

PLEASE TAKE NOTICE THAT A SPECIAL GENERAL MEETING OF THE OWNERS, STRATA PLAN NW 628 – HUNTLY WYND, WILL BE HELD ON:

DATE: WEDNESDAY, AUGUST 30, 2017

TIME: 7:00 P.M. (REGISTRATION AT 6:30 P.M.)

**PLACE: IN THE CLUBHOUSE
6600 LUCAS ROAD
RICHMOND, B.C.**

An agenda for this meeting along with some explanatory notes is enclosed herewith. Please read this material carefully and bring it with you to the meeting for reference.

1. **PURPOSE:** To vote on two (2) 3/4 vote resolutions and one (1) majority vote resolution.
2. **QUORUM:** If within 1/2 hour from the time appointed for Annual or Special General Meetings, a quorum is not present, the meeting stands adjourned for a further 1/2 hour on the same date and at the same place. If within a further 1/2 hour from the time of the adjournment, a quorum is not present, the eligible votes, present in person or by proxy, consist a quorum.
3. **VOTING:** The vote for a strata lot may not be exercised, except on matters requiring a unanimous vote, if the strata corporation is entitled to register a lien against the strata lot (i.e. outstanding strata fees and / or special levies).
4. **3/4 VOTE RESOLUTION:** A “3/4 vote” means a vote in favour of a resolution by at least 3/4 of the votes cast by eligible voters who are present in person or by proxy at the time the vote is taken and who have not abstained from voting.
5. **PROXIES:** An instrument appointing a proxy shall be in writing under the hand of his / her appointer or attorney. A proxy need not be an owner.

MAILING DATE: August 9, 2017

IMPORTANT INFORMATION Please have this translated

重要資料 請找人為你翻譯

RENSEIGNEMENTS IMPORTANTS Prière de les faire traduire

これはたいせつなお知らせです。どなたかに日本語に訳してもらってください。

INFORMACIÓN IMPORTANTE Busque alguien que le traduzca

알려드립니다 이것을 번역해 주십시오

CHỈ DẪN QUAN TRỌNG Xin nhờ người dịch hộ

ਬਹੁਤੀ ਜਾਣਕਾਰੀ ਵਿਰਧਾ ਕਰਕੇ ਵਿਸ਼ੇ ਵੇਲੇ ਇਸ ਦਾ ਉਲੰਘਾ ਕਰਵਾਓ

A SPECIAL GENERAL MEETING OF THE OWNERS, STRATA PLAN NW 628 – HUNTLY WYND, TO BE HELD ON WEDNESDAY, AUGUST 30, 2017, AT 7:00 P.M. (REGISTRATION AT 6:30 P.M.), IN THE CLUBHOUSE, 6600 LUCAS ROAD, RICHMOND, B.C.

AGENDA

1. CERTIFICATION OF PROXIES
2. CALL TO ORDER
3. ELECTION OF CHAIRPERSON, IF NECESSARY
4. FILING OF PROOF OF NOTICE OF MEETING
5. APPROVAL OF AGENDA
6. APPROVAL OF PREVIOUS GENERAL MEETING MINUTES
- Annual General Meeting – February 27, 2017
7. APPROVAL OF 3/4 VOTE RESOLUTION #1 ATTACHED
8. APPROVAL OF MAJORITY VOTE RESOLUTION #1 ATTACHED
9. APPROVAL OF 3/4 VOTE RESOLUTION #2 ATTACHED
10. MEETING TERMINATION

STRATA PLAN NW 628 – HUNTLY WYND

PREAMBLE:

