



WILLOWS STRATA PLAN NW 1389

ANNUAL GENERAL MEETING MINUTES
Monday, February 24, 2020, 7:00 p.m.
Royal Canadian Legion
1025 Ridgeway Avenue, Coquitlam, BC

MANAGEMENT PRESENT:

Martin Carey, Property Manager
Pacific Quorum Properties Inc.
mcarey@pacificquorum.com / Direct Line: 604-634-3040

1. CALL TO ORDER

The meeting was called to order at 7:20 p.m. by the Strata Council President Che Robbertze

a) Quorum Report

The Property Manager noted that there were 18 Owners present in person and 2 Owner by proxy, a total of 20 strata lots were represented, therefore a quorum was established and the meeting was deemed legal to proceed as mandated in the *Strata Property Act*.

b) Certify Proxies

The Property Manager certified the proxies received.

c) Proof of Notice

The Property Manager confirmed that the Annual General Meeting Notice was mailed to all Owners on January 1, 2020, thereby meeting the requirements of the *Strata Property Act*.

2. APPROVAL OF THE AGENDA

It was:

MOVED/SECONDED (305A/202B)

To approve the Agenda as presented.

CARRIED

3. ADOPTION OF THE PREVIOUS ANNUAL GENERAL MEETING MINUTES OF FEBRUARY 27, 2019

There being no errors or omissions,

It was:

MOVED/SECONDED (104A/203B)

To adopt the Minutes of the Annual General Meeting (AGM) held on February 27, 2019, as circulated.

CARRIED

20 IN FAVOUR

0 OPPOSED

0 ABSTAINED

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SICAMOUS

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4. REPORT ON INSURANCE COVERAGE

The Property Manager provided an overview of the insurance presently in place for the Strata Corporation. Limits, deductibles, and areas of coverage were all explained and questions fielded.

All Owners were provided with a copy of the insurance cover note in their Notice of this Meeting, and are encouraged to take it to their own insurance company to ensure they are carrying adequate private coverage.

INSURANCE NOTICE**DEDUCTIBLE CHARGE-BACK:**

Please note that, subject to your bylaws, Owners may be responsible for the Strata Corporation's insurance deductible in the event of a claim which emanates from within an Owner's unit. Owners should ensure that coverage for such deductible charge backs are added to their individual homeowner's insurance.

The current water escape deductible is \$25,000.00.

(Please refer to the insurance cover note to review additional important deductible information).

OWNER IMPROVEMENTS / BETTERMENTS:

Please note that any in-unit upgrades and/or betterments completed by the current or any prior Owner will not be covered under the Strata Corporation's insurance policy. Owners must ensure that any upgrades and/or betterments are covered under their personal homeowner insurance policy.

5. 3/4 VOTE RESOLUTION #1 – BYLAWS – REPEAL AND REPLACE

WHEREAS pursuant to s. 128 of the *Strata Property Act*, S.B.C. 1998, c. 43 (the "Act") a strata corporation may amend its bylaws;

AND WHEREAS pursuant to s. 119(2) of the Act the bylaws of a strata corporation may provide for the control, management, maintenance, use and enjoyment of its strata lots, the common property, and common assets of the strata corporation;

BE IT RESOLVED by a $\frac{3}{4}$ vote of THE OWNERS, STRATA PLAN NW1389 (the "Strata Corporation"), that all of the registered bylaws of the Strata Corporation be repealed and replaced with the bylaws attached hereto as Schedule "A".

END OF RESOLUTION¹**Explanatory Notes**

1. With this resolution all of the existing registered bylaws of the strata corporation will be repealed and replaced with the newly drafted set of bylaws attached as Schedule "A" to this resolution.

¹ Amendments can only be made to the proposed wording of a resolution requiring a 3/4 vote if the amendments (a) do not substantially change the resolution, and (b) are approved by a 3/4 vote before the vote on the resolution. See section 50 of the *Strata Property Act*.

Following discussions,

It was:

MOVED/SECONDED (203B/305A)

To approve the proposed 3/4 Vote Resolution #1, as presented.

CARRIED

19 IN FAVOUR

1 OPPOSED

0 ABSTAINED

6. 3/4 VOTE RESOLUTION #2 – BYLAW CONSIDERATION (3)(3)(d) – USE OF PROPERTY *only to be voted on if 3/4 Vote Resolution #1 is approved*****

PREAMBLE: Council is putting forward this separate resolution as requested by owners at the recent information meeting in relation to pets.

