

**"ICON"**  
**STRATA CORPORATION BCS1964**  
**638 Beach Crescent**  
**633 Kinghorne Mews**  
**Vancouver, BC**

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**MINUTES OF THE ANNUAL GENERAL MEETING OF THE OWNERS OF STRATA PLAN BCS1964, "ICON", HELD AT CLUB VIVA, 428 PACIFIC STREET, VANCOUVER, BC, ON WEDNESDAY, DECEMBER 10<sup>TH</sup>, 2008 AT 7:00 P.M.**

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**IN ATTENDANCE:**

64 Owners were represented (28 in person, 36 by proxy) at the Annual General Meeting.

**REPRESENTING RANCHO MANAGEMENT SERVICES (B.C.) LTD.:**

Joseph Tsang, Senior Strata Agent

Mike Elliott, Junior Strata Agent

1. **CALLING OF THE ROLL AND CERTIFICATION OF PROXIES**

Joseph Tsang informed the Owners at 7:03 p.m. that a quorum existed. Therefore, the meeting may proceed with the business at hand.

2. **CALL TO ORDER**

The Meeting was then officially called to order at 7:04 p.m. Mr. Leo Verlaan began by introducing himself and the rest of the Strata Council Members. He then welcomed the Owners to the Annual General Meeting.

3. **PROOF OF NOTICE**

In accordance with the provisions of the *Strata Property Act*, Owners must be notified at least fourteen (14) days in advance of holding either a Special General Meeting or an Annual General Meeting. Owners were advised that the notice of tonight's meeting was mailed to the General Membership on November 20<sup>th</sup>, 2008, giving the Owners twenty (20) days advance notice.

There being no further discussion, it was then **MOVED, SECONDED, and CARRIED** unanimously that the notice of the meeting dated November 20<sup>th</sup>, 2008 be deemed in compliance with the notice provision in the *Strata Property Act*.

4. **APPROVAL OF PREVIOUS MEETING MINTUES**

The Owners were advised that a copy of the minutes from last year Annual General Meeting held on November 29<sup>th</sup>, 2007 was enclosed with the notice of the meeting for the Owners' review and approval. There being no errors or omission, it was **MOVED, SECONDED, and CARRIED** unanimously to adopt the minutes of the Annual General Meeting of November 29<sup>th</sup>, 2007, as circulated.

5. **COUNCIL ACTIVITY REPORT**

Mr. Leo Verlaan, the Council President, informed the Owners that he has prepared a two (2) page Council activity report which was handed out to the Owners present at the meeting. However, for the benefit of those Owners who were unable to attend the meeting, we have attached a copy of the report with these minutes.

6. **FINANCIAL REPORT**

The Treasurer, Mr. Jonathan Ricci reviewed the year end financial statements for the period ending October 31<sup>st</sup>, 2008. The Balance Sheet, as well as the Income Statement was reviewed in details. It was pointed out to the Owners that even though there is a credit balance in the accounts receivable, there still remain a large number of Owners in arrears. Owners were reminded that strata fees are due on the first (1<sup>st</sup>) of every month and that in accordance with the strata's bylaws, Owners are required to provide Rancho's office with pre-authorized payments or post-dated cheques and that the penalty for late fee is 10% interest per annum.

Owners were notified that the strata ended the year with an operating deficit of approximately \$18,998, mainly due higher than budgeted utilities expenses. The operating deficit would have been much higher but was offset by higher than budgeted money collected in Miscellaneous Revenue resulting from fines being assessed against residents for improper garbage disposal and noise violations, etc.

Following discussion, it was **MOVED, SECONDED, and CARRIED** unanimously to approve the financial statements ending October 31<sup>st</sup>, 2008, as presented.

7. **PROPOSED 2009 OPERATING BUDGET**

The proposed operating budget on page thirteen (13) was reviewed. It was pointed out that expenditure items no. 3 ("Club Oasis") and no. 4 (Parkade) have been consolidated for 2009 in order to produce one set of financial statements rather than two. The budget for "Club Oasis/Parkade" was increased by 14% for 2009, the deficit incurred when the cardio equipments were upgraded.

