

**MINUTES OF THE ANNUAL GENERAL MEETING  
STRATA CORPORATION LMS1931 – BRITTANY PLACE  
HELD ON TUESDAY JULY 16<sup>th</sup>, 2024  
HELD ELECTRONICALLY**

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**ATTENDANCE (Strata Lots):**

2	3*	4	8*	9	10	12	15		
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\* Denotes by Proxy

**Quay Pacific Property Management Ltd.** Gillian Jamieson, Senior Strata Manager

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**1. CALL TO ORDER**

The meeting was called to order at 6:49 pm, by the Strata President, Hong Sun Kim.

**2. CERTIFICATION OF REGISTRATION SHEET, PROXIES & QUORUM**

Prior to the start of this evening's meeting, the roll was called and in accordance with the requirements of the Strata Property Act, Section 56, all proxies were certified. In accordance with section 48 of the Strata Property Act of British Columbia, eligible voters holding 1/3 of the Strata Corporation's votes, present in person or by proxy constitutes a quorum. At the start of the meeting, of the **15** owners entitled to vote, there were **6** eligible owners represented in person and **2** eligible owners represented by proxy, for a total of **8** eligible owners. A quorum was present, and the meeting was declared competent to proceed.

**3. ELECTION OF MEETING CHAIRPERSON**

In accordance with the Strata Corporation Bylaws the President acted as the Chairperson. The Strata Manager was requested to facilitate the meeting.

**4. PROOF OF NOTICE**

Section 45 of the Strata Property Act states the Strata Corporation must give at least two weeks' written notice of an Annual General Meeting, specifying the date, time, place, and nature of the business. Section 61(3) states the notice given by post is deemed to have been given 4 days after it has been mailed. The notices of the evening's meeting were mailed to each owner on or before June 12<sup>th</sup>, 2024, which is in accordance with the timeframe set out in the Act.

**5. ADOPTION OF AGENDA**

It was **MOVED** by Strata Lot 15 to adopt the Agenda as presented, **SECONDED** by Strata Lot 4.  
**8 IN FAVOUR: 0 OPPOSED: 0 ABSTENTIONS**  
**MOTION CARRIED**

**6. ADOPTION OF PREVIOUS MINUTES**

It was **MOVED** by Strata Lot 10 to adopt the minutes of the AGM held on July 24<sup>th</sup>, 2023 as distributed. **SECONDED** by Strata Lot 4.  
**8 IN FAVOUR: 0 OPPOSED: 0 ABSTENTIONS**  
**MOTION CARRIED**

**7. UNFINISHED BUSINESS**

The ownership was informed that there was no unfinished business from the previous General Meeting.

8. **COUNCIL'S REPORT**

The President thanked the council members for their hard work during the past year.

The President said he was happy to finish the one year and thanked the ownership.

9. **REPORT ON INSURANCE COVERAGE**

Council reviewed the insurance coverage, a copy of which was included in the Notice of the Annual General Meeting. Owners were advised that Strata Plan LMS1931, Brittany Place is currently insured through the broker BFL Canada in the amount of \$10,653,000.

The deductibles on the insurance policy are as follows:

All Risks (losses) - \$10,000 EXCEPT FOR: Earthquake – 10%; Water Damage - \$25,000; Sewer Backup - \$25,000; Flood - \$25,000.

Owners who attended were reminded that the Strata Corporation insurance policy does not cover betterments and improvements. They were advised that when they are renewing their current home owner's policy, to ensure they have coverage for betterments and improvements and the strata corporations insurance deductibles, should they be held responsible for an insurance claim. This is often referred to as risk assessment coverage.

Owners were also reminded that in accordance with the Strata Corporation's Bylaws, they are responsible for repairs inside their strata lot, when the cost of repairs is below the Strata Corporation's insurance deductible and hence an insurance claim is not filed under the Strata Corporation's insurance. In those cases, an owner may want to file an insurance claim with their personal insurance company. The Strata Corporation is responsible to repair any common property that is the source of a claim.