- Owners approved spending up to \$100,000.00 from Contingency Reserve Fund for a Health Club and Clubhouse Upgrade, including engaging the services of design professionals to make design recommendations.
- Owners viewed recommendations from designers at an open house, provided written feedback, held an owners meeting, and provided additional feedback.
- Strata Council reviewed *all* feedback received and based on that information made the decision *not* to go forward with some of the design proposals. Consequently, additional motions to consider designs incorporating changes to fireplace, bar, kitchen serving area have not been brought forward.
- Based on the feedback received Strata Council brings the following motions:
 - #1, representing refurbishment in each of the health club, changing rooms, clubhouse, and guest suite,
 - #2 to choose design and colours; and
 - #3 to add televisions.
- Strata Council has received feedback in support of traditional style furnishings so other options have not been presented.
- Strata Council received feedback on colours reflecting both light and dark palettes with a mix being suggested by some.
- This project is to be completed, as specified at the Annual General Meeting, within the budgeted amount of \$100,000.00 (including tax and all related expenses). To date, expenses total \$6,329.25 for design professionals, and \$15,292.43 for gym equipment leaving the sum of **\$78,391.00**
- Once owners have voted approval, bids will be sought from at least three qualified builders, and engaged to carry out the scope of work to professional standard within the budget approved.

3/4 VOTE RESOLUTION #1 – SIGNIFICANT CHANGE IN USE OR APPEARANCE OF COMMON PROPERTY – REFURBISH PROJECT

WHEREAS feedback from owners supports refurbish of the Health Club: gym, halls, and change-rooms; and Clubhouse: lounge, billiard room, halls; and Guest Suite: halls, sitting room, and bedroom as follows:

- Health Club: Gym, Halls and Change-Rooms:
 - Remove as necessary and replace flooring in change rooms, gym, and halls to top step of pool area;
 - Remove window coverings;
 - Repaint, repairing walls where necessary;
 - Reconfigure and improve function and appearance in change-room access and use, shower, and toilet areas by replacement of fixtures and fittings including toilets, toilet enclosures, benches, shelves, cubbies, showers and sinks; and
 - Make improvements to lighting by upgrades to LED and appropriate hanging of fixtures;
- Clubhouse: Lounge, Billiard Room, Halls and Guest Suite:
 - Remove as necessary and replace flooring;
 - Remove amber glass and replace with clear;
 - Remove window coverings;
 - Remove rough wood trims, décor, and spindles;
 - Repaint and/or whitewash all walls and ceilings, repairing walls and ceiling as necessary;
 - Make improvements to lighting by upgrades to LED and appropriate hanging of fixtures;

STRATA PLAN NW 628 – HUNTLY WYND

**3/4 VOTE RESOLUTION #1 – SIGNIFICANT CHANGE IN USE OR
APPEARANCE OF COMMON PROPERTY – REFURBISH PROJECT**

(continued)

- Build dedicated storage areas as shown in design attached for storage of tables, chairs, and supplies as well as one for coats;
- Remove lounge furnishings, including seating areas, tables, chairs; replace with suitable traditional style seating, tables, chairs;
- Reframe as necessary and rehang artwork and photographs; and
- It is understood that the sideboard, snooker table and its overhead lighting, the bar, and the existing food storage and preparation area will remain.

WHEREAS Section 71 of the *Strata Property Act* states that a strata corporation must not make a significant change in the use or appearance of common property or land that is a common asset unless the change is approved by a resolution passed by a 3/4 vote at an Annual or Special General Meeting; and

WHEREAS the Owners, Strata Plan NW 628, Huntly Wynd, would like to proceed with the “refurbish project”;

BE IT THEREFORE RESOLVED as a 3/4 Vote Resolution of the Owners, Strata Plan NW 628, Huntly Wynd (the “Strata Corporation”), that the owners approve the “refurbish project” described as per the sketch plan attached hereto.

If the Ownership approves 3/4 Vote Resolution #1, Majority Vote Resolution #1 and 3/4 Vote Resolution #2 shall also be considered.

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Dimensions

The Contractor shall verify all dimensions, and immediately report any errors and/or omissions to Area3.
 DO NOT SCALE DRAWINGS.

