

**STRATA PLAN BCS 3191 - GRAND LANE**

## TIME &amp; LOCATION:

7:00 p.m.  
Via Zoom

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**STRATA COUNCIL  
2025/26**

**President**  
Felix Tan

**Vice President**  
Bing Zhou

**Treasurer**  
Reynaldo Linsangan

**Secretary**  
Li Vern Yap

**At Large**  
Vasant Jain  
Rahman Saifur  
Alex Nase

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**STRATA PORTAL**

<https://bcs3191.strataportal.ca>

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**STRATA MANAGER**

Simon Wang  
315 – 515 W Pender Street  
Vancouver, B.C. V6B 6H5  
Phone: 604.681.2296  
Fax: 604.681.2297  
email: [info@metrowestbs.com](mailto:info@metrowestbs.com)

**PRESENT:**

A total of 7 (Seven) strata lots were represented, with 5 (five) strata lots presented in person and 2 (two) strata lot presented by proxy.

Simon Wang, the Strata Manager.

**(1) CALL TO ORDER**

The Council President called the meeting to order at 7:03 p.m.

1.1 **Electronic Meeting Enabled**

All strata corporations in B.C. are allowed to conduct annual and special general meetings by electronic means, or use a hybrid of in-person and electronic participation. No strata bylaw is required. This was permanently enabled by the Province on November 24, 2022.

1.2 **Waved Requirements of Issuing Voting Cards**

The owners moved, seconded and carried to waive the requirements of Bylaw 27.(1) and not to issue a voting card at this meeting due to its being held electronically; instead, the owners would vote by showing hands.

1.3 **Chair of the Meeting**

In accordance with Bylaw 25.(1), the Council President chaired the meeting. To ensure a smooth meeting, the attendees approved Simon Wang, the Strata Manager to assist the Chair in facilitating the meeting.

**(2) Calling The Roll & Certification of Proxies**

At the beginning of the meeting, the attendees presented five strata lots in person and presented two proxies.

**(3) Quorum Status**

According to the Bylaws, a quorum for a general meeting requires eligible voters holding one-third of the Strata Corporation's votes, either present in person or by proxy. Since the Strata Corporation currently has 16 eligible voters, a quorum in this case consists of 6 voters. At the beginning of the meeting, there were 5 eligible voters present in person and 2 by proxy, totaling 7 voters represented. The meeting proceeded as scheduled after the quorum requirements were satisfied.

**(4) PROOF OF NOTICE OF MEETING**

The *Strata Property Act* requires owners to receive the AGM notice fourteen days prior to the meeting.

It was noted that the Notice of Meeting complied with the notice requirements of the *Strata Property Act* and that the most recently approved financial statements had been received. A motion was moved and seconded, and carried that proper notice of the meeting had been provided in accordance with the requirements of the *Strata Property Act*. **CARRIED**

**(5) ADOPTION OF THE AGENDA**

It was moved, seconded, and carried to adopt the order of the Annual General Meeting agenda as presented. **CARRIED**

**(6) ADOPTION OF THE PREVIOUS MINUTES**

The attendants moved, seconded, and carried to adopt the Minutes of the Annual General Meeting held on November 27, 2024 as distributed. **CARRIED**

**(7) COUNCIL PRESIDENT'S REPORT**

Council President, Felix Tan, made the report on behalf of Council. Mr. Tan reviewed the major events at Grand Lane over the past fiscal year and thanked the owners for their support in the strata's operation.

**(8) INSURANCE REPORT**

At this point in the meeting, the Strata Manager took the opportunity to provide important information to those in attendance regarding strata lot ownership and matters related to the Strata Corporation.

**Strata Corporation Insurance**

Owners are reminded to review the Insurance Summary included with the Notice of Meeting. This document outlines the insured perils, limits of coverage, and applicable deductibles. Please note that the water damage deductible for Grand Lane is \$25,000 and the earthquake deductible is 10%.

All owners are strongly encouraged to maintain appropriate homeowner insurance coverage for their own protection.

