged concrete in driveway entrance to parkade; Depreciation report allows for a budget equal to 25% of the estimated cost of the component for periodic major repairs every 30 years.

-Estimated cost from report = \$1,592

-Estimate of total replacement cost from estimate secured by Council in February 2014 is \$6,260 & GST plus redo of drain at bottom of entrance driveway of \$750 & GST

## **2014 GENERAL REPAIRS AND IMPROVEMENTS**

Dec 2013	Milani Plumbing/emergency call/ plugged drain stack flooding sink in suite 106	\$ 598
Jan 2014	Canadian DoorMaster/repairs done to stabilize door and replace several support hinges & hangers	\$ 764
Feb 2014	Paid City of North Vancouver water & sewer	\$ 9,211
May 2014	Building insurance May 1/2014 to May 1/2015	\$14,408
May 2014	Milani Plumbing/strip & clean boiler, heat exchanger and coil	\$ 698
	Milani Plumbing/ repair to main circulation pump including bearing assembly	\$ 1,342
	Milani Plumbing/ after hours call out for burst couplings in laundry room	\$ 406
Jun 2014	Modern Drainage called/ suite 106 sink overflowing again/ Cleaning of sanitary pipes in garage recommended as blockage in same stack and very far down	\$ 246
Jul 2014	Modern Drainage cleaned sanitary pipes in parkade	\$ 1,564

Aug/Sep 2014	Coast Mountain Roof/ leak in membrane over parking stall #16 investigated/ membrane loose in several areas so entire area excavated, membrane applied, re-test of area, dirt and wood ties replaced	\$ 3,758
Sep 2014	National Air Technologies/ cleaning of all in suite dryer vents and stacks done	\$ 567
Sep 2014	Ace Fire Prevention/ annual fire inspection of fire alarm system including common areas and in suite areas	\$ 547
Nov 2014	Davey Tree/ 5 north Maples and two n/w laurels pruned	\$ 2,084

#### **REPAIR AND MAINTENANCE SCHEDULE FOR 2015**

Boiler & Mechanical	\$1,500
Chimney Inspection	\$1,400
Garage door	\$1,500
General repairs	\$11,250
Dryer Vents (done in 2014)	0
Snow removal (order salt for winter 2015)	\$ 350
	\$16,000

#### **FUTURE BUSINESS**

-For 2015, Council feels that since our Contingency Fund is above the recommended amount of \$68,936 in the adequate model in the Depreciation Report, the 2% increase in fees for 2015, as recommended in the Depreciation report, will not be necessary.

-As a result of fires in multi-unit residential buildings, the North Vancouver City Fire Department have passed a by-law that states all pre-1992 multi-unit residential buildings which are not equipped with modern fire alarm systems pose an undue hazard to the health and safety of persons and property in the City. Though some of this update has been completed, we must be totally compliant by January 1, 2016. Council has chosen a contractor to complete the work required and funds for this retrofit will be raised through a special assessment as per your notice for our AGM. Any cost over-run will be taken from our Contingency Fund as per your notice for our AGM.

*On Behalf of the Strata Council/VR 1551 - Jean Berto/Treasurer*

**Strata VR 1551 Council Meeting Minutes  
September 16, 2014**

Meeting was called to order by Jeannine Burrows at 7:02 pm

**In attendance:**

Jeannine Burrows, Claudia Jessen, Kathryn LeDrew, Jean Berto, Eric Kohn, Kris Droho, Darrell Ross

**Minutes:**

Minutes from June 26, 2014 approved.

**Financial Statements:**

Financial Statements for June and July 2014 approved.

**Old Business:**

- Flushing of sanitary drains was completed by Modern Drainage July 22.
- Darrell Ross is continuing search for new plumbing contractor options.
- Discussion re gardeners and pruning of rhododendrons.
- A whiteboard with list of council members away/not available has been implemented and is on the basement bulletin board.

