

ANNUAL GENERAL MEETING MINUTES
VIS 1983 – DOVER CONDOMINIUMS
Thursday February 29, 2024 @ 6:00pm
Held Via Zoom

1. CALL TO ORDER

Council President, Kim Bihari, called the meeting to order at 6:00pm. At the time the meeting was called to order, quorum had not yet been established. In accordance with Strata Bylaw 29, which reads “If within 15 minutes from the time appointed for an Annual or Special General Meeting a quorum is not present, the meeting stands adjourned for 30 minutes from the appointed time at the same place, but, if at the end of that appointed period a quorum is still not present, the eligible voters present in person or by proxy shall be deemed to constitute a quorum.” Thus, Owners in attendance waited 30 Minutes, and the meeting was again called to order at 6:32 PM.

2. DETERMINE QUORUM

It was determined that there were twenty-three (23) strata lots represented in person and one (1) by proxy, meeting the quorum requirements set out in s.48 of the *Strata Property Act*.

3. ELECT A CHAIRPERSON

Council requested that Colyvan Pacific chair the meeting. It was **MOVED/SECONDED** to have the Strata Manager, Ed Young, chair the meeting. With all in favour, the motion was

CARRIED

4. FILING PROOF OR WAIVER OF MEETING

It was reported that the “Notice of Meeting” was delivered on February 8, 2024, meeting the document service provisions pursuant to the *Strata Property Act*.

5. APPROVAL OF THE AGENDA

The Owners were advised that the agenda had been sent with the “Notice of Meeting” and it was **MOVED/SECONDED** to approve the agenda as distributed. With all in favour the motion was

CARRIED

Vancouver

1325 - 1100 Melville Street
Vancouver, BC V6E 4A6
604 683 8399

Nanaimo

3 - 4488 Wellington Road
Nanaimo, BC V9T 2H3
250 754 4001



6. APPROVAL OF PREVIOUS GENERAL MEETING MINUTES

It was **MOVED/SECONDED** to approve the Annual General Meeting minutes of February 28, 2023. With all in favour, the motion was

CARRIED

7. UNFINISHED BUSINESS

There was no unfinished business.

8. COUNCIL REPORTS

Council President Kim Bihari provided a report. This report is attached to these minutes.

9. ADOPTION OF STRATA CORPORATION RULES

There were no rules adopted during the fiscal year.

10. INSURANCE REPORT

A copy of the Strata insurance policy was distributed to Owners with their notice of Annual General Meeting. The Strata Manager reported that the insurance has been placed with Acera Insurance Services based on a replacement value totaling \$29,746,000. The Strata insurance deductibles amounts are as follows:

All Losses: \$5,000 except;
Water Damage \$15,000;
Sewer backup \$15,000;
Flood \$15,000;
Earthquake 10%

It is recommended that Owners obtain personal insurance coverage for the following:

- Loss assessment coverage which will cover the deductible portion of the Strata Corporation’s insurance policy and for any losses not covered by the strata insurance policy, including losses below the strata insurance deductible, if charged back to a strata lot Owner.
- Live Out Allowance (*applicable to resident Owners Only*)
- Contents
- Balcony Glass
- Betterments and Improvements to the strata lot.
- Loss of Rental Income (*applicable to Landlord Owners Only*)



Note that new Owners may have purchased units with renovations or upgrades already completed. Any improvements made to a strata lot since the completion of the buildings construction are not covered by the strata corporation's policy. Please consult your Insurance Broker for guidance to ensure that you have adequate "Betterments & Improvements" coverage on your individual policies.

In the event the Strata Corporation's insurance policy is triggered; emergency services and repair of as-built fixtures will be covered under the Strata Corporation's insurance policy. Strata lot improvements, contents, interim accommodation, and the Strata Corporation insurance deductible, among other things are not covered by Strata Corporation's insurance.

Owners should be aware that according to the Strata Corporation Bylaws it is the Owner's responsibility to repair and maintain their own strata lots. Losses under the strata insurance deductible are therefore the responsibility of the strata lot owner, regardless of the cause of loss. In the event an owner is determined to be responsible for a loss, the owner may also be charged back costs not covered by Strata insurance, including the Strata insurance deductible portion.

Owners are encouraged to contact their personal insurance brokers to ensure they have adequate personal insurance coverage in place.