Under Section 149 of the Strata Property Act, the Strata Corporation is required to maintain adequate full replacement value insurance for the common property, common assets, buildings shown on the strata plan, and fixtures built or installed on a strata lot. The Strata Corporation's insurance policy is currently held with Navacord and provides coverage valued at \$7,444,000, based on the most recent appraisal.

The Strata Manager reminded all owners to ensure that they obtain personal insurance coverage to protect against:

- Strata insurance deductibles
- Personal property contents
- Third-party liability

Owners are also advised to secure additional coverage if they have made significant improvements within their strata lots (such as upgraded appliances, fixtures, or flooring), in accordance with the Strata Corporation Bylaws.

Displacement coverage is recommended for owners or tenants who may need to relocate temporarily due to a major loss, while loss of rental coverage is recommended for owners who rent out their units.

Owners should ensure that tenants understand that, in the event of a fire, flood, or other incident, damage to personal belongings is not covered by the Strata Corporation's insurance policy. Tenants must make claims for such losses through their own insurance providers.

The most recent legal opinion places increased responsibility on owners in cases where losses fall below the strata insurance deductible. The Strata Manager will distribute this legal opinion to owners through the Strata Council.

**Overview of Strata Corporation Insurance Coverage**

The Strata Corporation's policy generally "insures against all risks of direct physical loss or damage to the property insured," subject to exclusions and applicable deductibles.

The insured property includes:

- The building as originally delivered by the developer upon completion of construction
- The fixed structure and permanently installed original fittings and fixtures
- Mechanical equipment and machinery
- Fire suppression systems

- Common assets

**The Strata Corporation’s policy does not provide coverage for:**

- Personal property belonging to strata lot owners and/or tenants
- Betterments or improvements made by strata lot owners
- Additional living expenses incurred by owners or tenants
- Loss of rental income

**Recommended Coverage for Strata Lot Owners and Tenants**

It is strongly recommended that all strata lot owners and tenants obtain the following types of coverage:

- Personal Property: Furniture, clothing, and other personal items within the strata lot or storage area (subject to a deductible).
- Betterments and Improvements: Upgrades made at the owner’s expense, such as flooring, fixtures, or millwork.
- Additional Living Expenses: Costs incurred if the premises become uninhabitable due to an insured loss.
- Loss of Rental Income: Compensation for owners if the unit becomes uninhabitable and tenants must vacate.
- Strata Deductible Chargeback Coverage: Protection against deductible costs (e.g., for water or fire damage) if a claim originates from within the owner’s strata lot.

**Insurance Responsibilities in Rental Situations**

In rental arrangements, there are three distinct parties, and therefore three separate insurance policies should be in place:

- a. Strata Corporation Policy
- b. Owner’s Policy
- c. Tenant’s Policy

**(9) CONSIDERATION OF 2025/26 BUDGETS**

It was motioned and seconded to present the Majority Vote Resolution “A”-Proposed Budget for the fiscal year running October 1, 2025 to September 30, 2026 for consideration.

The Chair provided an overview of the proposed operating budget, which aimed to keep the strata fees the same for the upcoming fiscal year.

After a thorough discussion where all questions were addressed, a vote was conducted to approve the proposed budget by a show of hands.

**SEVEN (7) IN FAVOR, NONE (0) OPPOSED, NONE (0) ABSTAINED CARRIED**

The newly approved budgets and fee schedule were included with these minutes and took effect on October 1, 2025.

**(10) CONSIDERATION OF ¾ Vote Resolution “B” – Replacement of Fence Dividers**

It was moved and seconded that ¾ Vote Resolution “B” – Replacement of Fence Dividers be presented to the owners for consideration. The proposed resolution was read into the record as follows:

“WHEREAS, pursuant to Section 3 of the *Strata Property Act*, the Strata Corporation is responsible for managing and maintaining the common property and common assets of the Strata Corporation for the benefit of the owners;

AND WHEREAS, pursuant to Section 97 of the *Strata Property Act*, the Strata Corporation must not spend money from the operating fund unless the expenditure is:

(b) first approved by a resolution passed by a ¾ vote at an annual or special general meeting;

AND WHEREAS, the existing fence dividers along Grand Lane are outdated and in a deteriorated condition;

AND WHEREAS, the Owners, Strata Plan BCS3191, wish to replace the existing fence dividers;

BE IT RESOLVED by a ¾ vote of the Owners, Strata Plan BCS3191, that:

1. Funding Authorization

The Strata Corporation is authorized to spend up to \$40,000 (the "Project Funds") for the replacement of the fence dividers (the "Project").

