

IMPORTANT INFORMATION Please have this translated

重要資料 請找人為你翻譯

RENSEIGNEMENTS IMPORTANTS Prière de les faire traduire

これはたいせつなお知らせです。どなたかに日本語に訳してもらってください。

INFORMACIÓN IMPORTANTE Busque alguien que le traduzca

알려드립니다 이것을 번역해 주십시오

CHỈ DẪN QUAN TRỌNG Xin nhờ người dịch hộ

महती महती विरहा वरवे विमे वेहे हिम दा एसेवा वरवार

NOTICE

of the

ANNUAL GENERAL MEETING

VANIER COURT

VR 255

To be held on:
Tuesday, April 27, 2021 at 6:30pm
Proxy Certification at 6:00 pm

In advance of this AGM, an Owners Town Hall Meeting will be held on Tuesday, April 20, 2021 at 6:30pm. Details for this Town Hall Meeting are included in this information package.

Due to the effects and restrictions of COVID-19, Owners are kindly asked to participate by way of proxy rather than attendance in person. Council will be restricting the number of persons attending to Council members only, to comply with the Federal and Provincial mandates of physical distancing. See attached for further information.

April 7, 2021

NOTICE OF THE ANNUAL GENERAL MEETING

TO: ALL OWNERS, VR255 – VANIER COURT
DATE: TUESDAY, APRIL 27, 2021
TIME: 6:00pm PROXY CERTIFICATION
6:30pm CALL TO ORDER
PLACE: Owners are welcome to electronically join the counting of the submitted proxy forms. The Strata Council will be meeting in the building's meeting room on the day of the meeting with the Strata Manager.

Join Zoom Meeting

<https://us02web.zoom.us/j/85621916784?pwd=VHRyRnJzSThwdDY2Vm5XeUxZV1dmZz09>

Meeting ID: 856 2191 6784

Passcode: 411382

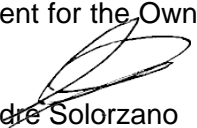
On **TUESDAY, APRIL 27, 2021**, the Annual General Meeting of the Owners of Strata Plan VR 255 will be held. The purpose of this meeting is to approve the proposed budget for the upcoming fiscal year and to elect a new Strata Council. Enclosed in this package are the agenda together with all supporting documentation and a proxy form.

Please review the attached information package prior to the Annual General Meeting. **Please complete the attached proxy form on the last page and give it to the strata council representative who will act on your behalf.** To be able to proceed with this meeting, a quorum of one third of all Owners must be represented by proxy. Please ensure that you give your completed proxy to someone to vote on your behalf and be counted in the quorum requirement.

A virtual Town Hall meeting for owners will be held on Tuesday, April 20, 2021 where owners can review with the Strata Council any questions about the agenda items in advance of submitting their completed proxy form. Details of this Town Hall meeting are on the following page.

David Hood and Tom Jensen, Strata Council members, have been chosen as the proxy recipients. For this purpose, please send your completed and signed proxy – naming David Hood and in his absence Tom Jensen as your proxy representative. Proxy forms can be scanned and emailed to andre.solorzano@associa.ca. In the subject line of the email, please note the Strata Plan (VR255) and your unit number.

Sincerely,
ASSOCIA BRITISH COLUMBIA, INC.
Agent for the Owners of Strata Plan VR255



Andre Solorzano
Community Manager
Encl.

ANNUAL GENERAL MEETING PROTOCOL

Vanier Court – VR 255 **Annual General Meeting** **April 27, 2021**

1. David Hood and Tom Jensen, Strata Council members, have been chosen as the proxy recipients. For this purpose, please send your completed and signed proxy – naming David Hood and in his absence Tom Jensen as your proxy representative. Proxy forms can be scanned and emailed to andre.solorzano@associa.ca. In the subject line of the email, please note the Strata Plan (VR255) and your unit number.
2. Receipt of proxies will close at 12:00pm (Noon) on Tuesday, April 27, 2021.
3. A townhall meeting, will be held prior to the AGM by conference call using the Zoom website on Tuesday, April 20, 2021 at 6:30pm for those of you wishing to ask questions with regard to the agenda items. Meeting access details are as follows:

INFORMATION ABOUT THE OWNER'S TOWNHALL MEETING **TO ASK QUESTIONS ABOUT THE AGM AGENDA**

Vanier Court VR255 Pre-AGM Townhall Meeting
Tuesday, April 20, 2021 6:30PM - 8:00PM (PDT)

4. Join Zoom Meeting
<https://us02web.zoom.us/j/85680998925?pwd=eUp1cnpVUCtRTjBuVSsrb1FZQUpWdz09>

Meeting ID: 856 8099 8925
Passcode: 045652
5. Amendments to any agenda items or the budget will not be able to be accommodated on your proxies, for this upcoming meeting.
6. Secret ballot requests cannot be accommodated for this meeting.
7. For the purpose of the Strata Council election, those Owners standing for Council have been shown in this package. (OR Those Owners interested in standing for Council are asked to nominate themselves virtually at the Town Hall Meeting on April 20th, 2021. The names of those Owners who came forward can then be manually added as desired by the Ownership group in attendance at the Town Hall. The names can be added onto the council nomination portion of the proxy voting form as part of this agenda package.

The Strata Council thanks all Owners for their cooperation.

ANNUAL GENERAL MEETING BY PROXY AGENDA

STRATA PLAN VR255 – VANIER COURT
TUESDAY, APRIL 27, 2021 at 6:30pm
RESTRICTED PROXY MEETING – NO IN-PERSON ATTENDEES

1. REGISTRATION 6:00pm
2. CALL TO ORDER 6:30pm
3. QUORUM REPORT
4. PROOF OF NOTICE OF MEETING
5. ADOPTION OF THE AGENDA
6. APPROVAL OF PREVIOUS GENERAL MEETING MINUTES – FEBRUARY 25, 2020
(AGM)
7. PRESIDENT’S REPORT
8. ANNUAL REPORT ON INSURANCE *(attached)*
9. ADOPTION OF PROPOSED 2021 OPERATING BUDGET *(attached)*
10. Special Resolutions
 - 10.1 Resolution A – $\frac{3}{4}$ Vote – Laundry Room Exclusive Use
 - 10.2 Resolution B – $\frac{3}{4}$ Vote – EV Charging Bylaw Changes
 - 10.3 Resolution C – $\frac{3}{4}$ Vote – Change the 2014 Landscaping Plan
 - 10.4 Resolution D – $\frac{3}{4}$ Vote – Change the Appearance of Common Property
 - 10.5 Resolution E – Majority Vote – Elevator Modernization
 - 10.6 Resolution F – Majority Vote – Ratify Rule 10
 - 10.7 Resolution G – Majority Vote – Ratify Rule 1
11. ELECTION OF 2021 STRATA COUNCIL
12. TERMINATION OF MEETING

**VANIER COURT ANNUAL GENERAL
MEETING APRIL 27, 2021
PRESIDENT'S REPORT**

First, thanks to all our residents for riding the COVID-19 wave together and continuing being respectful and conscientious of your neighbours. It indeed has been an impactful ride that has perturbed everyone's daily life in many profound ways. Of utmost importance for a building with shared infrastructure and common facilities is everyone do everything they can to stop the spread of the disease that is impacting so many Canadians and people around the globe. Many of you did not like the closing of the recreational facilities, but please remember, that they are just that - common facilities. Council must demonstrate a degree of care in their operation that reflects that these facilities are used by many. They are not private. Just as suite noise transmits through the building, always remember you do not live in this complex alone. We must always be mindful of our neighbours. Do not do to them, what you would not want done to yourself.