7. **PROPOSED 2009 OPERATING BUDGET – CONT'D**

Therefore, in accordance with the *Strata Property Act*, the operating deficit must be dealt with and absorbed into the 2009 operating budget. The Concierge expenses have also been increased due to compensate for higher labor costs. The contribution to the contingency account for 2009 is kept at 5% rather than 10% because 6 months into the 2009 fiscal operating period, the balance in the contingency account would have exceeded 25% of the total expenditures and thus, the strata can contribute any amount it deems appropriate. Finally, the General Building Repair and Maintenance has been increased for 2009 as Council plans to have all the hallways painted.

The floor was then opened up question and discussion. An Owner suggested that the Concierge staff should be more vigilant when conducting inspection of Residents moving and to hold those individuals responsible for damages caused during the moving process. This Owner was advised that typically, a lot of the damage to the hallway is done by unscheduled moves being conducted. Therefore, Owners in attendance are encouraged to notify either the Strata Agent or the Concierge staff on duty if they witness any illegal moves in order that the relevant fines may be assessed.

There being no further discussion, it was then **MOVED, SECONDED, and CARRIED** unanimously to approve the proposed 2009 operating budget, as presented.

**“Club Oasis”**

Ms. Alaina Burnett provided the Owners present with a year end report for “Club Oasis” and highlight the followings;

**Measures implemented in 2008 were;**

- i. **Motorcycle Parking Stalls** – In an effort to generate additional revenue, those nooks and corners in the underground parkade were converted into motorcycle parking stall and leased out at \$50 per month.
- ii. **Mirror** – was installed in the recess wall in the gym to open up the space.
- iii. **Bosu Ball and Exercise Bouncer/Trampoline** were purchased for the gym.
- iv. **A Liquid Chlorine Feeder Pump** was installed in the swimming pool to reduce the amount of chlorine used.

**Initiatives planned for 2009 are:**

- i. **LED lighting** – To be installed for the recess wall in the swimming pool area.
- ii. **Swimming Lane** – To be created by painting the pool floor with one coat of parathon chlorinated rubber-based paint when the pool is drained for cleaning.
- iii. **Pool Deck Surface & Cardio Equipments** – to be scheduled for cleaning.

7. **PROPOSED 2009 OPERATING BUDGET – CONT'D**

There being no further question or discussion, it was then **MOVED, SECONDED, and CARRIED** unanimously to approve the proposed 2009 budget with an increase of 5% strata fees as presented.

8. **INSURANCE REPORT**

The insurance certificate from Coastal Insurance Services Ltd. was attached with the notice of the Meeting as required by the *Strata Property Act*. Owners were advised that the building is currently being insured for \$86M (as per the latest appraisal) and liabilities are \$10M for general liabilities and \$5M for directors and officers. Water sewage backup, boiler and machinery, and earthquakes are also included in the policy. The various deductibles were then reviewed.

Owners were reminded that the strata's policy only covers the original fixtures installed in the Strata lot by the Developer (ie. hardwood floors installed by the Developers are covered by the strata's insurance policy, but hardwood floors installed by an Owner after the time of purchase are not covered by the Strata's insurance policy, including any improvements made by Owners). The Strata Corporation's policy does not cover individual contents (ie. clothing, furniture, decorative art, etc.) Owners should carry their own "**tenant package**" insurance for such coverage, including alternative accommodation if their suite is being repaired due to unforeseen damages. Owners are encouraged to consult with their own insurance company to determine if they have the appropriate coverage.

Following discussion, it was **MOVED, SECONDED, and CARRIED** unanimously to accept the insurance report as discussed.

9. **¾ VOTE RESOLUTION**

Owners were reminded that ¾ vote resolutions require the support of at least 75% of the Owners represented at the meeting, with 64 represented at the meeting, 48 Owners must vote in favor in order to carry the ¾ vote resolutions.

i) **Resolution "A" – Operating Deficit:**

Mr. Leo Verlaan told the Owners that the strata ended the 2008 fiscal period with an operating deficit of \$18,998.39 and that in accordance with the *Strata Property Act*, the Owners must either approve a special levy or transfer the fund out of the contingency account to cover the deficit.