**New Business:**

- Leak discovered through membrane under front lawn into parking garage over parking spot #14. Coast Mountain has excavated and is repairing the leak (on west side of front walkway).
- Dryer vent cleaning and Ace fire safety check scheduled for September 23 at 1:30 p.m. It was decided that Darrell would check balconies at the same time to repair any caulking that is required immediately and in future.
- Estimates will be sought for pruning of maples in front of building and laurels on west side of building.
- Discussion re consideration of sealant on driveway and east side cement patios.
- The crack apparent in the new sidewalk is being brought to the attention of the contractor.
- Discussion re purchase of a pressure washer for building.
- Small water ingress in electrical room is being monitored by council members.
- Meeting date for 2014 AGM is tentatively scheduled for December 9. Please note this date.
- Committee formed to monitor depreciation report and work on budget for 2015.
- Next council meeting scheduled for October 21.

Meeting adjourned at 8:40 p.m.

**Strata VR 1551 Council Meeting Minutes  
October 21, 2014**

Meeting was called to order by Jeannine Burrows at 7:01 pm

**In attendance:**

Jeannine Burrows, Claudia Jessen, Kathryn LeDrew, Jean Berto, Eric Kohn, Kris Droho, Darrell Ross

**Minutes:**

Minutes from September 16, 2014 approved.

**Financial Statements:**

Financial Statements for August 2014 approved.

**Old Business:**

- Membrane repair west of the front walkway under the lawn and rhododendron has been successfully repaired
- Dryer vent/fire safety check was completed and balconies checked at the same time. There were some deficiencies noted on the balcony railings with the caulking but are not urgent. Re-caulking will be on the maintenance/repair list for late spring, early summer 2015.
- Estimates have been received for pruning of the 5 front maples and trimming of the two north/west side laurels. Arborist with Davey Tree recommended thinning of the maples and upkeep of the fertilization program which is done each spring. Laurels will be trimmed to second story windows of west side neighbouring building. Council has approved the work and it will be scheduled for November.
- Plumbing contract is still being reviewed and estimates are being considered. (2 contractors have been interviewed).
- Budget and AGM planning is underway. Reminder that the AGM is scheduled for December 9, 2014.

**New Business:**

- During a walkthrough with a potential new plumber, it was discovered that Locker #3 (belonging to Suite 307) has a drainpipe with a floor drain from the washer in the laundry room and is missing a ventilation cap. This requires further investigation and repair.

- November 2 when the clocks are changed, the thermostat timers and hallway fans will be adjusted.
- Parking stalls #19 and #28 are available for owners who may wish an additional parking spot, please contact Jeannine Burrows (suite 309) if interested.
- It has recently been brought to council's attention that our building is not in complete compliance with a new city by-law No. 8090 with regard to the Life Safety Upgrade Program. While we have completed some of the fire safety upgrades required, we are not compliant with all that is required such as:
  - Installation of new audio devices in each suite/one or two per suite may be required: "Audible signal devices shall be installed so they are clearly audible throughout the floor area in which they are installed, and the fire alarm signal sound pressure level in a sleeping room shall be not less than 75 DBA when any intervening doors between the device and the sleeping room are closed".
  - Replace existing Fire Alarm Control Panel and the lobby enunciator
  - Possible addition of additional emergency lights, bells and smoke detectors
  - Permits, building plans, final inspection and a new fire safety and evacuation plan are required.

As background, the city has passed this by-law as a result of city council's concern about a series of fires that have occurred in older multi-unit residential wood frame buildings in the city. The program is intended to enhance the health and safety of its building's occupants by requiring the upgrade of existing older outdated alarm systems with modern systems that improve audibility and fire detection, and notify the Fire Department in the event of a fire.

This upgrade applies to all pre-1992 multi-unit residential buildings, and must be completed by January 1, 2016.

Council has been getting estimates on this required Fire Safety Upgrade and after two estimates thus far, it is estimated that total cost will be approximately \$40,000 - \$45,000.

*Due to the high cost and the large scope of the work, council will be scheduling an information meeting for owners with the contractor to explain what is involved with completion of this required upgrade. A notice will be posted with this information as soon as council receives their final estimate.*

*Tentative date for this information meeting is Tuesday, November 4<sup>th</sup> @ 7:00pm.*

The Bylaw can be reviewed in detail on-line at: <http://www.cnv.org/bylaws> Search 8090

Next council meeting scheduled for November 18.

Meeting adjourned at 9:00 p.m.

**Strata VR 1551 Council Meeting Minutes  
October 21, 2014**

Meeting was called to order by Jeannine Burrows at 7:01 pm

**In attendance:**

Jeannine Burrows, Claudia Jessen, Kathryn LeDrew, Jean Berto, Eric Kohn, Kris Droho, Darrell Ross

**Minutes:**

Minutes from September 16, 2014 approved.

