

MINUTES OF THE ANNUAL GENERAL MEETING
THE OWNERS, STRATA PLAN BCS4010
STUDIO SQ

Held on Tuesday July 23, 2013 at 7:00 pm
Within the Skylight Room Howe Sound Inn & Brewing Company
37801 Cleveland Ave
Squamish, B.C

COUNCIL IN ATTENDANCE:	Paul Claproth	Vice President
REGRETS	Lesley Cullingworth	President
	Ryan Hunter	Secretary
	Janet Gorman	Treasurer
	Myron Calof	
PROPERTY MANAGER:	Mike Young	Dynamic Property Management Ltd.

The meeting was called to order at 7:05 p.m. by Mike Young, Dynamic Property Management.

CALLING OF ROLE & CERTIFICATION OF PROXIES

Subject to the bylaws, a quorum for a general meeting is 1/3 of eligible voters present in person or by proxy. The strata corporation consists of 33 eligible voters, therefore 11 represents a quorum. The attendance register confirmed at the time of the commencement of the meeting there were 5 eligible voters in attendance and 16 represented by proxy. The quorum requirements were achieved and the meeting proceeded.

ELECTION OF MEETING CHAIR

It was moved by and seconded to elect Mike Young, Dynamic Property Management as the meeting Chair.
CARRIED UNANIMOUSLY

NOTICE OF MEETING

Annual General Meeting Notice was distributed on June 25, 2013. The *Strata Property Act* stipulates that a minimum of 20 days notice is required if notice is given any other way than handed to an owner of the strata lot. In this case notices were distributed 29 days prior to the meeting.

It was moved and seconded to accept the notice dated June 25, 2013 complied with the notice requirements.
CARRIED UNANIMOUSLY

APPROVAL OF THE AGENDA

It was moved and seconded to approve the Agenda. CARRIED UNANIMOUSLY

REPORT ON INSURANCE

The property manager reported that the Strata Corporation insured through Intercon Insurance Services Ltd. The policy runs from February 15, 2013 to February 15, 2014. A summary was attached to the meeting notice. Normac Appraisals Ltd completed an insurance appraisal on December 4, 2012 to ensure that the property is insured for full replacement value.

Owners are reminded that it is imperative that they carry their own betterment insurance, assessment (deductible insurance), content insurance, strata lot liability insurance, and loss of revenue insurance for investors. Contact your local insurance broker for one of the many Condo Owners Packages that are available.

It was moved and seconded to acknowledge the report on the insurance coverage. CARRIED UNANIMOUSLY

FINANCIAL REPORT – ACKNOWLEDGEMENT OF RECEIPT OF THE JUNE 30, 2013 YEAR END FINANCIAL STATEMENTS

It was moved and seconded to acknowledge receipt and adopt the June 30, 2013 Year End Financial Statements. CARRIED UNANIMOUSLY

APPROVAL OF 2013 - 2014 BUDGET – MAJORITY VOTE

It was moved and seconded to approve the 2013 – 2014 Budget. CARRIED UNANIMOUSLY

APPROVED 2013 - 2014 BUDGET

Revenue	
Maintenance Fees (Operating)	\$78,050.00
Maintenance Fees (Contingency)	\$7,905.00
Total Maintenance Fees	\$85,955.00

Expenses	
Admin & Office Expense	\$600.00
Bank Service Charges	\$500.00
Building Repairs & Maintenance	\$6,100.00
Common Area Cleaning	\$11,500.00
Elevator	\$2,500.00
Fire Safety Maintenance	\$2,000.00
Garbage & Recycling	\$4,200.00
Grounds Repair & Maintenance	\$500.00
Hydro	\$12,500.00
Insurance	\$14,000.00
Landscaping	\$2,000.00
Professional Fees	\$250.00

Management Fees	\$9,500.00
Meetings	\$300.00
Natural Gas	\$9,000.00
Snow Removal	\$500.00
Telephone	\$2,600.00
Total Operating Expenses	\$78,050.00

