

**MINUTES OF THE ANNUAL GENERAL MEETING  
OF THE SHAREHOLDERS,  
TUDOR COURT APARTMENTS LTD., HELD ON JULY 14, 2014  
IN SUITE #112 AT 145 WEST 18<sup>TH</sup> STREET, NORTH VANCOUVER, BC**

**SHAREHOLDERS IN ATTENDANCE:**

(18) shareholders represented in person.  
(10) shareholders represented by proxy  
Total: (28) shareholders represented in person or by proxy.

Agent: C&C Property Group Ltd.  
Representing: Eileen de Haan

1. **CALL TO ORDER:**

The meeting was called to order at 7:06 p.m. by Chairperson Richard Warnes.

2. **CERTIFICATION OF PROXIES:**

Richard Warnes reported the attendance register confirmed that at the start of the meeting, proxies were certified, and as the quorum requirements had been achieved, the meeting was deemed competent to proceed.

3. **PROOF OF NOTICE OF MEETING:**

Owners unanimously approved that the notice dated June 24, 2014 complied with the notice requirements.

CARRIED UNANIMOUSLY.

4. **APPROVAL OF PREVIOUS MINUTES:**

It was moved/seconded (306, 112) to approve the Minutes of the Annual General Meeting of June 26, 2013.

CARRIED UNANIMOUSLY

5. **REPORT OF INSURANCE:**

A summary of the insurance coverage for the building was circulated with the Notice of Meeting. Tudor Court Apartments Ltd. is insured through CMW Insurance based on CRN or cost of replacement new of \$5,552,000 for all property. The President stated that there is an insurance appraisal every four years, by Valuations West, which is updated annually, for the replacement cost of the building. The appraiser needs to be told of any improvements, such as new balconies, in order to accurately appraise the value of the building. There was a very small increase in insurance premiums this year, thanks to C&C Property Group management. This is an exceptional occurrence, as insurance rates are based on Canada wide conditions, and are difficult to control.

All shareholders were encouraged to obtain deductible insurance(loss assessment) to protect themselves in the event they are assessed a building deductible.

Page 1 of 16

Tudor Court Apartments Ltd.  
2014 Annual General Meeting

They were also advised to provide the building insurance information to their personal insurer to ensure that adequate liability, building insurance deductible, suite improvements, and content insurance are obtained.

**6. PRESIDENT'S REPORT:**

Report of President Richard Warnes:

The President's Report was included in the Notice of Annual General Meeting for shareholders to review. A few highlights will be mentioned here, which were discussed.

The President recommended full management, at an additional cost, as he is retiring from the Board. The President stated there is a lot of work involved in managing the housing company, plus dealing with shareholder enquiries. The property manager, Eileen de Haan spoke on the benefits of full management, citing assistance in developing and implementing maintenance, 24/7 emergency on call service, attending four Board meetings plus an AGM each year, and addressing shareholder enquiries and Board directives. In response to concerns raised by Directors, the property manager stated C&C would be willing to work with present contractors and would not impose their own.

Depreciation Report: The President discussed the disadvantages and advantages of a depreciation report, which is not presently legislated for housing companies (but is legislated for strata corporations). The Board recommendation was to keep it on the agenda from year to year, and see what develops in the market. Shareholders voted unanimously to leave it as it stands, at present.

Following questions and discussion, it was moved/seconded (306, 112) to adopt  
The President's report as presented. CARRIED UNANIMOUSLY

**7. FINANCIAL STATEMENTS**

The financial statements of May 31, 2014 attached to the AGM Notice were reviewed by the property manager, with explanations. In response to a shareholder enquiry, the President reported the Contingency Reserve Fund has been growing steadily for the past 5 years. It was moved/seconded (207, 210) to accept the financial statements as presented.  
CARRIED UNANIMOUSLY

**8. LIFE SAFETY UPGRADE BYLAW (LSUB)**

The municipal LSUB was discussed. There are implications which will affect the discussion of the budget. In summary, in 2009 there were fires on the North Shore, because many older buildings were unprotected. In anticipation of a bylaw, Tudor Court implemented a fire safety system, done by Larry Holland Contracting. Since then there have been three incidences where the fire safety devices have saved the building from destruction. In 2010 the municipal bylaw 8090 came out, which in addition to the fire safety implemented by

Tudor Court Apartments Ltd.  
2014 Annual General Meeting

Tudor Court Apts., required buzzers in every suite and external monitoring. It has also been proposed to have flashing strobe light alarms for the hard of hearing. More money will have to be spent on fire upgrades in the coming year. The new directors will have to take responsibility for the management of this project. Shareholder Andrew Byers volunteered to have his company look at the code requirements, and review quotes. He stated that monitoring would require a dedicated telephone line. It was noted that the monitoring company would call the fire department directly, in the case of an alarm, for the fastest response.