Second, we have a wonderful group of volunteers who help keep our complex looking good and running smoothly. My thanks to my fellow Strata Council members who moved to on-line meetings, more emails, and more phone calls, as we entered a state of emergency due to the pandemic 13 months ago. We managed to keep things moving as best as possible given the situation. A special shout out to Marcel Morais, our Resident Caretaker, who has saved us thousands of dollars over the year and prior years by doing everything from site supervision of contractors, repairs and maintenance, and various on-site projects. There are others of you who also contribute, from efforts in recycling, driving more senior owners, to helping with the various on-site projects, etc.

Another challenge faced by Council this year was the increased insurance costs and the increase in the deductible (for water damage). The coming insurance year's increase from \$49,030 to \$66,325 is \$17,295 or 35.3%. Our water damage deductible has increased from \$5,000 to \$25,000 over the last 3 years and the 110% Extended Replacement Cost coverage will be the Stated Amount. It is important that owners have sufficient Strata Deductible coverage for their strata lots. The usual \$25,000 minimum may be insufficient and exposes owners to unnecessary risk.

After hunkering down from March to July, COVID-19 gathering restrictions were relaxed until mid-November 2020.

Council commenced repairs and maintenance work and projects which mostly involved outside activities.

Some in-door repairs and maintenance were carried out - carpeting cleaning and front lobby tie cleaning. Given that the carpets were steam-cleaned, the added benefit of disinfecting was acquired.

Here is list of actions and projects that Council approved . . .

- space-heating system heat exchanger was repaired as well as seal/bearings and aquastat.
- Council approved the 2020-2021 BFL Canada insurance renewal at a cost of \$49,030.
- Due to COVID-19 restrictions, Council deferred all projects which required contractors to come into the building. Various exterior projects were undertaken by the Resident Caretaker including the purchase of a more effective power washer.
- Andrew Campbell was appointed to Council replacing Andy Larocque who resigned. He was also appointed Secretary-Treasurer.
- Council resolved to engage a landscaping firm to carry to a semi-annual pruning and other assigned tasks.
- Council resolved to engage an arborist to report on over height tress can be pruned and thinned out

**VANIER COURT ANNUAL GENERAL
MEETING APRIL 27, 2021
PRESIDENT'S REPORT**

to reduce window-throw and avoid blow-down.

- Council appointed SL47 to chair the CPPC and appointed 6 owners as members. The CPPC was mandated to review the Morrison Hershfield EV Charging Feasibility Report and to make recommendations on the cost and feasibility of installing EV Charging Stations.
- Various strata lot and common property alterations requests from owners were approved.
- Requests to charge EVs on the common property were denied while the CPPC was carrying out its mandate.
- Council approved the installation of a new drain at the bottom of the west side staircase and the replacement of an existing drain near SL16.
- Building insurance appraisal was approved and funded.
- Infrared inspection of common property electrical panels was carried.
- Front lobby lighting fixtures were changed from CFL to LED as CFL bulb replacements are no longer obtainable.
- Additional lighting was installed in the lower garage entry area.
- Timers for the garage exhaust fans were re-installed in the upper and lower garages.
- BC Plant Health Care was engaged to carry the pruning and thinning of trees.
- A Council member was replaced on Council due to their failure to attend any meeting between February and October 2020. Tom Jensen was appointed to Council.
- GUNN Consultants Inc. made an 'Elevator Repair vs Modernization presentation to the Owners in the upper garage.
- Council resolved to designate the common property adjacent to SL3 as a temporary storage area for materials required for future projects.
- Council approved the Rear Lane Fence Replacement Project. The original 4' high fence with its 1993 2' high lattice needed replacing.
- Council accepted the generous donation of kitchen appliances from SL26 for unit 202.
- Council approved the repair of outside window located in unit 410.
- Council sent Owners an on-line survey to Owners to determine their support for repairing or modernizing the elevator. Three owners were provided hard copies of the survey to complete.
- Council directed Associa BC, Inc. to obtain elevator modernizing quotations from elevator consulting firms to design the project, develop the scope of work, tender the project, and to manage the successful contractors.
- Council approved the fire alarm system deficiencies be remediated.
- Council approved a Garage Pillar Painting Project and funded the cost of the paint.
- Council approved the inspection and cleaning the building's fireplace chimneys.

**VANIER COURT ANNUAL GENERAL
MEETING APRIL 27, 2021
PRESIDENT'S REPORT**

- Council approved asbestos sampling and testing in SL4 and 14 with SL4 being charged back for their cost share.
- Council approved the removal of tree #14 in the NW corner by BC Plant Health Care as the CoV approved our Tree Removal Permit application.
- Council approved a repair of the power washer.
- Thirty-three owners [65%] participated in the 'Elevator Repair vs Modernization' survey. Over 90% were in favour of proceeding with the modernization project and 64% were against continuing to repair the elevator until it failed or was shut down.
- Council approved an elevator consulting proposal to design and develop an elevator modernization project (documentation stage only) with scope of work and project cost estimates.
- Council approved the 3rd reconfiguration of the east side hallway pressurization fan unit's intake ductwork.
- Council approved the 35' of injection and 12 drain hole repairs in the upper garage.
- The Owners, Strata Plan VR255 received a Dispute Notice #ST-2020-009046 from the Civil Resolution Tribunal dated December 7, 2020. The Applicant, an owner, made several allegations against Council. The process has proceeded through the Response stage, skipped the Negotiation and Facilitation stage as the Applicant did not want to participate in this stage, the Evidence Submission stage and now Argument Submission stage (arguments can be submitted by both parties). The process is now in the Decision stage which could go several ways – the CRT dismisses the Dispute, the CRT finds in favour of the Applicant, the CRT finds in favour of the Respondent, and the CRT will assess fees since the Negotiation and Facilitation stage was skipped.
- Council approved two more owners to volunteer their services to the Resident Caretaker whenever he needs assistance.
- Council approved winter pruning of trees and shrubs.
- Council approved an Amending Agreement to our Agency Agreement.
- Council approved a Rule governing the Use of Common Property Chimneys.
- Council denied an Owner's request to rent their strata lot.
- Council approved cleaning the hallway pressurization systems ductwork and vents.
- Council received the CPPC's EV Charging Report and thanks the committee members for their work. Council decided to continue to defer any implementation until what impact the elevator modernization might have on the building's available amperage is determined.
- Council approved the purchase and installation of 25 1'x8' framed square lattices for the rear lane fence.
- Council approved the remediation of the NE subsidence.
- Council approved the partial installation of the 2014 Landscaping Plan - Zone 4 including retaining wall and drainage.

