



March 11, 2022

The Owners, Strata Plan VIS1578
1033 Belmont Avenue
Victoria, BC

Dear Owners:

RE: Rockland – Minutes of Annual General Meeting

Thank you to all who were able to attend the Annual General Meeting either in person or by proxy. We are pleased to have worked with Rockland for the past 34 years, and look forward to continuing our relationship for many more. If you have any feedback regarding the meeting, the minutes or the notice package, we encourage you to contact your property manager or our strata department manager Paul Merrien.

Please find attached the unapproved minutes of the Annual General Meeting held February 22, 2022. Please retain these minutes in your files as they will need to be approved at the next General Meeting of the Strata Corporation. A copy of the approved Strata fees for each unit is also enclosed.

You can pay your Strata fees by pre-authorized debit, post-dated cheques or cash. If you do not pay by pre-authorized debit, you can download the forms from our website at www.prolinemanagement.com. To activate automatic payments, we need the completed form by the 20th of the preceding month.

If paying by a series of cheques, please make them payable to **Proline Management Ltd. "in trust"** or **Strata Plan VIS1578** and include your unit number and the name of your complex.

Please note that there is a Rockland website that contains the Annual General Meeting minutes, your bylaws, the minutes of monthly council meetings and a number of other documents of importance to Rockland owners. You can register for the website at www.prolinemanagement.com. To help reduce costs for the strata corporation, we encourage you to consent to electronic delivery of documents when registering for your website.

The management team assigned to your community consists of your Property Manager, Sebastian Calderone, sebastian@prolinemanagement.com, and your Strata Operations team, at operations@prolinemanagement.com. We welcome you to contact any member of your management team if you have questions, comments or concerns.

Yours truly,

PROLINE MANAGEMENT LTD.

Authorized Agent for Strata Plan VIS1578

A handwritten signature in black ink, appearing to be "SC", written over a faint, diagonal watermark that reads "Supplied by StrataDocs System".

Sebastian Calderone
Property Manager

This document was obtained from the VREB StrataDocs System. Its use is subject to agreed upon terms and disclaimers.

Ordered By: Paul Whitney of Pemberton Holmes Ltd. on 2022/04/19
Document Uploaded and Verified: 2022/03/11



**UNAPPROVED MINUTES OF ANNUAL GENERAL MEETING
THE OWNERS, STRATA PLAN 1578 – THE ROCKLAND
FEBRUARY 22, 2022**

Place: Electronic General Meeting Via Zoom

The following units were represented:

	<u>NAME</u>	<u>SL#</u>	<u>UNIT#</u>	<u>NAME</u>	<u>SL#</u>	<u>UNIT#</u>
In Person:	Leonard, K.	1	106	Barwin, P. & M.	28	503
	Gilfoyle, J. & H.	11	202	Elston, S.	26	505
	Copley, L. & B.	8	205	Ottewell, R. & Boyle, M.	34	603
	Kirchner, C.	7	206	Ozberk, E. & K.	32	605
	Lazaruk, W. & T.	16	303	Shammas, B.	31	606
	Dragushan, G. & J.	14	305	Russell, B.	39	702
	Hofmann, G. & Morgan, V.	22	403	Walker, B.	38	703
By Proxy:	Ambridge, D. & J.	101	6	Gordon, Z.	401	24
	Hess, F. & J.	102	5	Bell, N. & King, K.	402	23
	Van den Brink, G.	103	4	Lind, N.	404	21
	Mato, D. & S.	104	3	Stuart, H. & Hoogendoorn, R.	406	19
	McFarlen, S.	105	1	MacCallum, M. E. & W.	501	30
	Cheesman, T. & D.	201	12	Becker, M. & Hudec, M.	504	27
	Titus, S. & J.	203	10	Kerr, T. & Craig, J.	506	25
	Lowe, E.	204	9	McCallion, K. & M.	601	36
	Food, R. & E.	302	17	Malo, S. & Drinkwater, D.	602	35
	Edwards, W. & L.	304	15	Dorken, J. & R.	701	40
	Ottewell, M. & Scofield, G.	306	13	Ford, G. & Ananichuk, A.	704	37

Proline Management Ltd.: Sebastian Calderone, Property Manager
Elaine Ferguson, Senior Property Manager

1. Call to Order

Rick Ottewell called the meeting to order at 3:02 pm.

2. Certify Proxies and Corporate Representatives and Issue Voting Cards

Management noted that the proxies had been certified. As this was an electronic meeting, voting cards were not issued.

3. Determine that there is a Quorum

At the time of calling the roll, Sebastian Calderone reported that there were 35 strata lots represented, 13 in person and 22 by proxy, thereby meeting the requirements for a quorum in accordance with the *Strata Property Act*.

Ordered By: Paul Whitney of Pemberton Holmes Ltd. on 2022/04/19
Document Uploaded and Verified: 2022/03/11

4. **Elect a Person to Chair Meeting**

As the President of the Strata Council was in attendance at the meeting, there was no need to elect someone to chair the meeting.

5. **Proof of Notice**

The notice of the Annual General Meeting was circulated to Owners on February 3, 2022, thereby satisfying the Notice requirements of the *Strata Property Act*.

6. **Approve the Agenda**

Motion: That the agenda be approved as distributed.

Moved: SL34

Seconded: SL3

Carried with 35 votes In Favour, 0 votes Opposed and 0 Abstentions.

7. **Approve Minutes from Last Annual or Special General Meeting**

Motion: That the minutes of the Annual General Meeting held February 23, 2021, be approved as circulated.

Moved: SL34

Seconded: SL38

Carried with 35 votes In Favour, 0 votes Opposed and 0 Abstentions.

8. **Deal with any Unfinished Business**

There was no unfinished business.

9. **Receive Reports of Council or Committees & Decision Since Last Annual General Meeting**

The reports are included at the back of the minutes.

10. **Ratify New Rules in Accordance with Section 125**

Resolution #1 (Majority Vote): Repeal and Replace Rules

Motion: BE IT RESOLVED, AS A MAJORITY VOTE RESOLUTION OF THE OWNERS OF STRATA PLAN VIS1578, THAT the Owners repeal and replace the Rules to read as follows:

RULES AND REGULATIONS STRATA PLAN #1578

The rules that follow are those made under the authority of the Strata Property Act. In the event there is any conflict between the provisions, or the penalties for breach, of these Rules and Regulations and the Bylaws of Strata Plan #1578, the provisions of the Bylaws shall prevail.

1. SECURITY

1.1 The keys which fit the front door, garage doors, and storage room doors, are the property of the condominium corporation. The electronic garage door openers (fobs) are the property of the owners. As provided in Bylaws 33(2) and (4), replacement keys or garage door openers must be paid for if losses occur. Any loss must be reported to The Rockland Caretaker immediately.

1.2 All owners are required to:

- Watch to see that no unauthorized persons enter the garage doors after passage of a car either in to or out of the garage.
- Never admit unknown persons to the building no matter what the pretext. Unknown callers MUST be met in the lobby.
- Never prop open doors from the garage or from the outside unless the open door is kept under observation. If a door is found propped open and no one is about, release the door and close it.
- In conditions of high winds, double check to see that the doors latch behind you.
- Some of the doors leading in from the garages may only be used in cases of emergency. These doors are sign posted and fitted with alarms. Anyone using one of these doors, except in an emergency, may be subject to a fine of up to \$50 or such greater amount as approved by Council on each occasion.

2. CLEANLINESS

2.1 Cross-reference to the bylaws Division 7 – Miscellaneous Matters.

2.2 Garbage, boxes, footwear or the like, or other personal items, shall not be placed in corridors, stairways, garages or any other part of the common property. Door mats are not allowed in hallways.

2.3 Nails, screws, etc. shall not be driven into doors and walls in the hallways, except as approved by the Strata Council.

3. HOUSEHOLD WASTE

3.1 Recycling

Owners must sort their recycling as per the instructions posted in the recycling area in the upper car garage, and be certain recycled materials are going into the appropriate bin, otherwise our recycling company may refuse service. Plastic bags and Styrofoam are NOT permitted in the regular recycling bins. Dispose of these items with regular garbage.

3.2 Garbage

Wet items and other household garbage must be securely wrapped and put down the garbage chute located in the small garbage room at the north end of each floor.

Glass must never be dropped down the garbage chute as it shatters when it lands in the garbage bin.

As provided in Bylaw 3.5(3), pet waste must be bagged and carried to the garbage bin in the garbage room located in upper parking garage. Pet waste must not be dropped down the garbage chute.

Do not leave refuse in the garbage rooms on the floors for disposal by The Rockland Caretaker.

3.3 Returnables

There is a collection bin at the far right of the recyclable bins for clean, empty containers (e.g. glass alcohol bottles, beer bottles or cans, soft drink cans, etc.) that can be returned for a deposit. This is a fundraising project managed by an owner. All funds from the return are donated to a community project.

3.4 Composting

Next to the garage door in the upper garage there is a large collection bin for compostable items. Refer to the posted instructions explaining what compostable materials are accepted.

Items placed in the compost bin must be placed in COMPOSTABLE bags – NO REGULAR PLASTIC BAGS are permitted.

Special compostable bags can be found in the grocery store (find them with regular plastic bags. They must not be mistaken for “biodegradable bags”.) If you are uncertain about which bag to purchase, please contact The Rockland Caretaker. Our recycling service provider will refuse service if we use the inappropriate bags.

4. STORAGE LOCKERS

No flammable substances shall be stored in lockers and no item shall be stored in such a manner as to obstruct a sprinkler head. Nothing shall be hung from pipes or other building fittings. No objects should be stored within 18 inches of the sprinkler heads. When leaving the storage room lights must be turned out, and the entry door must be fully closed and latched.

5. MOVING

5.1 Move In / Move Out procedures are addressed in Bylaw 34.

5.2 Delivery or the moving out of large objects or furniture will require that the elevator padding and elevator floor protection be in place for the large elevator. Owners are responsible for arranging the installation and for the removal/storage of the protective materials for the elevator.

6. PARKING

6.1 Assignment of parking space(s) at no charge is addressed in Bylaw 33(3). In accordance with Bylaws 33(5) and (6), additional parking spaces may be available for rent by owners of The Rockland at the following rate, and subject to the provisions of this Rule 6:

- \$25.00 per month, or such other fee to be determined from time to time by the Council.

Two payment options are available:

- automatic pre-approved payments added to the normal monthly strata fee, or
- by a single annual payment.

If the annual payment method is chosen, the fee (\$300) shall be payable in advance by January 1st. When a rental agreement is established, the initial payment will be prorated for the remaining months in the year on a whole-month basis. When a rental agreement is terminated, the prorated (on a whole-month basis) remainder will be returned to the owner. If the rental payment is delinquent for more than 2 months, the agreement shall be terminated, and the space will be reallocated or rented to another owner. Later rental of a parking space to an owner with prior delinquent rental fees will not be permitted until delinquent rental fees have been paid.

6.2 The Rockland Caretaker, at the direction of Council, will allocate spaces in order of the following priority:

- owners with mobility problems,
- owners in residence eight months or more each year,
- other owners,
- The Rockland Caretaker, and
- owners who desire more than one additional parking space.

6.3 Any owner with three or more spaces may be required to relinquish a space to another owner who desires a second parking space.

6.4 Guest parking is permitted in the twelve designated outdoor parking spaces, and sign-posted spaces near the building. Owners are not permitted to use outdoor guest parking spaces unless the garage parking is unavailable for some reason.

6.5 In accordance with Bylaw 14, overnight or longer guest parking in the upper parking garage must have the approval of The Rockland Caretaker. There is no guest parking in the lower parking garage.

6.6 Parking stalls #59 and #60 in the lower parking garage are not to be used for overnight parking by either owners or guests, as these two spaces are designated as "Loading Zones" for short-term use only.