**Financial Statements:**

Financial Statements for August 2014 approved.

**Old Business:**

- Membrane repair west of the front walkway under the lawn and rhododendron has been successfully repaired
- Dryer vent/fire safety check was completed and balconies checked at the same time. There were some deficiencies noted on the balcony railings with the caulking but are not urgent. Re-caulking will be on the maintenance/repair list for late spring, early summer 2015.
- Estimates have been received for pruning of the 5 front maples and trimming of the two north/west side laurels. Arborist with Davey Tree recommended thinning of the maples and upkeep of the fertilization program which is done each spring. Laurels will be trimmed to second story windows of west side neighbouring building. Council has approved the work and it will be scheduled for November.
- Plumbing contract is still being reviewed and estimates are being considered. (2 contractors have been interviewed).
- Budget and AGM planning is underway. Reminder that the AGM is scheduled for December 9, 2014.

**New Business:**

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- Parking stalls #19 and #28 are available for owners who may wish an additional parking spot, please contact Jeannine Burrows (suite 309) if interested.
- It has recently been brought to council's attention that our building is not in complete compliance with a new city by-law No. 8090 with regard to the Life Safety Upgrade Program. While we have completed some of the fire safety upgrades required, we are not compliant with all that is required such as:
  - Installation of new audio devices in each suite/one or two per suite may be required: "Audible signal devices shall be installed so they are clearly audible throughout the floor area in which they are installed, and the fire alarm signal sound pressure level in a sleeping room shall be not less than 75 DBA when any intervening doors between the device and the sleeping room are closed".
  - Replace existing Fire Alarm Control Panel and the lobby enunciator
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This upgrade applies to all pre-1992 multi-unit residential buildings, and must be completed by January 1, 2016.

Council has been getting estimates on this required Fire Safety Upgrade and after two estimates thus far, it is estimated that total cost will be approximately \$40,000 - \$45,000.

*Due to the high cost and the large scope of the work, council will be scheduling an information meeting for owners with the contractor to explain what is involved with completion of this required upgrade. A notice will be posted with this information as soon as council receives their final estimate.*

*Tentative date for this information meeting is Tuesday, November 4<sup>th</sup> @ 7:00pm.*

The Bylaw can be reviewed in detail on-line at: <http://www.cnv.org/bylaws> Search 8090

Next council meeting scheduled for November 18.

Meeting adjourned at 9:00 p.m.



**Strata VR 1551 Council Meeting Minutes  
November 18, 2014**

Meeting was called to order by Jeannine Burrows at 7:07 pm

**In attendance:**

Jeannine Burrows, Claudia Jessen, Kathryn LeDrew, Jean Berto, Eric Kohn, Kris Droho, Darrell Ross

**Minutes:**

Minutes from October 21, 2014 approved.

**Financial Statements:**

Financial Statements for September 2014 approved.

**Old Business:**

- Pruning of maples in front and laurels on west side rescheduled for Friday November 21.
- Plumbing contract – a third quote is being pursued.
- Discussion of AGM and review of 2015 suggested budget. The Notice of the AGM and Budget & Operating Cost breakdown was distributed on November 17. Council requests more owners take responsibility and a turn at learning about running our building by sitting on council next year. Consideration of going to full management discussed though a strong council is still needed.
- On November 4th an informal meeting of four council members was held to discuss quotes for the fire safety upgrade. Larry Holland Contracting Inc. was chosen.
- Fire Safety Upgrade: Larry Holland has agreed to attend the AGM to speak to owners about the upgrade and to take any questions. This information session will be kept to 20 minutes.
- Gutters have been cleaned.

**New Business:**

Council has just learned that effective January 1, 2015 the City of North Vancouver will be collecting organic waste from our building. We are all required to participate in the program. A planning committee meeting was formed to help initiate the organic waste program. Their first meeting will be Monday, November 24th.

Next council meeting will be held after election of a new council at the end of the AGM meeting held on December 9th.

Meeting adjourned at 8:45 p.m.

**ANNUAL GENERAL MEETING MINUTES  
STRATA PLAN VR1551**

DATE HELD: Tuesday, December 9, 2014  
LOCATION: Lobby, 145 East 12<sup>th</sup> Street. North Vancouver, B.C.  
CALL TO ORDER: 7:00 P.M.