Andrew will offer advice to Louis Dudas, who is managing the LSUB project. Louis is presently considering quotes from several companies. Larry Holland Contracting is well recommended by C&C Property Group Ltd.

For further fire protection, the Fire Safety Director, Jim Rutledge stated there would be a fire drill, in the near future. There was some discussion as to how to assist the handicapped and frail elderly residents, in the case of a fire.

## **9. BUDGET DISCUSSION**

The Board has recommended an amendment to the budget, that is moving \$21,103 from the Contingency Reserve Fund into the Fire Prevention/Alarm Monitoring budget, for a total of \$23,103 to be used toward the LSUB. Shareholders approved the amendment unanimously. The President noted that it couldn't be guaranteed it would be enough, but expressed confidence that Louis Dudas could manage it.

Full management was recommended by the Board. Management fees would be \$15,120/year for full management, approximately \$5,000 more than Tudor Court is presently paying for administrative management only. The President stated that for council to manage the housing company without help, would involve about 10 hours per week, and requires experience and skills in management. Shareholders discussed the model, and voted unanimously to try full management for a year.

Landscaping: There was a question as to why, when landscape costs had decreased, the budget was maintained at the previous year's level of \$2,500. The property manager stated that although grass cutting costs had gone down, it was prudent to maintain a cushion in case of unexpected expenses, which often occur in landscaping.

Access Control System: There were concerns that there was no back up battery on the access control system and electronic strike, at the front door. As the battery is only \$50-\$60 and lasts 3-4 hours, can be recharged and is good for 4-5 years, it was decided to get one. The contractor doing the LSUB could implement, or Board members could do. It is important to have access through the front door in case of emergency.

The President noted that the increase in maintenance fees was built into the budget. If not approved, then some things would have to be eliminated. He stated that money is never lost.

Tudor Court Apartments Ltd.  
2014 Annual General Meeting

The Board is always trying to save money, and if funds are not spent, go forward as a surplus into the next year's budget. Shareholders voted in favour of the 5% increase in maintenance fees, with only 3 voters opposed.

Tudor Court Apartments Ltd.  
2014 Annual General Meeting

**2014-2015 - 5% Increase in Maintenance Fees Effective June 1, 2014**

Unit	%Ownership	Maint Fees (June 1,2014) 1/2 Shared Equally	Maint Fees (June 1, 2014) 1/2 Shared Proportion	Total Maint Fee 1-Jun-14	Difference Jun-14
101	2.68	\$ 120.81	\$ 125.33	\$ 246.13	\$ 11.72
102	2.09	\$ 120.81	\$ 97.74	\$ 218.54	\$ 10.41
103	3.00	\$ 120.81	\$ 140.29	\$ 261.10	\$ 12.43
104	2.25	\$ 120.81	\$ 105.22	\$ 226.03	\$ 10.76
105	1.88	\$ 120.81	\$ 87.91	\$ 208.72	\$ 9.94
106	3.10	\$ 120.81	\$ 144.97	\$ 265.78	\$ 12.66
107	1.81	\$ 120.81	\$ 84.64	\$ 205.45	\$ 9.78
108*		Not occupied by a	shareholder		
109	3.53	\$ 120.81	\$ 165.07	\$ 285.88	\$ 13.61
110	1.81	\$ 120.81	\$ 84.64	\$ 205.45	\$ 9.78
111	2.03	\$ 120.81	\$ 94.93	\$ 215.74	\$ 10.27
112	2.89	\$ 120.81	\$ 135.15	\$ 255.96	\$ 12.19
113	2.03	\$ 120.81	\$ 94.93	\$ 215.74	\$ 10.27
201	2.89	\$ 120.81	\$ 135.15	\$ 255.96	\$ 12.19
202	2.25	\$ 120.81	\$ 105.22	\$ 226.03	\$ 10.76
203	3.17	\$ 120.81	\$ 148.24	\$ 269.05	\$ 12.81
204	2.42	\$ 120.81	\$ 113.17	\$ 233.98	\$ 11.14
205	1.92	\$ 120.81	\$ 89.79	\$ 210.59	\$ 10.03
206	3.10	\$ 120.81	\$ 144.97	\$ 265.78	\$ 12.66
207	2.68	\$ 120.81	\$ 125.33	\$ 246.13	\$ 11.72
208	2.68	\$ 120.81	\$ 125.33	\$ 246.13	\$ 11.72
209	3.10	\$ 120.81	\$ 144.97	\$ 265.78	\$ 12.66
210	1.81	\$ 120.81	\$ 84.64	\$ 205.45	\$ 9.78
211	2.03	\$ 120.81	\$ 94.93	\$ 215.74	\$ 10.27
212	3.00	\$ 120.81	\$ 140.29	\$ 261.10	\$ 12.43
213	2.14	\$ 120.81	\$ 100.07	\$ 220.88	\$ 10.52
301	3.10	\$ 120.81	\$ 144.97	\$ 265.78	\$ 12.66
302	2.46	\$ 120.81	\$ 115.04	\$ 235.85	\$ 11.23
303	3.43	\$ 120.81	\$ 160.40	\$ 281.21	\$ 13.39
304	2.57	\$ 120.81	\$ 120.18	\$ 240.99	\$ 11.48
305	1.99	\$ 120.81	\$ 93.06	\$ 213.87	\$ 10.19
306	3.32	\$ 120.81	\$ 155.25	\$ 276.06	\$ 13.15
307	3.00	\$ 120.81	\$ 140.29	\$ 261.10	\$ 12.43
308	3.00	\$ 120.81	\$ 140.29	\$ 261.10	\$ 12.43
309	3.32	\$ 120.81	\$ 155.25	\$ 276.06	\$ 13.15
310	1.88	\$ 120.81	\$ 87.91	\$ 208.72	\$ 9.94
311	2.25	\$ 120.81	\$ 105.22	\$ 226.03	\$ 10.76
312	3.21	\$ 120.81	\$ 150.11	\$ 270.92	\$ 12.90
313	2.35	\$ 120.81	\$ 109.89	\$ 230.70	\$ 10.99
Total	98.17	\$ 4,590.75	\$ 4,590.75	\$ 9,181.50	
Annual		\$ 55,089.00	\$ 55,089.00	\$ 110,178.00	