**VANIER COURT ANNUAL GENERAL
MEETING APRIL 27, 2021
PRESIDENT'S REPORT**

- Associa advised Council that they have a group supplemental health plan available for resident caretakers. Marcel was advised to inquire.
- Council approved the proposed 2021 Operating Budget and transmitted it to the next AGM.
- Council thanked SL4 for donating their former kitchen and bathroom cabinetry and countertops to the strata corporation for installation in 202.
- Council approved the removal of the wall between 202's kitchen and dining area utilizing appropriate asbestos removal practices.
- Council approved the replacement of main floor elevator lobby CFL lighting with LED fixtures.
- Council has decided not to consider any further one-bedroom in-suite laundry installation until Council receives electrical and mechanical engineering advice regarding whether the drains diameters are code-compliant and whether the building's available ampacity is sufficient to allow 30-45A 208V condensing dryers.
- Council will require Owners' approval to permit awning installation for the grade-level patios as their installation would be a significant change to the building's appearance. As the 5th floor units are not visible from the street, they have been permitted as well as the 106 and 109 plexiglass/glass rain shield and enclosure installations.
- Council updated Rule 1 – Garbage Disposal.

Here is where I thank everybody in the building for their support and assistance during the past 14 months especially my fellow Council members, our Resident Caretaker - Marcel Morais, and especially those owners who assisted him this year (Moe Parisien, David Tiede, Nigel Kennell and Dale Gercken), the Capital Projects Planning Committee (Sue Spooner, Andy Larocque, Marilouise Muller, Rob Luciani, Ron Vreeken and Rob Makowichuk) and our Webmaster (Kevin Campbell).

Thank you to our most recent property manager, Andre Solorzano.

Council continues to ask the patience of owners as we all continue to navigate in this COVID-19 world. In-person meetings and get-togethers ended in early March. I think we all miss those casual get-togethers to meet neighbours and socialize. Let us hope that the spread of the pandemic can be stopped swiftly, and we can all return to a "normal" life sometime in 2021.

In the meantime, please know that Council can be contacted through council@vaniercourt.ca. Council monitors and responds to messages on TownSq in addition to emails.

Stay safe and be well.

David Hood - Council President

THE IMPORTANCE OF UNIT OWNER'S PERSONAL INSURANCE

Some owners believe the Strata Corporation's insurance policy will protect their personal assets in the event of a loss; this is not the case.

Unit owners, whether living in the unit or as an investor, should always make sure their personal assets and liabilities are adequately protected by their own personal insurance policy.

A typical unit owner's policy provides a variety of coverage:

- **Personal Property:** In general terms, this coverage includes all the content items a unit owner brings into the unit or keeps in a storage locker on premises, such as furniture, electronics, clothing, etc. Most policies will also cover the personal property while it is temporarily off premises, on vacation for example.
- **Additional Living Expenses:** This coverage helps unit owners and their families deal with the extra expenses which can often result if the home is made unfit for occupancy due to an insured loss or damage, whether it is a fire or significant water damage due to no fault of their own, unit owners may have to move out while their unit is being repaired. In the case of an investment unit, this coverage helps pay the owner's rental income loss due to the tenant moving out.
- **Betterments & Improvements:** Many unit owners spend considerable money making the unit their own; old carpet is replaced with hardwood flooring, cabinets and counter tops are updated and fixtures modernized to the 21st century. The unit owner's personal insurance policy provides coverage for these items, which are specifically excluded from coverage under all Strata Corporations' insurance policies.
- **Strata Deductible Assessment:** The Strata Corporation may have a by-law in place to facilitate charging back the Strata deductible to the unit owner responsible for a loss or damage. In many cases the mere fact the damage originates in the unit is sufficient to make the assessment valid. The Strata Corporation property coverage deductible can be as low as \$250.00 and as high as \$100,000.00. Unit owners' personal policies cover this risk to a specific limit; owners need to make sure they are fully insured.
- **Personal Liability:** at home or pretty much anywhere in the world, unit owners' policies also provide comprehensive protection for claims against them for property damage and bodily injury.

NOTE: Each unit owner has specific insurance requirements that should be discussed with an insurance broker to ensure the right protection is in place.



SUMMARY OF COVERAGES

Named Insured	The Owners, Strata Plan VR255, acting on their own behalf or as a Strata Corporation &/or as Trustees or Agents on behalf of all Registered Unit Owners
Project Name	VANIER COURT
Property Manager	Associa British Columbia, Inc.
Policy Period	April 30, 2020 to April 30, 2021
Policy Number	BFL04VR00255
Insured Location(s)	1355 Harwood Street, Vancouver, BC V6E 3W3

INSURING AGREEMENT



PROPERTY (Appraisal Date: December 31, 2019)

	DEDUCTIBLE	LIMIT
All Property, Blanket By-Laws.		\$14,982,000
110% Extended Replacement Cost (Fire Only)		\$16,480,200
Property Extensions - Annually Aggregated		\$5,000,000
Lock & Key	\$2,500	Included
Additional Living Expenses - \$50,000 Per Unit		Included
All Risks	\$10,000	
Sewer Backup	\$25,000	
Water Damage	\$25,000	
Earthquake (Annual Aggregate)	10%	\$ 14,982,000
Flood (Annual Aggregate)	\$25,000	\$ 14,982,000
Gross Rentals, 100% Co-Insurance, Indemnity Period (Months) : 12	24 Hour Waiting Period	\$14,400



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	\$500	\$30,000,000
Non-Owned Automobile	\$500	\$30,000,000
Sudden and Accidental Pollution	\$5,000	\$1,000,000



CONDOMINIUM DIRECTORS & OFFICERS LIABILITY

	DEDUCTIBLE	LIMIT
Claims Made Form - Including Property Manager	Nil	\$20,000,000
Privacy Event Expenses	Nil	\$50,000
Cyber Liability	Nil	\$50,000

INSURING AGREEMENT



BLANKET GLASS - Includes Lobby Glass

	DEDUCTIBLE	LIMIT
Residential	\$100	Blanket
Commercial	\$250	
Canopy	\$500	



EQUIPMENT BREAKDOWN

	DEDUCTIBLE	LIMIT
Standard Comprehensive Form including Production Machines and Electronic Equipment	\$1,000	\$14,982,000
- 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
Loss of Profits – Rents, Indemnity Period (Months): 12	24 Hour Waiting Period	\$14,400



ENVIRONMENTAL LIABILITY

	DEDUCTIBLE	LIMIT
Each Incident - Insuring Agreements A-G	\$10,000	\$1,000,000
Business Interruption, Each Incident - Insuring Agreement H	5 Days	\$250,000
Policy Aggregate		\$5,000,000



VOLUNTEER ACCIDENT

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



LEGAL EXPENSES

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



TERRORISM

	DEDUCTIBLE	LIMIT
Per Occurrence.	\$1,000	\$350,000
Annual Aggregate		\$350,000

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.

