

**Strata Plan VR 1591**  
**Strata Annual General Council Meeting**

<https://www.leicester.ca/>

*Password for owner info only: contact Merry Meredith*

*FYI: Quorum for a Strata Council Meeting: 2 present, of the 4 members of the Strata Council for a meeting of the Council. For list of agenda items and order for Annual General Meeting, see below.*

**DATE** January 24, 2024, 7:00pm, by Zoom, hosted by Joe/Tessa Poole.

**PRELIMINARIES**

Emails sent to request Maintenance Cheques to Shirley Heise by early Feb/24 (MM)

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**Welcome to Strata VR 1591 AGM 2024, held by Zoom Meeting.** Chair: Tom Heise  
Proof of Notice of Meeting: 3 wks for AGM MM email Jan 1/24 .

**PRESENT:** Tom & Shirley Heise (201,202,205,206,302), Val Barrett (102), Joe & Tessa Poole (203), Cameron Morgan (306), Merry Meredith (304), Nicole Hunter (101-proxy), Surinder Mahal (204-proxy). Quorum is met (11)

**AGENDA: Certify proxies, Determine Quorum, Approve minutes of 2023 AGM, Approve Agenda, Review Unfinished Business, Report on Insurance, Capital Project for 2024: discuss Parking lot repair; boilers, Approve Financials 2023 & Budget 2024, Elect officers, New Business, Set next meeting date, Adjourn.**

Approve Agenda for meeting (1<sup>st</sup> JP, 2<sup>nd</sup> VB)

No decisions outstanding. **Update on 2023 activities:** Special Assessment to complete exterior painting of building passed (email) May 4, with \$12,862.54 from Owners and a similar amount from the Contingency Fund. Painting completed 2023. Vehicle barrier and planters installed on West side of parking area. Rear gutters and downpipes replaced. **Motion:** Approve AGM Minutes Feb 15, 2023. (1<sup>st</sup> JP, 2<sup>nd</sup> VB)

**BUSINESS ARISING:**

**1 MAINTENANCE**

LAWN RESEEDING: **NOT DONE**

WINDOW WASHING/POWER WASHING: **NOT DONE**

VACUUM CLEANER PURCHASE: **NOT DONE**

BOILER INSPECTION: **DONE:** however: Servicing required gasket to be taken off, and it was improperly reattached. Service required, TP to follow up. Hopefully, without cost to Strata. Outcome of Servicing was report that heat exchangers wearing out, but for our model of boilers, replacement exchangers are not available. Would likely need new boilers and some piping to upgrade to new code. Reid Bros quote \$25,000 +tax. Will check boilers again in Fall when Inspection is done. With two boilers, in emergency one is able to carry load, except in extreme weather.

TILE BACK STEPS & PAVE EAST PARKING AREA: **NOT DONE**

**ANNUAL GENERAL BUSINESS**

**1 INSURANCE 2023 & APPRAISAL PROGRAM**

Discussion TH. Appraisal program had increased value (\$3,618,000) for building/cost of replacement, so Insurance adjusted to reflect this: \$16,310. For Insurance, we did Heating system Certification-**Done**, Reid Bros, 5 year

certification 2022—3 years left. Also Roof condition Certification Dunbar Roofing—**done**: at least 3 years remaining. **Motion**: approve Insurance, continue Appraisal program. (1<sup>st</sup> JP, 2<sup>nd</sup> VB, Approved.)

**2 CAPITAL PROJECT ITEM 2024**

East side of parking area, asphalt degrading due to age of material and garbage truck traffic. Area is Common Property of Building. Bitumen being tracked across carpets. Also, concrete barriers needed to protect building exterior and downpipes. Because of inflationary costs in last couple of years, we will need to do a straight Assessment of Owners for this repair, without using the Contingency Fund. We have one Quote at \$4061 for paving and concrete barriers. Likely Assessment in range of \$300/suite. **Motion**: Capital Project to be paving of East parking area and installing concrete barriers to protect building, cost to be funded by Assessment of Owners. An extraordinary general meeting will be called to present quotes, recommendations, and individual costs. (1<sup>st</sup> JP, 2<sup>nd</sup> CM, Approved.)

**3 Approve FINANCIAL STATEMENTS 2023** for the year ended December 31st, 2023.

Discussion: (There is an error in one column of the Financials, a revised version will be sent.) Our **accountant** has given notice, but will complete CRA requirements for 2023. TH to look for replacement accountant, but please offer suggestions. Some costs 2023: **Licenses** includes a Boiler license. **Office supplies** is printer cartridges. **Web hosting**: migrated the website to a secure web address, and url

[www.leicester.ca](http://www.leicester.ca) still connects. The website is useful as an archive of documents, helping Strata provide information to owners, tenants, those buying or selling.

**Repair & Maintenance** costs high: 2<sup>nd</sup> floor leak into wall, pest-proofing, concrete barriers & planters, gutters. **Garbage & Recycling** high because if bin full, have extra dumping costs. **Water & Sewer** (City) costs higher every year. Contingency Reserve about \$14,000. **Motion**: approve Financials (1<sup>st</sup> JP, 2<sup>nd</sup> VB, Approved.)

**4 Approve BUDGET FOR the year** ending December 31st, 2024.

Discussion TH, including Maintenance Fee increase of 10%. Costs of repair /replacement have gone up, and BC Gov't has mandated a 10% of operating costs contribution to CRF. Budget includes a 5% contribution to Contingency for 2023, and 10% for 2024. It's important to plan ahead for bigger projects, as Owners' costs can be offset with contributions from a healthy Contingency Fund. **Motion**: to approve Budget (1<sup>st</sup> VB, 2<sup>nd</sup> JP, Approved.)

**5 Vote for STRATA OFFICIALS, one year term** By mutual consent, council for 2023 will be: Tom Heise, President; Joe Poole, Vice-President; Surinder Mahal, Treasurer, Merry Meredith, Secretary. MM indicated that we need a volunteer to take on **volunteer Secretary** position ASAP. Please come forward!

**NEW BUSINESS**

**1 CLEANUP**: East side of building has paint chips, weeds (VB). TH/JP/ VB will meet to see about cleanup, talk to neighbour.

**Meeting terminated at 8:14pm. NEXT MEETING: Capital Project for 2024: Three weeks notice, TBA, 2024**

Agenda: QUOTES for Parking asphalt redo and concrete barriers.