**10. RESOLUTION #1 – APPROVE UPDATED BYLAWS (BY ¾ VOTE)**

The President noted it is important to have bylaws in place that are right, as the Board is duty bound to uphold them. Bylaws are a legal document and have to be enforced. Legal opinions are that they need only be ratified by the board of Directors, however the President stated he is asking the shareholders to approve, and the Board will subsequently ratify, with the date of ratification entered.

Changes in the bylaws include the following:

- The past year's resolution regarding garbage disposal;
- No smoking in suites;
- Change bylaw re: not copying front door keys, as fobs are now used;
- Tidying up grammatical and spelling errors;
- Introduction of an index;
- A bylaw allowing laminate floors with exceptional underlay, but strongly discouraging their installation in upper suites;

**Resolution #1 (By ¾ Vote)**

Resolved the shareholders of Tudor Court Apartments Ltd. approve, by a ¾ vote, that the bylaws of the corporation currently in place be wholly rescinded, and that the bylaws be replaced with the following:

***TUDOR COURT APARTMENTS LTD***

***A COMPANY GOVERNED BY  
THE BC CORPORATIONS ACT***

***BYLAWS***

***(RULES, REGULATIONS AND  
CONDITIONS OF OCCUPATION)***

*New date to be inserted after approval/ratification*

**CONTENTS BY PARAGRAPH**

Tudor Court Apartments Ltd.  
2014 Annual General Meeting

1. CORPORATE STATUS
2. ARTICLES OF ASSOCIATION
3. PURPOSE OF TUDOR COURT APARTMENTS LTD
4. MANAGEMENT OF TUDOR COURT APARTMENTS LTD
5. PURPOSE OF THE BYLAWS
6. OCCUPANCY
7. FOB ACCESS INTO TUDOR COURT
8. PARKING STALLS & STORAGE LOCKERS
9. ACCESS TO SUITES BY DIRECTORS
10. SECURITY
11. FIRE HAZARD
12. GARBAGE & RECYCLING
13. BALCONIES/PATIOS
14. ANIMALS & BIRDS
15. LAUNDRY
16. RENOVATIONS & UPGRADES IN SUITES
17. DAMAGE TO OTHER SUITES & COMMON PROPERTY
18. NOISE & GENERAL NUISANCE
19. MOVING IN/OUT/MOVING FURNITURE ETC
20. SMOKING
21. GENERAL
22. FINES & ENFORCEMENT OF BYLAWS
23. UPDATING/AMENDING BYLAWS
24. APPEAL AGAINST BYLAWS
25. APPROVAL/RATIFICATION DATE OF THESE BYLAWS