6.7 One car washing space is available at the southeast corner of the building. This is the only common area in which vehicles can be washed.

6.8 No vehicle exceeding 9000 lbs. GVW shall be parked on common property without the consent of the Strata Council, except for commercial vehicles making deliveries or pickups. Trailers, boats, campers, and motor homes are not allowed in common areas unless written approval from the Strata Council is granted.

6.9 Parking is NOT permitted along fire routes nor shall a vehicle be parked in such a manner as to restrict access driveways. Offending vehicles will be towed away at the owner's expense.

7. GUEST SUITE

The Strata Council will administer the guest suite, and any rules and regulations formulated by the Council shall be binding on all users of this facility.

- 7.1 The guest suite may be booked for day or evening use. The cost is \$25.
- 7.2 The guest suite may be booked overnight under the following conditions:
- Bookings commence at 3:00 pm and expire at 11:00 am on the last day.
 - The suite will cost \$45 per night, (cheque made out to Strata Plan 1578).
 - The suite can only be booked by owners of The Rockland, and the owner making the booking is responsible for the conduct of his guests and for any damage which may occur while the suite is occupied. The Rockland Caretaker will make a pre-inspection and post-inspection check for each booking.
 - The suite may be booked by one owner for a maximum of 7 days in any one month. This rule may be relaxed by special application to the Strata Council for extenuating circumstances.
 - No more than 4 persons can be accommodated in the guest suite.
 - Bed linens (sheets, blankets, pillowcases, etc.) and towels are the responsibility of the owner booking the suite to provide and remove when their guest stay has ended.
 - The guest suite is a no smoking AND no-pets area.
 - The sound insulation between the guest suite and The Rockland Caretaker's unit is not the best and therefore guests are requested to be mindful of their next door neighbours, and to cease noisy activities between the hours of 10:00 PM and 8:00 AM.
 - When the guest suite is occupied, its cleanliness is the responsibility of the occupants and the owner who booked it. If the suite is not left in satisfactory condition, the Strata Council will have the suite cleaned and the cost will be billed to the owner. The amount will be determined by Council but a minimum of \$45 will apply.
 - If the owner does not wish to undertake the cleaning, he or she may make advance arrangements with The Rockland Caretaker to perform the necessary clean-up at a minimum cost of \$45.
 - The Library and Herb Garden, which are accessed via the guest suite, is not available to an owner while the guest suite is booked and occupied.

8. WORKSHOP

The Strata Council will administer the workshop located on the lower level of the parking garage, and any rules and regulations formulated by the Council shall be binding on all users of this facility.

- 8.1 The workshop, including any tools or equipment located in the workshop, may be used by any owner under the following conditions:
- Use of the workshop is on a "first come, first served" basis.
 - Owners using the workshop are responsible for leaving the workshop and any tools or equipment in a clean and tidy condition. If the workshop is not left in satisfactory condition, the Strata Council will

have the workshop cleaned and the cost will be billed to the owner. The amount will be determined by Council but a minimum of \$45 will apply.

- An owner using the workshop is responsible for ensuring the workshop is locked whenever the owner leaves the space.
- Tools and equipment must be operated in a safe way.
- The workshop contains miscellaneous screws, nails and other similar items which may be utilized by owners.
- Any tools and equipment removed from the workshop must be promptly returned to the workshop after use.
- An owner will be responsible to the Strata Council for the cost to replace or repair any damaged or lost tools and equipment, ordinary wear and tear excepted.
 - o Tools and equipment are used at the sole risk and responsibility of the owner and the Strata Corporation makes no representation as to the fitness for use of such equipment by the owner, and the Strata Corporation shall not have any liability to the owner relating to the use of such tools and equipment.
 - o Any items left by an owner in the workshop must not impede any other owner from using the workshop. Any such material is left in the workshop at the sole risk and liability of the owner.
- Damaged or malfunctioning tools and equipment must be reported to The Rockland Caretaker.

9. DONATIONS

If an owner wishes to make a donation to the garden or to the decoration of the building, Council shall first review the offer to determine if the gift is in keeping with the landscaping or decorating plans. If so, the offer must be put before the owners for a general vote and shall only be accepted if a majority of owners approve by ballot. Once donated, the item becomes the property of the Corporation and cannot be retrieved by the donor. The transaction will be documented for the record.

10. ALTERATIONS AND RENOVATIONS

Owners planning to renovate are responsible for following the requirements specified in Bylaw 5 and for obtaining and adhering to the "Renovations Guidelines for Contractors." This document can be obtained on-line or may be obtained from The Rockland Caretaker.

11. BORROWING OF STRATA EQUIPMENT

Owners can borrow certain equipment owned by the Strata under the following conditions:

- Equipment is for use within suites or on limited common or common strata property only.

- Equipment is used at the sole risk and responsibility of the Owner borrowing the equipment and the Strata Corporation makes no representation as to the fitness for use of such equipment by the Owner, and the Strata Corporation shall not have any liability to the Owner relating to the use of such equipment.
- Equipment must be signed out by The Rockland Caretaker.
- Equipment must be operated in a safe way.
- Equipment must be cleaned after use.
- Damaged or malfunctioning equipment must be reported to The Rockland Caretaker.
- In the case of the carpet cleaner, only chemicals provided by The Rockland Caretaker can be used. This will cost \$5 per unit used.

Equipment available for borrowing includes:

- Extension ladder
- Step ladder
- Pressure washer, electric vacuum cleaner, wet/dry carpet cleaner

Moved: SL34

Seconded: SL14

The floor was then opened for discussion.

Proposed Amendment:

Motion: That the 8th bulletin in Section 7 “Guest Suite” be amended such that the reference to “Rockland Caretaker’s unit” be changed to read “Unit 105”.

Moved: SL34

Seconded: SL14

The amendment was Carried with 35 votes In Favour, 0 votes Opposed and 0 Abstentions.

There being no further amendments, the motion as amended **was Carried with 35 votes In Favour, 0 votes Opposed and 0 Abstentions.**

Note: An owner arrived at the meeting “in person” electronically, thereby bringing the total number of strata lots represented to 36.

11. Report on Insurance

The strata corporation has an obligation to insure the building to its full replacement cost and an independent replacement cost appraisal is updated to determine this cost. There is an ability of the strata corporation to charge back deductibles to owners responsible for certain claims, such as water damage claims.

Please note that the deductible for water damage claims is now **\$10,000.**

Owners should ensure that their personal policies allow for payment of up to \$10,000 to the strata corporation for water damage insurance deductibles, as water damage deductibles are often the responsibility of the unit owner.

Owners should also confirm their adequacy of coverage for any earthquake deductibles that might be charged back to them, as the amount can be significant.

Owners should also be aware the Strata’s insurance policy **DOES NOT** cover household contents, including items in vehicles or locker spaces, betterments or improvements or displacement coverage if a resident must live elsewhere due to a loss.

Owners should ensure that their personal policies allow for adequate coverage and include loss assessment for the Strata’s deductible amounts to ensure adequate protection in the event of a claim by the Strata for which the Owner may be deemed responsible.

Owners are reminded that if the cost of damage to a strata lot is below the Strata’s deductible and no strata claim is initiated, the Strata Corporation has no legal obligation to repair the strata lot. Therefore, the owner of a strata lot affected by damage may be responsible for repairs to their unit, regardless of how the damage occurred.

While all Owners are entitled to coverage under the Strata’s policy, the limit to which the Strata can recover costs is based on the value of the deductible involved in the claim (e.g. Water Damage - \$10,000).

A copy of each unit’s share of the earthquake deductible is included with the minutes of the Annual General Meeting.

	Coverage	Deductible
All Property Coverage	\$37,200,000	\$10,000
Earthquake		20%
Flood		\$50,000
Sewer Backup/Water Damage		\$10,000
Equipment Breakdown		\$10,000
Comprehensive General Liability	\$37,200,000	\$1,000
Directors & Officers Liability	\$5,000,000	\$1,000

Insurance Broker: Gallagher (Victoria)
Policy Period: December 31, 2021 – December 31, 2022

The recent appraisal revealed an increase of 6.0% to the Strata’s replacement value, from \$35.1 million to \$37.2 million. The premium, upon policy renewal in late December 2021, increased by 11.7% from \$75,574 to \$87,722.

Policy renewal revealed unavoidable changes to various deductibles as follows: (1) environmental impairment liability has increased from \$1,000 to \$2,500; and (2) earthquake deductible has increased to 20% of the replacement value (or \$250,000 minimum). The proposed budget is stated at \$88,222 and includes an additional expenditure to undertake a replacement value appraisal update during the 2022 year.

Earlier in 2021, we were continuing to see increases between 20% and 30% in premiums for strata corporation insurance renewals, particularly in strata corporations with limited or no claims history over the past five years. Over the past few months, increases have begun to level off, though remain notable. While the premium increase stated at 11.7%, as noted earlier, is high, it is well below the average seen in other comparable strata corporations. In addition, the insurance market remains volatile and there is continued uncertainty about large increases in premiums or deductibles in the future.

Factors affecting increases to insurance premiums include:

- (1) the financial impact arising from global catastrophic events,
- (2) low interest rates;
- (3) lower profits on the insurer's investments;
- (4) water damages in general (leading cause of damage in multi-level stratas) plus the rising costs of claims, and
- (5) reduced capacity (less insurers willing to insure strata properties). Industry news indicates some strata corporations in Vancouver have not been able to find enough coverage and are running their properties underinsured, leaving the strata to pick up the difference of loss coverage. Given the high cost of water damage repairs, the exposure to the strata is substantial, should coverage not be available or cost prohibitive.

The difficulty with any policy is determining if going to another broker is going to save the strata money. Generally, it is good business to stay with the broker and establish a relationship, but we are often asked to get three quotes. Frequently there are not enough insurers to draw upon to generate three quotes and as soon as one insurer has set a rate for one broker, they have essentially blocked other brokers from obtaining pricing from that insurer. What we have seen from time to time is a new competing broker, that is quoting on renewal, reducing their commission to secure the policy, but the next year the increase may be higher than expected, to account for the commission, plus the strata has lost the relationship held with the previous broker.

12. Approve the Budget for the Coming Year in Accordance with Section 154 of the Act

Proposed Budget – 2022

Motion: That the Proposed Budget for the period January 1, 2022, to December 31, 2022 be adopted as circulated.

Moved: SL34

Seconded: SL14

Carried with 35 votes In Favour, 0 votes Opposed and 1 Abstention.

Expenditures from the Contingency Reserve Fund

Resolution #2 (¾ Vote): Roof/Terrace/Deck Replacement & Plan C – Distributed Special Levy (Rescind 2021 Motion)

A resolution was approved at the 2021 Annual General Meeting that restructured the special levy schedule first approved as part of Resolution #7 at the February 20, 2018 Annual General Meeting, which called for a \$459,000 special levy in 2021 and a \$224,000 special levy in 2022. Following a successful Fiscal 2021, the completion of the roof/deck project, and the funds received from the sale of Unit 105, your Strata Council is proposing that the special levy totaling \$224,000, scheduled for July 1, 2022, be rescinded.

Motion: **BE IT RESOLVED AS A ¾ VOTE RESOLUTION OF THE OWNERS OF STRATA PLAN VIS1578, THAT the Owners rescind and remove the amount of \$224,000 for the Special Levy due July 1, 2022 from the ¾ Vote Resolution #3 passed by the Owners at the February 23, 2021 Annual General Meeting, approved as part of Resolution #7, by the Owners at the February 20, 2018 Annual General Meeting**

and replace it with \$459,000 in 2021 and \$224,000 in 2022 with payment due July 1, 2021 and 2022 respectively in accordance with the attached schedule.

Moved: SL31

Seconded: SL8

Carried with 36 votes In Favour, 0 votes Opposed and 0 Abstentions.