**IT IS RECOMMENDED THAT ALL OWNERS PROVIDE A COPY OF THE STRATA CORPORATION'S INSURANCE DEDUCTIBLES TO THEIR INSURANCE PROVIDER TO ENSURE PROPER COVERAGE.**

10. **PRESENTATION AND APPROVAL OF 2024 - 2025 OPERATING BUDGET**

The Strata Manager presented the financial package as included in the Notice of Annual General Meeting.

The Proposed Operating Budget with an increase in strata fees was reviewed by Council.

The Strata Manager provided an overview of the Proposed Operating Budget.

It was **MOVED** by Strata Lot 3 to approve the Proposed Operating Budget as presented. **SECONDED** by Strata Lot 12.

**8 IN FAVOUR: 0 OPPOSED: 0 ABSTENTIONS  
MOTION CARRIED**

## Methods of Strata Fee Payment

- For those Owners who are registered with the **Pre-Authorized Payment (PAP) program, no further action is required.**
- For those Owners who choose to pay by post-dated cheques, **please forward the cheques payable to the Owners of Strata Plan LMS1931, to Quay Pacific Property Management Ltd. office,** unless owners already have cheques on file with Quay Pacific Management Ltd.
- The August 1<sup>st</sup>, 2024 strata fee payment will be higher than the following months, as it includes the catch up payment for July, as the financial year commenced on July 1<sup>st</sup>, 2024.

A copy of the APPROVED budget and fee schedule is attached to these Meeting Minutes.

## 11. **NEW BUSINESS**

### **SPECIAL RESOLUTION #1 - ¾ VOTE – FUNDING OF DEPRECIATION REPORT (RENEWAL) FROM THE CRF**

#### **PREAMBLE**

Following changes to the Strata Property Act, a Depreciation Report is required for all Strata Corporations within the province of BC.

Effective July 1<sup>st</sup>, 2024, the Province has strengthened requirements for Depreciation Reports per [OIC 204-2024](#) (deposited April 22<sup>nd</sup>, 2024). Strata Corporations may no longer hold a ¾ vote resolution at a general meeting to defer obtaining the Depreciation Report. This also applies to strata corporations that have a Depreciation Report received prior to December 31, 2020.

The total cost of the Depreciation report is expected not to exceed \$7,000.

#### **WHEREAS**

The Strata Corporation is recommending the cost of the Depreciation Report be funded from the Contingency Reserve Fund.

**BE IT RESOLVED** by a majority vote of the Owners of Strata Plan LMS1931, Brittany Place (the “Strata Corporation”), at the Annual General Meeting of July 16<sup>th</sup>, 2024 to approve an expenditure up to \$7,000 from the Contingency Reserve Fund for the purpose of acquiring the Depreciation Report (Renewal) as required under Section 94 of the Strata Property Act on or before the fiscal year end of June 30<sup>th</sup>, 2025.

#### **END OF RESOLUTION**

It was then **MOVED** by Strata Lot 12 to adopt Special Resolution #1 as presented. **SECONDED** by Strata Lot 10.

An owner asked some questions on the resolution.

The question was called.

**8 IN FAVOUR: 0 OPPOSED: 0 ABSTENTIONS  
MOTION CARRIED**

**12. ELECTION OF STRATA COUNCIL**

As per Section 25 of the Strata Property Act, eligible voters who are present in person or by proxy at the meeting must elect a Council. In accordance with the Strata Property Act, the present Council must officially step down at the Annual General Meeting, but may stand for re-election for another term. The Strata Property Act allows the election of a minimum of 3 to a maximum of 7 to serve on Council. Nominations and volunteers were then called from the floor.

It was **MOVED** by Strata Lot 2 to nominate Peter Lachance to Council. **SECONDED** by Strata Lot 15.

It was **MOVED** by Strata Lot 4 to nominate Hong Sun Kim to Council. **SECONDED** by Strata Lot 12.