KEY PLAN

PROGRESS DRAWINGS

HUNTLY WYND	PROJECT NAME
6600 LUCAS RD, RICHMOND, BC V7C 4T1	PROJECT ADDRESS
	DEVELOPER
LOUISE CORRALL 604-803-1560	CONTACTS
COMMON AREA	TYPE

GENERAL NOTES	DRAWING LIST
	0.01
DEMOLITION PLAN	1.01
FLOOR PLAN	1.02
	1.03
	1.04
	1.05
	1.06
	1.07
	1.08
	1.09
	2.01
	2.02
	2.03
	2.04
	2.05
	2.06
	2.07
	2.08
	2.09
	2.10
	2.11
	2.12
	2.13
	2.14
	3.01
	3.02
	3.03
	3.03
	4.01
	4.02
	4.03
	4.04
	4.05
	4.06
	4.07
	4.08
	4.09
	4.10

ISSUED FOR REVIEW	17.08.04	
REV	DESCRIPTION	DATE

PROJECT NAME:
**HUNTLY WYND
 CLUBHOUSE
 RICHMOND, BC**

SHEET TITLE:
COVER PAGE

PROJECT NO:	17-191-02
DRAWN:	SHISE
CHECKED:	YY

DRAWING NO:
ID 0.00



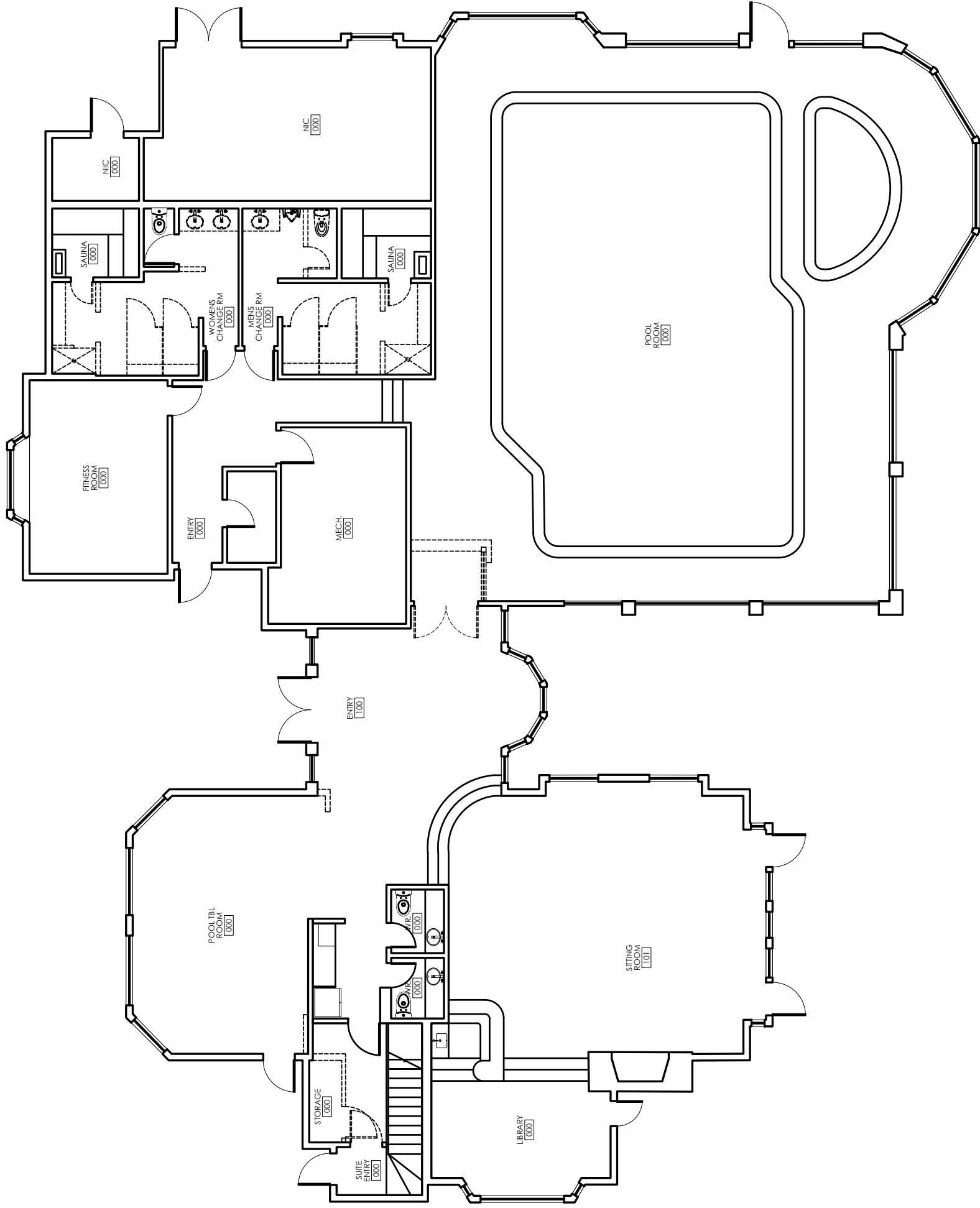
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KEY PLAN



