

**IMPORTANT NOTICE TO OWNERS**  
**“YORK NORTH” – STRATA PLAN EPS 2694**  
**POST – SGM INFORMATION**

Dears Owners,

Please see the Post SGM Notice for York North detailed below.

**RESOLUTIONS:** Please find below a list of resolutions that were presented and voted at the SGM along with further information and instructions.

***Consideration of Special Resolutions***

- $\frac{3}{4}$  Vote Resolution #1 – CRF Withdrawal – Deck Repairs and Resurfacing - PASSED

We thank you for your attention to the information above. Should you have any further questions, please do not hesitate to contact the undersigned.

Regards,

**AWM-Alliance Real Estate Group Ltd.**

On behalf of *The Owners, Strata Plan EPS 2694*

  
Senior Strata Agent

**MINUTES OF SPECIAL GENERAL MEETING  
YORK NORTH - EPS 2694**

**Held: Monday, February 3<sup>rd</sup>, 2025 at 6:00pm**  
**Location: Electronically Via Zoom Conference**

**CALL TO ORDER**

A brief introduction to the meeting occurred and it was discussed that [REDACTED] from AWM Alliance would assist in facilitating the meeting. [REDACTED], Council President, will formally chair the meeting with AWM's assistance.

Council Members Present at the meeting via zoom video conference included [REDACTED], [REDACTED], [REDACTED], and [REDACTED].

The chair handed the floor to AWM to review the procedures for voting at the meeting and to address administrative requirements. AWM noted that the meeting is being held in electronic format for convenience purposes and to avoid unnecessary costs associated with booking a facility. AWM outlined the voting requirements and registration process given the format, and there were no questions posed.

AWM-Alliance Real Estate Group Ltd. will be minuted as AWM.

**CERTIFICATION OF PROXIES**

AWM reviewed with the Owners present the requirements for the certification of the proxies. There were two (2) proxies received in accordance with the *Strata Property Act*.

**CERTIFICATION OF QUORUM**

A total of ten (10) Owners were represented at the meeting. The *Strata Property Act* states that a quorum of Owners shall be present, in person or represented by proxy, holding no less than one-third or 33.3% of the Ownership entitled to vote at the meeting.

If, within fifteen (15) minutes from the time appointed for a General Meeting, a quorum of 1/3 of the Strata Corporation's votes is not present in person or by proxy, those eligible voters present in person or by proxy shall constitute a quorum and the meeting shall be called to order.

As quorum was not achieved at 6:00 pm, the meeting was adjourned for fifteen (15) minutes and was called to order at 6:15 p.m.

**PROOF OF NOTICE**

AWM reviewed the proof of notice requirements as per the *Strata Property Act* for the Owners noting the requirement to provide twenty (20) days' written notice of the general meeting. AWM further advised that all units were mailed and emailed the agenda on January 14<sup>th</sup>, 2025, and an email was sent to all Owners on the same day advising an electronic copy had been posted.

**APPROVAL OF THE AGENDA**

AWM reviewed the agenda for the Owners present. It was noted that any items not contained expressly on the agenda can be discussed as part of new business.

It was **MOVED** [REDACTED], **SECONDED** [REDACTED] and **CARRIED** to approve agenda as circulated (*1 opposed*).

### **APPROVAL OF PREVIOUS GENERAL MEETING MINUTES**

The meeting minutes of the Annual General Meeting held June 18<sup>th</sup>, 2024 were reviewed with the Owners present. It was noted that the minutes are not included in the SGM package however were mailed to each unit and also posted on the AWM/York North community website.

It was **MOVED** [REDACTED] and **SECONDED** [REDACTED] to approve the minutes as presented. There being no further discussion, the vote was called and the minutes **CARRIED** (*unanimous*).

### **¼ VOTE RESOLUTION #1 – CRF WITHDRAWAL – DECK REPAIRS AND RESURFACING**

It was **MOVED** [REDACTED] and **SECONDED** [REDACTED] to approve the following resolution:

To approve a ¼ vote resolution to be passed by the Owners of the Strata Corporation EPS 2694 on February 3<sup>rd</sup>, 2025 to approve expenditures from the Contingency Reserve Fund for the purpose of repairing and resurfacing all second level decks with new waterproofing membrane.