Resolution "A" is to allow the Strata Corporation to transfer the same amount of money out of the contingency account to cover the 2008 operating deficit. There being no discussion, it was **MOVED, SECONDED, and CARRIED** unanimously to approve Resolution "A" as presented.

9. **¾ VOTE RESOLUTION – CONT'D**

ii) **Resolution “B” – Bylaw Addition:**

The Owners were informed that Resolution “B” is to pass a bylaw requiring suites being rented out must have a minimum tenancy period of one year, with the hope of reducing the amount of wear and tear in the building. An Owner argued that if the unit is being rented out on a furnished basis, it would not result in any additional wear and tear to the common area and that such bylaw does not make sense and suggested that the proposed bylaw be *amended* to **“No Owner shall rent or lease a non-fully furnished strata lot to a tenant for a period shorter than 6 months exception being from January 1, 2010 to March 31, 2010.”** The amended resolution was **SECONDED**, and put to the floor for discussion.

Following discussion, the amended bylaw was **MOVED, SECONDED, and CARRIED** with the following result (59 in favor, 5 opposed, 0 abstained).

10. **NEW BUSINESS**

The following issues were brought to the Council’s attention;

- The door in the lobby on level of P4 is very difficult to open.
- A suggestion was made to remind the Concierge staff on duty to not disclose the origin of the complaint when investigate noise disturbances, etc.
- If strata can reduce the amount of transients, congregating in the bare land parcel adjacent to “ICON”. This Owner was informed that strata has been notified by Concord Pacific Group that the trailer will be removed shortly and that should help with this problem.
- The wall and floor surfaces of the respective P Level lobbies need to be painted (walls) and tiled (floors) and kept cleaner.
- Installation of a hose-bib in the steam rooms, was requested.
- If strata can reduce the smell emanating from the “ICON 2” garbage room into the parkade.
- The newly purchased furniture for the “ICON 1” lobby does not resemble a high quality building. Owners were informed that due to mistakes made by the vendor and suppliers going out of business. Strata Council is not pleased with the result and any Owners, who have experienced with interior design wishing to help out with this project, are encouraged to contact the Strata Agent with the relevant contact information.
- An Owner wanted to know if anything can be done to prevent the large amount of cigarette butts and debris being discarded onto her patio since she is on the 3<sup>rd</sup> floor, unless the culprit is known. The only thing strata can do is issue regular reminder notice to the residents and ask that such practice be ceased.

11. **ELECTION OF STRATA COUNCIL**

Mr. Leo Verlaan took the opportunity to thank the outgoing Council Members for their contributions and the Owners acknowledged by giving a round of applause. Pursuant to the provisions of the strata's bylaws, there are four (4) members of the 2008 Council who will automatically serve their 2<sup>nd</sup> year term and those members are:

<b><u>Council Members</u></b>	<b><u>Unit</u></b>
• Leila Eslamboli	610 Beach
• Christina Laing	1001, 638 Beach
• Jonathan Ricci	2702, 638 Beach
• Mark Herfert	905, 633 Kinghorne
•	

The floor was then opened up for nomination to fill the three (3) vacancies and four (4) nominations were made. Following an election, the following Owners were subsequently elected to fill the three (3) vacancies:

<b><u>Council Members</u></b>	<b><u>Unit</u></b>
• Alaina Burnett	1105, 638 Beach
• Leo Verlaan	2801, 638 Beach
• Brian MacLean	(TH106, "ICON 1")

It was **MOVED, SECONDED**, and **CARRIED** to elect the above members to the Strata Council by acclamation.


12. **NEXT MEETING**

The next meeting will be a Strata Council Meeting, which is scheduled for **Wednesday, January 21<sup>st</sup>, 2009 at 7:00 p.m.** in the **Meeting Room** on the third (3<sup>rd</sup>) level at 633 Kinghorne Mews, Vancouver, B.C.