Of this amount, \$30,000 shall be raised through a Special Levy and \$10,000 shall be allocated from the prior year surplus.

2. Special Levy

The Strata Corporation is authorized to levy the strata lots comprising Strata Plan BCS3191, in proportion to the unit entitlement of each strata lot and in the amounts set out in Schedule "B" (attached and forming part of this resolution), up to \$30,000 to fund the Project (the "Special Levy").

3. Due Date

Each strata lot's share of the Special Levy, as shown in Schedule "B", is due and payable in full upon approval of this resolution. For convenience only, payment may be made on or before March 1, 2025, as shown in Schedule "B".

4. Interest and Penalty on Late Payments

All late payments of the Special Levy shall bear interest at 10% per annum, compounded annually, and shall be subject to a late payment penalty of \$50 per month until the outstanding amount is fully paid.

5. Temporary Funding from the CRF

Suppose any strata lot fails to pay its share of the Special Levy when due ("Special Levy Arrears"). In that case, the Strata Corporation is authorized to temporarily withdraw funds from the Contingency Reserve Fund (CRF) to meet any shortfall in funding the Project. Any funds withdrawn from the CRF for this purpose shall be repaid as the Special Levy Arrears are collected.

6. Council Authority

The Strata Corporation's Council is authorized to negotiate, execute, amend, and administer all contracts related to the Project, and to determine and approve all payments and disbursements necessary for the completion of the Project.

End of the Resolution"

Following discussion and clarification of owner questions, it was moved and seconded to amend Section 3 – Due Date of Resolution "B" to read as follows:

3. Due Date (Amended)

Each strata lot's share of the Special Levy shall become due and payable in full immediately upon approval of this resolution. For convenience only, owners may make payment within the eighteen-month period specified in Schedule "B." This accommodation does not constitute an installment plan and is provided strictly for convenience. In the event of the sale of a strata lot, the seller shall be required to remit the full outstanding balance of the Special Levy prior to completion.

A vote on the amendment was conducted by show of hands and recorded as follows:

**SIX (6) IN FAVOR, ONE (1) OPPOSED, NONE (0) ABSTAINED**

**CARRIED**

As there were no further questions, a vote was conducted on ¾ Vote Resolution "B" as amended. The results were recorded as follows:

**SIX (6) IN FAVOR, ONE (1) OPPOSED, NONE (0) ABSTAINED**

**CARRIED**

**(10) ELECTION OF THE 2025/2026 STRATA COUNCIL**

Pursuant to the strata Bylaws, a maximum of seven and a minimum of three Strata Council members can be elected. Given the foregoing, the Strata Manager opened the floor for nominations or volunteers for the Council positions. The following owners volunteered or were nominated and agreed to stand for office:

Felix Tan–Strata Lot 2  
Vasant Jain–Strata Lot 6  
Li Vern Yap–Strata Lot 3  
Alex Nase - Strata Lot 11

Bing Zhou–Strata Lot 13  
Reynaldo Linsangan–Strata Lot 7  
Rahman Saifur–Strata Lot 12

The owners at present elected the above-mentioned owners as the Council members for the fiscal year of 2025-2026 by a show of hands collectively.

The next council meeting held a brief meeting after the Annual General Meeting.

#### **(11) GENERAL DISCUSSION**

During the general discussion, the following matters were raised for consideration:

- a) Parking in front of individual properties
- b) Use and management of visitor parking stalls
- c) Installation of a security camera system
- d) Implementation of a rat prevention program
- e) Clean-up and maintenance of the rear property area
- f) Snow Removal
- g) Bylaw Enforcement Bylaw Procedures

The newly elected Council subsequently reviewed and deliberated on the foregoing items at the Council meeting convened immediately following the Annual General Meeting. Please refer to the council meeting minutes for the above-mentioned issues.

