

TEAMWORK

PROPERTY MANAGEMENT LTD.

TO ALL OWNERS OF ARBUTUS COURT – LMS 1448



Attached is a copy of the Minutes of the Annual General Meeting held March 20, 2013.

At the Annual General Meeting of the Owners of Arbutus Court, a budget of \$81,459.60 was adopted with an increase in Strata fees. In keeping with the budget, it is the responsibility of all Owners to pay their portion of monthly fees on the first day of each month to meet the obligations of this budget commencing April 1, 2013.

For the Budget, our preferred method of receiving payment is with the pre-authorized debit directly from your bank account. If you would like to pay using this method please contact the Teamwork office. *If you are already on the auto-debit plan, you need do nothing.* The newly adopted fee amount will be withdrawn on your auto-debit April 1, 2013. Otherwise, we ask you prepare 12 post-dated cheques dated April 1, 2013 to March 1, 2014, or pay the entire year in advance. Please make your cheques payable to: Strata Plan LMS 1448 (Unit # __) and forward them to the Teamwork office.

The following Owners have been elected to serve on the 2013/2014 Strata Council:

| | | |
|------------------|------------------|----------|
| President | Lorraine Danroth | Unit 105 |
| VP/ Treasurer | Lew Murphy | Unit 103 |
| Secretary | Celia Moragne | Unit 309 |
| Social Committee | Sonya Tokaryk | Unit 209 |
| Member | Molly Reid | Unit 205 |
| Member | Florence Law | Unit 304 |

If you have any questions or concerns regarding the Strata Corporation, please feel free to contact our office at the address and telephone number noted below. Office hours are Monday through Thursday, 9:00 am to 5:00 pm and Friday 9:00 am to 4:30 pm.

We look forward to working with you this coming year.

Yours truly,
TEAMWORK PROPERTY MANAGEMENT LTD.
Agent for the Owners

Tom Quinton
Strata Agent

#105 - 34143 Marshall Rd., Abbotsford, BC V2S 1L8
Abbotsford TEL: 604-854-1734 ♦ Chilliwack TEL: 604-792-1794
FAX: 604-854-1754 ♦ TOLL FREE: 1-866-880-8326

**MINUTES OF THE STRATA COUNCIL MEETING
ARBUTUS COURT - STRATA CORPORATION LMS 1448
WEDNESDAY, MARCH 20, 2013**

ATTENDANCE:

| | | | | |
|------------------------------|------------------|---------|--------------|-----|
| President | Lorraine Danroth | Present | 604-530-4954 | 105 |
| Vice President/ Treasurer | Lew Murphy | Present | 604-534-2279 | 106 |
| Secretary | Celia Moragne | Present | 604-533-2740 | 309 |
| Treasurer | Lew Murphy | Present | 604-539-9947 | 103 |
| Social Committee | Sonya Tokaryk | Present | 604-530-9850 | 209 |
| Member | Molly Reid | Present | 604-530-5512 | 205 |
| Member | Florence Law | Present | | 304 |

MANAGEMENT TEAM: Teamwork Property Management Ltd.
Tom Quinton - Strata Agent

- 1.0 CALL TO ORDER:** The meeting was called to order at 8:20 PM in the meeting room.
- 2.0 APPOINTMENT OF OFFICES:** Council discussed the Offices of Council and decided as follows:
- | | |
|---------------------------------|-------------------------|
| President | Lorraine Danroth |
| Vice President/Treasurer | Lew Murphy |
| Secretary | Celia Moragne |
| Social Committee | Sonya Tokaryk |
| Member | Molly Reid |
| Member | Florence Law |
- 3.0 NEW BUSINESS:**
Power Washing – The Strata Council directed Teamwork to obtain quotes from Dakota for power washing and for hand washing the stucco.
- 4.0 NEXT STRATA COUNCIL MEETING:** To be determined.
- 5.0 ADJOURNMENT:** The meeting adjourned at 8:40 pm.

**Please Put All Concerns In Writing And Submit To Strata Agent or a
Council Member. Thank You.**

**Teamwork Property Management Ltd.
#105-34143 Marshall Road, Abbotsford BC V2S 1L8
Office: 604-854-1734 (Loc. 318) Fax: 604-854-1754**

**THE MINUTES OF THE ANNUAL GENERAL MEETING
STRATA CORPORATION LMS 1448 – ARBUTUS COURT
HELD WEDNESDAY, MARCH 20, 2013 IN THE AMENITIES ROOM**

1. CALL TO ORDER:

The meeting was called to order at 7:00 pm by Tom Quinton of Teamwork Property Management.