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Before commencement of the meeting, Owners were asked to approve Jeff Chambers, strata manager from C & C Property Group Ltd. as Chair of the Annual General Meeting. All owners in attendance approved.

**CALLING OF THE ROLL/CERTIFICATION OF PROXIES/QUORUM REPORT**

The Chair reported that the owners of thirteen (13) strata lots were registered as being in attendance in person and seven (7) by proxy for a total of twenty (20). Quorum is eight (8). As quorum was reached, the meeting was deemed competent to proceed.

**PROOF OF NOTICE**

It was moved by 108, seconded by 204 to accept the Notice of Meeting dated November 10, 2014.

**CARRIED.**

**CALL TO ORDER**

The Chair called the Meeting to order at 7:00 p.m.

**PRESIDENT'S REPORT**

The President Jeannine Burrows presented her report. She mentioned how much we have missed Joe Badalucco's expertise.

She thanked all the council, and said that they have been a great team, each doing extra jobs such as Claudia watering the garden and organizing a meeting for the organic waste program coming up, Eric cleaning up and doing his rounds, Kris for helping the fire alarm tests, and Kathryn getting rid of an unwanted shrub on Craig's list – all turning up to meetings.

Darrel has assumed responsibility for major projects like our new walkway, the upcoming Fire Safety Upgrade and numerous other maintenance issues. He has sought quotes from potential new plumbing contractors – which have proven too costly. We have had Milani back for our November maintenance and we anticipate that we will stay with Milani.

Brenda continues to maintain the recycling board in the basement and is helping to set up the new organic waste program.

Jean has done a fine job as treasurer – new to her. She has also shared the President's tasks. Apart from working hard we have learned a lot. We feel there will be a bit of catch up next year, i.e., clean up of the building, balcony caulking, window maintenance, plus some added cost for garbage disposal.

Jeanine also mentioned that we have agonized over who will be willing to take on responsibility as council members and said that some have been on council for too long.

She also stated that she would, at most, be willing to be a member at large for one more year.

### **REPORT ON INSURANCE**

A copy of the insurance coverage summary was attached to the Notice of meeting.

Owners are reminded that the strata corporation's insurance does not cover contents or any improvements made to a strata lot. Losses are also subject to deductibles. It was pointed out that the strata Earthquake Coverage requires a 10% (\$100,000 minimum) deductible and owners should mention this to their private insurance to see if they can recommend adequate coverage from that side.

Owners should review all their insurance requirements with an insurance broker for their assistance and advice on appropriate coverage for their own purposes.

### **APPROVAL OF THE PREVIOUS MINUTES**

Annual General Meeting, December 10, 2013.

It was **Moved/Seconded** (#108/#301) that the minutes of the Annual General Meeting held December 10, 2013 be approved as circulated.

**CARRIED**

### **GUEST**

At 7:15 PM Larry Holland of Larry Holland Contractors Ltd. attended to talk about our upcoming Fire Safety Upgrade and to answer any questions regarding the work. After this informative session the AGM resumed. Mr. Holland left the meeting at 7:52 PM.

### **Resolution # 1 (By ¾ VOTE) – Contingency Fund Expenditure**

**WHEREAS**, the Owners, Strata Plan VR-1551 wish to complete the mandatory life safety upgrade required by the City of North Vancouver at a cost of up to \$40,000;

**AND WHEREAS**, the Owners, Strata Plan VR-1551 wish to use the Contingency Fund for to pay for these costs;

**BE IT RESOLVED** as a Resolution by ¾ Vote that the Owners, Strata Plan VR-1551 authorize an expenditure of up to \$40,000 from the Contingency Fund to pay the cost to complete the life safety upgrade.

It was **moved (309)/seconded (207)** to accept Resolution #1

Votes: For-20 Against-0 Abstain-0

**CARRIED**

**Resolution # 2 (BY ¼ VOTE) – Special Assessment**

**WHEREAS**, the Owners Strata Plan VR-1551 agree to make a one time contribution of \$35,000 to the Contingency Fund by way of special assessment;

**BE IT RESOLVED** as Resolution by 3/4 Vote that the Owners, Strata Plan VR-1551 authorize a special assessment in the amount of \$35,000 as a contribution to the Contingency Fund with such special assessment charged to the owners in proportion to the unit entitlement of their respective strata lots.