#### **(12) TERMINATION**

There being no further business, the meeting was terminated at 8:15 p.m.

Submitted by:



Simon Wang,  
Strata Manager  
Metrowest Building Services Ltd.

Owners and residents are required to submit their requests or concerns in writing to the Strata Council through the Strata Manager. This ensures that the Council can review and address them at the next Council meeting.

Please note that copies of Council and General Meeting minutes should be retained for a period of two years. Additional copies are available upon request and may incur a fee.



**Strata Plan BCS3191 - Grand Lane**  
**Approved Budget**  
**For the Period from October 1, 2025 to September 30, 2026**

Account	Account Name	2024-10-01 to 2025-08-31 11 Months Actual	2024-10-01 to 2025-09-30 12 months Actual	2024-25 Approved Budget	2025-26 Approved Budget
<b>Strata Fees</b>					
4200	Strata Fees - Operating	58,768.49	64,111.08	64,111	63,611
4205	Strata Fees- CRF Portion	7,333.37	8,000.04	8,000	8,500
4440	Interest Revenue	48.42	60.40	200	50
	<b>TOTAL REVENUE</b>	<u>66,150.28</u>	<u>72,171.52</u>	<u>72,311</u>	<u>72,161</u>
<b>EXPENSE</b>					
<b>General &amp; Administrative Expenses</b>					
	Work Safe	0.00	0.00	50	50
5640	Administration	576.37	614.49	1,000	1,000
5670	Bank Charges	237.47	264.51	200	200
5680	Income Tax Filing	0.00	0.00	575	575
5685	Insurance	14,927.88	16,285.00	17,833	16,285
	Insurance Appraisal	0.00	306.25	280	280
	Legal / Professional Fees	0.00	0.00	100	100
5725	Management Fees	10,921.02	11,913.84	11,914	12,152
5755	Statutory Review of Books	420.00	420.00	420	420
	Fence Reserve	0.00	0.00	10,000	0
	<b>Total General Expenses</b>	<u>27,082.74</u>	<u>29,804.09</u>	<u>42,372</u>	<u>31,062</u>
<b>Building Expenses</b>					
5765	Repair & Maintenance	2,427.47	2,427.47	2,748	2,831
5775	Electricity	182.05	217.72	240	240
5788	Water & Sewer	12,357.60	13,232.60	10,500	13,500
5825	Landscaping	4,250.00	4,800.00	6,930	6,000
5860	Refuse Removal	6,748.59	7,429.65	6,727	7,500
	<b>Total Building Expenses</b>	<u>25,965.71</u>	<u>28,107.44</u>	<u>27,145</u>	<u>30,071</u>
<b>Contingency Reserve Fund</b>					
5910	Transferred to Contingency Reserve Fund	7,333.37	8,000.04	8,000	8,500
	Fence Reserve	0.00	0.00	0	14,600
	<b>Total Transferred to CRF</b>	<u>7,333.37</u>	<u>8,000.04</u>	<u>8,000</u>	<u>23,100</u>
	<b>TOTAL EXPENSE + CRF and Reserve3 Transfer</b>	<u>60,381.82</u>	<u>65,911.57</u>	<u>83,517</u>	<u>84,233</u>
	<b>CURRENT YEAR NET INCOME</b>	5,768.46	6,259.95	-11,206	-12,072
	Operating Surplus (Deficit) Balance Forward	5,812.29	5,812.29	11,206	12,072
	<b>ENDING OP SURPLUS/(DEFICIT)</b>	<u>11,580.75</u>	<u>12,072.24</u>	<u>0</u>	<u>0</u>