Tudor Court Apartments Ltd.  
2014 Annual General Meeting

1. **CORPORATE STATUS:** Tudor Court Apartments Ltd is a Company subject to the provisions of the BC Corporations Act. Tudor Court is not a Strata Corporation; nor a Housing Co-Op.
2. **ARTICLES OF ASSOCIATION:** The business of Tudor Court Apartments Ltd is governed by its Articles of Association.
3. **PURPOSE OF TUDOR COURT APARTMENTS LTD:** To provide, manage and maintain an adult-orientated, pet-free and smoke-free residential apartment building for the quiet enjoyment of its shareholders.
4. **MANAGEMENT OF TUDOR COURT APARTMENTS LTD:** Article 54 of the Articles of Association states "The management of the Company < Tudor Court Apartments Ltd > shall be managed by the Directors". Directors are voted for and appointed at General Meetings.
5. **PURPOSE OF THE BYLAWS (RULES, REGULATIONS AND CONDITIONS OF OCCUPATION):** These bylaws, which reflect the wishes of shareholders, are intended to ensure quiet enjoyment and harmonious living in a 39-suite apartment building. The bylaws will also assist the Directors to maintain or increase the value of shareholders' investment by maintaining the building in good repair and appearance. These bylaws are the framework within which the Directors will manage the day to day affairs of Tudor Court Apartments Ltd.
6. **OCCUPANCY:** The suites shall be used solely as an adult and pet-free residence, by no more than four persons in a two-bedroom suite, or by two persons in a one-bedroom or bachelor suite. **Suites may not be sublet or assigned to any person, including family members, without written permission from the Board of Directors.** No suite shall be used for business or professional purposes; nor for any illegal activity. No business or trade notices shall be displayed or distributed in or about the building; nor shall the address of the building be listed or advertised in any way as a place of business of any shareholder.
7. **FOB ACCESS INTO TUDOR COURT:** Each fob has a unique number. Fobs may not be loaned or transferred to another person without first consulting a Director. Lost fobs must be reported immediately to a Director so that the fob can be deactivated. Replacements and additional fobs may be purchased from a Director, at cost to the shareholder. Shareholders may not purchase "pirate" fobs elsewhere.
8. **PARKING STALLS & STORAGE LOCKERS:** One parking stall and one storage locker is assigned to each suite. Only **privately** owned (not commercial) passenger vehicles and campervans will be allowed to use the shareholder's designated stall.

Tudor Court Apartments Ltd.  
2014 Annual General Meeting

However, a shareholder may sublet or assign his or her parking stall **to another resident of Tudor Court**. Or, a shareholder may apply to the Board of Directors for permission to sublet or assign his or her stall to a bona fide family member.

All vehicles, whether or not they are "on the road" (licensed) must have third party liability insurance coverage of at least \$2 million. This value may be raised by the Directors in future years.

Bicycles should be placed and locked in the bicycle rack or in their owner's parking stall. Bicycles may not be stored on balconies. Kayaks, canoes, small trailers and similar items may be stored in the parkades, subject to approval by the Board of Directors.

The Fire Department has served a written warning that the parkades must be kept clear of "clutter". Specifically not allowed are furniture, wood, plastic, tires and combustible/inflammable substances.

No flammable, noxious, poisonous or illegal substances may be placed in storage lockers.

9. **ACCESS TO SUITES BY DIRECTORS:** Plumbing and electrical services affecting suites and common areas can often be accessed only through suites. In the event of an emergency (flood, fire, illness etc.) a Director may need to gain immediate access to suites. For this reason, shareholders must provide a duplicate key(s) to the Directors to avoid forced entry and resultant damage and liability expenses for the account of the shareholder. The "emergency-use" keys are locked in a secure key safe. Only senior Directors are able to open the key safe.
10. **SECURITY:** All external gates and doors to the building must be kept shut and locked when not in use. Shareholders who allow their contractors and Real Estate Agents into the building are responsible for damage and theft etc. caused by such persons.
11. **FIRE HAZARD:** Although a modern state of the art fire prevention alarm system was installed in 2009/2010, and additional upgrades are planned, the Directors will enforce fire safety rules. No barbecues or other cooking devices of any kind including but not limited to: wood, charcoal, propane, electric may be used on balconies or anywhere on the common property. Smoking on balconies is not permitted because of the risk of burning butts falling or blown onto other balconies. In any event, smoking is not permitted on balconies, which are part of the common property.

Tudor Court Apartments Ltd.  
2014 Annual General Meeting

If you are the first person to detect a fire you are **required** to pull down the nearest red pull station. If you are not in immediate danger, you are required to phone 911 and inform the Fire Department of the address of this building – 145 West 18<sup>th</sup> Street **North Vancouver V7M 1W5**. You must then immediately leave the building and not return until the Fire Chief has given permission to do so.