CRF Contribution	\$7,905.00
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Net Income	\$0.00
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Balance in CRF as of June 30, 2013	\$38,016.94
CRF Contribution during 2013 - 2014	\$7,905.00
Estimated Balance on June 30, 2014	\$45,921.94

2013 – 2014 STRATA FEES

UNIT	SL	UE	ANNUAL OPERATING FUND CONTRIBUTION	ANNUAL CRF CONTRIBUTION	ANNUAL TOTAL STRATA FEE	MONTHLY TOTAL STRATA FEE
201	11	51	\$ 2,382.72	\$ 238.28	\$ 2,621.00	\$ 218.42
202	1	42	\$ 1,962.24	\$ 196.23	\$ 2,158.47	\$ 179.88
203	10	50	\$ 2,336.00	\$ 233.60	\$ 2,569.60	\$ 214.14
204	2	50	\$ 2,336.00	\$ 233.60	\$ 2,569.60	\$ 214.14
205	9	49	\$ 2,289.28	\$ 228.93	\$ 2,518.21	\$ 209.86
206	3	50	\$ 2,336.00	\$ 233.60	\$ 2,569.60	\$ 214.14
207	8	49	\$ 2,289.28	\$ 228.93	\$ 2,518.21	\$ 209.86
208	4	62	\$ 2,896.64	\$ 289.67	\$ 3,186.31	\$ 265.53
209	7	50	\$ 2,336.00	\$ 233.60	\$ 2,569.60	\$ 214.14
210	5	62	\$ 2,896.64	\$ 289.67	\$ 3,186.31	\$ 265.53
211	6	51	\$ 2,382.72	\$ 238.28	\$ 2,621.00	\$ 218.42
301	22	51	\$ 2,382.72	\$ 238.28	\$ 2,621.00	\$ 218.42

302	12	42	\$ 1,962.24	\$ 196.23	\$ 2,158.47	\$ 179.88
303	21	50	\$ 2,336.00	\$ 233.60	\$ 2,569.60	\$ 214.14
304	13	50	\$ 2,336.00	\$ 233.60	\$ 2,569.60	\$ 214.14
305	20	49	\$ 2,289.28	\$ 228.93	\$ 2,518.21	\$ 209.86
306	14	50	\$ 2,336.00	\$ 233.60	\$ 2,569.60	\$ 214.14
307	19	49	\$ 2,289.28	\$ 228.93	\$ 2,518.21	\$ 209.86
308	15	62	\$ 2,896.64	\$ 289.67	\$ 3,186.31	\$ 265.53
309	18	50	\$ 2,336.00	\$ 233.60	\$ 2,569.60	\$ 214.14
310	16	62	\$ 2,896.64	\$ 289.67	\$ 3,186.31	\$ 265.53
311	17	51	\$ 2,382.72	\$ 238.28	\$ 2,621.00	\$ 218.42
401	33	51	\$ 2,382.72	\$ 238.28	\$ 2,621.00	\$ 218.42
402	23	42	\$ 1,962.24	\$ 196.23	\$ 2,158.47	\$ 179.88
403	32	50	\$ 2,336.00	\$ 233.60	\$ 2,569.60	\$ 214.14
404	24	50	\$ 2,336.00	\$ 233.60	\$ 2,569.60	\$ 214.14
405	31	49	\$ 2,289.28	\$ 228.93	\$ 2,518.21	\$ 209.86
406	25	50	\$ 2,336.00	\$ 233.60	\$ 2,569.60	\$ 214.14
407	30	49	\$ 2,289.28	\$ 228.93	\$ 2,518.21	\$ 209.86
408	26	62	\$ 2,896.64	\$ 289.67	\$ 3,186.31	\$ 265.53
409	29	50	\$ 2,336.00	\$ 233.60	\$ 2,569.60	\$ 214.14
410	27	56	\$ 2,616.32	\$ 261.64	\$ 2,877.96	\$ 239.84
411	28	51	\$ 2,382.72	\$ 238.28	\$ 2,621.00	\$ 218.42
TOTAL	1692		\$ 79,050.00	\$ 7,905.00	\$ 86,955.38	\$ 7,246.49