11. REVIEW OF THE 2023 FINANCIALS

The financial statements for the period ending December 31, 2023 were reviewed, which included the following balances:

Operating Account:	\$34,048.07	Contingency Reserve Fund:	\$110,243.13
Window Project:	\$141,236.39	Budget Surplus/(Deficit):	\$32,885.95

12. PROPOSED ANNUAL OPERATING BUDGET FOR 2024

Following a review of the proposed budget vs the last approved budget, it was **MOVED/SECONDED** to approve the proposed operating budget as presented.

Following a call for questions and/or discussion, the vote was called:

In Favour: 24 Opposed: 0 Abstentions: 0

The resolution was

CARRIED

13. REVIEW OF SPECIAL RESOLUTIONS

**RESOLUTION # 1
DEPRECIATION REPORT- OPT OUT**

WHEREAS pursuant to s. 94 of the Strata Property Act, S.B.C. 1998, c. 43 (the "Act") a strata corporation may waive the requirement for a depreciation report for a period not to exceed 18 months if authorized by a 3/4 vote at an annual or general meeting;



THEREFORE, BE IT RESOLVED pursuant to s. 94 of the Act by a 3/4 vote of the Owners, Strata Plan VIS 1983 (the “Strata Corporation”) that the Strata Corporation be authorized to waive the requirement for a depreciation report for a period not to exceed 18 months.

Following a call for questions and/or discussion, the vote was called:

In Favour: 0 Opposed: 23 Abstentions: 1

The resolution was

DEFEATED

RESOLUTION # 2

CRF EXPENDITURE - DEPRECIATION REPORT FUNDING - \$8,000

WHEREAS the Owners, Strata Plan VIS 1983 wish to complete a Depreciation Report;

THEREFORE, BE IT RESOLVED as a majority vote resolution of the Owners, Strata Plan VIS 1983, that a sum of money not exceeding \$8,000 (including tax), be spent for the purpose of acquiring and completing a Depreciation Report, such expenditure, and all related amounts, to be charged against the Contingency Reserve Fund.

Following a call for questions and/or discussion, the vote was called:

In Favour: 24 Opposed: 0 Abstentions: 0

The resolution was

CARRIED

RESOLUTION # 3

SURPLUS TRANSFER - \$32,885.95

WHEREAS the Owners, Strata Plan VIS 1983 wish to transfer the 2023 budget surplus to the Contingency Reserve Fund;

THEREFORE, BE IT RESOLVED that the Owners, Strata Corporation VIS 1983 by way of majority vote agree to transfer \$32,885.95 of surplus (retained earnings) to the Contingency Reserve.

Following a call for questions and/or discussion, the vote was called:

In Favour: 24 Opposed: 0 Abstentions: 0

The resolution was

CARRIED

An owner left the meeting at 8:29PM leaving 23 owners present.

RESOLUTION # 4

BYLAW AMENDMENT – HEAT PUMPS/AC UNITS

WHEREAS pursuant to s. 126 of the Strata Property Act, the bylaws of a strata corporation may be changed, repealed, replaced, added to, or otherwise amended by a resolution passed by a $\frac{3}{4}$ vote at an annual or special general meeting. Further, the major concerns affecting our community in general are noise generated by heat pump or A/C units (airborne and contact noise or vibrations) and visual impact on the building's appearance; size, colour, brand, model and where the unit is located, i.e. – visibility.

BE IT THEREFORE RESOLVED as a $\frac{3}{4}$ vote of the Owners that the following bylaw be added to the current bylaws;

6 (12). Heat Pumps or A/C Units

General

- A. *Owners of the strata lot, both present and subsequent, will be responsible for all costs associated with the proper installation following these guidelines and for the ongoing maintenance of their heat pump or A/C unit.*
- B. *A new installation requires the approval, in writing, from Council based upon detailed information on the heat pump or A/C unit installation and operation. It is recommended to start the approval process before acquiring the unit. Council may stipulate, at their discretion, to engage an electrical engineering consultant at the expense of the applicant.*
- C. *The major concerns affecting our community in general are noise generated by heat pump or A/C units (airborne and contact noise or vibrations) and visual impact on the building's appearance; size, colour, brand, model and where the unit is located, i.e. – visibility. Therefore, heat pump or A/C units are to be located on the floor against an outside wall or window on decks/balconies. Ductless heat pumps shall not be located on a common wall, only an interior or non-common wall of a unit. If positioned on a deck/balcony the location should be as inconspicuous as possible as viewed from the street or outside.*