### **PREAMBLE**

Council wishes to advise residents that following a physical review of balconies, the waterproofing membrane is now at or nearing the end of its useful life. The resolution in the attached agenda asks residents to approve for a CRF withdrawal for just over \$85,000.00. This fee covers the following:

- Pressure washing of all balconies
- Repairing any plywood due to wood rot or inconsistencies under the membrane
- Installation of base coat where needed
- Application of a new waterproofing membrane and texturing
- Repairs to any adjacent related areas, for example the flashing
- Consultant fees for a third-party consultant to oversee the project
- Taxes and AWM administration fees

In order to evaluate this project, the Council hired their general contractor to review a sample of balconies and write a report. The evaluation noted that the membranes were showing systemic signs of failure, varying by location. The Council then hired Inspec Consulting Services, the same company that handled the complex wide painting project, to write the scope of work, tender the project, and supervise the work should the voting be successful. Quotes ranged significantly in value, and the lowest of the four bids was selected based on full review and recommendations. The Council ultimately went with Smart Choice Construction as they were the lowest bid, and have been working at York North since inception.

To approve this project, the Strata Council requires that ¾ of votes cast are in favour of the resolution. The Council appreciates your support in voting in favour of this resolution, and wishes to reiterate that considerable thought and research has gone into this project as with previous projects. The Council is confident pricing is competitive and the timing is right for this.

The Council has proposed withdrawing all project related costs from the contingency reserve fund, which is essentially the Strata's Savings account that has been increasing each year. The Strata Council wishes to make it very clear that



this project is being proposed from the CRF to avoid issuing a special levy to each Owner, which would average just under \$1,000.00 due out of pocket from each unit Owner. By spring of 2025, the Strata is projected to have \$390,000.00 in the CRF, meaning a comfortable level of \$305,000.00 will remain and again start to grow after all invoices are paid. Residents will likely see the Council requesting a strata fee increase again this year, to ensure the funds continues to grow. The funds have decreased in the last two years as a result of projects, at a time when the fund should be growing. There are no significant projects planned to follow this project in the next few years, which should allow the fund time to grow again.

A full breakdown of estimated project costs is included in the list below, and the council encourages you to attend the meeting to discuss this matter in more detail.

Base Project Costs:	\$57,330.00
Contingency:	\$17,199.00
Maximum AWM Fee:	\$2,000.00
Consulting Fees:	\$4,471.74
Subtotal:	\$81,000.74
GST:	\$4,050.04
Total Project Cost:	\$85,050.78

**WHEREAS** pursuant to s. 96 of the *Strata Property Act*, S.B.C. 1998, c. 43, a strata corporation must not spend money from the contingency reserve fund unless the expenditure is consistent with the purposes of the CRF, as set out in the Act, and first approved by a resolution passed by a 3/4 vote at an annual or special general meeting;

**BE IT RESOLVED** by a 3/4 vote of THE OWNERS, STRATA PLAN EPS 2694, pursuant to s. 96 of the Act, that the Strata Corporation approve the maximum expenditure of \$85,050.78 from the contingency reserve fund for the purpose of repainting the common property, as outlined in detail in the above preamble.

Following AWM’s summary of the project, the vote was called and the motion was **CARRIED** (1 opposed)

**CONCERNS/COMPLAINTS:**

Owners are requested to put their non-emergency concerns in writing to AWM-Alliance Real Estate Group Ltd for review at the next Council meeting. Please visit the AWM website to report online with ease for any complaints and or requests you wish to make. These forms are available through the AWM-YORK NORTH website through the strata Owners log in box at [www.awmalliance.com](http://www.awmalliance.com). This will ensure that your concern is addressed at the next meeting and proper documentation is maintained. Owners please note that all letters received must be identified by your suite address, signed and dated (electronic signatures are accepted). Correspondence submitted becomes a record of the Strata Corporation under Section 35 of the Strata Property Act.

**TERMINATION/NEXT MEETING**

There being no further business, it was **MOVED** [REDACTED], **SECONDED** [REDACTED] and **CARRIED** to terminate the meeting at 6:22 PM (*unanimous*). The next meeting is the Council meeting with the date and time to be determined.



The minutes were taken and respectfully submitted by:

██████████, Senior Strata Agent

AWM-Alliance Real Estate Group Ltd.

Phone: 778-945-2099 (direct) / Emergency Line (24 Hours): 604-685-3227

Email: [Sean@awmalliance.com](mailto:Sean@awmalliance.com)

**Owners are reminded to keep these documents for their future reference in the event that they wish to sell their suite. Please note that any replacement copies must be purchased from AWM-Alliance Real Estate Group Ltd.**