Resolution #3 (Majority Vote): Storage Room Finishes – Renewal

In accordance with the Depreciation Report, Council recommends that the one storage room with a painted concrete floor should be re-painted. No other repairs were identified in the storage rooms. This project has an estimated budget of \$1,500.

Motion: BE IT RESOLVED, AS A MAJORITY VOTE RESOLUTION OF THE OWNERS OF STRATA PLAN VIS1578, THAT the Owners approve up to \$1,500 from the contingency reserve fund to repaint the floor of one storage room

Moved: SL5

Seconded: SL28

Carried with 35 votes In Favour, 1 vote Opposed and 0 Abstentions.

Resolution #4 (Majority Vote): Guest Suite Upgrades

This item is included in the current Depreciation Report in section A1.0 Building Interior 1.09 Manager & Guest Suite Renewal. Several owners have commented to Council on their support to a project to improve this amenity to a more up-to-date appearance which is easier to maintain and more enjoyable for guests and for owners.

Motion: BE IT RESOLVED, AS A MAJORITY VOTE OF THE OWNERS OF STRATA PLAN VIS1578, THAT the Owners approve up to \$27,500 from the contingency reserve fund to upgrade the guest suite unit.

Moved: SL34

Seconded: SL7

Carried with 26 votes In Favour, 8 votes Opposed and 2 Abstentions.

Resolution #5 (Majority Vote): Guest Suite Upgrades (Proposed Amendment per Petition)

A petition, otherwise referred to as a demand, was received by the Strata Council with signatures from at least 20% of strata lots to place this topic on the agenda for voting at the General Meeting. The details of the petition are attached to this Notice package (see pages 45 and 46) and includes the rationale and a motion to Amend Resolution #4 as noted below.

Proposed additional step will provide owners with the opportunity to review and approve information on the redesign plans for the guest suite along with specific cost estimates, prior to the tendering/letting of the contract(s) for this work.

Motion: BE IT RESOLVED, AS A MAJORITY VOTE OF THE OWNERS OF STRATA PLAN VIS1578, THAT the Owners approve up to \$27,500 from the contingency reserve fund to upgrade the guest suite unit, subject to the review and approval of a majority of owners of the improvement plan.

Moved: SL1

Seconded: SL38

Carried with 22 votes In Favour, 10 votes Opposed and 4 Abstentions.

Resolution #6 (Majority Vote): 2022 Windows – Fully Exposed – Renewal

In accordance with the Depreciation Report and the four-year phased approach to renewal/replacement of fully exposed windows, the amount of \$55,000 approved at the 2021 AGM was spent for replacement of some 60 south facings window units as well as several failed units by Victoria Glass.

Council is recommending:

- Continuing to renew all fully exposed windows on a phased basis over the next 2 years (2022 to 2023). The next phase planned for 2022 will address the east-facing windows. IGU failures that occur in other elevations will also be dealt with on a one-off basis during the remaining two-year renewal period, as has been done in the past.
- Allocating another \$55,000 of the \$220,000 identified in the Depreciation Report for the period 2022 to 2023 plus an additional \$10,000 for a total budget of \$65,000 in 2022 and 2023 to be spent on renewal of fully exposed windows to defray increased material and labour costs as well as unexpected cost over runs and or failures that occur in other elevations during the phased elevation renewal.

Motion: BE IT RESOLVED, AS A MAJORITY VOTE OF THE OWNERS OF STRATA PLAN VIS1578, THAT the Owners approve up to \$65,000 from the contingency reserve fund for Window Renewal – Fully Exposed in 2022.

Moved: SL22

Seconded: SL11

Carried with 36 votes In Favour, 0 votes Opposed and 0 Abstentions.

Resolution #7 (Majority Vote): 2022 Enclosed Windows – Renewal

Council sought and received approval at the February 23, 2021, AGM to advance the Depreciation Report project, Enclosed Windows – Renewal from 2046 to 2021, to coincide with the existing window renewal project.

Council is recommending:

- Continuing the Enclosed Window - Renewal project in conjunction with the Windows - Fully Exposed project, on a phased basis over the next 2 years (2022 to 2023), and
- Allocating another \$30,000 of the \$90,000 identified in the Depreciation Report for Enclosed Windows -Renewal and to combine the unspent monies of the 2021 phase to defray the cost of enclosed windows not renewed in 2021 and unexpected cost over runs.

Motion: BE IT RESOLVED, AS A MAJORITY VOTE RESOLUTION OF THE OWNERS OF STRATA PLAN VIS1578, THAT the Owners approve up to \$30,000 from the contingency reserve Fund for enclosed window renewal in 2022 and these funds be combined with the unspent funds (totalling \$57,443) from the approved 2021 Enclosed Windows – Renewal project.

Moved: SL12

Seconded: SL1

Carried with 35 votes In Favour, 0 votes Opposed and 1 Abstention.

Resolution #8 (Majority Vote): 2022 Sliding Patio Door – Renewal

Council sought and received approval at the February 23, 2021, AGM to advance the Depreciation Report project, Enclosed Windows – Renewal from 2046 to 2021, to coincide with the existing window renewal project.

Council is recommending:

- Continuing the Enclosed Window - Renewal project in conjunction with the Windows - Fully Exposed project, on a phased basis over the next 2 years (2022 to 2023), and
- Allocating another \$16,700 of the \$50,000 identified in the Depreciation Report for Sliding Patio Door - Renewal and to combine the unspent monies of the 2021 phase to defray the cost of sliding patio doors not renewed in 2021 and unexpected cost over runs.

Motion: BE IT RESOLVED AS A MAJORITY VOTE RESOLUTION OF THE OWNERS OF STRATA PLAN VIS1578, THAT the Owners approve up to \$16,700 from the contingency reserve fund for sliding patio door renewal in 2022, and these funds be combined with the unspent funds (totaling \$33,400) from the approved 2021 Sliding Patio Door – Renewal project.

Moved: SL3

Seconded: SL12

Carried with 36 votes In Favour, 0 votes Opposed and 0 Abstentions.

Resolution #9 (Majority Vote): Access Ladders/Stairs – Renewal

A In accordance with the Depreciation Report, Council recommends that the Rooftop Access Ladder/Stairs be renewed to protect the structural integrity and longevity of the ladders and stairs. This project has an estimated budget of \$5,000.

Motion: BE IT RESOLVED, AS A MAJORITY VOTE RESOLUTION OF THE OWNERS OF STRATA PLAN VIS1578, THAT the Owners approve up to \$5,000 from the contingency reserve fund to renew the access ladders and stairs.

Moved: SL34

Seconded: SL28

Carried with 36 votes In Favour, 0 votes Opposed and 0 Abstentions.

Resolution #10 (Majority Vote): Landscape Irrigation – Replacement

In accordance with the Depreciation Report, Council recommends that the landscape irrigation system throughout the property be replaced. This replacement will replace the original irrigation system installed across the property and will offer higher efficiency and reduced maintenance demands. This project has an estimated budget of \$28,000 in addition to the \$20,000 that was previously approved.

Motion: BE IT RESOLVED, AS A MAJORITY VOTE RESOLUTION OF THE OWNERS OF STRATA PLAN VIS1578, THAT the Owners approve up to \$28,000 from the contingency reserve fund to replace the landscape irrigation.

Moved: SL34

Seconded: SL38

Carried with 35 votes In Favour, 1 vote Opposed and 0 Abstentions.

Resolution #11 (¾ Vote): Depreciation Report Update

In accordance with the *Strata Property Act*, a Depreciation Report Update is required. Council recommends that Read Jones Christoffersen (RJC) be retained to do this update. They have been associated with the building since day one and have completed the previous three reports.

Motion: BE IT RESOLVED, AS A MAJORITY VOTE RESOLUTION OF THE OWNERS OF STRATA PLAN VIS1578, THAT the Owners approve up to \$13,824 including taxes from the contingency reserve fund for a Depreciation Report update.

Moved: SL32

Seconded: SL11

Carried with 36 votes In Favour, 0 votes Opposed and 0 Abstentions.

Resolution #12 (¾ Vote): Installation of Four (4) Level 2 Electric Vehicle Chargers

Several owners have requested that Council act on this topic. Council has investigated this for over two years and due to the electrical grid and current electrical capacity in the building there are limited options. In addition, this amount does not include the Provincial Government rebate which is currently approximately \$8,000.00. This rebate is one which The Rockland would be eligible for if we act at this time. There would be two charging stations on each parkade or garage level.

Motion: BE IT RESOLVED, AS A 3/4 VOTE OF THE OWNERS OF STRATA PLAN VIS1578, THAT the Owners approve up to \$23,000 from the contingency reserve fund for the installation of four (4) Level 2 electrical charging stations (EV's).

Moved: SL11

Seconded: SL14

Carried with 32 votes In Favour, 4 votes Opposed and 0 Abstentions.

Resolution #13 (¾ Vote): Amendment to Bylaw 40 (6) – Location of Two (2) Additional Security Cameras

Enhanced security is an on-going concern. These two additional cameras would provide video surveillance in exterior perimeter areas (south and west) where no video camera coverage is currently available. The surveillance footage has been required in at least three different situations in the last year including by the Victoria Police Department when a contractor's vehicle was stolen from the lower driveway parking lot.

This bylaw amendment is required to document that an additional two (2) cameras will be added to the closed-circuit television surveillance at The Rockland. The precise location of the new cameras has been specified as per the requirements of the Strata Property Act and are noted above in the resolution.

Motion: BE IT RESOLVED, AS A 3/4 VOTE OF THE OWNERS OF STRATA PLAN VIS1578, THAT existing Security, Access Monitoring and Video Surveillance Bylaw 40 (6) be amended without repealing it, to add subsection (l) to (m) as follows:

- 40. Security, access monitoring and video surveillance
 - (6) There are currently thirteen (13) cameras in operation, one in each of the following common areas of the Strata Corporation:

- (l) Camera #12 – exterior - on the SE side wall of the upper parkade corner facing east to cover grassy area south of The Rockland
- (m) Camera #13 – exterior – on the west wall covering the western grassy area between The Rockland and Rockland Oaks.

Moved: SL1

Seconded: SL14

Carried with 31 votes In Favour, 5 votes Opposed and 0 Abstentions.

Resolution #14 (¾ Vote): Request for Funds for Two (2) Additional Security Cameras – Approval of Funds

Should Resolution #13 be accepted by the owners, this resolution has been prepared to approve the expenditure of up to \$3,500 to accommodate the installation of the two additional security cameras.

Motion: BE IT RESOLVED, AS A 3/4 VOTE OF THE OWNERS OF STRATA PLAN VIS1578, THAT the Owners approve up to \$3,500 from the contingency reserve fund to add an additional two (2) cameras.

Moved: SL34

Seconded: SL11

Carried with 31 votes In Favour, 5 votes Opposed and 0 Abstentions.

Resolution #15 (¾ Vote): Creation of Single Secure Storage Locker – Common Property Conversion

The strata corporation has only ever had 39 designated storage lockers between the two storage locker locations. Prior to the real estate listing of Unit 105, a member of Council released their storage locker space to provide a storage locker for unit 105. With the sale of unit 105 (strata lot #2) the strata corporation has been short one storage locker. This resolution has been put forward to propose that the common property space in the lower parking garage, formerly used to house the garden tools, be converted to a single secure storage locker.

Motion: BE IT RESOLVED, AS A 3/4 VOTE OF THE OWNERS OF STRATA PLAN VIS1578, THAT the common property space in the lower parking garage formerly used to house the garden tools storage locker be converted to a single secure storage locker.

Moved: SL34

Seconded: SL11

Carried with 36 votes In Favour, 0 votes Opposed and 0 Abstentions.