Heat Pump or A/C Unit Specific Issues

- D. *Exterior compressor units being installed must fall within the range of one or more of the following 3 size parameters: (1) Total footprint of 504 square inches (2) Dimensions – 14,112 cubic inches and/or (3) H – 28", W – 36", D – 14". The maximum size of units will be limited to 48 inches high with dimensions for width and depth to be considered on a case-by-case basis.*

- E. The required colours of the heat pump or A/C unit and appurtenances are to be a similar colour to the building's exterior colour.*
- F. The units are to be installed on a vibration isolation pad or base, and the outdoor airborne noise is not to exceed 60 decibels.*
- G. The condensate typically generated by cooling equipment is to be drained into a tank or tray that is furnished with a float valve automatic shutoff of the heat pump or A/C unit should water levels exceed 75% of the tray capacity. This applies to units located on balconies to avoid runoff, water pooling and staining of the buildings painted surfaces.*
- H. The addition of air conditioning may impact the capacity of the electrical panel. To ensure this is not a problem, a qualified electrician must review the load demands and provide a written assessment verifying that the safe operating capacity of the panel will not be exceeded. Should there be any doubt, a "toggle" switch must be installed to prevent electric heat and air conditioning operating at the same time.*
- I. Units are to be preapproved by council and installed by qualified and reputable suppliers/contractors particularly with respect to electrical aspects.*

Installation

- J. A sketch illustrating the installation and location requirements for units on decks/balconies. Pipes, conduits, and wiring are to be enclosed by an anodized metal enclosure. It is standardized to obtain a uniform appearance across the building's façade.*
- K. Cutting or coring through an exterior wall is likely and Council may require the input of a structural engineer, at the homeowner's cost, at the discretion of council.*

Following a call for questions and/or discussion, the vote was called:

In Favour: 6

Opposed: 9

Abstentions: 8

The resolution was

DEFEATED



**RESOLUTION # 5
BYLAW AMENDMENT – HEAT PUMPS/AC UNITS**

WHEREAS the Owners, Strata Plan VIS 1983 wish to amend Bylaw 6 (1) (k) and to remove the installation of a solar heating device, heat pump, air conditioning unit;

THEREFORE BE IT RESOLVED as a 3/4 vote of the Owners that the following bylaw be amended to the current bylaws;

Alterations to the strata lot, limited common property and/or common property

6. (1) An owner must obtain the written approval of the council before making an alteration that involves any of the following (the “Alteration”):

(k) installation or construction of any hot tub, sauna, aerial, antennae, satellite signal receiving device, satellite signal receiving dishes or any other similar type of device; (former bylaw 5(1)(h));

Following a call for questions and/or discussion, the vote was called:

In Favour: 0 Opposed: 23 Abstentions: 0

The resolution was

DEFEATED

14. NEW BUSINESS FOR DISCUSSION

There was no new business for discussion.

15. ELECTION OF COUNCIL

The outgoing Council was thanked for all their work over the last year. A call was made for nominations or volunteers, including those who formed Council over the last fiscal year. It was **MOVED/SECONDED** to vote in the following Owners as your 2024 Strata Council:

Joanne Hogan Kim Bihari Rick DeGroot
Gary Crocker Anne Townes Gail Jewsbury Doug Moshurchak

In Favour: 23 Opposed: 0 Abstentions: 0

The motion was

CARRIED



**Colyvan
Pacific**

PROPERTY
MANAGEMENT

16. ADJOURNMENT

There being no further business it was **MOVED/SECONDED** to adjourn the meeting at 8:42pm. With all in favour, the motion was

CARRIED

Minutes Prepared by:

Ed Young

Colyvan Pacific Management Services Ltd.

As Managing Agent for VIS 1983



COUNCIL MEETING MINUTES
STRATA PLAN VIS 1983 Dover Condominiums
Held Thursday February 29, 2024 @ 6:00 PM
Via Zoom

Present

Kim Bihari	President
Gary Crocker	Vice President
Joanne Hogan	Treasurer
Anne Townes	Secretary
Rick DeGroot	Privacy Officer
Doug Moshurchak	Member at Large
Gail Jewsbury	Member at Large
Ed Young	Colyvan Pacific Management Services

1. CALL TO ORDER

The meeting was called to order at 8:44 PM.

It was **MOVED/SECONDED** to appoint each officer to the above noted position.

With all in favour, the motion was

CARRIED

2. ADJOURNMENT/NEXT MEETING

The meeting was adjourned at 8:46 PM. The next Council Meeting is scheduled for Thursday April 4, 2024, at 6:00 PM.