X

Balance Sheet Report VR255 - Vanier Court

As of December 31, 2020

	<u>Balance Dec 31, 2020</u>	<u>Balance Nov 30, 2020</u>	<u>Change</u>
<u>Assets</u>			
Operating Funds			
1000 - Bank - Operating Account	35,768.14	47,582.85	(11,814.71)
1220 - Petty Cash - Strata Administered	0.00	300.00	(300.00)
Total Operating Funds	35,768.14	47,882.85	(12,114.71)
Reserve Funds			
1300 - HSBC CRF - 3002	298,722.26	295,302.39	3,419.87
1451 - HSBC RSV - Recr Fac - 3004	709.69	709.48	0.21
1452 - HSBC RSV - Laundry - 3005	2,738.26	2,946.94	(208.68)
Total Reserve Funds	302,170.21	298,958.81	3,211.40
Accounts Receivable			
1500 - Accounts Receivable	(3,842.08)	(3,412.17)	(429.91)
Total Accounts Receivable	(3,842.08)	(3,412.17)	(429.91)
Prepaid Expenses			
1600 - Prepaid Insurance	16,343.32	20,429.15	(4,085.83)
Total Prepaid Expenses	16,343.32	20,429.15	(4,085.83)
Association-Owned Units			
1870 - Strata-Owned Unit	170,000.00	170,000.00	0.00
Total Association-Owned Units	170,000.00	170,000.00	0.00
Total Assets	520,439.59	533,858.64	(13,419.05)

Balance Sheet Report
VR255 - Vanier Court
As of December 31, 2020

	<u>Balance Dec 31, 2020</u>	<u>Balance Nov 30, 2020</u>	<u>Change</u>
<u>Liabilities</u>			
Accounts Payable			
2055 - Payable-Other	3,200.00	3,200.00	0.00
Total Accounts Payable	3,200.00	3,200.00	0.00
Accrued Expenses			
2395 - Other Accrued Expenses	21,132.56	11,905.43	9,227.13
Total Accrued Expenses	21,132.56	11,905.43	9,227.13
Deposits Held			
2500 - Deposits Held - Refundable Moving Fee	3,000.00	3,000.00	0.00
Total Deposits Held	3,000.00	3,000.00	0.00
Total Liabilities	27,332.56	18,105.43	9,227.13
<u>Owners' Equity</u>			
Owners Equity - Prior Years			
3000 - Operating Surplus/(Deficit) Prior Years	80,664.31	80,664.31	0.00
3005 - Prior Year Operating Surplus - Adjustmen	(70,547.59)	(70,247.59)	(300.00)
Total Owners Equity - Prior Years	10,116.72	10,416.72	(300.00)
Capital Reserves			
3194 - Laundry Reserves	2,738.26	2,946.94	(208.68)
3238 - Amenity Reserves	709.69	709.48	0.21
Total Capital Reserves	3,447.95	3,656.42	(208.47)

Balance Sheet Report
VR255 - Vanier Court
As of December 31, 2020

	<u>Balance Dec 31, 2020</u>	<u>Balance Nov 30, 2020</u>	<u>Change</u>
<u>Owners' Equity</u>			
Contingency Reserve			
3460 - Contingency Reserve Fund - General	298,722.26	295,302.39	3,419.87
Total Contingency Reserve	<u>298,722.26</u>	<u>295,302.39</u>	<u>3,419.87</u>
Equity in Capital Assets			
3550 - Equity in Capital Assets I	170,000.00	170,000.00	0.00
Total Equity in Capital Assets	<u>170,000.00</u>	<u>170,000.00</u>	<u>0.00</u>
Total Owners' Equity	<u>482,286.93</u>	<u>479,375.53</u>	<u>2,911.40</u>
Income / (Loss)	<u>10,820.10</u>	<u>36,377.68</u>	<u>(25,557.58)</u>
Total Liabilities and Owner Equity	<u><u>520,439.59</u></u>	<u><u>533,858.64</u></u>	<u><u>(13,419.05)</u></u>

BUDGET NOTES DETAILS
STRATA PLAN VR255 - VANIER COURT
FISCAL YEAR – January 1, 2021 to December 31, 2021

BUDGET NOTES

FISCAL YEAR – JANUARY 1, 2021 – DECEMBER 31, 2021

Pursuant to the *Strata Property Act, Section 92 (a)*, to meet all the expenses, our Strata Corporation must establish, and the Owners must contribute, by means of Strata Fees, to an operating fund for common expenses that can be once a year or more often than once a year.

4000 OWNERS' CONTRIBUTIONS

Strata Fees are the major source of income for the Strata Corporation to operate the Common Property and facilities of the building. Total fees, combined with other forms of income, must cover all the anticipated operating expenses, capital expenditures and reserve requirements for the fiscal year to break even at the year end. The single largest cost escalator in the 2020 and 2021 is building insurance.

A strata fee increase of 28.5% for 2021 is proposed.

4225 FOBS / KEYS / REMOTES FEES

This account is for maintaining the stock supply for new requests from Owners.

4240 MOVE-IN & OUT FEES

As required in the bylaws, a \$500 deposit is paid to the Strata Corporation for every move into and out of the buildings. \$100 is non-refundable and is retained for the use of common property. The \$200 move-in and \$200 move-out deposit is retained if there are problems (damaged to common property, cancellation without notice, etc.).

4402 UNIT 202 RENTAL

Rent received for the Resident Caretaker's unit.

4710 LATE PAYMENT INTEREST

This account is accumulated from late payment interest assessed to Owners who are delinquent in their payments.

4900 INTEREST - OPERATING FUND

Interest earned on Strata Corporation's Operating Fund in trust at HSBC Canada.

5002 STATUTORY REVIEW OF TRUST ACCOUNTS

Cost of Real Estate Council of British Columbia (RECBC) review costs for Vanier Court trust accounts.

5015 BANK SERVICES

Bank charges and fees.

5105 DEPRECIATION REPORT

Costs for updating the Depreciation Report every three years.

5115 WEBSITE MAINTENANCE

Maintenance costs related to Vanier Court's website www.vaniercourt.ca

5198 ADDITIONAL SERVICES

Services provided by Associa to the strata corporation not included in the monthly management fee..

5210 POSTAGE/PRINTING & COPYING

Cost of notices, meeting notice packages, minutes, financial statements, bylaws and

5316 CARETAKER SALARIES

Wages paid to Resident Caretaker including unit rent, Internet and cell phone taxable benefits.

5390 WORKSAFE BC

Annual WorksafeBC premiums.

5399 CPP/EI

Employer's share of CPP/EI premiums.

5400 INSURANCE PREMIUMS

Cost of common property, limited common property and common assets are insured through BFL Canada. The annual budgetd amount reflects the expected premium increase based on property value increases and rising costs in the insurance industry worldwide. The water deductible is expected to increase from \$25,000 per incident to anywhere between \$50,000 to \$100,000. Owners was advised to speak with their strata insurance agents to ensure their personal coverage for strata deductible coverage is adequate.

6000 ELECTRIC SERVICE

Based on 2020 YTD expenses and expected 2021 increases.

6005 GAS SERVICE

Based on 2020 YTD expenses and expected 2021 increases.

6025 WATER & SEWER SERVICE

Based on 2020 YTD expenses and expected 2021 increases.

6035 GARBAGE & RECYCLING SERVICE

Based on 2020 YTD expenses and expected 2021 increases.

6110 LANDSCAPE REPAIR & MAINTENANCE

Routine maintenance of common property grounds.

6199 GROUNDS IMPROVEMENT

Common property ground improvements.

6405 ENTERPHONE

Enterphone repairs and maintenance.

6412 BUILDING EXTERIOR SERVICES

Repair and maintenance of building's exterior.

6414 FIRE MONITORING & PROTECTION

Annual fire inspection of all units and common property fire safety equipment, deficiency repairs, and City of Vancouver (CoV) annual fire-line charge for supplying water to the garage sprinkler system.

6430 JANITORIAL SERVICES

Coverage for Resident Caretaker's annual and sick leave.

6434 PEST CONTROL

Monthly routine pest control services

6500 BALCONY REPAIRS & MAINTENANCE (R&M)

Balcony, patio and deck repairs and maintenance

6536 DOORS REPAIR AND MAINTENANCE

Common property door and garage door repairs and maintenance

6536 HEATING R&M

Space-heating system preventative maintenance, repairs and maintenance.