It was **MOVED** by Strata Lot 10 to nominate Joanie Bowes to Council. **SECONDED** by Strata Lot 12.

It was **MOVED** by Strata Lot 9 to nominate Jeffery Winslade to Council. **SECONDED** by Strata Lot 10.

There being no further nominations or volunteers received, nominations were closed and the ownership was requested to vote to elect the above nominees, individually, to stand for Council.

**MOTION CARRIED**

**The 2024-2025 Council Members are:**

**Peter Lachance      Hong Sun Kim      Joanie Bowes      Jeffery Winslade**

**13. TERMINATION**

There being no further business it was **MOVED and SECONDED** to terminate the meeting at 7:14 pm.

**MOTION CARRIED**

**OWNERS ARE REMINDED TO WATER THE  
LANDSCAPE AREAS AROUND THEIR STRATA  
LOTS**

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**QUAY PACIFIC PROPERTY MANAGEMENT LTD.**  
535 Front Street, New Westminster, BC, V3L 1A4  
Phone: 604-521-0876, Ext. 242      Fax: 604-525-1299  
Email: [manager.brittanyplace@quaypacific.com](mailto:manager.brittanyplace@quaypacific.com)

**Minutes can be accessed online at: <https://www.quaypacific.com/strata-page/>**

Login: **Strata Login 34** (must be entered in caps lock)

Password: **BPC139\*** (must be entered in caps lock)

**Owners are advised to keep copies of all strata meeting minutes for at least 2 years**



## SUMMARY OF COVERAGES

<b>Named Insured</b>	The Owners, Strata Plan LMS1931, acting on their own behalf or as a Strata Corporation &/or as Trustees or Agents on behalf of all Registered Unit Owners
<b>Project Name</b>	BRITTANY PLACE
<b>Property Manager</b>	Quay Pacific Property Management Ltd.
<b>Policy Period</b>	August 01, 2023 to August 01, 2024
<b>Policy Number</b>	BFL04LMS1931
<b>Insured Location(s)</b>	915 Fort Fraser Rise, Port Coquitlam, BC V3C 6K4

## INSURING AGREEMENT



### PROPERTY (Appraisal Date: August 1, 2023)

	DEDUCTIBLE	LIMIT
All Property, Stated Amount Co-Insurance, Replacement Cost, Blanket By-Laws.		\$10,653,000
Property Extensions		Included
Lock & Key	\$2,500	\$25,000
Additional Living Expenses - \$50,000 Per Unit -		\$50,000
Additional Living Expenses - Annual Aggregate -		\$1,000,000
Excess Property Extensions - Annually Aggregated		Up to \$5,000,000
- Excludes all damage arising from the peril of Earthquake		
All Risks	\$10,000	
Sewer Backup	\$25,000	
Water Damage	\$25,000	
Earthquake (Annual Aggregate)	10% (minimum \$100,000)	100% of the Policy Limit
Flood (Annual Aggregate)	\$25,000	100% of the Policy Limit
Business Interruption (Gross Rentals), 100% Co-Insurance, Indemnity Period (Months) : N/A	N/A	Not Covered



### CRIME

	DEDUCTIBLE	LIMIT
Employee Dishonesty - Including Property Manager and Elected Officer Theft	Nil	\$1,000,000
Broad Form Money and Securities	Nil	\$10,000



### COMMERCIAL GENERAL LIABILITY

	DEDUCTIBLE	LIMIT
Bodily Injury & Property Damage	\$1,000	\$30,000,000
Non-Owned Automobile	\$1,000	\$30,000,000
Infectious Agent or Communicable Disease Exclusion – With Limited Exceptions		
Total Pollution Exclusion		



### CONDOMINIUM DIRECTORS & OFFICERS LIABILITY

	DEDUCTIBLE	LIMIT
Claims Made Form - Including Property Manager	Nil	\$20,000,000
Privacy Event Expenses	Nil	Not Applicable
Cyber Liability	Nil	Not Applicable