BE IT RESOLVED THAT THE OWNERS, STRATA PLAN NW 1389 that pursuant to section 128 of the *Strata Property Act*, the bylaws of the Strata Corporation be amended by repealing bylaw 3(3) (d) and adopting the following as bylaw 3(3)(d):

REPEAL

3. Use of Property

(3)(d) one dog or one cat or one of each except vicious dogs as determined by the City of Coquitlam guidelines.

ADOPT

3. Use of Property

(3)(d) two dogs or two cats or one of each except vicious dogs as determined by the City of Coquitlam guidelines.

Following discussions,

It was:

MOVED/SECONDED (208A/210B)

To approve the proposed 3/4 Vote Resolution #2, as presented.

DEFEATED

7 IN FAVOUR

13 OPPOSED

0 ABSTAINED

7. 3/4 VOTE RESOLUTION #3 – BYLAW CONSIDERATION (3)(7)(p) – USE OF PROPERTY *only to be voted on if 3/4 Vote Resolution #1 is approved*****

PREAMBLE: Council is putting forward this separate resolution as requested by owners at the recent information meeting. This resolution would be to extend the no smoking area to include within strata lots.

BE IT RESOLVED THAT THE OWNERS, STRATA PLAN NW 1389 that pursuant to section 128 of the *Strata Property Act*, the bylaws of the Strata Corporation be amended by repealing bylaw 3(7) (p) and adopting the following as bylaw 3(7)(p):

REPEAL

3. Use of Property

(7)(p) smoke or permit smoking of any kind on any common property or within 6 meters of any common area building door, open window or air intake. For the purpose of this bylaw, “smoke” or “smoking” means using, inhaling, exhaling, burning or carrying of a lighted cigarette, joint, e-cigarette, vapor pen or similar vaporizing device, cigar, pipe, hookah, bong or other smoking equipment that burns or vaporizes tobacco, nicotine, or marijuana/cannabis including oils, resins or other derivatives;

ADOPT

3. Use of Property

(7)(p) smoke or permit smoking of any kind on any common property, within a strata lot or within 6 meters of any common area building door, open window or air intake. For the purpose of this bylaw, “smoke” or “smoking” means using, inhaling, exhaling, burning or carrying of a lighted cigarette, joint, e-cigarette, vapor pen or similar vaporizing device, cigar, pipe, hookah, bong or other smoking equipment that burns or vaporizes tobacco, nicotine, or marijuana/cannabis including oils, resins or other derivatives;

Following discussions,

It was:

MOVED/SECONDED (208A/210B)

To approve the proposed 3/4 Vote Resolution #3, as presented.

DEFEATED

13 IN FAVOUR

6 OPPOSED

1 ABSTAINED

8. 3/4 VOTE RESOLUTION #4 – COMMON PROPERTY PAINTING

PREAMBLE:

- A. The Council has observed that the common property onsite is in need of repainting and have obtained a number of proposals for this work.
- B. The Strata Corporation would like to pay for the Painting Expense out of the operating budget surplus that has been carried forward, but, since the Painting Expense is a common expense that usually occurs less often than once a year or that does not usually occur, the Strata Corporation would like to expend the Fobs Installation Expense from the contingency reserve fund and direct the strata council to transfer \$20,000 from the operating budget surplus to the contingency reserve fund at the next strata council meeting;
- C. Pursuant to section 96 of the Act, a strata corporation may make an expenditure from the contingency reserve fund if such expenditure is approved by way of ¾ vote resolution;
- D. Pursuant to section 27 of the Act, a strata corporation may direct the strata council in the exercise of its powers and performance of duties; and

BE IT RESOLVED by a ¾ vote of the Strata Corporation NW1389 that:

(a) pursuant to section 96 of the Act, the Strata Corporation NW1389 is authorized to expend from the contingency reserve fund:

- i. an amount not to exceed TWENTY THOUSAND (\$20,000.00) DOLLARS for the purpose of paying for the costs associated with painting the lobbies, stairwells, hallways and laundry rooms in both the 1103 & 1121 Howie buildings.