Resolution #16 (¾ Vote): Creation of Single Secure Storage Locker – Approval of Funds

Should Resolution #15 be approved by the owners, this resolution has been prepared to approve an expenditure of up to \$3,500 to convert the common property space, formerly occupied by the garden tools storage locker, into a secure locker space.

Motion: BE IT RESOLVED, AS A 3/4 VOTE OF THE OWNERS OF STRATA PLAN VIS1578, THAT the Owners approve up to \$3,500 from the contingency reserve fund to convert the common property space formerly occupied by the garden tools storage locker into a secure locker space.

Moved: SL34

Seconded: SL11

Carried with 36 votes In Favour, 0 votes Opposed and 0 Abstentions.

Resolution #17 (¾ Vote): Provision for Taxes & Professional Fees arising from the Sale of Unit 105

With the sale of Unit 105, Strata Lot 2, the following motion will serve to set aside funds for any possible tax implications and for which professional fees may be required.

Motion: BE IT RESOLVED, AS A 3/4 VOTE OF THE OWNERS OF STRATA PLAN VIS1578, THAT the Owners approve up to \$110,000 from the contingency reserve fund for a provision for taxes and professional fees arising from the Sale of Unit 105.

Moved: SL11

Seconded: SL14

Carried with 36 votes In Favour, 0 votes Opposed and 0 Abstentions.

13. New Business

Bylaw Amendments

Resolution #18 (¾ Vote): Bylaw Amendment - Bylaw 3.5 (2) – Proposed Amendment per Petition

A petition, otherwise referred to as a demand, was received by the Strata Council with signatures from at least 20% of strata lots to place this topic on the agenda for voting at the General Meeting. The details of the petition are attached to this Notice package (see pages 47 to 49) and includes the rationale and a motion to Amend Bylaw 3.5 (2) as noted below.

The proposed amendment does not affect the authority of the Strata Council to take action under Bylaw 3.5(5) to ensure pets are under control, are not a nuisance or cause damage to common property.

The requirements to have a responsible adult accompany the pet, have the pet leashed inside and outside on common property, and how pet waste is handled all remain in place.

The current bylaw uses the legal definition of interior common property and therefore includes the parking garages. The amendment is in line with Common English usage where garages may not be considered interior areas. It is difficult to see how a pet could carry more dirt into the parking garages and entry lobbies than vehicles, people or even certain weather conditions. For example, a past problem with the main lobby carpet was the result of a spilt beverage, not pet activity.

The amendment also removes the difficulty of disposing pet waste properly (Bylaw 3.5 (3)) and using boot scrapers at entranceways while carrying a pet.

It allows owners to age in place with pet companions, for example it would be harsh to expect an owner to get rid of a pet if the owner faces unforeseen physical limitations or difficulties.

Current wording:

3.5 Pet Restrictions

- (2) Pets must be carried or transported in a stroller or wagon at all times when in interior common areas and accompanied by a responsible person when on

interior or exterior common property. Dogs must be leashed when on interior and exterior common property.

Replace with the following wording:

- (2) *Pets must be carried or transported in a stroller or wagon at all times when on interior common property excluding parkades, lobbies and uncarpeted areas. Pets must be accompanied by a responsible person and must be leashed when on interior or exterior common property.*

Motion: **BE IT RESOLVED AS A ¾ VOTE OF THE OWNERS OF STRATA PLAN VIS1578 that the existing Pet Restrictions Bylaw, namely Bylaw 3(5)(2), be repealed and replaced as Bylaw 3(5)(2) as shown below.**

Moved: SL3

Seconded: SL38

Carried with 26 votes In Favour, 8 votes Opposed and 2 Abstentions.

Resolution #19 (¾ Vote): Bylaw Amendment – Division 1, Bylaw 3 (6) and 3 (7)

The intent of this resolution is to bring the wording of bylaws 3. (6) and 3. (7) in step with one another. The net effect would make The Rockland a non-smoking building. This could be another factor in the on-going attempt to limit our exposure to increases in strata insurance premiums. Any existing owners who are smokers would be grandfathered.

Motion: **BE IT RESOLVED AS A ¾ VOTE OF THE OWNERS STRATA PLAN VIS1578 THAT THE STRATA CORPORATION REPEAL EXISTING BYLAW 3.6 AND ADOPT THE FOLLOWING BYLAW:**

Owners, occupants, tenants, and visitors must not smoke, or transport lit smoking material in a Strata Lot or on the common property.

Moved: SL34

Seconded: SL28

Carried with 35 votes In Favour, 1 vote Opposed and 0 Abstentions.

Resolution #20 (¾ Vote): Bylaw Amendment – Division 3, Bylaw 10 (2)

Your Strata Council is proposing an amendment to Bylaw Division 3(10)(2) to amend the reporting requirements on the expenditures and funding plans for the strata corporation. Rationale for this proposal is as follows:

- the ensuing five-year period and the longer-term forecast (28-30 years) is already contained in the most recent Depreciation Report which is updated every three years
- all of the major projects in the depreciation report have been successfully completed
- the successful sale of unit 105 with the funds deposited into the contingency reserve fund making it extremely unlikely that new annual scenarios will be required for the foreseeable future
- the duplication of effort to replicate these multiple funding models every year is not necessary, and requires specialized computer skills and/or additional costs going forward
- any changes to these forecasts or scenarios would always require ownership approval at an owners' meeting regardless.

NOTE: in the text that follows the yellow highlighted wording is the current bylaw which would be deleted in the wording proposed in resolution 20.

The current bylaw reads:

Division 3 – Strata Council

10. Strata Council's powers and duties

- (2) The Strata Council will provide the owners with a written update of the status of the contingency plan of the Strata Corporation at the Annual General Meeting. The update will include expenditure and funding plans for the current year and the ensuing five-year period, and a forecast for the longer term (28 – 30 years) based on the current depreciation report obtained by the Strata Corporation. The update will reflect the current status of the contingency reserve fund and the current depreciation report, plus any amendments, deletions or additions proposed by the Council and approved by the owners at an annual or special general meeting.

Motion: BE IT RESOLVED AS A $\frac{3}{4}$ VOTE RESOLUTION OF THE OWNERS OF STRATA PLAN VIS1578, THAT the Owners amend bylaw Division 3, 10. (2) to read:

- (2) *The Strata Council will provide the owners with a written update of the status of the contingency plan of the Strata Corporation at the Annual General Meeting. The update will include expenditure and funding plans for the current year based on the current depreciation report obtained by the Strata Corporation. The update will reflect the current status of the contingency reserve fund and the current depreciation report, plus any amendments, deletions or additions proposed by the Council and approved by the owners at an annual or special general meeting.*

Owners, occupants, tenants, and visitors must not smoke, or transport lit smoking material in a Strata Lot or on the common property.

Moved: SL34

Seconded: SL11

Defeated with 26 votes In Favour, 9 votes Opposed and 1 Abstentions.

Resolution #21 ($\frac{3}{4}$ Vote): Bylaw Amendment – Bylaw 19 and 20 (5)

On the advice of our legal counsel, Council believes it to be in the best interest of the Strata Corporation to adopt bylaws that governs the calling and holding of electronic general meetings and amend the Council meeting bylaw to address the above issues.

BE IT RESOLVED AS A $\frac{3}{4}$ VOTE OF THE OWNERS STRATA PLAN EPS6465 that pursuant to section 128 of the *Strata Property Act*, the Strata Corporation repeal bylaws 19 and 20(5) governing the procedure of council meetings and passing council resolutions without meetings and by adopting the following bylaws:

19. Council meetings and decision making between meetings
- (1) At the option of the Council, council meetings and council hearings may be held, or council decisions made by electronic means including conference telephone calls, so long as all council members and anyone attending a hearing can communicate with each other during the meeting.

- (2) If a council meeting or council hearing is held by electronic means, or a council member or any participant attends by electronic means, then such members or participants are deemed to be present in person.
- (3) Owners may attend council meetings as observers but may not speak or address the Council unless invited to do so by a majority vote of the council.
- (4) Despite subsection (3), no observers may attend those portions of council meetings that deal with any of the following:
 - (a) bylaw contravention hearings under section 135 of the Act;
 - (b) rental restriction bylaw exemption hearings under section 144 of the Act;
 - (c) outstanding strata fees, fines or special levy against a strata lot owner;
 - (d) council hearings conducted under sections 34.1 and 135 of the *Strata Property Act*;
 - (e) any legal action being considered against a strata lot owner or resident;
 - (f) any costs being levied against a strata lot owner for repair work; and
 - (g) ongoing negotiation with a third party, where public knowledge of such negotiations might jeopardize the interests of the owners.
- (5) For the purpose of these Bylaws electronic means includes but is not limited to telephone, teleconferencing, Zoom, Skype, Go To Meeting, Microsoft Teams, web cast, or any other method which permits all persons participating in the meeting to communicate with each other.
- (6) Audio and/or visual recording is prohibited during council meetings, without prior approval of the majority of council members present at the meeting.
- (7) Audio and/or visual recording is prohibited during Council meetings dealing with matters outlined in bylaw 19(4) or Council hearings granted under bylaw 17. An exemption to this bylaw may be granted if all parties consent to the recording of the meeting prior to its commencement.
- (8) Notwithstanding any other provision of these bylaws, a resolution of the Council may be passed without a meeting if written notice of the resolution is sent to all council members, and at least TWO-THIRDS (2/3) of the council members entitled to vote on the resolution consent to it in writing. A consent in writing under this section may be by signed document, fax, email or any other method of transmitting legibly recorded messages. A resolution of the Council passed in accordance with this section is effective on the date stated in the consent in writing and is deemed to be a proceeding at a council meeting and to be as valid and effective as if it had been passed at a council meeting that satisfies all the requirements of the Act and these bylaws relating to council meetings.

31.1 Electronic General Meetings

- (1) The Strata Corporation may hold annual or special general meetings, including special general meetings demanded by 20% of the strata lot owners' votes pursuant to section 43 of the *Strata Property Act* (the Act), by electronic means including by telephone conference call, video conferencing or any other electronic means, so long as all participants and eligible voters may communicate

- with each other during the meeting either through an electronic platform or teleconference, referred to herein as an “electronic meeting”).
- (2) In holding an electronic meeting, the Strata Corporation must make provision for owners to attend the meeting that does not require the use of a computer.
 - (3) The Strata Corporation must specify the following in the notice of the electronic general meeting:
 - (a) the electronic means or variety of means by which it intends to hold the electronic meeting;
 - (b) how voters may attend the electronic meeting; and
 - (c) how votes may be cast at the electronic meeting.
 - (4) Eligible voters may only attend an electronic meeting by proxy or in person, in the manner or manners specified in the notice of meeting.
 - (5) If an eligible voter attends an electronic meeting, in the manner specified in the notice of meeting, then such voter is deemed to be present in person.
 - (6) Eligible voters who wish to attend an electronic meeting by proxy should deliver their voting card (if any), and copies of their proxy to their proxy holder and Council at least 24 hours before the meeting’s start.
 - (7) Notwithstanding subsection (6) eligible voters must be allowed to register their proxies at the meeting.
 - (8) Eligible voters who attend an electronic meeting are responsible for the manner or manners in which they attend, and the Strata Corporation is not responsible for the quality or consistency of their connection or their inability to connect or maintain connection, and a vote taken at an electronic meeting is not invalidated by virtue of the fact that a person in attendance at the electronic meeting has a poor, inconsistent or intermittent connection to the electronic meeting, or is unable to maintain the connection or to reconnect to the electronic meeting, except under the circumstances outlined in sub-section (18), below.
 - (9) Eligible voters attending an electronic meeting in person acknowledge and accept that the risks associated with the manner of their attendance including but not limited to:
 - (a) a loss of privacy;
 - (b) loss of connection and/or other technological problems;
 - (c) an inability to participate in discussions due to technological or connection problems; and
 - (d) an inability to vote due to technological or connection problems.
 - (10) At an electronic meeting, registration, verification of proxies, participation, and quorum of eligible voters in person or by proxy must be confirmed by the chair at the beginning of the meeting by calling the roll or any other method that confirms eligible voters are present in person or by proxy.
 - (11) Attendees and voters at the electronic meeting must provide proof of their identity satisfactory to the Council, if requested to do so by the Council.