NEW BUSINESS

RESOLUTION “A” – BYLAW AMENDMENT – NON-SMOKING BYLAW - ¾ VOTE

BE IT RESOLVED by a 3/4 vote of **THE OWNERS, STRATA PLAN BCS4010** (the “Strata Corporation”) that bylaws of the Strata Corporation filed in the Land Title Office on January 5, 2011 be amended to include the following bylaw:

9.1 Non-Smoking Bylaw

9.1 (a) Smoking is prohibited

- i) in a strata lot;
- ii) on the interior common property, including but not limited to hallways, elevators, parking garages, electrical rooms and mechanical rooms;
- iii) on patios and balconies;
- iv) within three metres of a door, window or air intake;
- v) on the exterior common property, including but not limited to sidewalks and parking areas; and
- vi) on any land that is a common asset.

9.1 (b) All persons, including but not limited to owners, tenants, occupants and visitors must comply with this bylaw. Breach of the bylaw will result in fines imposed in accordance with bylaw 6.1.

End of Resolution

It was moved and seconded to adopt Resolution “A” as written above. CARRIED UNANIMOUSLY

RESOLUTION “B” – BYLAW AMENDMENT – ANNUAL PET FEE - ¾ VOTE

BE IT RESOLVED by a 3/4 vote of **THE OWNERS, STRATA PLAN BCS4010** (the “Strata Corporation”) that bylaw 4.7 of the Strata Corporation filed in the Land Title Office on January 5, 2011 be repealed and replaced with the following

4.7 Pets & Animals

4.7 (a) An owner, tenant, occupant or visitor must not keep any pets on the strata lot or common property or on land that is a common asset except in accordance with these bylaws.

4.7 (b) An owner, tenant, occupant or visitor must ensure that all animals are leashed or otherwise secured and supervised when on the common property or on land that is a common asset.

4.7 (c) An owner, tenant or occupant must not keep any pets in a residence other than one or more of the following:

- A reasonable number of fish or other small aquarium animals
- A reasonable number of small caged animals
- A reasonable number of caged birds
- 1 dog or 1 cat.

(the “Permitted Pet”)

4.7 (d) A resident must not harbour exotic pets, including not exhaustively, snakes, reptiles, spiders, or large members of the cat family.

4.7 (e) A resident or visitor must not permit a loose or unleashed Permitted Pet at any time on the common property or on land that is a common asset.

4.7 (f) The owners of pets shall be fully responsible for their pets behavior within the common property.

4.7 (g) A resident must not keep a Permitted Pet which is a nuisance on a strata lot, on common property or on land that is a common asset. If a resident has a pet which is not a Permitted Pet or if, in the opinion of council, the Permitted Pet is a nuisance or has caused or is causing an unreasonable interference with the use and enjoyment by residents or visitors of a strata lot, common property or common assets, the council may order such pet to be removed permanently from the strata lot, the common property or common asset or all of them.

4.7 (h) A pet owner must ensure that a Permitted Pet is kept quiet, controlled and clean. Any excrement on common property or on land that is a common asset must be immediately disposed of by the pet owner.

4.7 (i) No vicious dog is permitted at any time in any strata lot or on the common property for the purposes of this bylaw a vicious dog means:

- i) any dog with a known propensity, tendency, or disposition to attack without provocation any domestic animal or human;
- ii) any dog which has bitten another domestic animal or human without provocation;
- iii) a Pit Bull Terrier, American Pit Bull Terrier, Pit Bull, Staffordshire Bull Terrier, American Staffordshire Terrier, or any dog of mixed breeding which includes any of those breeds; and
- iv) any dog that aggressively harasses or pursues a human or domestic animal.