(b) pursuant to section 27 of the Act, the strata council be and is hereby authorized and directed to transfer \$20,000 from the operating budget surplus that has been carried forward into the contingency reserve fund at the next strata council meeting.

Following discussions,

It was:

MOVED/SECONDED (104A/305B)

To ammend the proposed 3/4 Vote Resolution #4, as presented.

CARRIED

20 IN FAVOUR

0 OPPOSED

0 ABSTAINED

Change expend the “Fobs Installation Expense” to “Painting Expense”

Following discussions,

It was:

MOVED/SECONDED (104A/305B)

To approve the amended 3/4 Vote Resolution #4, as presented.

DEFEATED

6 IN FAVOUR

14 OPPOSED

0 ABSTAINED

9. 3/4 VOTE RESOLUTION #5 – APPROVE SIGNIFICANT CHANGE IN USE AND/OR APPEARANCE OF COMMON PROPERTY AND EXPEND FUNDS FROM CONTINGENCY RESERVE FUND FOR FOB READERS

WHEREAS:

- A. The Owners, Strata Plan NW 1389 (the “**Strata Corporation**”) wishes to acquire, install and operate security fob readers (the “**Fobs**”) in the common property of the buildings;
- B. The acquisition and installation of the Fobs is anticipated to cost up to \$40,000 (the “**Fobs Installation Expense**”);
- C. Pursuant to section 82 of the Strata Property Act (the “**Act**”), a strata corporation may acquire personal property for the use of the strata corporation with a market value of more than \$1,000.00 if the acquisition is first approved by a resolution passed by a ¾ vote;
- D. The installation and operation of the Fobs is a significant change in use and/or appearance of the common property, in accordance with section 71 of the Act;

- E. The Strata Corporation would like to pay for the Fobs Installation Expense out of the operating budget surplus that has been carried forward, but, since the Fobs Installation Expense is a common expense that usually occurs less often than once a year or that does not usually occur, the Strata Corporation would like to expend the Fobs Installation Expense from the contingency reserve fund and direct the strata council to transfer \$40,000 from the operating budget surplus to the contingency reserve fund at the next strata council meeting;
- F. Pursuant to section 96 of the Act, a strata corporation may make an expenditure from the contingency reserve fund if such expenditure is approved by way of $\frac{3}{4}$ vote resolution; and
- G. Pursuant to section 27 of the Act, a strata corporation may direct the strata council in the exercise of its powers and performance of duties;

BE IT RESOLVED by a $\frac{3}{4}$ vote of the Strata Corporation that:

- (a) pursuant to section 71 of the Act, the significant change in the use and/or appearance of the common property consisting of the installation and operation of the Fobs be approved;
- (b) pursuant to section 82 of the Act, the Strata Corporation is hereby authorized to acquire the Fobs;
- (c) pursuant to section 96 of the Act, the Strata Corporation is authorized to expend from the contingency reserve fund an amount not to exceed FORTY THOUSAND (\$40,000.00) DOLLARS for the purpose of paying for the costs associated with acquiring and installing the Fobs; and
- (d) pursuant to section 27 of the Act, the strata council be and is hereby authorized and directed to transfer \$40,000 from the operating budget surplus that has been carried forward into the contingency reserve fund at the next strata council meeting.

Following discussions,

It was:

MOVED/SECONDED (203B/208A)

To approve the proposed $\frac{3}{4}$ Vote Resolution #5, as presented.

DEFEATED

14 IN FAVOUR

6 OPPOSED

0 ABSTAINED

10. $\frac{3}{4}$ VOTE RESOLUTION #6 – APPROVE SIGNIFICANT CHANGE IN THE USE AND/OR APPEARANCE OF COMMON PROPERTY AND EXPEND FUNDS FROM CONTINGENCY RESERVE FUND FOR VIDEO SURVEILLANCE

WHEREAS:

- A. The Owners, Strata Plan NW 1389 (the “**Strata Corporation**”) wishes to acquire, install and operate and video surveillance in the following common property areas in each of the buildings:
 - (a) main lobby facing front door and elevator;
 - (b) parkade facing garbage area and gate; and
 - (c) parkade facing side door to outside stairs,

(collectively, the “**Video Surveillance**”);