You should also make a note of the names, suite numbers and phone numbers of the Fire Safety Officers at Tudor Court. Residents who have registered with the Fire Department for assistance in the event of an emergency, **should also register their name with the Tudor Court Fire Safety Director**. The elevator must not be used in the event of fire or earthquake.

All residents should maintain an ABC grade fire extinguisher in working order and readily to hand in their suite. Ask a Director to show you how to use your extinguisher if you are unfamiliar with its operation; **BUT PLEASE NOTE THAT YOU SHOULD ONLY TACKLE VERY MINOR FIRES YOURSELF!**

- 12. GARBAGE AND RECYCLING:** Tudor Court encourages recycling. Residents are urged to read the labels on the four recycling bins and to place only the designated items in each bin. All items for recycling must be clean and free from odour. Cardboard containers should be broken down and/or folded to fit **inside** the recycling bin as the collection agency is not required to take anything that is not actually inside the bin.

Furniture, appliances and other household items should **never** be put next to the garbage bin. If the items are too large to fit inside the garbage bin, they must be disposed of privately by their owner. Many charity organisations will be glad to receive your donation. Some charities collect and there are numerous “junk”

removal contractors. There are several drop-off depots in North Vancouver that will accept, free of charge, televisions, and many other electronic items. For advice, ask any Director or telephone the recycling depot.

A “free” table, also known as an exchange table, is located in the east parkade. Residents with desirable and/or useful items that they think might be of use to other residents may place them on or next to the free table. No junk please! After three days the original owner must remove the items if not taken, and dispose of them responsibly.

All garbage for disposal must be well-wrapped to avoid odour and leaks and must be taken to the garbage bin in leak-proof containers to avoid soiling the carpets and other areas of the common property.

- 13. BALCONIES/PATIOS:** Balconies/patios must be maintained to create a neat, uncluttered and uniform appearance when viewed from the exterior of the building

Tudor Court Apartments Ltd.  
2014 Annual General Meeting

and from other balconies. Patio furniture and lawn umbrellas, of a modest size are permitted, as also is a single "roll-up" blind in good condition, of a type, size and colour approved by the Directors. Plants, of a modest size, and flowers are permitted provided that they do not cause annoyance to adjoining balconies. Overwatering is not permitted. Excessive watering will result in damage to the balcony deck and railings, and inconvenience and annoyance to residents on lower floors whose balconies are splashed. Costs of damage caused by overwatering will be for the account of the shareholder causing the damage.

Balconies must not be used for storing furniture, bicycles and other items that would create unsightly clutter. No clothing, bedding, towels and other items may be dried on balconies nor on balcony railings.

**No alterations or changes or additions of any nature** may be made to balconies without approval from the Board of Directors. This restriction includes, but is not limited to trellises, lattice, colour changes, flooring and exterior wall mountings.

No barbeques, other cooking devices or candles may be used or lit on balconies.

- 14. ANIMALS & BIRDS:** Other than trained guide dogs for the visually impaired and certified dogs for persons with special needs, no pets including but not limited to dogs, cats, birds and reptiles are allowed in suites or on the common property. This bylaw includes animals/birds etc of guests/visitors.
- 15. LAUNDRY:** The coin operated washers and dryers are for the use of residents and their short term guests, **only**. No person may use all of the washers, or all of the dryers at the same time. The equipment and surrounds must be left clean and lint free after use. Heavily soiled garments (oil/grease etc) and other heavily soiled items may not be washed in the Tudor Court machines. Fire safety regulations require that the two laundry room fire doors must remain closed **at all times**. For security reasons the door must be locked when vacating the laundry room.
- 16. RENOVATIONS AND UPGRADES IN SUITES:** Shareholders do not have an automatic right to alter, remove or supplement electrical or plumbing installations in their suites; nor to remove or weaken walls. In these instances a written proposal must be submitted to the Board of Directors. The Directors may call for technical drawings, building or electrical permits and/or a damage deposit or bond, depending on the nature of the intended work. The Directors may also stipulate further conditions at their sole discretion. Old and new

building materials, fixtures and fittings and rubble etc must not be stored or placed **anywhere** that will impede egress in the event of a fire or other emergency. The premises must be left clean and tidy at the end of each work day. Shareholders will be responsible for all damage caused by themselves or their contractors to the common property and/or to other suites including but not limited to walls, carpets,