6550 ELEVATOR R&M

Monthly elevator preventive maintenance, elevator repairs and maintenance.

6600 GENERAL R&M

Common property repairs and maintenance.

6695 PLUMBING SUPPLIES/R&M

Domestic water preventative maintenance, domestic water supply pipes, waste and sanitary drains repair and maintenance.

6794 IMPROVEMENTS

Common property and common asset improvement projects.

6795 OTHER SUPPLIES/R&M

Supplies required for the common property and common assets.

7020 LEGAL SERVICES

Legal services required by the strata corporation.

7040 MANAGEMENT FEES

Monthly management fees covering full service accounting, 24/7 emergency service, forms completion, Strata Manager services (including guidance and assists Council in managing the building) and other services.

9834 CONTINGENCY FND (CRF)

Common expenses that usually occur less often than once a year or that do not usually occur must be financed by a withdrawal from the CRF.

If the amount of money in the CRF at the end of any fiscal year after the first AGM is less than 25% of the total amount budgeted for the contribution to the Operating Fund for the current year that just ended, the annual contribution to the CRF must be the lesser of

- i) 10% of the total amount budgeted for the contribution to the Operating Fund for the current fiscal year, and
- ii) the amount required to bring the CRF to at least 25% of the total amount budgeted for the contribution to the Operating Fund for the current fiscal year.

**VR255 - Vanier Court
Proposed Annual Fund Summary**

	12/31/2020 Year To Date Actual	2020 Annual Budget	2021 Proposed Budget
TOTAL OWNER CONTRIBUTION	308,205	308,205	396,029 *
Operating Fund			
Opening Balance	80,664	80,664	80,664
Owner's Contribution	268,205	268,205	296,029 *
Other Income	40,068	-	-
Total Operating Expenses	(297,453)	(305,853)	(310,429)
Prior Year Operating Surplus - Adjustment	(70,548)	-	-
Operating Fund Ending Balance	20,937	43,017	66,264
Contingency Reserve Fund			
Opening Balance	189,070	189,070	190,909
Owner's Contribution	40,000	40,000	100,000 *
Interest Income	1,839	1,839	1,373
Transfer from Reserves	20,813	-	-
Transfer from Prior Year Surplus	47,000	-	-
Contingency Fund Ending Balance	298,722	230,909	292,282
Laundry Reserves			
Opening Balance	2,482	2,482	2,498
Owner's Contribution	2,755	-	-
Interest Income	16	-	14
Expenditures	(2,514)	-	-
Transfer to			
Other Reserve Ending Balance	2,738	2,482	2,512
Amenity Reserves			
Opening Balance	704	704	710
Interest Income	6	-	4
Other Reserve Ending Balance	710	704	714
Depreciation Reserves			
Opening Balance	1,649	-	-
Interest Income	7	-	-
Transfer to CRF	(1,655)	-	-
Other Reserve Ending Balance			
Remediation Reserves			
Opening Balance	19,078	-	-
Interest Income	80	-	-
Transfer to CRF	(19,158)	-	-
Other Reserve Ending Balance			

* - Items included in the Total Owners' Contributions calculation
Estimated CRF annual interest rate 0.57%

VR255 - Vanier Court
Proposed Budget - Jan 01 2021 - Dec 31 2021

Account	Account Name	31-Dec-20 Year To Date Actual	2020 Annual Budget	2021 Proposed Budget
RECEIPTS / REVENUE				
	Budget			
4000	Assessment Income			
4000	Owners' Contributions	308,204.88	308,205.00	396,029.37
4000	Total Assessment Income	308,204.88	308,205.00	396,029.37
4200	User Fee Income			
4225	Fobs/Keys/Remotes Fees	179.60	0.00	
4240	Move-In & Out Fees	1,500.00	0.00	
4200	Total User Fee Income	1,679.60	0.00	0.00
4400	Rental Income			
4402	Strata Unit Rental	14,400.00	14,400.00	14,400.00
4400	Total Rental Income	14,400.00	14,400.00	14,400.00
4800	Other Income			
4815	Prior Year Surplus	23,247.59	23,247.59	
4800	Total Other Income	23,247.59	23,247.59	0.00
4900	Investment Income			
4900	Interest Income - Operating	740.56	0.00	0.00
4900	Total Investment Income	740.56	0.00	0.00
	TOTAL RECEIPTS / REVENUE	348,272.63	345,852.59	410,429.37
EXPENSES & RESERVES				
5000	Administrative			
5002	Statutory Review of Trust Accounts	577.50	600.00	600.00
5015	Bank Services	294.00	300.00	300.00
5105	Depreciation Report	0.00	100.00	5,000.00
5115	Web Site Maintenance	656.25	850.00	850.00
5198	Additional Services	577.60	2,500.00	700.00
5000	Total Administrative	2,105.35	4,350.00	7,450.00
5200	Communications			
5210	Postage/Printing & Copying	1,199.40	2,000.00	1,500.00
5200	Total Communications	1,199.40	2,000.00	1,500.00
5300	Payroll & Benefits			
5316	Caretaker Salaries	58,967.08	58,753.73	61,933.65
5390	Worksafe BC	295.44	440.65	306.47
5399	CPP/EI	4,081.05	3,953.21	3,953.21
5300	Total Payroll & Benefits	63,343.57	63,147.59	66,193.33

VR255 - Vanier Court
Proposed Budget - Jan 01 2021 - Dec 31 2021

Account	Account Name	31-Dec-20 Year To Date Actual	2020 Annual Budget	2021 Proposed Budget
5400	Insurance			
5400	Insurance Premiums	44,087.04	60,000.00	62,000.00
5400	Total Insurance	44,087.04	60,000.00	62,000.00
6000	Utilities			
6000	Electric Service	30,769.92	30,000.00	32,000.00
6005	Gas Service	21,234.93	18,000.00	20,000.00
6025	Water & Sewer Service	17,436.32	15,000.00	18,000.00
6035	Garbage and Recycling Service	5,273.30	5,000.00	6,000.00
6000	Total Utilities	74,714.47	68,000.00	76,000.00
6100	Landscaping			
6110	Landscape Repair & Maintenance	1,492.31	2,000.00	1,500.00
6199	Grounds Improvement	9,324.96	5,000.00	3,500.00
6100	Total Landscaping	10,817.27	7,000.00	5,000.00
6400	Contracted Services			
6405	Enterphone	409.50	100.00	500.00
6412	Building Exterior Services	1,407.00	0.00	2,000.00
6414	Fire Monitoring & Protection	3,823.73	2,500.00	4,000.00
6430	Janitorial Services	1,856.40	2,000.00	2,500.00
6434	Pest Control	843.36	1,200.00	1,000.00
6400	Total Contracted Services	8,339.99	5,800.00	10,000.00
6500	Repair & Maintenance			
6500	Balcony Repair & Maintenance	0.00	5,000.00	4,000.00
6536	Doors Repair & Maintenance	3,220.22	3,000.00	3,500.00
6545	Electrical Supplies/Repair & Maintenance	448.00	0.00	5,000.00
6550	Elevator Repair & Maintenance	9,156.96	7,500.00	5,000.00
6600	General Repair & Maintenance	25,067.78	20,000.00	18,159.39
6695	Plumbing Supplies/Repair & Maintenance	1,301.15	10,000.00	5,000.00
6700	Pool & Spa Supplies/Repair & Maintenance	3,429.66	10,000.00	0.00
6794	Improvements	25,867.61	15,000.00	15,000.00
6795	Other Supplies/Repair & Maintenance	4,737.40	5,000.00	5,000.00
6500	Total Repair & Maintenance	73,228.78	75,500.00	60,659.39
7000	Professional Services			
7020	Legal Services	1,120.00	1,000.00	2,000.00
7040	Management Fees	18,496.80	19,055.00	19,626.65
7000	Total Professional Services	19,616.80	20,055.00	21,626.65
TOTAL OPERATING EXPENSES		297,452.67	305,852.59	310,429.37
9800	CRF & OTHER BUDGETED RESERVE FUNDS			
	Reserve Expenses			