- B. Pursuant to section 82 of the Strata Property Act (the “**Act**”), a strata corporation may acquire personal property for the use of the strata corporation with a market value of more than \$1,000.00 if the acquisition is first approved by a resolution passed by a $\frac{3}{4}$ vote;
- C. The installation and operation of the Video Surveillance is a significant change in use and/or appearance of the common property, in accordance with section 71 of the Act; and
- D. Pursuant to section 96 of the Act, a strata corporation may make an expenditure from the contingency reserve fund if such expenditure is approved by way of $\frac{3}{4}$ vote resolution;

BE IT RESOLVED by a $\frac{3}{4}$ vote of the Strata Corporation that:

- E. (a) pursuant to section 71 of the Act, the significant change in the use and/or appearance of the common property consisting of the installation and operation of the Video Surveillance be approved;
- F. (b) pursuant to section 82 of the Act, the Strata Corporation is hereby authorized to acquire the Video Surveillance; and
- G. (c) pursuant to section 96 of the Act, the Strata Corporation is authorized to expend from the contingency reserve fund an amount not to exceed FIFTEEN THOUSAND (\$15,000.00) dollars for the purpose of paying for the costs associated with acquiring and installing the Video Surveillance.

Following discussions,

It was:

MOVED/SECONDED (203B/208A)

To approve the proposed $\frac{3}{4}$ Vote Resolution #5, as presented.

DEFEATED

2 IN FAVOUR

18 OPPOSED

0 ABSTAINED

11. $\frac{3}{4}$ VOTE RESOLUTION #7 – ADOPT SECURITY MEASURES BYLAW

BE IT RESOLVED as a $\frac{3}{4}$ vote of The Owners, Strata Plan NW 1389 (the “**Strata Corporation**”), pursuant to section 128(1) of the *Strata Property Act*, that the following be adopted as a bylaw 39 of the Strata Corporation:

Security Measures

- 39** (1) *Closed circuit television and video surveillance may be installed in the following common areas in each of the buildings:*
- (a) main lobby facing front door and elevator;*
 - (b) parkade facing garbage area and gate; and*
 - (c) parkade facing side door to outside stairs.*

In the event that such equipment is installed, the system will operate 24 hours per day and the strata corporation will collect data from the closed circuit television and video surveillance.

- (2) Fob readers may be installed in the common property of each of the buildings. In the event that fob readers are installed, the strata corporation will collect data with respect to the usage of each security fob programmed for use at Strata Plan NW 1389.*
- (3) The video files and security fob usage records will be used only for the purposes of law enforcement and/or for the enforcement of those strata corporation bylaws and rules which relate to the safety and security of the buildings and its owners, tenants, and occupants.*
- (4) The video files will be stored for a period of up to 60 days from the date of recording, which period may be extended for those files required for law enforcement and/or bylaw enforcement purposes or as otherwise permitted by law.*
- (5) The security fob usage records will be stored for a period of up to 60 days from the date of recording, which period may be extended for those files required for law enforcement and/or bylaw enforcement purposes or as otherwise permitted by law.*
- (6) The personal information of owners, tenants, and occupants will only be reviewed or disclosed as follows:*
 - (a) law enforcement in accordance with bylaw 35(3);*
 - (b) the caretakers of the strata corporation and strata council members in accordance with bylaw 35(3); or*
 - (c) in the event of an incident in which they are involved or affected, an owner, tenant or occupant may request a copy of the applicable video file or security fob usage records and the personal information of the requesting owner, tenant or occupant, as applicable, may be reviewed by or disclosed to the requesting owner, tenant or occupant, as applicable.*
- (7) In installing and/or maintaining the systems described herein, the strata corporation makes no representations or guarantees that any of the systems will be fully operational at all times. The strata corporation is not responsible or liable to any owner, tenant, occupant or visitor in any capacity (including a failure to maintain, repair, replace, locate or monitor any of the systems, whether arising from negligence or otherwise) for personal security or personal property in any area monitored by any of the systems.*
- (8) An owner, tenant or occupant must not install or use, or permit to be installed or used, any surveillance measures (such as video surveillance) on the common property where such measures will or may capture any personal information about another owner, tenant or occupant or about a visitor.*

Following discussions,

It was:

MOVED/SECONDED (203B/208A)

To approve the proposed 3/4 Vote Resolution #7, as presented.

