

UNAPPROVED MINUTES OF THE ANNUAL GENERAL MEETING  
STRATA PLAN #2720 "HAMPTON COURT & CHURCHILL PLACE"  
AGM MEETING HELD OCTOBER 20, 2020

Notice of the meeting was emailed on September 29, 2020 and mailed to all owners on the same date. Council members were Anita Walper, Dane Philpott, Marco Tacarelli, Gayle Chong, Liam Nordby, Heidi Fowler, Tyra Shupe and Gilbert Gutfreund of Sutton Advantage Property Management.

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1. **CALL TO ORDER:** The meeting was called to order at 6:30 p.m.

2. **CERTIFY PROXIES AND CORPORATE REPRESENTATIVES:**

19 in Attendance

21 Proxy

Total votes = 40 out of 108 = 50% attendance.

Determine if there's a Quorum:

Attained, meeting can proceed.

3. **ELECTION OF CHAIRMAN FOR MEETING:** Anita Walper chaired the general meeting.

4. **FILING PROOF OF NOTICE OF MEETING:** AGM information packages were emailed on September 29, 2020 and mailed on same date, on time in compliance with the *Strata Property Act*.

Moved by Roger; Seconded by Helen

5. **MINUTES FROM LAST AGM OR SGM:**

**Motion:** To approve the AGM minutes held October 22, 2019, as distributed and Amended

Moved by; Roger Taylor HC417; Seconded by; Donna Bishop HC104

Motion carried.

\* Amendment of minutes from 2019 - requested from CP311 that there was a typo

6. **UNFINISHED BUSINESS:**

a) Posting and distribution of depreciation report- this has not been vetted and therefore it has not been distributed.

b) Missing exterior stucco replacement - needs to be reviewed and discussed with Suncor  
- Cost of replacement listed did not list cost of removal in the depreciation report.

- c) Bylaw amendment package has not been completed in respect to the Special Resolutions passed at 2019 AGM.
- d) Fencing that was approved last year (SR20191022e) - Gilbert discussed reasons as to why this has not been completed as of yet. Reasons are due to the variance and what is required for the variance as well as delays due to covid ie- Police Reports etc

7. **Report from council -**

**Anita** - The following is a list of what was accomplished in the past year and which will be expanded on by the respective council members. Not listed are the number of times we helped owners and renters with strata keys and fobs.

- Depreciation report and BECA
- Advantage Tree Care Service work completed
- Brewis Electric generator sump pumps
- Modern Purair cleaned dryer vents
- Coral Canada Wide to quote for new HVAC equipment
- BECA with RJC approved
- Suncorp Valuations depreciation report approved
- Arborist results on trees
- Fire safety plans – Fire Marshall and Deputy Fire Marshall
- Garage level crack repairs by Island Business Systems
- Fencing stairwell to electrical substation
- Always Towing – new signs needed
- Replacement of sump pumps and emergency generator
- Golden Glow to do common area sanitization
- Council person appointed as person responsible for janitorial with Golden Glow Cleaning
- Insurance renewed
- CP driveway lighting
- HC front doors replaced
- Locker room cleanup
- HC plumbing stack
- Cameras installed
- Parking notice requires notice by 15<sup>th</sup> of the month to cancel
- Plug for EV discovered and cancelled as it is too hot/fire
- California drain at foot of garage gate needs replacing
- HC entire front door replace with new door
- Property appraisal inspection
- Sutton received increase in monthly payment
- Guest parking form created for use and put on website

**Marco** - Update on fence and reasons as to why they fencing was not moved forward is highly due to covid as the City shut down operations. Informed that this should cost \$37,500 to complete the fencing which includes the variance. Further discussed the padlock issue with realtor padlocks. Informed the owners of a leak in unit CP103 and 203 and that we are assessing the issue. Marco reminds everyone about the drainage in the units from the sinks. Informs of a roof leak in a unit on the 4th floor of HC. Discusses that we are at the end of the life cycle of the roof. Marco also informed the owners of the crack(s) in the parkade. Notes that we are keeping up with the maintenance of the fan belts with Coral Canada. Marco discussed reasons as to why we have not completed the painting (covid) and the options that we are being given. Also discussed the mold issues in CP units.

**Dane** - Landscaping and working with landscapers

**Liam** - Security, dealing with clean up of needles and people sleeping in front of HC as there is no fencing. Has been taking care of issues happening on the outside of CP where there is no fencing. Need to have realtor lockboxes removed and are no longer allowed due to thefts.

**Heidi & Tyra** - Created newsletter and hosted the Far-A-Party

8. **Insurance Coverage**

Discussion re: Insurance as listed in AGM package sent to owners on September 29, 2020  
Water damage deductible is \$10,000 - Strata  
Earthquake deductible is \$50,000 min - Strata  
Moved by -CP408  
Seconded by -HC417  
Motion Carried

9. **Financial Statement**

Discussion re: Financial statement as listed in AGM package sent to owners on September 29, 2020

Moved by - Roger Taylor HC417  
Seconded by - Mike Grison HC305  
Motion Carried

**Budget**

Discussion re: Budget as listed in AGM package sent to owners on September 29, 2020  
Moved by - Donna Bishop HC104  
Seconded by - CP209  
Opposed by HC417  
Motion carried

7. **NEW BUSINESS:**

- a) Term deposit for renewal - discussion on where to deposit this.
- b) Discussion and vote re: off leash
  - \*Survey to find out interest in dogs off leash completed- Majority has approved. This will be brought to a vote to all owners.
- c) Discussion about cleaning the balcony bands - brought forward by Owner Mike Grison  
HC 305 mentioned the Algae issue on the balcony sills and stated that this needs to be painted and cleaned.
- d) Depreciation report will be circulated in draft format to all owners
- e) Bylaw for a move in/out fee to assist with increased costs
- f) Discussion about cracks in flooring of garage and storage
- g) Discussion about Kayaking storage - Tyra and Marco to meet and discuss potential options
- h) Incident report sheet to be provided
- I) Discussion to create a new bylaw to enforce the rule of no lockboxes. - Brought forward by Roger Taylor - HC417
- J) Look at cracks in parkade floor and storage room - brought up by Mike Grison HC305

9. **SPECIAL RESOLUTIONS:**

**SR20191022D**

**A. Interior painting**

Moved by HC 217

Seconded HC417

Motion carried

**B. Garage ceiling patching**

Moved by - CP310

Seconded by - HC405

Motion carried

10. **ELECTION OF NEW STRATA COUNCIL:**

The current 2019/2020 executive council were retired from council with the following members letting their names stand for re-election – CP106 (Gayle Chong), CP303 (Dane Philpott), HC206 (Marco Taccarelli), HC 401 (Liam Nordby), HC308 (Tyra Shupe)

The following members were nominated from the floor for the 2020/2021 council:  
CP107 (Helen Merlot), CP408 (Kevin Jones)

Moved by CP311 that the nominations be closed and that all members be appointed to council. Seconded by HC417. Carried.

The following council members were assigned positions: – Marco - Council Chair, Gayle Chong – Treasurer and Tyra Shupe – Secretary.

The remaining Council members will be assigned positions at the organizational strata council meeting taking place on October 27, 2020 at 6:30 p.m.

12. **ADJOURNMENT:**

Meeting adjourned at 8:40 pm.