4.7 (j) A strata lot owner must assume all liability for all actions by a Permitted Pet, regardless of whether the owner had knowledge, notice or forewarning of the likelihood of such action.

4.7 (k) An owner, tenant or occupant who keeps a Permitted Pet in the residence must pay an annual pet fee of \$50.00 per pet.

End of Resolution

It was moved and seconded to adopt Resolution “B” as written above. CARRIED UNANIMOUSLY

RESOLUTION “C” – BYLAW AMENDMENT – MOVE IN FEE - ¾ VOTE

BE IT RESOLVED by a 3/4 vote of **THE OWNERS, STRATA PLAN BCS4010** (the “Strata Corporation”) that bylaw 5.3 of the Strata Corporation filed in the Land Title Office on January 5, 2011 be amended to include:

5.3. Move In / Move Out

- 5.3 (a) A non-refundable fee of \$100.00 will be levied on any move-in to defray the costs to the Strata Corporation which includes inspection of the common area before and after moving in, and the installation of elevator pads.

5.3 (b) An appointment for a moving time must be made 48 hours in advance with the property manager (moves will be restricted to between the hours of 8:00 am. and 8:00 pm. and the last booking time is 7:00 pm.) having regard to the convenience of all concerned and to noise abatement. Full instructions for the operation of the move will be given by the property manager. Residents contravening this bylaw will be subject to a fine of \$200.00.

End of Resolution

It was moved and seconded to adopt Resolution “C” as written above. CARRIED UNANIMOUSLY

RESOLUTION “D” - CRF EXPENDITURE – LED CONVERSION - ¾ VOTE

WHEREAS pursuant to section 96 of the *Strata Property Act* (the “Act”) a strata corporation must not spend money from the contingency reserve fund (the “CRF”) unless the expenditure is consistent with the purposes of the CRF, as set out in the Act and is first approved by a resolution passed by a ¾ vote at an annual or special general meeting;

AND WHEREAS THE OWNERS, STRATA PLAN BCS4010 (the “Strata Corporation”) wants to replace the remaining inefficient common area lamps and ballasts with energy efficient lamps and ballasts.

BE IT RESOLVED by a ¾ vote of THE OWNERS, STRATA PLAN BCS4010 (the “Strata Corporation”) that the Strata Corporation be and is hereby authorized to spend up to the sum of \$3,000.00 from the Contingency Reserve Fund to pay the replacement of the common area lamps and ballasts.

End of Resolution

It was moved and seconded to adopt Resolution “D” as written above. CARRIED UNANIMOUSLY

RESOLUTION “E” - CRF EXPENDITURE – DEPRECIATION REPORT - ¾ VOTE

WHEREAS pursuant to section 96 of the *Strata Property Act* (the “Act”) a strata corporation must not spend money from the contingency reserve fund (the “CRF”) unless the expenditure is consistent with the purposes of the CRF, as set out in the Act and is first approved by a resolution passed by a ¾ vote at an annual or special general meeting;

AND WHEREAS THE OWNERS, STRATA PLAN BCS4010 (the “Strata Corporation”) wants to undertake a Depreciation Report.

BE IT RESOLVED by a ¾ vote of THE OWNERS, STRATA PLAN BCS4010 (the “Strata Corporation”) that the Strata Corporation be and is hereby authorized to spend up to the sum of \$7,500.00 from the Contingency Reserve Fund to fund the Depreciation Report.

End of Resolution

It was moved and seconded to adopt Resolution “E” as written above. CARRIED UNANIMOUSLY

RESOLUTION “F” – WAIVER OF DEPRECIATION REPORT REQUIREMENT – ¾ VOTE (Note: This resolution will not be voted on if resolution “E” is passed)

WHEREAS pursuant to section 94(3) of the *Strata Property Act* (the "Act") a strata corporation may waive the requirement to prepare a depreciation report by the required deadline by a ¾ vote resolution.