BFL CANADA Risk and Insurance Services Inc.  
1177 West Hastings Street, Suite 200  
Vancouver, British Columbia, V6E 2K3

Tel.: 604-669-9600  
Fax: 604-683-9316  
Toll Free: 1-866-669-9602

## INSURING AGREEMENT



### BLANKET GLASS - Includes Lobby Glass

	DEDUCTIBLE	LIMIT
Residential	\$100	Blanket
Commercial	\$250	
Canopy	\$1,000	



### EQUIPMENT BREAKDOWN

	DEDUCTIBLE	LIMIT
Standard Comprehensive Form including Production Machines and Electronic Equipment	\$1,000	\$10,653,000
- Deductible Waiver Endorsement with respect to losses exceeding \$25,000		
Extra Expense – 100% available in first month	24 Hour Waiting Period	\$1,000,000
- Additional Living Expenses Endorsement - Per Unit		\$25,000
- Additional Living Expenses Endorsement - Annual Aggregate		\$1,000,000
Loss of Profits – Rents, Indemnity Period (Months): N/A	N/A	Not Covered



### POLLUTION LIABILITY

	DEDUCTIBLE	LIMIT
Each Event	\$25,000	\$1,000,000 Shared
Aggregate Policy Limit		\$5,000,000 Shared



### VOLUNTEER ACCIDENT

	DEDUCTIBLE	LIMIT
Maximum Limit of Loss	See Policy Wordings	\$1,000,000



### LEGAL EXPENSES

	DEDUCTIBLE	LIMIT
Each Event	Nil	\$1,000,000
Annual Aggregate		\$5,000,000



### CYBER, DATA & PRIVACY

	DEDUCTIBLE	LIMIT
Cyberboxx	\$5,000	
Annual Policy Aggregate		\$100,000
Hackbuster's Incident response services		Included
Coverage A - Privacy Breach Liability		\$100,000
Coverage B - Privacy Breach Expense		\$50,000
Coverage C - Cyber Extortion & Recovery		\$50,000
Coverage D - Social Engineering		\$25,000
Coverage E - Breach by suppliers		\$50,000

#### Loss Payable

All Registered Unit Owners &/or other Mortgagees as their interest may appear and as shown in the Land Registration District Office applicable to the said Property.

This record sheet is intended for reference only. Please refer to your polic(ies) for complete details.

**LMS1931 - Brittany Place**  
**Approved Operating Budget**  
**For the Year Ending**  
**June 30, 2025**

Info Tracker		Approved Budget 2024-06-30	Actual 2024-04-30	Approved Budget 2025-06-30
	<b>REVENUE</b>			
4100	Strata Fees	88,192.00	73,493.45	92,298.00
4310	Bank Account Interest	1,000.00	999.63	1,100.00
4900	Surplus Carryover	5,000.00	4,166.70	5,000.00
	<b>TOTAL REVENUE</b>	<b>94,192.00</b>	<b>78,659.78</b>	<b>98,398.00</b>
	<b>MAINTENANCE EXPENSES</b>			
5140	Landscaping	18,270.00	15,225.00	18,270.00
5142	Landscape Upgrades & Supplies	1,000.00	-	1,000.00
5160	Pest Control	1,680.00	2,033.50	1,680.00
5180	Snow Removal	1,500.00	-	1,500.00
6150	Gutter Cleaning	3,255.00	-	3,255.00
	<b>REPAIRS AND REPLACEMENTS</b>			
6230	Repairs & Maintenance	13,000.00	10,612.28	13,000.00
	<b>UTILITIES</b>			
7100	Electricity	500.00	255.33	500.00
7250	Garbage Removal	4,784.00	4,322.08	5,500.00
7550	Telephone	805.00	533.73	805.00
	<b>PROFESSIONAL FEES</b>			
9170	Management Fees	8,316.00	6,930.00	8,316.00
9175	Management Fees - Non Scheduled	1,500.00	1,522.50	1,500.00
9110	Accounting & Audit	126.00	126.00	126.00
	<b>ADMINISTRATIVE EXPENSES</b>			
9350	Office Expenses	1,000.00	810.04	1,000.00
9260	Insurance	29,000.00	25,171.75	33,000.00
9290	Insurance Appraisal	893.00	892.50	-
		-		
	<b>TOTAL OPERATING EXPENSES</b>	<b>85,629.00</b>	<b>68,434.71</b>	<b>89,452.00</b>
	<b>RESERVE FUNDS</b>			
9920	Funding to Contingency Reserve	8,563.00	7,135.80	8,946.00
	<b>TOTAL EXPENSES</b>	<b>94,192.00</b>	<b>75,570.51</b>	<b>98,398.00</b>
	<b>Projected Year end surplus / (Deficit)</b>	<b>-</b>	<b>3,089.27</b>	<b>-</b>