**Strata Plan BCS3191 - Grand Lane**

**Proposed Strata Fee Schedule**

**For the Period from October 1, 2025 to September 30, 2026**

Unit	Strata Lot#	Unit Entitlement	Old Strata Fee	Operating Portion	CRF/ Reserve Portion	Approved Strata Fee	Special Levy withdrawn monthly	Total Monthly Fees
1	1	134	371.59	327.79	43.80	371.59	103.06	<b>474.65</b>
2	2	136	377.14	332.68	44.45	377.14	104.60	<b>481.74</b>
3	3	136	377.14	332.68	44.45	377.14	104.60	<b>481.74</b>
4	4	135	374.36	330.24	44.13	374.36	103.83	<b>478.20</b>
5	5	136	377.14	332.68	44.45	377.14	104.60	<b>481.74</b>
6	6	136	377.14	332.68	44.45	377.14	104.60	<b>481.74</b>
7	7	136	377.14	332.68	44.45	377.14	104.60	<b>481.74</b>
8	8	134	371.59	327.79	43.80	371.59	103.06	<b>474.65</b>
9	9	134	371.59	327.79	43.80	371.59	103.06	<b>474.65</b>
10	10	136	377.14	332.68	44.45	377.14	104.60	<b>481.74</b>
11	11	136	377.14	332.68	44.45	377.14	104.60	<b>481.74</b>
12	12	136	377.14	332.68	44.45	377.14	104.60	<b>481.74</b>
13	13	136	377.14	332.68	44.45	377.14	104.60	<b>481.74</b>
14	14	136	377.14	332.68	44.45	377.14	104.60	<b>481.74</b>
15	15	136	377.14	332.68	44.45	377.14	104.60	<b>481.74</b>
16	16	134	371.59	327.79	43.80	371.59	103.06	<b>474.65</b>
<b>Monthly Total</b>		<b>2,167</b>	<b>6,009.25</b>	<b>5,300.92</b>	<b>708.33</b>	<b>6,009.25</b>	<b>1,666.67</b>	<b>7,675.92</b>
			X12	X12	X12	X12		
<b>Annual Total</b>			72,111.00	63,611.00	8,500.00	72,111.00		



**Strata Plan BCS3191 – Grand Lane**  
**Strata Corporation Rules**  
**Snow and Ice Removal – Driveways and Garage Areas**

(Approved at the November 27, 2025 Council meeting, effective immediately)

1. Purpose  
These Rules ensure safe and accessible common areas within the strata complex during winter conditions and to promote responsible maintenance of limited common property and strata lots.
2. Applicability  
These Rules apply to all owners, tenants, occupants, and guests of the strata corporation.
3. Unit Responsibility for Snow Removal
  - 3.1 Each strata lot (the owner or occupant of the unit) is responsible for clearing snow and ice from the following areas located within the boundaries of their strata lot:
    - The driveway serving their unit;
    - The area immediately in front of the garage door;
    - Any walkway, path, or paved surface that falls within the unit's boundary lines.
  - 3.2 Snow and ice must be removed within a reasonable time after accumulation, typically within 24 hours of snowfall or ice formation, or sooner if required to maintain safety and accessibility.
  - 3.3 Owners/occupants must take reasonable steps to prevent hazardous conditions, including the application of sand, salt, or de-icing products when necessary.
4. Obstruction of Common Property
  - 4.1 Snow removed from driveways or garage fronts must not be piled onto common property roadways in a manner that interferes with vehicle access, drainage, or snow-clearing operations performed by the strata.
  - 4.2 Snow must also not be piled onto neighbouring lots or limited common property assigned to another unit.
  - 4.3 Snow may be piled in the area designated by the strata council from time to time.
5. Failure to Comply

- 5.1 If an owner or occupant fails to clear snow or ice as required, the strata corporation may arrange for the work to be completed.
- 5.2 The cost of such work may be charged back to the strata lot, in accordance with the bylaws and applicable legislation.
- 5.3 Repeated or serious non-compliance may result in fines as permitted under the strata corporation bylaws.

6. Exceptions

Residents who are unable to perform snow removal due to disability, health issues, or extended absence should notify the strata council in advance to discuss reasonable accommodations or arrangements.

7. Amendments and Enforcement

These Rules may be amended by the strata council or by vote of the owners at a general meeting, consistent with the strata's governing legislation and bylaws. Enforcement will follow the established procedures.