13. **TERMINATION**

There being no other business to discuss, it was **MOVED, SECONDED** and **CARRIED** to terminate the Meeting at 9:05 p.m.

Respectfully Submitted,



Joseph Tsang, Senior Strata Agent  
Rancho Management Services (B.C.) Ltd.  
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**HOLIDAY GREETINGS**

**At this time, Rancho Management Services would like to wish everyone the best of the Holiday Season!**

**Please note that during the Christmas Holidays and the New Year period any emergency situations can be handled by contacting Rancho's 24 hour emergency number.**

**RANCHO'S CHRISTMAS HOURS**

<b>FRIDAY, DECEMBER 12</b>	<b>CLOSED AT 1:00 PM</b>
<b>WEDNESDAY, DECEMBER 24</b>	<b>CLOSED AT 3:00 PM</b>
<b>THURSDAY, DECEMBER 25</b>	<b>CLOSED</b>
<b>FRIDAY, DECEMBER 26</b>	<b>CLOSED</b>
<b>WEDNESDAY, DECEMBER 31</b>	<b>CLOSED AT 3:00 PM</b>
<b>THURSDAY, JANUARY 1</b>	<b>CLOSED</b>

## **COUNCIL ACTIVITY REPORT**

This having been our second year, it has been more of a housekeeping year for Council without requiring to attend to major first time issues like we had to in Year One.

### **Officers were Elected**

**Treasurer** – Jonathan Ricci

**Vice President** – Leila Eslamboli

**President** – Leo Verlaan

It should be noted that Elizabeth Pagtakhan who was elected last year, resigned and **Mark Herfert** was appointed to take her place.

Mark has been very productive and a significant contributor to the group.

### **Committees were established and re-confirmed**

**Bylaw Committee** – continued from year one.

**Club Oasis** – continued with this year's rep – Alaina Burnett

**Lobby Beautification Committee** – to develop ways of beautifying the respective lobby areas.

### **Storage Locker Rooms**

1. Have had their aisle ways painted to cut down on dust.
2. have had deadbolt locks installed to improve security, restricted access between 10:00 pm and 8:00 a.m.

### **Heat Pump Filters**

Residents should replace heat pump filters twice a year.

Filters have been made available from the Concierge at \$25 each.

### **Hallways**

All hallways will be painted in 2009, costs therefore in the 2009 budget.

### **Enterphone**

A new enterphone has been installed in the Visitor Parking along with a security camera so that guests and visitors can be viewed before buzzing them into the building.



### **Elevator Maintenance**

Effective October 1, 2008 maintenance on “ICON 1” elevators has been increased by 50% at a cost of \$250 per month to reduce breakdowns from the eleven incidents we’ve experiences over the January to September 2008 period.

### **Adjacent Lot**

The adjacent empty lot has recently been cleaned up considerably by Concord. The Community Garden request is still under consideration by them. We thank Alaina for her assistance with this issue.

### **Petitions**

A petition was submitted to the City to have Buster’s Towing relocated in the near future, we wait their reaction.

A petition was submitted to the City to resurface the 700 block of Beach Avenue. The City responded that subject to Engineering Department’s overall plans, this may be done sometime in 2009.

### **Outdoor Planters**

Moscone Bros. serviced all the planters on the private balcony decks, twice this year (spring and fall), removing debris and dead plants and of course, replanted as required.

### **Miscellaneous**

Residents were asked to shut off their fireplace pilot lights during the summer months saving approximately \$10-\$15 per month per unit.

A successful BBQ was enjoyed by residents on August 10<sup>th</sup> with approximately 100 residents attending. Food and drinks were provided by the Strata Corporation.

I thank all Council Members for their commitment of time and hard work; again as in Year One, we had a great team effort, making the process quite enjoyable.

We also express our appreciation to Joseph Tsang and thank him for his contribution to making this a successful year in the operation of the buildings in our strata.

SUBMITTED on behalf of your Council Team – Year Two:

Leila Eslamboli

Caroline Jarman

Christina Laing

Mark Herfert

Alaina Burnett

Jonathan Ricci

Leo Verlaan – Council Chair