- (12) Quorum will be determined by the number of eligible voters attending in person by the specified manner or manners or by proxy.
- (13) Notwithstanding any other bylaw, and unless otherwise specified in the notice of meeting, the chairperson will determine whether a vote must be conducted by secret ballot at an electronic annual or special general meeting.
- (14) The votes on a resolution at an electronic meeting may be cast by eligible voters using any one of, or combination of the following voting methods:, as stipulated in the notice of the electronic meeting given pursuant to subsection (3):
 - (a) email to a designated email address during a designated voting window;
 - (b) show of voting cards if visual electronic communication is available;
 - (c) roll call;
 - (d) hand delivery of the ballots to a designated location; or
 - (e) any other electronic method that identifies votes of eligible voters.
- (15) After the chair of the meeting determines that all votes have been cast the chair will announce the outcome of the vote for each resolution including the total number of votes cast, the number of votes in favor and against, and whether the resolution was approved or defeated; and the outcome of the vote must be recorded in the minutes of the meeting.
- (16) The property manager, or the council will keep a register and tally of eligible voters attending in person and by proxy, and update it as the meeting progresses.
- (17) If an eligible voter loses their connection to the electronic meeting:
 - (a) their vote will not be counted towards quorum for any period that they are absent from the meeting; and
 - (b) the meeting will continue in their absence unless their absence results in a loss of quorum.
- (18) If it comes to the attention of the chair at any time that one or more losses of connection by eligible voters present in person or by proxy at the electronic general meeting results in a loss of quorum, then the electronic meeting will stand adjourned for 30 minutes,
- (19) If, at the end of the 30 minute adjournment referred to in subsection (18), the chair determines that the number of eligible voters then connected and present at the electronic meeting in person or by proxy fails to constitute a quorum, then the electronic general meeting will stand adjourned for a week, and the Council will send out a new notice of meeting which meets the requirement of these bylaws.
- (20) Audio and/or visual recording of an electronic meeting, in part or in whole:
 - (a) is permitted by the Council or it's designated agent for the purpose of facilitating accurate development of meeting minutes and confirming voting results post-meeting; or
 - (b) is permitted by an owner, occupant, or tenant only if such owner, occupant or tenant, first obtains the express permission of the voters by a majority vote.

- (21) Any recording made in accordance with sub-section (20) must be deleted within 30 days of the meeting minutes being circulated to Owners, unless an Owner disputes the minutes as circulated within that 30-day period, in which case the recordings may be retained until the meeting minutes are satisfactory to all parties.
- (22) Any audio and/or visual recording of an electronic general meeting that is not made in accordance with sub-section (20) or is retained contrary to sub-section (21), shall be deemed to be invalid and inaccurate.
- (23) Subject to subsection (24), all other bylaws pertaining to the calling and holding of general meetings continue to apply.
- (24) Where a conflict exists between a section or subsection of this bylaw and any other bylaw, the provisions of this bylaw take precedence over the other bylaw.

Moved: SL34

Seconded: SL1

Proposed Amendment:

Motion: That the reference of the Strata Plan in Resolution #21 be changed from EPS6465 to VIS1578.

Moved: SL34

Seconded: SL14

The amendment was Carried with 35 votes In Favour, 0 votes Opposed and 1 Abstention.

There being no further amendments, the motion as amended **was Carried with 35 votes In Favour, 0 votes Opposed and 1 Abstention.**

Resolution #22 (¾ Vote): Bylaw Amendment – Bylaw 41

On the advice of our legal counsel, Council believes it to be in the best interest of the Strata Corporation to adopt an up-to-date insurance and risk allocation bylaw.

BE IT RESOLVED BY A ¾ VOTE OF THE OWNERS STRATA PLAN VIS1578 THAT THE STRATA CORPORATION REPEAL EXISTING BYLAW 41 AND ADOPT THE FOLLOWING BYLAW:

41. Damage, Insurance, and Risk Allocation

Insurance Requirements

- (1) The Strata Corporation shall obtain an appraisal of the property from a qualified appraiser for the purposes of determining full replacement value pursuant to section 149(4)(a) of the *Strata Property Act*, in each fiscal year.
- (2) The Strata Corporation must obtain and maintain insurance:
 - (a) on the items listed under section 149(1) of the *Strata Property Act* against all major perils listed in section 9.1(2) of the *Strata Property Regulations*; and
 - (b) for liability for property damage and bodily injury pursuant to section 150(1) of the *Strata Property Act*; and
 - (c) on the items listed under section 149(1) of the *Strata Property Act* against the following perils, if such coverage is available, including:

- (i) earthquakes;
 - (ii) sewer backups;
 - (iii) floods;
 - (d) against theft or misappropriation of funds; and,
 - (e) for director's and officer's liability in a minimum amount of \$2,000,000.00 and to a maximum amount as advised by the Strata Corporation's insurance broker.
- (3) Owners, tenants, occupants or visitors must not:
- (a) do anything that will increase the risk of fire or the rate of insurance on the buildings or any part thereof; and
 - (b) cause damage, other than reasonable wear and tear to the common property, limited common property, common assets or those parts of a strata lot which the Strata Corporation must repair and maintain under these bylaws or insure under section 149 of the Act.

Deductibles Are a Common Cost

- (4) Subject to the regulations and this bylaw:
- (a) the payment of an insurance deductible in respect of a claim on the Strata Corporation's insurance, or
 - (b) damages or loss caused to building components and fixtures that the Strata Corporation must repair and maintain, that falls below the Strata Corporation's relevant insurance deductible
- are common expenses to be contributed to by means of strata fees calculated in accordance with section 99(2) or 100(1) of the Act.
- (5) Despite any other section of the Act or the regulations, Strata Corporation approval is not required for a special levy or for an expenditure from the contingency reserve fund to cover an insurance deductible required to be paid by the Strata Corporation to repair or replace damaged property, unless the Strata Corporation has decided not to repair or replace under section 159.

Strata Responsible for Emergency Response Work

- (6) The Strata Corporation may cause its contractors and agents to carry out emergency response work to the common property, limited common property and / or within a strata lot, even if the loss or damage appears to be uninsured, or below the relevant insurance deductible.

Owner's / Tenant's Liability For Loss or Damage

- (7) Owners or tenants must reimburse the Strata Corporation for any emergency response, repairs and cleanup costs incurred by the Strata Corporation, plus any losses or damages to the owner's or tenant's strata lot, another strata lot, the common property, the limited common property or the contents of same, if:
- (a) that owner or tenant is responsible for the loss or damage; or
 - (b) if the loss or damage arises out of or is caused by or results from an act, omission, negligence or carelessness of:
 - (i) that owner or tenant; or,

- (ii) any member of the owner's or tenant's:
 - (1) family; or,
 - (2) pet(s); or,
- (iii) the owner's or tenant's guests, employees, contractors, agents, tenants, volunteers, or their pets,

but only to the extent that such expense is not, or would not, be met by the proceeds received from any applicable insurance policy, excluding the insurance deductible which is the responsibility of the owner or tenant.

Examples of When the Owner or Tenant Is Liable For Loss or Damage

- (8) Without restricting the generality of the foregoing, an owner or tenant is responsible for:
 - (a) any water escape damage from that owner's or tenant's strata lot or any other type of damage caused by or arising out of the operation of any appliance, equipment located in or fixture which forms a part of the owner's or tenant's strata lot including but not limited to hot water tanks, washing machines, driers, dishwashers, stoves and fridges;
 - (b) any damage arising out of any alteration, improvement, or addition to the strata lot, the limited common property, or the common property, installed by that owner or tenant or a prior owner or tenant of that strata lot;
 - (c) any damage to property that an owner or tenant is required to repair or maintain;
 - (d) any damage due to an owner, tenant or occupant not ensuring that their strata lot interior is maintained at a minimum temperature of 12 degrees centigrade, year round; and,
 - (e) any damage due to a water pipe leak or any other loss or damage whatsoever that the council reasonably determines resulted from or is contributed to by an owner's, tenant's or occupant's failure to comply with these bylaws.

Extent of Owner's / Tenant's Liability

- (9) An owner or tenant shall indemnify and save harmless the Strata Corporation from any cost or expense for repair, maintenance or replacement to the strata lot, common property or limited common property, including legal costs as between a solicitor and his own client, that the owner or tenant is responsible for, but only to the extent that such expense or cost is not reimbursed from the proceeds received by operation of any insurance policy. In such circumstances, any insurance deductible paid or payable shall be considered an expense not covered by the proceeds received by the Strata Corporation as insurance coverage and for purposes of this bylaw will be charged to the owner or tenant.
- (10) For purposes of this bylaw, the lesser of the amount of the damages or the insurance deductible plus any uninsured repair costs, emergency response costs, and related legal costs may be charged to the owner or tenant and will become due and payable as part of that strata lot's monthly assessment on the first of the month following the date on which the expense was incurred.

Owner / Tenant Liable Even If Claim is Not Made on Strata's Insurance Policy

- (11) For greater certainty, an owner or tenant is responsible to pay amounts due under this bylaw even if:
- (a) that owner or tenant is not negligent and such responsibility shall be construed as a strict liability standard for purposes of payment of the insurance deductible pursuant to section 158(2) of the Act; and
 - (b) the loss or damage is covered by the Strata Corporation's insurance but the Strata Corporation does not make a claim against its insurance.

When the Strata Must Make a Claim on its Insurance Policy

- (12) The Strata Corporation must make a claim on its insurance policy where:
- (a) the damage or loss is insured; and
 - (b) the damage or loss exceeds the relevant insurance deductible by at least 25% of the insurance deductible

Strata Corporation Is Not Strictly Liable For Failure of Property it Must Repair

- (13) Owners, occupants, tenants and visitors may not claim any compensation from the Strata Corporation for any:
- (a) un-insured loss or damage, or
 - (b) loss or damage where the total such loss and damage amounted to less than the relevant insurance deductible,

to the property or person of the owner, occupant, tenant or visitor arising from any failure of the common property or any part of a strata lot that the Strata Corporation must repair and maintain, unless such loss or damage resulted from the negligent act or omission on the part of the Strata Corporation, its employees, or agent.

Owners and Tenants Insurance

- (14) Owners and tenants acknowledge that they are solely responsible to obtain and maintain insurance for:
- (a) loss or damage to the owner's or tenant's strata lot and the fixtures referred to in section 149 (1) (d) of the Act:
 - (i) against perils that are not insured by the strata corporation, and
 - (ii) for amounts that are in excess of amounts insured by the strata corporation;
 - (b) for fixtures in the owner's strata lot, other than the fixtures referred to in section 149 (1) (d) of the Act;
 - (c) for improvements and alterations to fixtures referred to in section 149 (1) (d) of the Act;
 - (d) liability for property damage and bodily injury, whether occurring on the owner's strata lot or on the common property in the minimum amount of \$2,000,000; and
 - (e) losses from water escape and rupture.
- (15) Owners and tenants must report any accident or failure of any water pipes, toilets, drains, electric wires or apparatus, or other fittings or fixtures in any strata lot or in any part of

the common property immediately upon discovery to the council or the property manager.

Moved: SL34

Seconded: SL11

Carried with 35 votes In Favour, 0 votes Opposed and 1 Abstention.

Resolution #23 (¾ Vote): TELUS Fibre Network (Right of Entry) Agreement

On the advice of our legal counsel, Council believes it to be in the best interest of the Strata Corporation to adopt an up-to-date insurance and risk allocation bylaw.