2. CALLING OF ROLL / CERTIFICATION OF PROXIES / DETERMINE QUORUM:

Prior to the start of the meeting, the registration of Owners attending, certification of proxies, and issuing of voting cards was conducted by Tom Quinton of Teamwork Property Management, in accordance with the Strata Property Act. The Act requires that a quorum, which consists of one-third of voters holding eligible votes, be present in order for the meeting to proceed. There are thirty eight (38) Strata Lots holding eligible votes, of which one third would be thirteen (13). Throughout the meeting, there were a total of twelve (12) eligible voters represented in person and six (6) eligible proxy voters for a total of eighteen (18) voters holding eligible votes present. A total of eighteen (18) voting cards were issued to eligible voters. Teamwork Property Management reported the number of Owners registered for the meeting and confirmed a quorum was indeed present.

3. ELECTION OF CHAIR FOR MEETING:

It was moved by **14** and seconded by **25** to have Tom Quinton from Teamwork Property Management Chair the meeting.

18 FOR, 0 OPPOSED, 0 ABSTAIN; CARRIED

4. FILING PROOF OF NOTICE OF MEETING:

The Strata Property Act requires appropriate notice be given to all Owners either by mail to their last known address or hand-delivered onsite. It was reported, Notice of the meeting, was delivered to all Owners on February 28, 2013 giving the required Notice of the meeting as specified in the Strata Property Act (Sections 45 and 63). The Strata Agent signed the Proof of Notice, which will become part of the Strata Corporation's files. The meeting was declared legally constituted.

5. APPROVE AGENDA:

It was moved by **7** and seconded by **10** the agenda for the Annual General Meeting be adopted as presented.

18 FOR, 0 OPPOSED, 0 ABSTAIN; CARRIED

6. ADOPTION OF THE ANNUAL GENERAL MEETING HELD APRIL 18, 2012:

It was moved by **17** and seconded by **1** the minutes of the Annual General Meeting held April 18, 2012 be accepted as circulated.

18 FOR, 0 OPPOSED, 0 ABSTAIN, CARRIED

7. COUNCIL REPORTS:

2012/13 Council President Lorraine Danroth reported on repairs and maintenance which were performed throughout the fiscal year. It was also reported, the current Landscaper, Green Leaf Landscaping, is the interim replacement for RL Landscaping due to medical reasons. At this time, there is no indication of RL Landscaping returning and Council is pleased with the work of the interim landscaper.

Additionally, Council reported on possible Owners content insurance premium or deductible increases due to the Strata having Poly B piping and how to retrofit the unit's toilets.

8. RATIFY NEW RULES MADE BY THE STRATA CORPORATION:

None to ratify.

9. REPORT ON INSURANCE COVERAGE:

In accordance with the Strata Property Act, Section 149, it was explained by Tom Quinton, proof of Strata Insurance coverage must be provided based on replacement cost, and not market value. The building, as built by the developer, is what is insured plus any additions to the Common Property. The Strata's insurance policy now covers guaranteed replacement value. Strata Owners, who have upgraded their Strata Lots above what was provided by the builder, should have additional "upgrades" covered under their personal "condo insurance package" and ensure they have coverage for their personal contents as upgrades are not covered by this policy. This would include such things as floor coverings, cabinets etc. He also mentioned, Owners need to ensure they have coverage for the Strata Corporation deductibles. Where loss happens from within a unit and the Owner is found responsible, they may be assessed the Strata's deductible. The Contingent liability coverage on an Owner's personal policy then will cover the Strata's deductible.

If an Owner also obtains a Comprehensive unit owner's policy with earthquake coverage and an Additional Loss Assessment extension endorsement, this will assist in covering their portion of the Strata deductible in case of loss from an earthquake.

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The Strata Corporation's Insurance coverage is through HUB International Coastal Insurance Services Ltd. The Corporation's policy is on Teamwork's master policy with HUB International Coastal which allows for a lower premium.