BE IT RESOLVED as a ¾ vote resolution of The Owners, Strata Plan BCS 4010 (the "Strata Corporation") that pursuant to section 94(3) of the Act, the Strata Corporation waives the requirement under section 94(2) of the Act to obtain, on or before December 14 2103 (the date the depreciation report would be due if the resolution is not passed), a depreciation report estimating the repair and replacement costs for major items in the Strata Corporation and the estimated life of those items.

End of Resolution

Resolution “E” was adopted therefore Resolution “F” was not voted on.

RESOLUTION “G” CRF EXPENDITURE – OPERATING FUND DEFICIT - ¾ VOTE

WHEREAS pursuant to section 96 of the *Strata Property Act* (the “Act”) a strata corporation must not spend money from the contingency reserve fund (the “CRF”) unless the expenditure is consistent with the purposes of the CRF, as set out in the Act and is first approved by a resolution passed by a ¾ vote at an annual or special general meeting;

AND WHERAS THE OWNERS, STRATA PLAN BCS4010 (the “Strata Corporation”) wants to pay for the 2012 – 2013 operating deficit from the Contingency Reserve Fund.

BE IT RESOLVED by a ¾ vote of THE OWNERS, STRATA PLAN BCS4010 (the “Strata Corporation”) that the Strata Corporation be and is hereby authorized to spend up to the sum of up to \$3200.00 from the Contingency Reserve Fund to fund 2012 – 2013 Operating Deficit.

End of Resolution

It was moved and seconded to adopt Resolution “G” as written above. CARRIED UNANIMOUSLY

RESOLUTION “H” – MANAGEMENT AGREEMENT – MAJORITY VOTE

WHEREAS pursuant to section 24 of the *Strata Property Act* (the “Act”) a contract for strata management services that is entered into before the first annual general meeting automatically terminates 4 weeks after the second annual general meeting unless it is first approved by majority to continue the contract at the second annual general meeting.;

AND WHERAS THE OWNERS, STRATA PLAN BCS4010 (the “Strata Corporation”) wants to continue Agency Agreement with Dynamic Property Management (the “Agent”).

BE IT RESOLVED by a ¾ vote of THE OWNERS, STRATA PLAN BCS4010 (the “Strata Corporation”) that the Strata Corporation approve to continue the Agency Agreement between the Strata Corporation and Dynamic Property Management Ltd.

End of Resolution

It was moved and seconded to adopt Resolution “H” as written above. CARRIED UNANIMOUSLY

ELECTION OF STRATA COUNCIL

The bylaws of Studio SQ stipulate that the council must have at least 3 and not more than 7 members. The strata council is elected each year at the Annual General Meeting to perform the duties of the strata corporation. The strata corporation's duties are limited to Managing, Repairing, and Maintaining Common Property and Common Assets, Insuring Common Property and Common Assets, Keeping Records, and Enforcing the Bylaws. The Managing Agent (property manager) assists the strata council in exercising the duties.

The following strata lot owners put their names forward for consideration as the 2013 – 2014 strata council.

Myron Calof	Janet Gorman	Ryan Hunter
Denis Wang	Lesley Cullingworth	Paul Claproth

It was moved and seconded to elect the strata lot owners noted above. CARRIED UNANIMOUSLY

TERMINATION OF MEETING

It was moved and seconded to terminate the meeting at 7:48 pm. CARRIED UNANIMOUSLY

Mike Young, Strata Manager
DYNAMIC PROPERTY MANAGEMENT LTD.
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Please keep a copy of these minutes for future reference. They will be required at the time of sale and a charge, as per the Strata Property Act, will be assessed for replacement copies. Minutes along with other important information can be obtained from www.dynamicpropertymanagement.ca. Please contact the strata manager for usernames and passwords.