PROCESS DRAWINGS

REV	DESCRIPTION	DATE
-	ISSUED FOR REVIEW	17.08.04

PROJECT NAME:
HUNTLY WYND CLUBHOUSE RICHMOND, BC

SHEET TITLE:
DEMOLITION PLAN

PROJECT NO:	17-191-02
DRAWN:	SHISE
CHECKED:	YY

DRAWING NO:
ID 1.01

CLUBHOUSE - DEMOLITION PLAN P1
SCALE: NOT TO SCALE



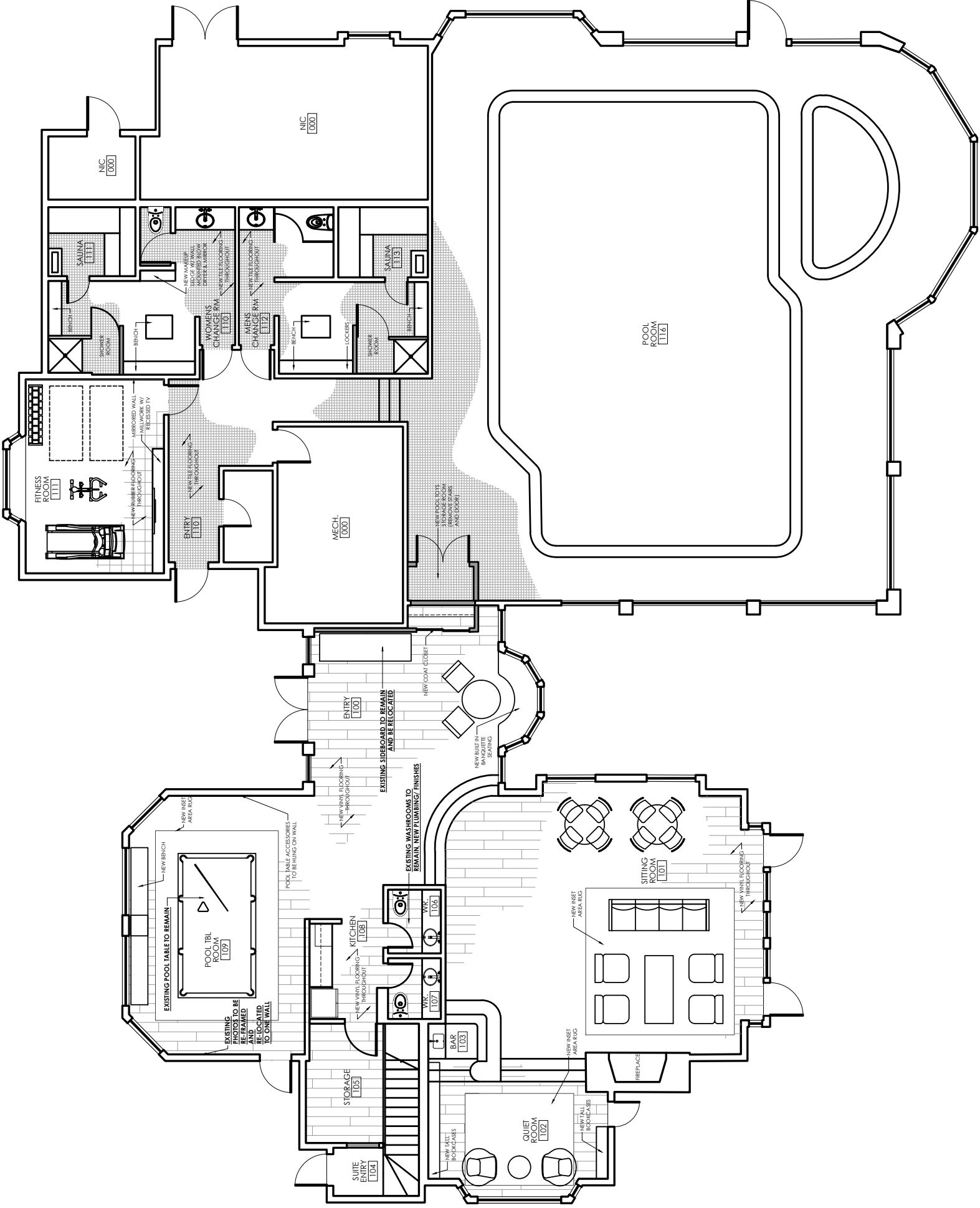
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 DO NOT SCALE DRAWINGS.