VR255 - Vanier Court
Proposed Budget - Jan 01 2021 - Dec 31 2021

Account	Account Name	31-Dec-20 Year To Date Actual	2020 Annual Budget	2021 Proposed Budget
9834	Contingency Reserve Fund	39,999.96	40,000.00	100,000.00
9800	Total Reserve Expenses	39,999.96	40,000.00	100,000.00
TOTAL EXPENSES & RESERVES		337,452.63	345,852.59	410,429.37
SURPLUS / (DEFICIT)		10,820.00	0.00	0.00

VR255 - Vanier Court
Proposed Strata Fee Schedule
For the Year Jan 01 2021 - Dec 31 2021

Unit	Strata Lot#	Unit Entitlement	Old Strata Fee	Operating Portion	CRF/ Reserve Portion	Fee Incr/ (Decr)	Proposed Strata Fee
105	5	2481	647.38	\$ 621.80	\$ 210.05	\$ 184.47	\$ 831.85
106	4	1565	408.36	\$ 392.23	\$ 132.50	\$ 116.37	\$ 524.73
107	3	1572	410.19	\$ 393.98	\$ 133.09	\$ 116.88	\$ 527.07
109	2	2294	598.58	\$ 574.93	\$ 194.22	\$ 170.57	\$ 769.15
110	1	2645	690.17	\$ 662.91	\$ 223.93	\$ 196.67	\$ 886.84
201	15	1531	399.49	\$ 383.71	\$ 129.62	\$ 113.84	\$ 513.33
203	13	2487	648.94	\$ 623.30	\$ 210.56	\$ 184.92	\$ 833.86
204	12	1754	457.68	\$ 439.60	\$ 148.50	\$ 130.42	\$ 588.10
205	11	2481	647.38	\$ 621.80	\$ 210.05	\$ 184.47	\$ 831.85
206	10	1565	408.36	\$ 392.23	\$ 132.50	\$ 116.37	\$ 524.73
207	9	1572	410.19	\$ 393.98	\$ 133.09	\$ 116.88	\$ 527.07
208	8	1589	414.62	\$ 398.24	\$ 134.53	\$ 118.15	\$ 532.77
209	7	1565	408.36	\$ 392.23	\$ 132.50	\$ 116.37	\$ 524.73
210	6	2490	649.73	\$ 624.06	\$ 210.81	\$ 185.14	\$ 834.87
211	17	2427	633.29	\$ 608.27	\$ 205.48	\$ 180.46	\$ 813.75
214	16	1589	414.62	\$ 398.24	\$ 134.53	\$ 118.15	\$ 532.77
301	27	1531	399.49	\$ 383.71	\$ 129.62	\$ 113.84	\$ 513.33
302	26	1570	409.67	\$ 393.48	\$ 132.92	\$ 116.73	\$ 526.40
303	25	2487	648.94	\$ 623.30	\$ 210.56	\$ 184.92	\$ 833.86
304	24	1754	457.68	\$ 439.60	\$ 148.50	\$ 130.42	\$ 588.10
305	23	2481	647.38	\$ 621.80	\$ 210.05	\$ 184.47	\$ 831.85
306	22	1565	408.36	\$ 392.23	\$ 132.50	\$ 116.37	\$ 524.73
307	21	1572	410.19	\$ 393.98	\$ 133.09	\$ 116.88	\$ 527.07
308	20	1589	414.62	\$ 398.24	\$ 134.53	\$ 118.15	\$ 532.77
309	19	1565	408.36	\$ 392.23	\$ 132.50	\$ 116.37	\$ 524.73
310	18	2490	649.73	\$ 624.06	\$ 210.81	\$ 185.14	\$ 834.87
311	31	1754	457.68	\$ 439.60	\$ 148.50	\$ 130.42	\$ 588.10
312	30	2490	649.73	\$ 624.06	\$ 210.81	\$ 185.14	\$ 834.87
313	29	1570	409.67	\$ 393.48	\$ 132.92	\$ 116.73	\$ 526.40
314	28	1589	414.62	\$ 398.24	\$ 134.53	\$ 118.15	\$ 532.77
401	41	1531	399.49	\$ 383.71	\$ 129.62	\$ 113.84	\$ 513.33
402	40	1570	409.67	\$ 393.48	\$ 132.92	\$ 116.73	\$ 526.40
403	39	2487	648.94	\$ 623.30	\$ 210.56	\$ 184.92	\$ 833.86
404	38	1754	457.68	\$ 439.60	\$ 148.50	\$ 130.42	\$ 588.10
405	37	2481	647.38	\$ 621.80	\$ 210.05	\$ 184.47	\$ 831.85
406	36	1565	408.36	\$ 392.23	\$ 132.50	\$ 116.37	\$ 524.73
407	35	1572	410.19	\$ 393.98	\$ 133.09	\$ 116.88	\$ 527.07
408	34	1589	414.62	\$ 398.24	\$ 134.53	\$ 118.15	\$ 532.77
409	33	1565	408.36	\$ 392.23	\$ 132.50	\$ 116.37	\$ 524.73
410	32	2490	649.73	\$ 624.06	\$ 210.81	\$ 185.14	\$ 834.87
411	45	1754	457.68	\$ 439.60	\$ 148.50	\$ 130.42	\$ 588.10
412	44	2490	649.73	\$ 624.06	\$ 210.81	\$ 185.14	\$ 834.87
413	43	1570	409.67	\$ 393.48	\$ 132.92	\$ 116.73	\$ 526.40
414	42	1589	414.62	\$ 398.24	\$ 134.53	\$ 118.15	\$ 532.77
515	49	1565	408.36	\$ 392.23	\$ 132.50	\$ 116.37	\$ 524.73
516	50	1758	458.72	\$ 440.60	\$ 148.84	\$ 130.72	\$ 589.44
517	51	2540	662.77	\$ 636.59	\$ 215.04	\$ 188.86	\$ 851.63
518	52	1835	478.81	\$ 459.89	\$ 155.36	\$ 136.44	\$ 615.25
519	46	1811	472.55	\$ 453.89	\$ 153.32	\$ 134.66	\$ 607.21
520	47	2540	662.77	\$ 636.59	\$ 215.04	\$ 188.86	\$ 851.63
521	48	2760	720.18	\$ 691.73	\$ 233.67	\$ 205.22	\$ 925.40
Monthly Total		98,430	\$ 25,683.74	\$ 24,669.05	\$ 8,333.41	\$ 7,318.72	\$ 33,002.46
			X12	X12	X12	X12	X12
Annual Total			\$ 308,204.88	\$ 296,028.60	\$ 100,000.92	\$ 87,824.64	\$ 396,029.52

2021 AGM RESOLUTIONS

Resolution A – ¾ Vote - Laundry Room – Exclusive Use

BE IT RESOLVED THAT, by a majority vote of the Eligible Voters present in person or by proxy, the Owners, Strata Plan VR255:

1. re-affirm the designation of part of its common property on the building's second floor used as a laundry room for the exclusive use of one-bedroom strata lot owners who do not have in-suite laundry facilities,
2. continue to restrict the use of the common property laundry room to those one-bedroom owners without in-suite laundry facilities who enter a short-term exclusive use arrangement with the Strata Corporation and who also pay an annual usage fee,
3. authorize the Strata Council, as it deems necessary, to enter a short-term exclusive use arrangement(s) with those one-bedroom strata lot owners who do not have in-suite laundry facilities and authorizes the Strata Council to establish annually the amount of the usage fee for the use of the laundry room by those one-bedroom strata lot owners who do not have in-suite laundry facilities.