- A. WHEREAS the Strata Corporation has been approached by Telus to enter into an agreement to permit Telus to install, repair, maintain, operate and replace fiber optic cable and wireless service in to and on the common property of the Strata corporation's building.
- B. The Strata Corporation has already negotiated significant changes to the proposed Telus agreement and extracted significant concessions from Telus.
- C. A draft copy of the amended agreement is attached to and forms part of this resolution as exhibit "A" (the "TELUS Agreement").
- D. AND WHEREAS the TELUS Agreement:
 - a.) is for a 10-year term which term is renewable by Telus with only a minimal ability for the Strata Corporation to terminate;
 - b.) allows Telus to access and use the common property to install, repair, maintain and replace fiber optic equipment to the common property; and
 - c.) makes the Strata Corporation bear the risk of the owners' having properly authorized the Agreement.
- E. The Strata Council believes that entering into the TELUS Agreement may amount to a "disposition" of the common property under section 80 of the Strata Property Act.
- F. AND WHEREAS pursuant to s. 80 of the Strata Property Act, S.B.C. 1998, c. 43 a Strata Corporation must not deal with common property in this manner unless it is first approved by a 3/4 vote at a general meeting.

Motion: BE IT RESOLVED BY A 3/4 VOTE OF THE OWNERS, STRATA PLAN VIS1578 (the "Strata Corporation"), THAT the Strata Council be authorized to:

- a) **Negotiate, and make amendments to the TELUS Agreement with Telus, in its discretion and in consultation with legal counsel, provided that such changes do not result in a substantially changed Agreement or a disposition of the common property or rights over individual strata lots that would require the Strata Corporation to authorize the Agreement by a unanimous vote;**
- b) **Execute the TELUS Agreement; and**
- c) **Dispose of the common property in the manner set out in the TELUS Agreement.**

Moved: SL34

Seconded: SL22

Carried with 24 votes In Favour, 8 votes Opposed and 4 Abstentions.

14. Election of Strata Council

The Rockland's bylaws state that the strata council must consist of not less than five and no more than seven members. The term of office of a council member ends at the end of the annual general meeting at which the new council is elected. Members of strata council are to be elected to a term of one year.

Before proceeding with the election of Council, Council Member T. Cheesman expressed thanks and gratitude to both R. Ottewell and B. Shammass for their contributions to the Rockland community, as well as their terms on the Strata Council.

Existing Council members Nancy Bell, Tim Cheesman, Graham Dragushan, John Gilfoyle and Christine Kirchner, have agreed to let their name stand for re-election. In addition, Kathleen Leonard and John Dorken were nominated to let their name stand for election to Council at the time of the meeting.

Note: An owner departed the meeting "in person" electronically, thereby reducing the total number of strata lots represented to 35.

Based on the total count of votes cast for Election to Council, the following candidates were elected by Majority Vote: Nancy Bell, Tim Cheesman, Graham Dragushan, John Gilfoyle, Christine Kirchner, and John Dorken.

15. Any Other Business

There was no other business to discuss.

16. Terminate Meeting

Owners were thanked in advance for their patience while the Strata moves forward with these important projects.

There being no further business, Rick Ottewell terminated the meeting at 5:33pm.

PRESIDENT'S MESSAGE

Maintenance, maintenance, and more maintenance combined with a demonstrated commitment to keep our monthly strata fees as low as possible, and to avoid the need for special levies going forward has been the guiding mantra of your Council over the last year.

The continuation of the COVID-19 pandemic meant continued modifications in how your Council conducted its business. But once again, with Proline's assistance and dedication on our part, we were still able to maintain our meeting schedule virtually (minimum of 12 regularly scheduled Council Meetings with an average of one regular Council meeting per month).

While we miss the social contacts that our in-person meetings provided, and the ability to discuss in a more animated way our proceedings, we must default to, and respect, provincial health guidelines and safeguard our own personal health safety. So, once again our January information meeting and the Annual General Meeting in February will be conducted virtually using ZOOM with assistance from Proline.

The demands that strata duties places on members of Council are considerable, and in some cases unreasonable. This is a factor, we believe, from our conversations with many of you on this topic, that owners are reluctant to serve on Council going forward. Your Council has been actively engaging Proline to discuss ways in which Proline could assume more duties to reduce the time commitment that serving on our Council currently requires.

WOW! 2021 will be remembered as the year of 'heavy lifting' and I am not just referring to the large crane that was such an integral feature of our successful roof/deck project. Looking back here are a few of the major highlights:

- ☑ the preparation and sale of unit 105 (strata lot #2)
- ☑ the successful launch/completion of the largest and most costly item in our depreciation report, namely, the roof/deck project
- ☑ the creation of a new office and dual office structure including the set-up of the necessary electronic infrastructure
- ☑ the realignment and review of all hardcopy office files
- ☑ the review and consolidation of all electronic files and directories including an alignment with the file directories used by Proline for our webpage
- ☑ a substantial review and update of shared electronic files stored on the home page of The Rockland website managed by Proline for us
- ☑ the launch and deployment of a new grounds and outdoor maintenance service provider (Level Ground Landscape and Garden)
- ☑ the successful completion of the building test to enable our engineering firm to begin drafting the Deep Energy Retrofit Study (DERS) to examine future energy saving measures and costs
- ☑ the on-going dialogue and alignment of major capital projects and shared costs with the management of The Belmont building
- ☑ the launch of a major review and plan for the future of the gardens and grounds, and
- ☑ three major unit renovations (didn't we sometimes think those elevator protection pads were never going to come down!)

I would like to personally recognize and thank other owners who have volunteered their time and skills for our collective benefit or enjoyment.

Helen Stuart has served as our Privacy Officer, and I am pleased to report that she has once again indicated her willingness to continue in this role for the 2022 year ahead.

Marguerite McCallion has served as the editor of the Newsletter for two years. She has indicated her wish to step down from this role. Our thanks to her and her reporter for their coverage of personalities, events and 'distractions' during our health 'lockdown'.

The Social Group has kept the embers of social communications alive. The latest Christmas decorations in the lobby lifted our spirits, and reminded us all that there are 'normal' days and social activities ahead. Thanks once again to Donna Cheesman, Trudie Lazaruk, Jean Dragushan and Zulette Gordon. Donna will be stepping down as the 'social-convener-in-chief', so a special thank you for her efforts over the past four years.

John Massier, what can one say? The human dynamo who never stops working (and whistling while doing it) to benefit us all and keeps the building in marvelous shape. We are indeed fortunate to have him 'on duty'.

We are now a 40-unit strata. Special welcome to our newest owners in unit #105, Selina McFadden and Jim Barnes. The past year was not without its sadness and loss with the passing of Agnes Ananichuk (704), Mary Barnes (301), and Henry Conkey (702).

I have had the privilege and extreme good fortune to have a Council as supportive, dedicated, engaged and committed as the one I have had the pleasure of serving with. As owners, we owe these individuals our gratitude and appreciation. Proline's presence, whether through our direct involvement with Elaine Ferguson or Sebastian Calderone, or any of the other members of the Proline team, has made a lasting and positive impact on our day-to-day operation and future. It has now been four plus years for me on our Strata Council, and three of those as your President. Time for new energy and a changing of the guard. All the best to my successor. That person will 'inherit' a 'house in good order'.

Respectfully submitted,
Rick Ottewell

Supplied to StrataDocs by Paul Whitney on 2022/04/11
Ordered by Paul Whitney on 2022/03/11

VICE PRESIDENT (BUILDING REPORT)

2021 went by in a flash for some of us and for others it dragged on, however here we are in a new year and looking back at the incredible building activity this past year, and looking to a busy 2022, with hopefully a lot less drama. I provided monthly reports, notices and of course my reports are in our minutes, so I would encourage all my fellow owners to refresh themselves on what we achieved, versus the list of projects not completed due to the deck and roof renewal project taking up a massive amount of time and inconvenience to all. One must admit the final product is improved and will last us another 35 years or more. We should celebrate that it did eventually come in below our whopping and jaw dropping estimate by about \$ 140,000.00- 160,000.00 to be finalized when all the dirt, dust, and soil settles. The other big project was the third phase of our window renewal, which saw triage window carryover and south side renewal, excepting some, as the anticipated roof and deck renewal might affect some owners, as we juggled budget, contractor and supplier availability and deferrals based on the 1st floor deck renewal. We anticipate moving to the east elevation for 2021, however, as often mentioned, will replace any damaged window unit if required, and balance the replacements over the next few years. As noted in the proposed budget last year, we recognized that windows and rollers and handles are all part of this renewal and have been addressing these needs. We have many leftover IGU's to finish from the previous fiscal year, delayed due to some ordering and estimating glitches, as our main contact person at Vic Glass, Aaron Smart took family leave. The day-to-day maintenance of the building has kept the "Buildings Guy" and "Our Caretaker" very busy. We've completed numerous cost-saving projects in house, such as garage floor sealing, wall and door painting, , door handle replacement, asphalt repair, improved signage, LED bulb and lighting upgrades, irrigation system repair, including a "Big Dig" beside the upper garage to repair main supply lines to the irrigation system and, add fill and wet proofing to our foundation areas, which we want to continue this on-going maintenance to insure our foundation integrity , so be prepared for more sealing and painting around the building in 2022.

We have also played catch up with stack cleaning and chimney cleaning maintenance and cleaning and will be doing stack cleaning more frequently going forward as this will help mitigate potential problems with the most common cause of problems in medium to high rise buildings. The good news on chimneys is that they are all in excellent shape and the contractors feel that cleaning will negate the need for major replacement originally identified in the Depreciation Report.

Also, we have continued with a replacement program for replacement by the Strata of "smoke alarms" in the entrance hallways of each unit, to ensure that all owners are consistently protected. This is the wired in smoke alarm, not the heat sensor tied to the annunciator and fire alarm system. We certainly had a spate of them this past year and they always start to beep late in the evening, as the temperature in our suites is usually lower.

We have now upgraded our computers and are able to monitor our security cameras from both the electrical room office known as the Operations Room, or Bridge on the Starship Enterprise or just "Johnny's Hideaway" and the "micro-office" on the 1st floor. We have enhanced Wi-Fi connections to guest Suite with a booster in the hall.

The City of Victoria is still waffling on closing out our building permit for our elevator and FireLink projects and one of their concerns was consistency with smoke alarms. The City had originally wanted them to be connected and in all bedrooms and areas inhabited by owners, as this is the new Building Code standard. They have relented on more detailed drawings; however, our consulting engineer and electrical contractor continue to badger the City to close, however COVID and workload on all parties seem to push this down to a lower priority. The Fire and Protection Services, and City Officials are aware of this and are satisfied with our system upgrade; and it worked just fine when we had a "real-time" test when a painting contractor disturbed a heat sensor and we had a full fire drill and great visit from Fire Service, I guess we wanted to catch up with The Belmont who had three calls last year!

We have moved ahead on a more economical option for four (4) Level 2 EV outlets and related wiring and service panel upgrades. This will give us 10% available spaces based on our 40 units, which is the current common approach by many Stratas of our size and age. This will be presented for approval at the AGM.

I look forward to the new “Depreciation Report” update, which as we have said in our information meeting materials, is hopefully going to be a more streamlined and useable tool, along with the “Deep Energy Retrofit” report, we will have more baseline information on our building for owners’ consideration.

This is just a summary and those that have read the Building Report and Council Minutes will appreciate the time spent by Council and Caretaking Services, along with the assistance of Proline. As I mentioned in my last year’s overview, we are pleased to report that these efforts are paying off in terms of more positive working relationships with all of our contractors who continue to deliver the quality service we all appreciate at The Rockland. It helps that our caretaker who shows up for work often before seven in the morning performs well and above expectations of his job descriptions and is also available to provide non-strata assistance to our owners after hours and on weekends. Also, most importantly for our owner’s comfort and safety, has committed to be available after hours and weekend for Strata related call outs, should we have building emergencies.