Tudor Court Apartments Ltd.  
2014 Annual General Meeting

tiles, doors, elevator and light fittings. If the elevator is to be used to transport materials, prior notice must be given to a Director who will arrange for padding to be attached to the walls. A charge of \$50 per week or part thereof for this service must be paid into petty cash. The elevator door must not be allowed to bang against materials that are being loaded. **Fire doors must not be left wedged open; not even for a few minutes.** Noisy work must be confined to 8am to 6pm Monday through Saturday, with no noisy work on Sundays and statutory holidays. The installation of wood or laminate flooring in second and third floor suites MAY be permitted if samples of exceptionally sophisticated soundproof underlay to be used are first shown to and approved by the Directors. However, that type of flooring in upper floor suites is discouraged due to the inevitable distress that will be suffered by suite owners below, notwithstanding the use of the best available underlay.

**17. DAMAGE TO OTHER SUITES AND/OR THE COMMON PROPERTY:**

Shareholders are liable for damage, caused accidentally or otherwise, by them to other suites and/or the common property, including the elevator, overhead doors, walls, tiles, carpets, doors, glass, paintwork and other property. This rule applies equally to their own actions as well as those of their guests/visitors, contractors, real estate agents, home carers and other persons connected to the shareholder.

**18. NOISE AND GENERAL NUISANCE:** Tudor Court is a quiet residential apartment building. Shareholders and their visitors must act reasonably at all times to avoid causing annoyance to other residents. The sound from radios, televisions, stereos, recorded speech and musical instruments must not unreasonably disturb other residents **at any time or day or night.** The loud voices and laughter from parties, meetings and other gatherings must not be allowed to unreasonably disturb other residents **at any time of day or night.** Ball games and other sporting activities are not permitted anywhere on the common property, including but not limited to the lawns, courtyard and parkades. No hammering, knocking or similar noise may be made in suites before 8am and after 6pm, Mondays through Saturday, and not at all on Sundays and statutory holidays, except in an emergency. Visiting children must not run or jump in second and third floor suites, nor in the hallways, nor may they play noisily anywhere on the common property.

**19. MOVING IN/MOVING OUT & MOVING FURNITURE AND OTHER**

**LARGE ITEMS:** Prior notice must be given to any Director who will arrange for padding to be placed on the walls of the elevator. A \$50 per week or part thereof fee must be paid into petty cash. The elevator door must not be allowed to bang against items that are being loaded. An assessment of damage to the common property, for which the shareholder will be liable, will be made after the move. Moves from and to suites on floor 1 may be made through the front door. Moves from and to suites on floors 2 & 3 must be made via the basement parkades. **Fire doors must not be wedged open and left unattended; not even for a few minutes.**

Tudor Court Apartments Ltd.  
2014 Annual General Meeting

**20. SMOKING:** Smoking is not permitted anywhere on the common property, including but not limited to the front courtyard, lawns, front ramp, rear driveway, foyer, hallways, elevator, stairways, laundry room, locker room, parking areas and balconies which are part of the common property. With effect from July 1, 2012 new shareholders and their guests, visitors etc, may not smoke in their suite or anywhere else on the common property.

**21. GENERAL:**

No waterbeds are allowed on the premises.

No barbeques or other cooking devices are allowed on balconies.

No aerials, satellite dishes or similar devices are permitted on balconies.

No ropes, wires or lines for clothes drying may be placed on balconies, the roof and/or elsewhere on the common property. Clothes, towels, bedding etc must not be draped or hung on balcony railings.

Drapes and blinds, visible from the exterior of the building, must conform to the standard neutral shade.

No eating, drinking or holding of parties are allowed on the common property, unless specifically authorised by the Board of Directors.

No packages, boxes or other items will be allowed to obstruct egress from the building (Fire Department regulation). This rule applies to hallways, stairwells, elevator, foyer, laundry & locker rooms and the parkades.

Visiting children are not permitted to play noisily in or on any part of the common property; not to run or jump in suites on floors 2 & 3.

**22. FINES & ENFORCEMENT OF BYLAWS:** In the event of non-compliance with these, bylaws, the Directors reserve the right, after a period of notice, to impose fines or to take other corrective action that the Directors consider is in the interests of the majority of shareholders. In the event that the Directors need to engage the services of a contractor, including but not limited to locksmiths, electricians, plumbers, painters, carpenters, vehicle tow companies and cleaners, the cost will be for the account of the non-compliant shareholder. Similarly, if the Directors are obliged to seek legal support for the enforcement of these bylaws, all legal costs will be for the account of the shareholder concerned.