**LMS1931 - Brittany Place**  
**Approved Strata Fee Schedule**  
**For the Year Ending**

**June 30, 2025**

*Please be advised that below fees commence on the first day of the fiscal year as noted below. On the adjustment date, the fee payable includes any retroactive differences. Pre-authorized payments will be adjusted automatically (including any one time adjustment). Owners who pay by cheques are requested to send in post dated cheques for the fee adjustment and regular fees.*

<b>FEE COMMENCEMENT DATE:</b>	July 1 2024
<b>FEE ADJUSTMENT DATE:</b>	August 1 2024
- Operating Expenses	\$ 83,352.00
- CRF	8,946.00
- Total Strata Fees	<u><u>\$ 92,298.00</u></u>

STRATA LOT	UNIT	U/E	Operating	CRF	Monthly Fees	Annual Fees
					<b>September onwards</b>	
1	1	27	477.21	51.22	<b>528.42</b>	6,341.08
2	2	27	477.21	51.22	<b>528.42</b>	6,341.08
3	3	27	477.21	51.22	<b>528.42</b>	6,341.08
4	4	27	477.21	51.22	<b>528.42</b>	6,341.08
5	5	27	477.21	51.22	<b>528.42</b>	6,341.08
6	6	27	477.21	51.22	<b>528.42</b>	6,341.08
7	7	28	494.88	53.11	<b>547.99</b>	6,575.94
8	8	28	494.88	53.11	<b>547.99</b>	6,575.94
9	9	28	494.88	53.11	<b>547.99</b>	6,575.94
10	10	28	494.88	53.11	<b>547.99</b>	6,575.94
11	11	24	424.18	45.53	<b>469.71</b>	5,636.52
12	12	24	424.18	45.53	<b>469.71</b>	5,636.52
13	13	24	424.18	45.53	<b>469.71</b>	5,636.52
14	14	23	406.51	43.63	<b>450.14</b>	5,401.66
15	15	24	424.18	45.53	<b>469.71</b>	5,636.52
		<b>393</b>	<b>6,946.00</b>	<b>745.50</b>	<b>7,691.50</b>	<b>92,298.00</b>

Previous Fees	Adjust	One Time Pmt
	(mo)	<b>Aug-24</b>
504.92	23.51	<b>551.93</b>
504.92	23.51	<b>551.93</b>
504.92	23.51	<b>551.93</b>
504.92	23.51	<b>551.93</b>
504.92	23.51	<b>551.93</b>
504.92	23.51	<b>551.93</b>
523.62	24.38	<b>572.37</b>
523.62	24.38	<b>572.37</b>
523.62	24.38	<b>572.37</b>
523.62	24.38	<b>572.37</b>
523.62	24.38	<b>572.37</b>
448.81	20.90	<b>490.61</b>
448.81	20.90	<b>490.61</b>
448.81	20.90	<b>490.61</b>
448.81	20.90	<b>490.61</b>
430.11	20.03	<b>470.16</b>
448.81	20.90	<b>490.61</b>
<b>7,349.33</b>	<b>342.17</b>	<b>8,033.67</b>