I want to thank those owners who were adversely affected during our major project, for their patience and support this year and continue to push my mantra of maintenance, maintenance, and more maintenance, and also to continue to understand the restrictions and availability of contractors and supplies, which will carry over for some time.

Please remember my other mantra borrowed last year from Dr. Bonnie Henry, please be calm, kind and patient with all, as COVID and labour shortages will present challenges to Council, owners and contractors working in our building.

At this time, I would personally like to thank all of Strata Council for their dedication to the building. Also, a special thanks to all those who step up to volunteer with any activity that builds our community and contributes to a positive outlook rather than dwelling on shortfalls or negativity.

Respectfully submitted,
Tim Cheesman, Vice President, aka the “Building Guy”

Supplied to StrataDocs 2022/03/11
Ordered by Paul Whitney 2022/04/19

TREASURER'S REPORT

Your Strata Council held the line financially again this past year in continuing difficult circumstances and rising prices. The total operating expenses were \$421,487.37 versus a budget of \$470,136 for a positive variance or savings of \$48,648.63 or 10.35%.

Again, some budgeted items were not required this past year (for instance, window cleaning was impacted by the roof and deck project and inclement weather). The positive year-end financial results were also attributed to the significant savings realized by our caretaker taking on several projects which we would have normally contracted out, offset to a small extent by larger expenses for supplies. The year ended with an operating cash flow of \$50,483.83 instead of an anticipated breakeven situation.

There is now an Operating Fund balance of \$116,374.25. Council is recommending that \$80,000 be maintained for Insurance Deductibles and an emergency fund (By-law 23(2)), \$18,513 be maintained with respect to 2021 expenses not yet disbursed. As explained below, there are a few items of the 2021 budget that were expensed but not yet disbursed. These are now budgeted to be paid in 2022. To more accurately reflect true 2022 expenditures, Council considers it appropriate to allow for it in the carryover. In addition, Council has approved that \$17,861 of the operating funds surplus be transferred to the Contingency Reserve Fund (CRF).

For most of the line items, Council is recommending holding to the 2021 budget wherever possible. A small increase over 2021 needs to be expected. Some increases may also be required with some carryover from 2021. For instance, window cleaning is being budgeted to reflect two washings, some power cleaning, and yet the payment of the 2021 final cleaning which is still in progress, cannot be paid in 2021. Some items outside of our control, like hydro rate changes (including a small increase for inflation), water and sewer rates have been increased in the 2022 budget numbers to reflect our utilities usage in 2021. Council has increased the building maintenance budget to allow for some significant expenses that will be needed (for example, the cleaning and painting of the foundation and ledges). General supplies (now include janitorial supplies since there is no real difference in these two items) is increased to reflect the previously mentioned increase in work the caretaker now carries out. Our grounds maintenance budget has increased to reflect added mulch and weeding and upgrading of some of the plant beds. Tree maintenance will be higher to reflect an expense of 2021 for tree removal not yet expensed plus tree replacement costs. These last two increases are due in part to damage and loss as part of the 'heat dome' this past summer. Caretaking services will be slightly higher, to reflect a small, well-earned, compensation increase. There is, of course, the insurance premium (an increase from \$76,574 to \$88,222, which includes the premium plus an appraisal fee), with an increase of 15.2%.

Strata fees proposed to begin on March 1, 2022, have increased very slightly, an increase in operating assessment compensated by a reduction in contingency assessment. Council is recommending that the special levy approved for July 1, 2022 be rescinded. These figures are included later in this package.

The result is an increase over the 2021 budget in operating expenses of \$23,321 from \$470,136 to \$493,457 or 4.96%. The increase in insurance premium of \$11,131.25 is responsible for half of the total increase.

Respectfully submitted,
John Gilfoyle

GARDEN & GROUNDS REPORT

Level Ground Landscape and Garden

Patrick Harriott and his crew from Level Ground Landscape and Garden completed their first full year of caring for The Rockland grounds in 2021. This was a challenging year to get to know our large, complex grounds with the complicating factor of the heat dome, and the significant disruption of the roofing project impeding full access to portions of the grounds. I am pleased to report Level Ground responded professionally and positively to these and other challenges throughout the year. I will be recommending to council the renewal of their contract for 2022 upon the same terms as last year. I look forward to working with Level Ground on some new projects in the coming year.

Irrigation

Our caretaker, John Massier, did a stellar job with the maintenance and on-going operation of the irrigation system. This resulted in reduced third-party labour costs for start-up and repairs. Once again, owner Gerhard Hofmann lent his knowledge and expertise to John when needed. Patrick Harriott has made recommendations for upgrading and expanding the existing irrigation system at minimal cost to the Strata. He will be monitoring the water needs throughout the grounds to increase the efficiency and effectiveness of irrigation operations.

Invasive Plants

Once again, the noxious Knotweed appeared on the north side of the building. Our gardeners marked the area for City of Victoria weed control personnel, who sprayed the relevant areas in the summer. A new invasive plant, Lesser Celadine, made an appearance with significant spread on the south side. Aggressive treatment will be required this year to prevent further damaging spread.

Trees

2021 was a busy year for tree maintenance. Extra water and professional application of nutrients by our arborists were provided to several large trees on the property due to winter moth infestations and increased drought conditions in recent years. Sadly, during 2021 two large garry oak trees and a mature arbutus tree were lost to disease and stress. The purchase and planting of replacement trees is a priority for 2022.

Heat Damage

The severe "heat dome" at the end of June caused significant damage to several plants and trees on our grounds. Assessment of possible long-term effects of this (hopefully) rare weather occurrence will be made by our gardeners and arborists as the new growing season progresses. Remedial action will be taken on their recommendations.

Garry Oak Naturalization

There have been several inquiries from owners about creating a more naturalized garry oak meadow on the south side. Owner and Master Gardener Mary-Ellen MacCallum, with the support of Council, contacted Kristen Miskelly of Satinflower Nurseries to consider the possibilities for such a project. Ms. Miskelly conducted a site examination and made preliminary comments and suggestions for future work. Owners' input and infrastructure work on the site will be pursued in 2022 based on Ms. Miskelly's observations and recommendations.

Respectfully submitted,
Nancy Bell

IN-HOUSE FILING & INFORMATION MANAGEMENT REPORT

The in-house filing and information management project met the objectives set forth by Council in 2020. These included:

- Paper records that were selectively retained (about 1/3 of original) were classified and filed. The resulting categories were summarized in a spreadsheet with "Key Words" for quick access.
- All three-ring binders (on the shelves in the Office) were also categorized and included in the aforementioned spreadsheet.
- This system proved to be workable by users throughout 2021. Its structure also lends itself to straightforward future updates.

The cleanup of the electronic documents in the office is now complete. Covid restrictions and the limitations of the office size required many after-hours of sorting. Each electronic item was individually reviewed and a very large number of these were eliminated. Prior to their deletion, however, complete backups were generated and archived.

We forwarded the entire in-house file-folder list to Proline and requested them to coordinate this list with their internal filing system. In progress. Once Proline's system filing structure is known, we will fine-tune our electronic documents classification for optimal interfacing.

Other projects included:

- A proposal for the reorganization of strata documents hosted on the Proline Website based on a directory listing approved by Council.
- The *Guest Checklist* document and *Rockland Handbook* were updated, addressing dated information.
- Proposed updated security signage for the parking garage gates, and
- Researching and documenting a proposed budget for the renewal of the Guest Suite including flooring, window covering and vanity upgrades.

Respectfully submitted,
Basil Shammass, Graham Dragushan, and Christine Kirchner

THE OWNERS, STRATA PLAN VIS1578 (Rockland)

STATEMENT OF OPERATING FUND
For the fiscal year ended December 31, 2021; and
Budget for the fiscal year ended December 31, 2022

DESCRIPTION	FISCAL 2021	FISCAL 2021	APPROVED
	ACTUAL	BUDGET	FISCAL 2022 BUDGET
INCOME			
Strata Assessments - Operating	301,298.69	301,401.00	329,444.00
Strata Assessments - Reserve	165,375.00	165,375.00	140,000.00
Parking	2,910.00	3,360.00	3,000.00
Guest Suite	2,478.01	-	2,500.00
Other Income	(90.50)	-	-
Subtotal	471,971.20	470,136.00	474,944.00
OPERATING EXPENSES			
Building Common Areas			
Hydro	14,576.73	16,200.00	14,900.00
Water & Sewer	23,123.04	25,725.00	25,600.00
Garbage & Recycling	7,297.23	7,350.00	7,810.00
Fire Alarm Servicing/Monitoring	3,441.49	4,500.00	6,000.00
Elevator Maintenance	9,425.73	9,300.00	10,000.00
Taxes - Caretaker's Suite	2.15	3.00	-
Electrical	2,549.01	2,800.00	1,500.00
Plumbing & Heating	479.48	2,950.00	3,000.00
Janitorial	-	3,000.00	3,000.00
Carpet Cleaning	90.54	1,000.00	1,000.00
Building Maintenance - General	4,442.91	11,500.00	28,900.00
Earthquake Preparedness	-	-	-
Parking Garage & Lot	99.40	2,000.00	2,000.00
Dryer Vent Cleaning	-	-	2,000.00
Lock Repairs & Maintenance	1,697.82	1,000.00	1,300.00
Pest Control	719.25	800.00	760.00
Window Cleaning	1,092.00	10,000.00	20,000.00
Window Replacement	-	2,000.00	2,000.00
Worksafe	173.53	250.00	250.00
Equipment - General	1,464.17	1,500.00	2,300.00
Air Handling System	518.26	1,425.00	1,100.00
General Supplies	402.15	800.00	3,000.00
Supplies - Lighting	388.16	675.00	675.00
Supplies - Janitorial	1,821.19	1,000.00	-
Grounds Maintenance	19,843.22	24,400.00	32,500.00
Irrigation Equipment & Maintenance	291.84	550.00	550.00
Tree Maintenance	1,382.50	3,000.00	7,600.00
Roads, Gates & Fences	-	1,000.00	1,000.00
Snow Removal	-	500.00	500.00
Insurance	77,090.25	76,574.00	88,222.00
Insurance Deductible	-	-	-
Caretaking Services	49,541.88	50,300.00	52,450.00
Telephone	2,784.28	2,400.00	2,900.00
Subtotal - Building Common Areas	224,738.21	264,502.00	322,817.00

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THE OWNERS, STRATA PLAN VIS1578 (Rockland)

STATEMENT OF OPERATING FUND
For the fiscal year ended December 31, 2021; and
Budget for the fiscal year ended December 31, 2022

DESCRIPTION	FISCAL 2021	FISCAL 2021	APPROVED
	ACTUAL	BUDGET	FISCAL 2022 BUDGET
Administration			
Property Management Fees	17,028.96	17,029.00	18,685.00
Property Management Fee - Taxes	851.41	852.00	935.00
Additional Services	420.00	2,000.00	3,000.00
Strata Fees - Caretaker Suite	2,450.25	5,929.00	-
Special Levy - Caretaker Suite	5,829.30	5,829.00	-
Administration & Postage	2,255.75	3,100.00	2,500.00
Interest/Bank Charges	300.00	300.00	300.00
Professional Fees	1,211.49	4,000.00	4,000.00
Dues & Fees	220.00	220.00	220.00
Miscellaneous	807.00	1,000.00	1,000.00
Subtotal - Administration	31,374.16	40,259.00	30,640.00
Other Expenses			
Transfer to Reserve	165,375.00	165,375.00	140,000.00
Subtotal - Other Expenses	165,375.00	165,375.00	140,000.00
TOTAL OPERATING EXPENSES	421,487.37	470,136.00	493,457.00
NET CASH FLOW - SURPLUS/(DEFICIT)	50,483.83	-	(18,513.00)
OPENING BALANCE, OPERATING FUND	65,890.42	65,890.00	116,374.00
LESS: TRSF. SURPLUS FUNDS TO CRF	-	-	(17,861.00)
CLOSING BALANCE, OPERATING FUND	116,374.25	65,890.00	80,000.00