**23. UPDATING OF & AMENDMENT TO THESE BYLAWS:** The Directors mission is to continually update and improve the bylaws for the benefit of all shareholders in Tudor Court Apartments Ltd, within their mandate given by the Articles of Association. Updated and /or amended bylaws are tabled at the next General Meeting for approval.

- 24. APPEAL AGAINST THESE BYLAWS BY SHAREHOLDERS:** Should any shareholder wish to appeal against a bylaw or bylaws or to request special consideration for any purpose, he or she is entitled to present the request to a meeting of the Board of Directors, whose decision will be final and binding unless overturned by a majority vote at a subsequent General Meeting.
- 25. APPROVED:** Annual General Meeting  
**RATIFIED:** Board Meeting  
**(New dates to be inserted after approval/ratification)**

Following questions and discussion, the Chair called the question. Shareholders unanimously voted to accept the proposed bylaws that were attached to the AGM Notice.  
**UNANIMOUSLY CARRIED**

The President reminded the incoming directors to ratify the bylaws, copy to the housing company's lawyer, and distribute to shareholders.

**11. ELECTION OF THE 2014-2015 BOARD OF DIRECTORS:**

The floor was opened for nominations and the following shareholders were nominated and elected by majority vote of a show of hands:

- Louis Dudas, #311
- James Bertrand #210
- Andrew Byers #101
- Jim Rutledge #207
- Stefan Aldea #208
- Paul Anderson #205

Phyllis Dunn, #112 volunteered to supervise the janitor and the landscape contractor, and Hazel Warnes, #206 volunteered to help with general gardening. Shirley Robertson, #302 will help with petty cash, laundry and property taxes. The outgoing President commented that numerous other odd jobs are done throughout the complex by willing volunteers. He also advised the new Board to appoint a President and Vice President forthwith, and have the housing company's lawyer notify Victoria of the names and addresses of the old and new directors.

**12. TERMINATION OF MEETING**

The outgoing President thanked all directors and shareholders, and his wife for their support over the five years of his term of office, and wished all the new directors good luck. There being no further business to discuss, the meeting was terminated at 8:47 p.m.

Tudor Court Apartments Ltd.  
2014 Annual General Meeting

**BOARD MEETING**

A short Board meeting was convened at 8:54 p.m. to appoint officers. Jim Rutledge was appointed President/Treasurer, and Louis Dudas was appointed Vice President. The first Board meeting was scheduled for Wednesday July 23, 2014. Louis Dudas, #311 offered to host the meeting. There being no further business to discuss, the meeting was adjourned at 9:00 p.m.

Shareholders are strongly encouraged to file these minutes for future reference since it is now mandatory to provide prospective Shareholders with several months worth of Meeting Minutes (Board and AGM). Obtaining extra copies of same is at the Shareholder expense rather than the Company expense.

**C & C PROPERTY GROUP LTD.**

Eileen de Haan, Property Manager  
#530-171 West Esplanade Avenue  
North Vancouver, B.C.  
V7M 3J9  
Bus: 604-987-9040 (24 hours)  
Fax: 604-987-9045  
Email: [eileen@cccm.bc.ca](mailto:eileen@cccm.bc.ca)

TUDOR COURT APARTMENTS LTD.  
Notice of Annual General Meeting

PRESIDENT'S REPORT 2014

**TUDOR COURT APARTMENTS LTD**  
**PRESIDENT'S REPORT: 2014 AGM**

**This report is circulated with the Notice of the 2014 AGM to give you an opportunity to read it prior to the Meeting on July 14, 2014.**

**IN MEMORIUM:**

With great sadness I have to record the passing of Peter Rowland, who was a long-term shareholder and resident at Tudor Court. Peter was always present in the hallways and foyer with a cheerful greeting and a chat about maritime events. Peter was always willing to do small chores and he was especially helpful in assisting Gary Wilkinson with many projects, especially the installation of new balcony railings. Peter will be sadly missed. We extend our condolences to Mark, Patti and all members of Peter's family.

**WELCOME:**

We are pleased to welcome new shareholders: Andrew Byers, suite #101; Paul Anderson & family, suite #205; Sheena Ashdown & Dale, suite #310.

**EVENTS OF THE FINANCIAL YEAR ENDED MAY 31 2014:**

The remaining balcony railings (on the north facing side of the building) have been replaced with new railings, thus completing the project. Congratulations Louis & James who did the work professionally and at a fraction of the cost that would have been charged by another contractor.

**PROPERTY TAXES:**

The Provincial Agency, BC Assessment, slightly reduced the assessed value of our property for the year 2014, resulting in slightly lower property taxes for the Tudor Court shareholders. BC Assessment found that recent sales of comparable properties had been at slightly lower prices. Thus Tudor Court was assessed at similarly lower value.