KEY PLAN



PROGRESS DRAWINGS

REV	DESCRIPTION	DATE
-	ISSUED FOR REVIEW	17.08.04

PROJECT NAME:
HUNTLY WYND CLUBHOUSE RICHMOND, BC

SHEET TITLE:
FLOOR PLAN

PROJECT NO:	17-191-02
DRAWN:	SHISE
CHECKED:	YY



DRAWING NO:
ID 1.02

STRATA PLAN NW 628 – HUNTLY WYND

MAJORITY VOTE RESOLUTION #1 REFURBISH PROJECT – DESIGN AND COLOUR

PREAMBLE: The purpose of this resolution is to specify which of two design and colour options owners choose for the “refurbish project”.

- Option A – furnishings and medium / dark tones and colours as displayed in samples and illustrations;
- Option B – furnishings and light / medium tones and colours as displayed in samples and illustrations;

WHEREAS the Owners, Strata Plan NW 628, Huntly Wynd, need to choose a design and colour option for the “refurbish project” between two options, Option A and Option B;

BE IT THEREFORE RESOLVED as a Majority Vote Resolution of the Owners, Strata Plan NW 628, Huntly Wynd (the “Strata Corporation”), that the owners approve the “refurbish project” design and colour Option _____.

3/4 VOTE RESOLUTION #2 – SIGNIFICANT CHANGE IN USE OR APPEARANCE OF COMMON PROPERTY – REFURBISH PROJECT – TV INSTALLATION

PREAMBLE: it has been requested by owners to install televisions in the gym and in the lounge area of the Clubhouse:

- Huntly Wynd already has cable and internet for the building for use by owners and guests in the guest suite.
- Television in the lounge could provide good presentations for use in meetings, as well as ambience for gatherings around sporting or festival events such as Olympics, World Cup, July 1st or Seasonal events.
- It is usual and generally expected to have televisions in gyms.
- Televisions would be purchased within limited budget to provide wall-mounted televisions in the gym and television in the lounge.
- Selection criteria: durable, good value & appropriate size.

WHEREAS Section 71 of the *Strata Property Act* states that a strata corporation must not make a significant change in the use or appearance of common property or land that is a common asset unless the change is approved by a resolution passed by a 3/4 vote at an Annual or Special General Meeting; and

WHEREAS the Owners, Strata Plan NW 628, Huntly Wynd, would like to proceed with the installation of television(s);

BE IT THEREFORE RESOLVED as a 3/4 Vote Resolution of the Owners, Strata Plan NW 628, Huntly Wynd (the “Strata Corporation”), that the owners approve the installation of television(s).

PROXY APPOINTMENT

Re: Strata Lot _____ of Strata Plan _____ NW 628 _____

Unit # _____ – _____, Richmond, B.C.

I / We, _____ Owner(s) of the Strata Lot described above,
appoint _____
or failing him / her _____

to act as my / our proxy and on my / our behalf at the Special General Meeting of the Owners, Strata
Plan NW 628, to be held on the 30th day of August, 2017, or any adjournment thereof.

I / We acknowledge and understand that although the *Strata Property Act* does not permit substantial
changes to a resolution, minor amendments may be made by those attending the meeting. This being
the case, resolutions voted on may differ from the original version contained on the Notice of Meeting.

*****PLEASE NOTE: STRATA MANAGERS AND STRATA EMPLOYEES MAY NOT BE
APPOINTED AS PROXY HOLDERS.*****

SIGNED this _____ day of _____, 2017.

Owner(s) Signature:

