

UNAPPROVED MINUTES OF THE ANNUAL GENERAL MEETING  
STRATA PLAN #2720 "HAMPTON COURT & CHURCHILL PLACE"  
AGM MEETING HELD SEPTEMBER 29, 2021

Notice of the meeting was emailed on September 7, 2021, and mailed to all owners on the same date. Council members were Gayle Chong, Kevin Jones, Helen Merlot, Dane Philpott, Liam Nordby, and Gilbert Gutfreund of Sutton Advantage Property Management.

**1. CALL TO ORDER:**

The meeting was called to order at 6:36pm.

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

27 in Attendance  
14 Proxy  
Total votes = 41 out of 108

Quorum reached; meeting can proceed

**3. ELECTION OF CHAIRMAN FOR MEETING:**

Motion for Gayle Chong to chair the meeting  
Moved by HC417 and Seconded by HC 209

Carried

**4. FILING PROOF OF NOTICE OF MEETING:**

AGM information packages were emailed on September 7, 2021, and mailed on same date, on time in compliance with the *Strata Property Act*.

Moved by CP106 and Seconded by HC104

Carried

**5. Approve the agenda: The following amendments were made:**

- a. HC308 - add vote and discussion of management company and special interest for dogs  
See items 8c and 12b
- b. HC417 - add special resolution use of funds and notice posting etiquette  
Both added under New Business

Motion to approve as amended  
Moved by HC117 and HC102

Carried

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

- a. HC106 typo identified in item 7, pg 3 "they" should be changed to "the"

Motion to approve as amended  
Moved by HC106 and Seconded by HC104

Carried

## **7. UNFINISHED BUSINESS:**

- a. HC217 asked when a remediation would be required  
Answer given: greater than 5-7 years
- b. HC417 noted that major items were missing on the depreciation report and recommends council involvement with creating the scope of the next depreciation report

## **8. REPORT FROM COUNCIL:**

- a. Placed contingency reserve funds (CRF) with BC Credit Union to earn a higher interest rate
- b. Numerous completed projects, including:
  - i. HC fence variance and installation
  - ii. HC interior painting
  - iii. CP fence and fence lighting
  - iv. Stucco repairs
  - v. HC215 balcony repairs
  - vi. Canada Post parcel boxes
  - vii. VREB (realtor) secure boxes
  - viii. Updated webhosting
  - ix. Strata database
  - x. Entry phone security brackets
  - xi. Renegotiated waste management
  - xii. Door maintenance
  - xiii. 2<sup>nd</sup> annual picnic with entertainment
  - xiv. HC entry (ongoing)
  - xv. Parkade concrete crack repairs (ongoing)
- c. New Rules:
  - i. The council discussed and defeated a motion at the March, 2021 Council meeting to allow for an off-leash trial period.  
Discussion - Council requests that owners present a petition with 20% ownership support to reconsider this issue.  
Such a petition should be presented well in advance of an AGM as the bylaw will have to be written and owners require minimum 21 days' notice prior to a bylaw vote.
  - ii. Contractors are required to use 30 days for payments unless arranged with council.
  - iii. Any contract will be reviewed by the majority of council members prior to approval of payment.
  - iv. Lot numbers are to be used (vs unity #s) in public document (i.e. published minutes).

## **9. INSURANCE:**

- a. Insurance has increase, partially due to changes in the market and partially because previous years missed appraising any value for the underground parking
- b. All owners and occupants are urged to ensure they have sufficient water and earthquake insurance to cover the strata insurance deductible
- c. A bylaw requiring owner and occupant insurance is recommend

## **10. FINANCIAL STATEMENT:**

- a. HC417 expenditure (balance sheet) and opening balance & fund balance (variance columns) require review

Motion to approve as amended

**11. BUDGET:**

- a. Discussion concerning the role of the operating expenses budget and the Contingency Reserve Fund  
Answer given: The operating expenses budget is more like a checking account for day-to-day budget items and the CRF is more like long-term investments for retirement. The operating expenses budget should have a healthy surplus in the event of an unexpected day-to-day expense.
- b. Discussion concerning the need for EV charging stations. \$3000 remains earmarked to do an electrical assessment. Recommendations:
  - i. Electrical assessment is conducted
  - ii. Townhall is held to discuss findings with owners
  - iii. Future planning to follow townhall findings

Motion to approve the budget

Moved by HC102 and Seconded by HC101

One Opposed, One Abstention

Carried

**12. NEW BUSINESS:**

- a. Discussion concerning Pemberton communication and use of Gmail. Recommendations:
  - i. Council to inform the owners of changes in management companies
  - ii. Pemberton use their professional email address
- b. Discussion of "financials only" service.