Resolution B – ¾ Vote – Electric Vehicle Charging Bylaw Changes

BE IT RESOLVED THAT, by ¾ vote of the Eligible Voters present in person or by proxy, the Owners of Strata Plan VR 255 adopt the following resolution and bylaws:

WHEREAS:

A. The Owners, Strata Plan VR255 (the "Strata Corporation") proposes to acquire and install electrical supply, distribution and associated electrical outlets, signage, and pavement markings (the "Charging Equipment") on common property to allow owners, tenants, and occupants to charge electric vehicles on the common property; and

B. Up to five (5) of stalls, not assigned by Bylaw 37(1) to a strata lot, located on common property and or on land that is a common asset (the "EV Charging Stalls") have been identified by the Strata Council for electric vehicle charging in addition to continuing to be visitor/service provider parking stalls due to access by occupants, proximity to electrical panel, visibility, and cost considerations.

BE IT RESOLVED by a ¾ Vote of the Eligible Voters present in person or by proxy and voting that:

Acquisition and Installation

1. The Strata Corporation purchase the Charging Equipment and install it in the EV Charging Stalls.
2. The purchase of the Charging Equipment be approved in accordance with

Section 82 of the **Strata Property Act**.

3. The Strata Corporation apply up to **FIFTEEN THOUSAND (\$15,000.00) DOLLARS** from its Contingency Reserve Fund for the purpose of paying for the purchase and installation of the Charging Equipment.
4. The Strata Council take all such steps as are required to retain a contractor to install the Charging Equipment, and any two members of the Strata Council are authorized to sign all agreements as are required.
5. To the extent that the installation of the Charging Equipment and the use of up to five (5) stalls for EV Charging Stalls in accordance with this Resolution constitutes a significant change to the use or appearance of the common property, such change is approved in accordance with Section 71 of the **Strata Property Act**.

Amendment to Bylaws

6. The bylaws of the Strata Corporation be amended to add the following as Bylaw 37(24):
 - a. An owner, occupant, or tenant (the "EV User") who proposes to use a common property parking stall or a parking stall located on land which his a common asset with electric vehicle charging capability (the "EV Stall") will apply to the Strata Council for written consent;
 - b. The Strata Council will grant consent to an EV User to use an EV Stall provided that:
 - i. The EV User signs a User Agreement [Common Property Exclusive-Use Agreement] on terms agreeable to the Strata Corporation and renews it annually.
 - ii. The EV User always complies with the bylaws and rules of the Strata Corporation; and
 - iii. The EV User pays to the Strata Corporation an application fee in accordance with these bylaws; and
 - iv. The EV User pays to the Strata Corporation a monthly user fee, if applicable, in accordance with these bylaws;
 - c. The Strata Corporation will charge to each EV User a one-time application user fee in the amount of **FIVE HUNDRED (\$500.00) DOLLARS**;
 - d. The Strata Corporation delegates to Council in their sole discretion the authority to set a monthly user fee and, if Council resolves, to charge each EV User the said monthly user fee.
 - e. No owner, occupant or tenant will use or will permit any person to use an EV Stall except with written consent from the Strata Corporation in accordance with these bylaws; and

- f. *No EV User will park a vehicle in an EV Stall for any period greater than 4 consecutive hours or 4 hours in any given 12-hour period.*
- 7. *The Strata Council of the Strata Corporation (the “Strata Council”) take all such further actions as are required to register the amendments set out in this Resolution (the “Amendments”) with the Land Title Office, including but not limited to filing a Form I, Amendment to Bylaws.*
- 8. *Any two members of the Strata Council execute such documents as are required to register the Amendments in the Land Title Office on behalf of the Strata Corporation.*

Resolution C – ¾ Vote – Change the 2014 Landscape Plan

SL15 and SL27 have requested that the camellia located in front of their strata lots be removed for various reasons – blocks sunlight into SL27. Although planted by SL15, SL15 no longer wants to retain it as the shrub grew into a substantial ‘leggy’ tree due to lack of pruning. Recent pruning to lessen its effects have not been successful according to the owners. Council is requesting that the ‘Arbour’ shown on the 2014 Landscape Plan be removed from the document as it is an owner-installed structure. Any changes to move or remove it would require the Owners’ approval.

BE IT RESOLVED THAT, by ¾ vote of the Eligible Voters present in person or by proxy, the Owners of Strata Plan VR 255 approve the following changes to the **2014 Landscape Plan**:

- 1. *Approve the removal of the camellia located in front of SL 15 and SL 27,*
- 2. *Remove from the **2014 Landscape Plan** documents the ‘Arbour’ located in front of SL 15 as it was included in the Plan in error, and*
- 3. *Amend the Plan to include the **BC Plant Health Care Report** dated May 11, 2015.*

Resolution D – ¾ Vote – Change the Appearance of the Common Property

WHEREAS the installation of awnings over patios constitutes a significant change to the use or appearance of the common property,

BE IT RESOLVED THAT, by ¾ vote of the Eligible Voters present in person or by proxy and voting, the Owners of Strata Plan VR 255 approve the following change to the Common Property in accordance with section 71 of the **Strata Property Act**:

- 1. *the installation of awnings in front of, over, or beside common property patios that are at grade or ground level, and*
- 2. *the installation of awnings in front of and over the common property decks of 5th floor south-facing strata lots, and*
- 3. *the installation of awnings over the common property balconies of 4th floor strata lots which have no overhangs over their balconies (north, west and east sides),*

as approved in writing by Council resolution.