**AND BE IT FURTHER RESOLVED** that any interest earned on the special levy also be transferred to the Contingency Fund.

The special assessment will be assessed on December 9, 2014 and shall become due and payable on this date and any owner who sells, conveys or transfers his or her title, including a remortgage, on or after the date of assessment shall pay the full amount outstanding.

As a matter of payment convenience only, owners are permitted to pay their assessment on or before June 1, 2015.

**AND BE IT FURTHER RESOLVED** that any owner shall pay interest on unpaid assessments at the rate of 10% per annum, compounded annually from June 1, 2015.

This assessment shall be considered as part of the common expenses of the strata corporation and Section 116 of the *Strata Property Act* of BC (Certificate of Lien) shall be applicable where an owner fails to make the required payment authorized by the passing of this resolution.

It was **moved (104)/seconded (303)** to accept Resolution #2

Votes: For-20 Against-0 Abstain-0

**CARRIED**

**Schedule of Special Assessments – Due on or before June 1, 2015**

<b>SUITE</b>	<b>UE</b>	<b>Assessment</b>
101	44	\$ 809.25
102	94	\$ 1,728.85
103	89	\$ 1,636.89
104	88	\$ 1,618.50
105	48	\$ 882.82
106	85	\$ 1,563.32
107	76	\$ 1,397.79
108	84	\$ 1,544.93
201	88	\$ 1,618.50
202	69	\$ 1,269.05
203	65	\$ 1,195.48
204	89	\$ 1,636.89
205	85	\$ 1,563.32
206	75	\$ 1,379.40
207	85	\$ 1,563.32
301	88	\$ 1,618.50
302	88	\$ 1,618.50
303	69	\$ 1,269.05
304	65	\$ 1,195.48
305	89	\$ 1,636.89
306	95	\$ 1,747.24
307	85	\$ 1,563.32
308	75	\$ 1,379.40
309	85	\$ 1,563.32
<b>Total</b>	<b>1903</b>	<b>\$ 35,000.00</b>

**Cheques, made payable to Strata Plan VR-1551 should be sent to the management company C&C PROPERTY GROUP at #530 –171 West Esplanade Avenue NORTH VANCOUVER, BC, V7M-3J9.**

**Resolution # 3 (By MAJORITY VOTE) – Transfer 2014 Operating Surplus to Contingency Fund**

**WHEREAS**, the Owners, Strata Plan VR-1551 wish to transfer the operating surplus from the 2014 budget estimated to be \$6,303 to the Contingency Fund

**BE IT RESOLVED** as a Resolution by Majority Vote that the actual surplus from the 2014 fiscal year be transferred to the Contingency Fund.

It was **moved (108)/seconded (204)** to accept Resolution # 3

Votes: For-20 Against-0 Abstain-0

**CARRIED**

## FINANCIAL REPORT

Treasurer Jean Berto reviewed the Financial Report which was circulated to owners prior to the AGM. She also reviewed the building maintenance projects carried out in 2014. She then presented the operating budget for 2015 to the Owners.

She updated the owners on the Depreciation Report for 2014 and stated that the report recommends we have \$68,936 in our contingency account by end of 2014. It is estimated that we will have \$71,071. As we have \$2,135 more than recommended in the report, as well as a surplus of approximately \$6,303 from the 2014 operating budget that is being transferred to the Contingency Account, council feels that the recommended 2% increase in maintenance fees for 2015 will not be required.

2014 component from the Depreciation Report completed was Item 42 – concrete paving, front walkway entrance. Estimated depreciation report cost - \$4,639 – allowed for removal and replacement of damaged walkway areas only. No budget was allowed for membrane replacement under the walkway. Actual cost for total replacement was \$8,890.

2015 component is Item 41 – concrete paving, remove and replace damaged concrete in driveway entrance to parkade. Depreciation report allows for a budget equal to 25% of estimated cost of the component for periodic major repairs every 30 years. Estimated cost in report is \$1,592. Council has received an estimate for total replacement of \$6,260 plus GST.

