

Minutes of the Annual General Strata Plan EPS 3743 “Elderberry Place” held on January 24, 2023, 7:00pm at #108 – 1950 John Road, North Saanich and electronically on Google Meets

## **1. CALL TO ORDER**

The Strata President, Tara called the meeting to order at 7:03 pm.

## **2. CALLING OF THE ROLL, CERTIFICATION OF PROXIES**

It was reported that subsequent to certification of proxies, it had been determined that there were ten (10) strata lots represented in person and zero (0) strata lot represented by proxy for a total quorum of ten (10). A quorum consists of one-third of the persons entitled to vote and it was confirmed that the legal requirements outlined in the Strata Property Act had been met to proceed with the meeting as scheduled.

## **3. FILING PROOF/WAIVER OF NOTICE OF THE MEETING**

The Strata President confirmed that the “Notice of Meeting” had been delivered December 21, 2022 to all registered Strata Lot Owners in accordance with the service of documents provisions of the Strata Property Act.

## **4. APPROVAL OF THE AGENDA**

A motion to approve the agenda as distributed was:

**MOVED:** Kim

**SECONDED:** Geneene

and **CARRIED.**

## **5. APPROVAL OF THE GENERAL MEETING MINUTES (January 25, 2022)**

A motion to approve the AGM minutes of January 25, 2022 as distributed was:

**MOVED:** Philip

**SECONDED:** Kathy

and **CARRIED.**

## **6. UNFINISHED BUSINESS**

Storm Drains and Catchment area on the lane—Council is in the process of having this done as well as seeking quotes. Wendy has reached out to Victoria Drains and was given the following information:

**STORM DRAIN MAINS SCOPE OF WORK** Pre-flush storm mains with high pressure water prior to CCTV inspection (includes 2 passes with jetter to prepare the pipe). CCTV inspection of the storm drain system from DMH 1 to DMH 4 including PACP reports with video downloaded to flash drive. This estimate includes all labour and equipment to complete the items listed in the

scope of work. This estimate “does not” include extra flushing if required (\$225 per hour) or any other work not listed in the scope of work. As a side note we just want to make sure you understand the storm drain system plans and if you know if it was installed as per the plans. There is a storm drain leach field located at the southeast portion of the strata property which may or may not have a connection, through a sized orifice, along with an overflow mechanism, to the municipal storm main on John Rd

## **7. COUNCIL REPORT**

Strata President, Tara spoke of the following items:

- a) insurance total costs (\$16,224): includes premium \$14,097; an extra \$1,817 after the completed appraisal (July) to insure us at full replacement cost and \$310 that was owed from last year (2021).
- b) budget review: the strata fees for 2023 will be \$159.77 to incorporate the insurance premium payment in April. We will have enough funds in the operating account for the policy payment in April with the current monthly strata fees.
- c) Wendy has been diligently working hard on organizing the inspection of the storm drains – all details are captured under Old Business and the quote is reflected in New Business of the AGM minutes.
- d) 2021 tax report was completed by Paterson & Henn CPA in the spring of 2022 - nothing to report.
- e) appraisal completed July 2022 (\$997.50) – next appraisal due July 2025.
- f) changing of bank account signers: removed Kathy and Christy as signers. Tara and Yong are current signers.

## **8. REPORT ON INSURANCE**

A copy of the Strata insurance policy was distributed to the Owners with their notice of the Annual General Meeting which was briefly reviewed. It was noted strata paid an extra \$1,817 after the completion of the appraisal and was under budget by \$476. Property is insured at the full replacement cost. Each owner has a copy of the strata policy that can be used to renew their personal homeowner policy and to ensure they have the appropriate coverage in place.

## **9. REVIEW OF THE 2022 FINANCIAL STATEMENTS**

Strata Treasurer Yong reviewed the 12 months report to December 31, 2022 with a chequing account balance of \$4,926.53 and the contingency fund at \$6,333.17 with a total of \$11,259.70

**MOVED:** Tristan

**SECONDED:** Geneene

and **CARRIED.**

## **10. APPROVAL OF THE 2023 ANNUAL OPERATING BUDGET**

Annual operating budget as proposed by Council.

**MOVED:** Kim  
**SECONDED:** Kathy  
and **CARRIED.**

## 11. SPECIAL RESOLUTIONS

Depreciation Report—Strata President, Tara advised that Owners must obtain a Depreciation Report or vote to exempt themselves from obtaining a report by a 3/4 vote and a brief discussion was held.

### **BE IT RESOLVED BY THE OWNERS OF THE STRATA PLAN EPS 3743 THAT:**

The Strata, pursuant to s. 94(1)(c) of the Act waive the requirement to obtain a depreciation report.

Pursuant to ss. 94 of the Act, this resolution must be presented at an annual or a special general meeting annually;

**WHEREAS** pursuant to s. 94 of the Strata Property Act, a strata may waive the requirement for a depreciation report if authorized by a 3/4 vote at an annual or general meeting; **THEREFORE BE IT RESOLVED** pursuant to s. 94 of the Act by a 3/4 vote that the Owners of ESP 3743 that the Strata be authorized to waive the requirement for a depreciation report.

**Motion** to exempt the Strata from obtaining a Depreciation Report at this time.

**Moved:** Philip  
**Seconded:** Kim  
and **CARRIED.**

## 12. NEW BUSINESS

A discussion was had regarding the review of the current strata bylaws. Owners decided to keep the current general strata bylaws and make no changes at this time.

Storm drain quote from Victoria Drains (\$2,500.05) was received the morning of the AGM (Jan 24, 2022).

**Motion** was made to postpone the storm drain inspection until the spring of 2024 and will be added as a budget item.

**Moved:** Tristan  
**Seconded:** Kathy  
and **CARRIED.**

## 13. ELECTION OF NEW STRATA COUNCIL

Owners were advised that in accordance with the Strata Property Act of British Columbia, all

Council members must resign at the end of the term. All are eligible for re-election.

Three existing Council members had indicated their interest in running again. A further call for volunteers was made and following a majority vote, the following owners would form the Strata Council for 2023:

Tara Keeping – President

Yong Fan – Treasurer

Wendy Deveaux

Thank you to the Council for their time and work in the past year.

**MOVED:** Kim

**SECONDED:** Philip

and **CARRIED.**

#### 14. **ADJOURNMENT**

There being no further business, the meeting was adjourned at 7:52 pm. The next council meeting will be held at the call of the Council.

Tara Keeping, Strata President—Elderberry Place, Strata Plan EPS 3743