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THE OWNERS, STRATA PLAN VIS1578 (Rockland)
STATEMENT OF CONTINGENCY RESERVE FUND
For the fiscal year ended December 31, 2021; and
Budget for the fiscal year ended December 31, 2022

	FISCAL 2021 ACTUAL	FISCAL 2021 BUDGET	APPROVED FISCAL 2022 BUDGET
CONTRIBUTIONS			
Monthly Assessments	165,375.00	165,375.00	140,000.00
Special Levy	459,000.00	459,000.00	-
Special Levy - Carried Forward balance received after year end	5,880.00	5,880.00	-
Surplus Operating Funds	-	-	17,861.00
Interest Income	23,015.11	6,000.00	7,236.00
Sale of Strata Lot #2 (Unit 105 - Caretaker Suite)	436,479.49	-	-
Total Contributions	1,089,749.60	636,255.00	165,097.00
EXPENSES			
<u>2017 Projects (Carried Forward - No Vote Required)</u>			
Driveway - Asphalt Renewal	-	9,000.00	9,000.00
Fire Alarm System & Annunciator - Replacement - Fire Link	-	4,762.00	4,762.00
Caretaker & Guest Suite - Renewal	149.17	875.00	726.00
Flat Roof Design (Opinion of Probable Cost)	1,740.00	1,740.00	-
Sub-Total 2017 Projects Carried Forward	1,889.17	16,377.00	14,488.00
<u>2019 DR Projects - (Carried Forward - No Vote Required)</u>			
Fire Suppression Sprinkler Backflow - DR (3.02.c.1)	652.06	2,824.00	-
Windows - Fully Exposed - Renewal	3,638.00	3,638.00	-
Sub-Total 2019 Projects Carried Forward	4,290.06	6,462.00	-
<u>2020 DR Projects - (Carried Forward - No Vote Required)</u>			
Entry Access Control System - Replacement	-	-	-
Driveway Asphalt Replacement	-	-	-
Flat Roof Replacement (Phase 1 - Design)	18,549.00	18,549.00	-
Parkade Corridor Finishes - Flooring (Upper Parkade)	-	2,500.00	2,500.00
Sub-Total 2020 Projects (Majority Vote)	18,549.00	21,049.00	2,500.00
<u>2021 Proposed Projects (Carried Forward - Not Vote Required)</u>			
Energy Retrofit	-	1,500.00	1,500.00
Flat Roof and Deck Replacement	1,516,099.06	1,764,127.00	248,028.00
Wood Fireplace Chimneys - (Decommission remaining 4 units)	-	7,500.00	7,500.00
2021 Windows - Fully Exposed - Renewal	55,000.00	55,000.00	-
Windows - Enclosed - Renewal (moved out from 2046)	2,557.40	30,000.00	27,443.00
Sliding Balcony Doors - Renewal (moved out from 2022)	-	16,700.00	16,700.00
Hazardous Material Assessment	-	2,000.00	2,000.00
Disposition of Unit 105	3,603.83	4,000.00	396.00
Sub-Total 2021 Projects	1,577,260.29	1,880,827.00	303,567.00
<u>2022 Proposed Projects - (Majority Vote Required - DR)</u>			
<u>Previously Approved Projects from 2016, 2017, 2018 and 2019</u>			
Elevator Modernization - (Design/TenderPhase)*	-	-	3,420.00
C1.0 -1.01 Elevator Modernization - Machine Room/HoistwayEquip*	-	-	11,181.00
C1.0 1.02 Evator Modernization - Cab Interiors& Front Entrance Finish*	-	-	13,089.00
Sub-Total of Previously Approved Projects Deferred to 2022	-	-	27,690.00
<u>2022 Proposed Projects - (Majority Vote Required -DR)</u>			
A1.0 - 1.06 - Storage Room Finishes - Renewal	-	-	1,500.00
A1.0 - 1.09 - Manager & Guest Suite - Renewal (Phase 1)	-	-	10,000.00
A1.0 - 1.09 - Manager & Guest Suite - Renewal (Phase 1) - Additional Funds	-	-	17,500.00
A2.0 - 2.02.a.1 -Windows -Fully Exposed Phase 3 (phased 2019 through 2023)	-	-	65,000.00
A2.0 - 2.02.c.1 -Windows -Enclosed Phase 2 (phased 2021 to 2023)	-	-	30,000.00
A2.0 - 2.03.a.1 - Doors - Balcony Slider - Renewal -Phase 2 Phase 1 Commenced in 2021	-	-	16,700.00
A3.0 - 3.04.a.1 - Access Ladders/Stairs - Renewal	-	-	5,000.00
A5.0 - 5.01.a.2 - Driveway - Asphalt - Replacement (Phase 1)	-	-	-
A5.0 - 5.01.a.2 - Driveway - Asphalt - Replacement (Phase 1) Less Belmont Property	-	-	-
A5.0 - 5.06 - Landscape Irrigation - Replacement	-	-	28,000.00
A5.0 - 5.07 - Depreciation Report Services - Update	-	-	13,824.00
Sub-Total of 2022 Projects (Majority Vote)	-	-	187,524.00
<u>2022 Proposed Projects - (3/4 Vote Required)</u>			
Electrical Vehicle Charging Outlets - 4	-	-	23,000.00
Security Systems - Enhancements - 2 Additional Cameras	-	-	3,500.00
Provision of New Fireproof Storage Locker as a Result of Sale of Unit 105	-	-	3,500.00
Sub-Total of 2022 New Projects	-	-	30,000.00
<u>Other Expense</u>			
Provision for Taxes & Professional Fees on Sale of Unit 105	-	-	110,000.00
Sub-Total of 2022 Other Projects	-	-	110,000.00
Total Expenses	1,601,988.52	1,924,715.00	675,769.00
NET INCREASE/(DECREASE) IN FUND	(512,238.92)	(1,288,460.00)	(510,672.00)
OPENING FUND BALANCE	1,504,753.27	1,504,753.00	992,514.00
CLOSING FUND BALANCE	992,514.35	216,293.00	481,842.00

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* Denotes Approved Projects that are either being rescinded or monies not being spent in 2021; but projects that Council currently plans on re-introducing in 2022 as noted in the ITEMS SCHEDULE - 5 Year Plan

The Rockland - Strata Plan 1578
Schedule of Strata Fees
Effective March 1, 2022

Unit Number	Strata Lot	Unit Entitlement	Operating Assessment	Contingency Assessment	Total Monthly Assessment
101	06	260	724.81	292.31	1,017.12
102	05	258	719.24	290.07	1,009.31
103	04	220	613.30	247.34	860.64
104	03	224	624.46	251.84	876.30
105	02	127	354.04	142.78	496.82
106	01	252	702.51	283.32	985.83
201	12	260	724.81	292.31	1,017.12
202	11	258	719.24	290.07	1,009.31
203	10	220	613.30	247.34	860.64
204	09	225	627.24	252.96	880.20
205	08	254	708.09	285.57	993.66
206	07	252	702.51	283.32	985.83
301	18	261	727.60	293.44	1,021.04
302	17	258	719.24	290.07	1,009.31
303	16	220	613.30	247.34	860.64
304	15	225	627.24	252.96	880.20
305	14	254	708.09	285.57	993.66
306	13	252	702.51	283.32	985.83
401	24	260	724.81	292.31	1,017.12
402	23	258	719.24	290.07	1,009.31
403	22	222	618.88	249.59	868.47
404	21	225	627.24	252.96	880.20
405	20	255	710.88	286.69	997.57
406	19	252	702.51	283.32	985.83
501	30	260	724.81	292.31	1,017.12
502	29	258	719.24	290.07	1,009.31
503	28	222	618.88	249.59	868.47
504	27	225	627.24	252.96	880.20
505	26	255	710.88	286.69	997.57
506	25	252	702.51	283.32	985.83
601	36	260	724.81	292.31	1,017.12
602	35	258	719.24	290.07	1,009.31
603	34	222	618.88	249.59	868.47
604	33	225	627.24	252.96	880.20
605	32	255	710.88	286.69	997.57
606	31	252	702.51	283.32	985.83
701	40	260	724.81	292.31	1,017.12
702	39	317	883.72	356.40	1,240.12
703	38	342	953.41	384.51	1,337.92
704	37	385	1,073.28	432.85	1,506.13

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The Rockland - Strata Plan 1578
Schedule of Earthquake Deductibles

The Schedule below is presented for information and reference. The Schedule illustrates each strata lot owner's share of the Strata Corporation's earthquake insurance deductible, should the Strata Corporation have to file an insurance claim arising out of damage caused by an earthquake. The amount for each strata lot is based upon Unit Entitlement, similar to strata fees or special assessments. The amounts are **NOW** based upon a 20% deductible and a property valuation of \$37,200,000 for the period of Dec 31, 2021 to Dec 31, 2022.

Refer to the chart and communicate this information to your personal insurance broker to ensure adequate coverage is in place for your unit. Please note that insurers may have a ceiling dollar amount that they offer for this type of coverage. If so, the owner would be responsible for the difference.

Unit Number	Strata Lot	Unit Entitlement	Earthquake Deductible
101	06	260	193,440.00
102	05	258	191,952.00
103	04	220	163,680.00
104	03	224	166,656.00
105	02	127	94,488.00
106	01	252	187,488.00
201	12	260	193,440.00
202	11	258	191,952.00
203	10	220	163,680.00
204	09	225	167,400.00
205	08	254	188,976.00
206	07	252	187,488.00
301	18	261	194,184.00
302	17	258	191,952.00
303	16	220	163,680.00
304	15	225	167,400.00
305	14	254	188,976.00
306	13	252	187,488.00
401	24	260	193,440.00
402	23	258	191,952.00
403	22	222	165,168.00
404	21	225	167,400.00
405	20	255	189,720.00
406	19	252	187,488.00
501	30	260	193,440.00
502	29	258	191,952.00
503	28	222	165,168.00
504	27	225	167,400.00
505	26	255	189,720.00
506	25	252	187,488.00
601	36	260	193,440.00
602	35	258	191,952.00
603	34	222	165,168.00
604	33	225	167,400.00
605	32	255	189,720.00
606	31	252	187,488.00
701	40	260	193,440.00
702	39	317	235,848.00
703	38	342	254,448.00
704	37	385	286,440.00

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Meetings Schedule 2022-23

THE ROCKLAND STRATA COUNCIL



DATE	TIME	MEETING
2022		
Tuesday, March 15	9:30AM	Council Meeting (Proline in attendance)
Tuesday, May 17	9:30AM	Council Meeting (Proline in attendance)
Tuesday, July 19	9:30AM	Council Meeting (Proline in attendance)
Tuesday, September 20	9:30AM	Council Meeting (Proline in attendance)
Tuesday, November 15	9:30AM	Council Meeting (Proline in attendance)
Tuesday, December 20	9:30AM	Budget Meeting + Regular Council Meeting
2023		
Tuesday, January 10 (Tentative)	9:30AM	Budget Meeting – Council (Proline in attendance)
Tuesday, January 17	3:00PM	Annual Information Meeting for Owners (Pre-AGM)
Tuesday, February 21	3:00PM	Annual General Meeting
Wednesday, February 22	9:30AM	New Council – first meeting

Supplied to StrataDocs 2022/04/19
Ordered by Paul Whitney 02/20/2023