CARRIED

20 IN FAVOUR

0 OPPOSED

0 ABSTAINED

12. 3/4 VOTE RESOLUTION #8 – APPROVAL TO WAIVE DEPRECIATION REPORT

UPDATE

WHEREAS:

The Owners, Strata Plan NW 1389 wish to eventually obtain a Depreciation Report Update as required under Section 94 of the *Strata Property Act*; however, we feel it would be most beneficial to defer commencement of the Depreciation Report Update for the time being.

BE IT RESOLVED:

That the Owners, Strata Plan NW 1389 approve by a 3/4 Vote resolution, that in accordance with Section 94(3)(a) of the *Strata Property Act*, the requirement to obtain a Depreciation Report Update is hereby waived until the next Annual General Meeting.

Following discussions,

It was:

MOVED/SECONDED (203B/208A)

To approve the proposed 3/4 Vote Resolution #8, as presented.

CARRIED

19 IN FAVOUR

1 OPPOSED

0 ABSTAINED

13. CONSIDERATION OF 2020 OPERATING BUDGET

BE IT RESOLVED THAT the Owners, Strata Plan NW 1389 approve the proposed Operating Budget for the 2020 fiscal year commencing January 1, 2020 and completing December 31, 2020 with no increase in strata fees.

Following discussions,

It was:

MOVED/SECONDED (203B/208A)

To approve the proposed 2020 Operating Budget, as presented.

CARRIED

20 IN FAVOUR

0 OPPOSED

0 ABSTAINED

NOTE: STRATA FEE PAYMENTS

Please note, with the passing of this budget, there will be 0% increase in your strata fees for this fiscal year 2020.

Owners paying by pre-authorized withdrawal: Those Owners currently paying strata fees by way of pre-authorized withdrawal will continue to have their fees automatically withdrawn at the 1st of every month.

Owners paying by cheque: Those Owners currently paying by cheque, please submit via mail or in person to the Pacific Quorum office and must be made payable to your Strata Plan, “NW1389”

If you require any information regarding your account, please contact your Property Accountant, Mark German – (778) 383-1168

14. ELECTION OF THE 2020 STRATA COUNCIL

The Property Manager expressed appreciation to the Council Members for their time and effort on behalf of Willows. As required by the *Strata Property Act*, the current Council Members must resign; however, they are eligible for re-election. As the current Council’s term of office expired at this meeting, the floor was opened for nominations for the 2020 Strata Council, with the following Owners accepting nominations or volunteered:

Che Robbertze
Cordula Quint
Damaris Campbell
Janet Bremner
John Pustai
Mark Attar

It was:

MOVED/SECONDED (104A/305B)

To close nominations, and to elect those nominated.

CARRIED

15. TERMINATION OF THE MEETING

There being no further business to discuss, the meeting was terminated at 9:00 p.m.

**NEXT COUNCIL MEETING:
TUESDAY, APRIL 14, 2020**

ONLINE ACCESS TO YOUR STRATA CORPORATION - PQ ONLINE:

- Go to: www.pacificquorum.com
- Click “SIGN UP NOW” under “Connect to Your Property – PQ ONLINE”
- Enter your name, email, property name, and address
- You will be emailed your unique log-in and password to access **PQ ONLINE**
- Once you have logged into **PQ ONLINE** for the first time, go to “MY INFO”

If you have any trouble accessing **PQ ONLINE**, please contact techsupport@pacificquorum.com

Submitted by:

Martin Carey, Property Manager
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IMPORTANT INFORMATION Please have this translated

RENSEIGNEMENTS IMPORTANTS Prière de les faire traduire

INFORMACIÓN IMPORTANTE Busque alguien que le traduzca

CHỈ DẪN QUAN TRỌNG Xin nhờ người dịch hộ

重要資料 請找人為你翻譯

これはたいせつなお知らせです。どなたかに日本語に訳してもらってください。

알려드립니다 이것을 번역해 주십시오

ਬਹੁਤੀ ਜਾਣਕਾਰੀ ਬਿਹਾਨ ਕਰਕੇ ਕਿਸੇ ਕੋਲੋਂ ਇਸ ਦਾ ਉਲੰਘਾ ਕਰਵਾਓ

Please Note: The Real Estate Regulations may require that a vendor provide purchasers with copies of the strata corporation minutes. Please retain these minutes for your records. Replacement copies will be subject to a cost per page and can be received upon a seven (7) day advance order from *Pacific Quorum Properties Inc.*