**ANOTHER IN-SUITE STOVE TOP FIRE:**

It is disturbing to report another case of an unattended pot left on a stove. Even more disturbing was that so few residents evacuated the building even though the alarm bells rang for ten minutes. The President sent a strongly worded note to residents explaining, inter alia, that immediate evacuation of the building is essential when the alarm

TUDOR COURT APARTMENTS LTD.  
Notice of Annual General Meeting

bells ring (except in the case of a test which is clearly advertised in advance). A positive note is that the fire safety systems upgrade, installed at the end of 2009/early 2010, has saved our building from possible destruction **three times** since it was installed. Further upgrades are planned. These will be discussed at the AGM.

**FINANCIAL:**

The financing of the further upgrade to the fire prevention systems will be discussed at the AGM. The upgrade, which is required by the City of North Vancouver, is known as LSUB (Life Safety Upgrade Bylaw). (Bylaw 8090).

**DIRECTORS' REMUNERATION:**

Six of the seven Directors and all of the many Volunteers received no payment for their work during the year. One Director was paid only for professional and/or "contract" work which otherwise would have been done by an outside contractor at much higher cost and with less in-house knowledge of Tudor Court. Additionally, all of the Directors and Volunteers performed countless small and larger tasks without compensation.

**UPGRADING THE C & C CONTRACT:**

Included in the budget papers will be the proposed cost of full property management by C & C. If agreed at the AGM, the new contract will replace the current, partial, management contract. In my opinion, the ten hours of unpaid work per week undertaken by the President in managing the corporation (Tudor Court) and handling residents' queries and complaints etc, is unsustainable. A full property management contract will provide greater expertise and will greatly reduce the work of the unpaid President.

**DEPRECIATION REPORT:**

The proposal to obtain a Depreciation Report for Tudor Court was unanimously voted against at the 2013 AGM. Nevertheless, I believe that this important matter should be placed on the Agenda for every AGM. New, for this year, is the query from the realtor selling suite #111 (Peter Rowland). He asked to see our Depreciation Report. I do not know whether our inability to provide a Report will affect the saleability or the final sale price of the suite.

Here is a brief description of the concept of a depreciation report: *"Changes to the Strata Property Act now require a depreciation report to be produced by every strata corporation in BC, effective December 13, 2013. A depreciation report is a long term planning tool which assesses non-annually recurring or capital expenses of the strata corporation and gives a financial projection over a period of years showing the financial reserves needed to pay for the expenditure".* Similar legislation is in place for co-ops. Tudor Court is neither a strata nor a co-op in the legal sense of the word. Nevertheless, there are very sound reasons why Tudor Court should voluntarily pay for a depreciation report.

**BUILDING INSURANCE AND PERSONAL INSURANCE:**

Again, this year, I remind shareholders to consult with their personal insurance broker to be sure that their personal insurance "meshes" or dovetails with the Tudor Court building insurance. Your broker will advise about your share of deductibles in the event of a claim by Tudor Court on its building insurance. If you plan to be absent from your suite for 30 or more consecutive days during the year, it is even more important that you obtain additional coverage for both

TUDOR COURT APARTMENTS LTD.  
Notice of Annual General Meeting

your own needs and to cover additional Tudor Court deductibles applicable to "vacant units". Be especially sure that your personal insurance policy includes earthquake insurance. There was a minor quake very close to Victoria BC in June 2014. There is no doubt that the "Big One" will occur.

**FIRE DEPARTMENT EMERGENCY ASSISTANCE :**

Persons with special needs (physical, visual, cognitive) should re-register EVERY 12 months with the Fire Dept and with our Fire Safety Director, currently Jim Rutledge (suite #207)

**APPOINTMENT OF DIRECTORS:**

I wish to thank the outgoing Directors and Volunteers for their commitment and expertise during the year under review. New Directors will be appointed at the AGM and I ask that anyone who has a SKILL to offer (physical or mental) and the TIME to devote to Tudor Court work should seek nomination as a Director. I have decided not to seek re-election as a Director (and therefore cannot be appointed as President or other official). It has been a privilege to have served Tudor Court as President for five years and as a Director for eight years. It is time to "pass the torch". I am standing down voluntarily, I do so with warm feelings and no negative problems. I especially wish to thank Shirley Robertson, Phyllis Dunn, Cliff Olsen, Howard Fluxgold and James Bertrand (all volunteers) for taking on work and offering valuable advice over the years.

Richard Warnes: President: Tudor Court Apartments Ltd. July 2014.