Resolution E – Majority Vote – Elevator Upgrading Project and Funding

WHEREAS Vanier Court hydraulic elevator was installed 46 years ago in 1975 when the building was constructed,

WHEREAS the 2011 and 2016 Elevator Inspection Reports and two Depreciation Reports have recommended its modernization with hydraulic ram and cylinder replacement and elevator cab refurbishment,

WHEREAS an Owner survey was conducted with 33 of 51 owners responding. Over 90% of the respondents were in favour of proceeding with modernizing our elevator,

WHEREAS Council obtained estimates from three (3) elevator consulting firms to design the project with a scope of work, and to tender and manage the elevator upgrading project,

WHEREAS Council engaged GUNN Consultants Inc. to design the project and to create the scope of work which they have submitted to Council,

AND WHEREAS Council has estimated the total cost of consulting, and electrical and elevator installations as **TWO HUNDRED and EIGHTY-FIVE THOUSAND (\$285,000) DOLLARS,**

THEREFORE, BE IT RESOLVED THAT, by a majority vote of the Eligible Voters present, in person or by proxy and voting, The Owners, Strata Plan VR255:

1. approve the Elevator Upgrading Project as designed and presented by the GUNN Consultants Inc. project design and scope of work documents dated 26 February 2021, at an estimated cost of **TWO HUNDRED and SEVENTY THOUSAND (\$270,000) DOLLARS,**
2. authorize GUNN Consultants Inc. to tender (procure) and manage (administer) the Elevator Upgrading Project at an estimated cost of **EIGHT THOUSAND FIVE HUNDRED (\$8,500.00) DOLLARS,**
3. approve funding the Elevator Upgrading Project by funding its estimated cost up to **TWO HUNDRED and SEVENTY-EIGHT THOUSAND FIVE HUNDRED (\$278,500) DOLLARS** from the Contingency Reserve Fund,
4. authorize Council, by resolution, to engage the successful elevator installation and electrical service providers as determined by a tendering process conducted by GUNN Consultants Inc., and
5. authorize any two Council members to execute any agreements required to proceed and complete the Elevator Upgrading Project.

Resolution F – Majority Vote – Ratify Rule 10

BE IT RESOLVED THAT the Eligible Voters present, in person or by proxy and voting, ratify Rule 10 - Use of Common Property Chimneys.

“Common property chimneys must only be used for fires that burn solid fuels, specifically:

- i) clean, seasoned wood or wood products,*
- ii) manufactured fire logs,*
- iii) wood pellets,*
- iv) for purposes of starting a fire only, non-glossy, uncoated, uncoloured paper, and,*
- i) common property chimneys must not discharge air contaminants to a particulate matter emission rate that exceeds 4.5 grams per hour.”*

Resolution G – Majority Vote – Ratify Rule 1

BE IT RESOLVED THAT the Eligible Voters present, in person or by proxy and voting, ratify Rule 1 – Garbage Disposal.

1. GARBAGE DISPOSAL

Domestic garbage pick-up occurs twice a week on Tuesday and Friday. Recycling pick-up occurs on Thursday. Vanier Court does not engage disposal services for construction and or renovation material, and or any other material other than domestic waste. Owners and residents are responsible for the removal from the common property all non-domestic waste and or recycling materials at their own cost.

- a. Our garbage pick-up contract only includes the collection of regular day-to-day household refuse.
- b. All non-construction/non-renovation garbage shall be disposed of in the waste disposal bin or in the recycling bins located on the upper parking level.
- c. Place ‘organics’ in the green organics-specified bin (with yellow lid) which is located on the upper parking level.
- d. Place recyclable ‘container’ items in the blue ‘container’ recycling bins which are located beside the main disposal bin on the upper parking level.
- e. Place recyclable ‘paper’ items in the blue ‘paper’ recycling bins which are located beside the main disposal bin on the upper parking level.
- f. Place refundable bottles/cans, etc. in the appropriate recycling bins.
- g. Place glass jars and bottles in the ‘glass’ recycling containers. Remove jar lids and bottle caps and place them in the blue ‘container’ recycling bins.
- h. Place all paper shredding in paper bags, staple the bags closed and place the paper-shredding bags in the ‘paper’ recycling bin. Non-bagged shredding must be placed in the ‘shredding’ recycling bin.

- i. Place batteries in the container provided and not in the garbage disposal bin or recycling bins.
- j. Cardboard boxes shall be EMPTY, COLLAPSED and LEFT PILED on the designated shelf over the garbage bin or adjacent to the garbage bin. Under no circumstances shall cardboard boxes be thrown into the disposal bin. The cardboard, once cut up into a manageable size, will be placed in appropriate recycling bin.
- k. Christmas trees shall be disposed of by depositing them in an industrial garbage bag which can be obtained from the Property Manager or their designate or from any hardware store and then by delivering them to a City recycling center. An old bed sheet also makes an effective wrap for bringing trees onto and off the premises.

ANNUAL GENERAL MEETING BY RESTRICTED PROXY
PROXY FORM

THE OWNERS OF VANIER COURT
STRATA PLAN – VR255
TUESDAY, APRIL 27, 2021

I, (We) _____
being the registered Owner(s) of Strata Lot _____, Unit # _____ at *Vanier Court VR255* hereby appoint
Strata Council members:
David Hood, or in his absence, Tom Jensen
as my (our) proxy for me (us) and on my (our) behalf at the Annual General Meeting of the Owners to be held
by Restricted Proxy, on Tuesday, April 27, 2021, and at any adjournment thereof.

SIGNED THIS _____ DAY OF _____ 2021

(Printed name of Owner who signed this form)

(OWNERS SIGNATURE ON ABOVE LINE)

(Your ballot will be voted as shown below)

BALLOT

Majority Vote – Adoption of the Notice	<input type="checkbox"/> In favour	<input type="checkbox"/> against	<input type="checkbox"/> abstain
Majority Vote – Adoption of the Agenda	<input type="checkbox"/> In favour	<input type="checkbox"/> against	<input type="checkbox"/> abstain
Majority Vote – Approval of February 25, 2020 AGM Minutes	<input type="checkbox"/> In favour	<input type="checkbox"/> against	<input type="checkbox"/> abstain
Majority Vote – 2021 Operating Budget	<input type="checkbox"/> In favour	<input type="checkbox"/> against	<input type="checkbox"/> abstain
Resolution A – ¾ Vote – Laundry Room Exclusive Use	<input type="checkbox"/> In favour	<input type="checkbox"/> against	<input type="checkbox"/> abstain
Resolution B – ¾ Vote – EV Charging Bylaw Changes	<input type="checkbox"/> In favour	<input type="checkbox"/> against	<input type="checkbox"/> abstain
Resolution C – ¾ Vote – Change the 2014 Landscaping Plan	<input type="checkbox"/> In favour	<input type="checkbox"/> against	<input type="checkbox"/> abstain
Resolution D – ¾ Vote – Change Common Property	<input type="checkbox"/> In favour	<input type="checkbox"/> against	<input type="checkbox"/> abstain
Resolution E– Majority Vote – Elevator Modernization	<input type="checkbox"/> In favour	<input type="checkbox"/> against	<input type="checkbox"/> abstain
Resolution F – Majority Vote – Ratify Rule 10	<input type="checkbox"/> In favour	<input type="checkbox"/> against	<input type="checkbox"/> abstain
Resolution G – Majority Vote – Ratify Rule 1	<input type="checkbox"/> In favour	<input type="checkbox"/> against	<input type="checkbox"/> abstain

PROXY FORM – Page 2

ELECTION OF STRATA COUNCIL (MAXIMUM 7 TO BE ELECTED)

You may select a minimum 1 and a maximum 7 of all of the below listed candidates.

Note: Ballots with 8 or more names selected for Strata Council will be considered spoiled ballots and will not be counted.

Candidates for Consideration for Election to the Strata Council:

- | | |
|-----------------|--------------------------|
| David Hood | <input type="checkbox"/> |
| Sabina Zahn | <input type="checkbox"/> |
| Andrew Campbell | <input type="checkbox"/> |
| Kathy Ellwood | <input type="checkbox"/> |
| Tom Jensen | <input type="checkbox"/> |
| _____ | <input type="checkbox"/> |
| _____ | <input type="checkbox"/> |
| _____ | <input type="checkbox"/> |
| _____ | <input type="checkbox"/> |