Answer given: Questions of a financial nature can be addressed directly to Pemberton; all others should be addressed to council.

Motion to accept Pemberton as "financials only" management company

Moved by HC317 and Seconded by HC405

Carried

- c. Motion to accept up to \$1200 in lawyer fees for existing bylaw review  
Moved by HC417 and seconded by HC217

Carried

- d. Fee increases:
  - i. Lockers from \$20/m to \$30/m
  - ii. EV outlet access \$30/m

Motion to approve fees

Moved by HC417 and Seconded by HC104

Carried

- e. HC417 - CRF expense allocation
  - i. Money allocated for a purpose should only be spent on that specific project
  - ii. When a project is completed, unused funds should be returned to the CRF right away
- f. HC417 – Posting of notices
  - i. All notices need to be posted to the website
  - ii. All notices should include a posting date, identifier of who posted the notice and approval of council should be indicated on the notice

**13. SPECIAL RESOLUTIONS:**

- a. **Resolution 20210929a**
- b. HC417 and HC217 - 3 quotes required  
  
 Motion to approve as amended  
 Moved by HC417 and Seconded by HC217 Carried
- c. **Resolution 20210929b**  
  
 Motion to approve as amended  
 Moved by HC417 and Seconded by HC317  
 1 Opposed Carried
- d. **Resolution 20210929c**
- e. HC417 advises against painting the doors; new coatings will have to be applied every 5 years. HC102 advised that vinyl stickers may be a better solution.  
  
 Vote Called  
 7 in Favor, remaining Opposed Not Carried
- f. **Resolution 20210929d**
- g. Liam Nordby (Security) advises against fob access as security cameras are not located at these doors. HC417 noted that fobs at these locations will likely increase traffic near these units.  
  
 Motion to approve resolution  
 Moved by HC311 and Seconded by HC102  
 14 in Favor, remaining Opposed Not Carried
- h. **Resolution 20210929e**  
  
 Motion to approve resolution  
 Moved by HC417 and Seconded by HC317  
 2 Opposed, remaining in Favor Carried
- i. **Resolution 20210929f**
- j. HC102 – survey residents on the east side of both buildings to determine final hedge height  
  
 Motion to approve as amended  
 Moved by HC102 and Seconded by HC417  
 2 Opposed, remaining in Favor Carried
- k. **Resolution 20210929g**  
  
 Motion to approve resolution  
 Moved by HC217 and Seconded by HC102  
 2 Opposed, remaining in Favor Carried

#### **14. ELECTION OF NEW STRATA COUNCIL:**

- a. Council members willing to stand:
  - i. Gayle Chong  
1 Opposed, remaining in Favor Carried
  - ii. Helen Merlot  
1 Opposed, remaining in Favor Carried
  - iii. Dane Philpot  
1 Abstention Carried
- b. Nominations:
  - i. Nomination Chris Seward by HC417  
All in Favor Carried
  - i. Nomination Marley LaFleur by CP106  
All in Favor Carried
  - ii. Nomination Frances Loftus by HC417  
Declined (professional ineligibility)
  - iii. Nominated Colleen Shotbolt by CP107  
All in Favor Carried
  - iv. Nominate Roger Taylor by HC104  
Declined
  - v. Nominate Mark Field  
Declined
  - vi. Nominate Carol Kronbauer by HC102  
All in Favor Carried

#### **15. ADJOURNMENT:**

- Motion to terminate the meeting at ~9:30pm  
Moved by HC104 and Seconded by HC106 Carried