The insurers require an appraisal evaluation of the replacement cost be undertaken every year. This has been completed and the property is insured at an appraised value of \$6,467,400.00. The limits of liability include: all property; commercial liability; pollution & remediation legal liability; directors & officers liability and comprehensive boiler and machinery. A copy of the insurance policy is available for review by any Owner upon request. An information sheet was available to the Owners regarding what is insured inside a strata unit and why. In addition, the policy has a unlimited additional living expenses built into the policy if an Owner was not able to live within their unit because of a loss.

10. Approve the budget for the coming year in accordance with Section 103 of the Act presenting a budget of \$81,459.60 with a proposed increase in Strata fees for the fiscal year.

Resolution 1

Be it resolved by majority vote of the Owners, LMS 1448 Arbutus Court, the proposed 2013/14 Operating Budget of \$81,459.60 be approved with the 2012/2013 budget surplus to be transferred to the Contingency Reserve Fund.

It was moved by **20** and seconded by **14** to bring the Resolution forward for discussion.

There was discussion on the budget.

The proposed Budget of \$81,459.60 and designation of 2012/2013 budget surplus to be transferred to the Contingency Reserve Fund was considered.

18 FOR, 0 OPPOSED, 0 ABSTAIN; CARRIED

11. NEW BUSINESS:

Resolution 2 – Contingency Reserve Expense

Be it resolved by a $\frac{3}{4}$ vote of the Owners of Strata Plan LMS 1448 Arbutus Court to approve the emergency expense of \$4,412.80 expensed from the Contingency Reserve fund in the 2012–2013 fiscal year for the replacement of the parkade door operator.

It was moved by **14** and seconded by **7** to bring the Resolution forward for discussion.

There was discussion on the Resolution.

The proposed Resolution was considered.

18 FOR, 0 OPPOSED, 0 ABSTAIN; CARRIED

At this time (8:09) S/L 17 left bringing the voting total to 17 eligible voters.

Resolution 3 (a) – Depreciation Report

Preamble:

In October 2009, the BC government passed the Strata Property Amendment Act, Bill 8. This was enacted in December 2011. Under the Act, every Strata Corporation having more than four (4) units will be required to commission a Depreciation Report by December 13, 2013. To be exempt from commissioning the Depreciation Report, Strata Corporations with more than four (4) units may exempt themselves from commissioning a Depreciation Report by passing a $\frac{3}{4}$ vote at an Annual General or a Special General meeting, and must do so at least every 18 months thereafter.

Be it resolved by a $\frac{3}{4}$ vote of the Owners of Strata Plan LMS 1448 Arbutus Court to exempt Strata Plan LMS 1448 Arbutus Court from commissioning a Depreciation Report in this fiscal year as permitted under the Strata Property Amendment Act, Bill 8.

It was moved by **10** and seconded by **7** to bring the Resolution forward for discussion.

The proposed Resolution was considered.

17 FOR, 0 OPPOSED, 0 ABSTAIN; CARRIED

Resolution 3 (b) (To be considered if Resolution 3(a) is defeated)

Be it resolved by a $\frac{3}{4}$ vote of the Owners, Strata Plan LMS 1448 Arbutus Court, to approve up to \$12,000.00 be expensed from the Contingency Reserve Fund to fund the commissioning of a Depreciation Report.

Resolution 3(b) was not considered as Resolution 3(a) was approved.

12. ELECTION OF STRATA COUNCIL:

In accordance with Sections 25 & 28 of the Act, eligible voters present in person or by proxy at the meeting may elect a Council. The following are considered to be eligible to serve as a Council member: a) Owners; b) individuals representing corporate Owners, and c) a tenant who, under Section 147 or 148, who have been assigned a landlord's right to stand for Council.

The following Owners were nominated and accepted nomination to the Strata Council:

| | |
|------------------|----------|
| Lew Murphy | Unit 103 |
| Lorraine Danroth | Unit 105 |
| Molly Reid | Unit 205 |

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| | |
|---------------|----------|
| Sonya Tokaryk | Unit 209 |
| Florence Law | Unit 304 |
| Celia Moragne | Unit 309 |

There being no further nominations, it was moved by **26** and seconded by **24** those nominated be elected to Council.

17 FOR, 0 OPPOSED, 0 ABSTAIN; CARRIED

13. ADJOURNMENT:

There being no further business, it was moved by **14** and seconded by **7** to adjourn the meeting. The meeting adjourned at 8:15 pm.

17 For 0 OPPOSED, 0 ABSTAIN; CARRIED