She reminded owners that an updated Depreciation Report is required by October 30, 2016,

The statement of Contingency Fund activity expected by the year end is as follows:

### Statement of Contingency Fund

Opening Balance (January 1, 2013)	\$41,983
Operating surplus from operating budget	
2013 transferred to fund	3,196
Special Levy Fund from Special Assessment	
2014	20,000
Monthly contribution from Operating Budget	14,782
Less expenditures from Walkway Entrance	<u>(8,890)</u>
Estimated Closing Balance (December 31, 2014)	\$71,071 *

\* Plus accrued interest in December 2014.

### 2015 Operating Budget

It was **Moved (104)/Seconded (303)** to approve the 2015 operating budget.

**CARRIED**

**Schedule of Maintenance Fees – Effective January 1, 2015** (no change from 2014)

SUITE	UE	Contrib to Operat Fund 2015	Contrib to Cont Reserve 2015	MONTHLY 2015
101	44	\$ 156.58	\$ 28.48	\$ 185.06
102	94	\$ 334.51	\$ 60.85	\$ 395.35
103	89	\$ 316.71	\$ 57.61	\$ 374.33
104	88	\$ 313.16	\$ 56.96	\$ 370.12
105	48	\$ 170.81	\$ 31.07	\$ 201.88
106	85	\$ 302.48	\$ 55.02	\$ 357.50
107	76	\$ 270.45	\$ 49.20	\$ 319.65
108	84	\$ 298.92	\$ 54.37	\$ 353.30
201	88	\$ 313.16	\$ 56.96	\$ 370.12
202	69	\$ 245.54	\$ 44.66	\$ 290.21
203	65	\$ 231.31	\$ 42.08	\$ 273.38
204	89	\$ 316.71	\$ 57.61	\$ 374.33
205	85	\$ 302.48	\$ 55.02	\$ 357.50
206	75	\$ 266.89	\$ 48.55	\$ 315.44
207	85	\$ 302.48	\$ 55.02	\$ 357.50
301	88	\$ 313.16	\$ 56.96	\$ 370.12
302	88	\$ 313.16	\$ 56.96	\$ 370.12
303	69	\$ 245.54	\$ 44.66	\$ 290.21
304	65	\$ 231.31	\$ 42.08	\$ 273.38
305	89	\$ 316.71	\$ 57.61	\$ 374.33
306	95	\$ 338.07	\$ 61.49	\$ 399.56
307	85	\$ 302.48	\$ 55.02	\$ 357.50
308	75	\$ 266.89	\$ 48.55	\$ 315.44
309	85	\$ 302.48	\$ 55.02	\$ 357.50
<b>Total</b>	<b>1903</b>	<b>\$ 6,772.00</b>	<b>\$ 1,231.83</b>	<b>\$ 8,003.83</b>
<b>Annual</b>		<b>\$ 81,264.00</b>	<b>\$ 14,782.00</b>	<b>\$ 96,046.00</b>

**ELECTION OF 2015 STRATA COUNCIL**

The Strata Chair informed Owners that, in accordance with the Strata Corporation Bylaws and the *Strata Property Act* of British Columbia, the 2013 Strata Council Members were deemed to have resigned but were eligible for re-election. Nominations were called from the floor for the 2015 strata council, which resulted in the following owners being nominated:

Jeannine Burrows	#309
Claudia Jessen	#302
Kathryn LeDrew	#104
Jean Berto	#108
Darrell Ross	#303
Andrea Johnson	#105
Johanne McMaster Grimshaw	#207

There being no further nominations, the nominations were closed and the aforementioned Owners elected by acclamation.

**ADJOURNMENT**

There being no further business, it was **Moved/Seconded (#207/#303)** that the meeting be adjourned at 9:20 p.m.

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The new Council held a short meeting after the Annual General Meeting to assign duties and discuss any business needing to be addressed. Council duties are assigned as follows:

Andrea Johnson	#105 President
Johanne McMaster Grimshaw	#207 Vice President
Claudia Jessen	#302 Treasurer
Kathryn LeDrew	#104 Secretary
Darrell Ross	#303 Member at large
Jeanine Burrows	#309 Member at large
Jean Berto	#108 Member at large

**New Business:**

Council discussed lockers, and the sump pump in locker #3. The pump has had recent routine maintenance on it.

Council discussed the January 13, 2015 meeting date for the Organics Recycling information and decided to hold the next Council Meeting directly after.

Notice will go out to owners in the New Year regarding the January 13 Organics Recycling information meeting.

Meeting adjourned at 9:20 p.m.