CAPILANO RIDGE APARTMENT SECTION STRATA PLAN BCS 130

ANNUAL GENERAL MEETING MINUTES
Monday June 20, 2022, 5:00 p.m.
Carwash Bay, Residential Parkade
3125 Capilano Crescent, North Vancouver

MANAGEMENT PRESENT: **Tasha Perry, Strata Manager**
Pacific Quorum Properties Inc.
tperry@pacificquorum.com

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1. **CALL TO ORDER**
The meeting was called to order at 5:01 p.m.

   a. **Quorum Report**
   The Strata Manager noted that of the 31 units, there were 31 units eligible to vote. As there were 11 Owners present in person and 15 Owner represented by proxy, a total of 26 strata lots were represented; therefore, a quorum was established, and the meeting was deemed legal to proceed as mandated in the *Strata Property Act.*

   b. **Certify Proxies**
   The Strata Manager certified the proxies received.

   c. **Proof of Notice**
   The Strata Manager confirmed that the Annual General Meeting Notice was mailed to all Owners on May 31, 2022, thereby meeting the requirements of the *Strata Property Act.*

   d. **Appoint Chair**
   There being no objections from the Ownership, it was agreed that the Council President would chair the meeting, while the Strata Manager would facilitate the meeting.

2. **APPROVAL OF THE AGENDA**
It was:
MOVED/SECONDED (SL48/SL45)
To approve the Agenda as presented.
CARRIED
26 IN FAVOUR

3. **ADOPTION OF THE PREVIOUS SPECIAL GENERAL MEETING MINUTES OF MARCH 7, 2022**
There being no errors or omissions,

It was:
MOVED/SECONDED (SL46/SL48)
To adopt the Minutes of the Special General Meeting (SGM) held on March 7, 2022, as circulated.
CARRIED
26 IN FAVOUR

4. COUNCIL REPORT

As attached at the end of these minutes

5. RESOLUTION #1 – 3/4 VOTE - CRF EXPENDITURE OF UP TO $10,000 – FOR ASME RATED HOT WATER TANK

WHEREAS:

The Apartment Section has been advised by Maas Mechanical that the second hot water tank will be reaching the end of its useful life very soon, and one is already leaking. The Strata would like to have funds approved for the second tank replacement, so it can be done ahead of a complete failure requiring emergency service.

WHEREAS:

Section 96 of the *Strata Property Act* states that a Strata Corporation must not spend money from the Contingency Reserve Fund unless first approved by a ¾ vote resolution at an Annual or Special General Meeting, or authorized under Section 98(3); or unless approved by a majority vote if the expenditure is necessary to obtain a depreciation report or is related to the repair, maintenance or replacement, as recommended by a depreciation report, of common property, common assets or portions of a strata lot for which the strata corporation has taken responsibility by bylaw;

BE IT RESOLVED:

The Owners, Strata Plan BCS 130 Apartment Section, by a ¾ vote resolution, that **up to $10,000** be spent for the purpose of replacing one domestic hot water storage tank as necessary, and such expenditure to be charged against the Contingency Reserve Fund (CRF).

Following discussions,
It was:
MOVED/SECONDED (SL21/SL34)
To approve Resolution #1, as presented.
CARRIED
26 IN FAVOUR

6. RESOLUTION #2 – 3/4 VOTE - CRF EXPENDITURE OF UP TO $4,000 – FOR DISPUTED TROY INVOICE

WHEREAS:

The Owners, BCS 130 acknowledge the need to pay the disputed invoice from Troy Fire & Safety from 2020.

BE IT RESOLVED:

That the Owners, Strata Plan BCS 130 Apartment Section approve by a 3/4 vote resolution to a maximum expenditure of Four Thousand dollars ($4,000) for the purpose paying the outstanding invoice to Troy Fire & Safety for deficiency repairs to emergency lights with such expenditure to be charged against the Contingency Reserve Fund (CRF). Any remaining funds will be returned to the CRF.

Following discussions, council advised the Ownership the invoice is outstanding; however, there is no "need to pay" when the work was not done, and Council was left in limbo; Council will "choose" to pay ONLY if the next step of the dispute with their lawyers escalates.

It was:
MOVED/SECONDED (SL48/SL27)
To approve Resolution #2, as presented.
CARRIED
26 IN FAVOUR

7. RESOLUTION #3 - MAJORITY VOTE - APPROVAL OF 2022-2023 OPERATING BUDGET – APARTMENT SECTION, INCLUDING TRANSFER OF SURPLUS

WHEREAS: Section 105 of the Strata Property Act (1) Subject to Section 14, contributions to the operating fund which are not required to meet operating expenses accruing during the fiscal year to which the budget relates must be dealt with in one or more of the following ways, unless the strata corporation determines otherwise by a resolution passed by a 3/4 vote at an annual or special general meeting:

(a) transferred into the contingency reserve fund;
(b) carried forward as part of the operating fund, as a surplus;
(c) used to reduce the total contribution to the next fiscal year's operating fund.

(2) If operating expenses exceed the total contribution to the operating fund, the deficit must be eliminated during the next fiscal year.

WHEREAS: it has been determined that the Apartment Section will have an operating fund surplus of $11,935.12 in the 2021/2022 fiscal year, and the Strata Council is of the opinion that the best use for that surplus is to be split equally and carried forward as part of the operating fund ($5967.56) and transferred to the Contingency Reserve Fund ($5967.56).

BE IT RESOLVED:
The Owners, Strata Plan BCS 130 Apartment Section, approve by majority vote the proposed Operating Budget for the 2022/2023 fiscal year commencing May 1, 2022, and completing Apr 30, 2023, with no increase in strata fees. Please see attached for the Strata Fee Schedule.

Following discussions,
It was:
MOVED/SECONDED (SL28/SL42)
To approve the proposed 2022/2023 Operating Budget, as presented.
CARRIED
26 IN FAVOUR

8. NEW BUSINESS

Council inquired about the responsibility of repairs with respect to water leaks and damage. As outlined in the bylaws for Capilano Ridge, the Strata Corporation is responsible for repair and maintenance of the common property and the Owner is responsible for repair and maintenance of the Strata Lot. The exception to this is when the total damages is over the Strata's Insurance deductible. A separate notice including insurance flow charts will be issued to the Ownership to simplify the insurance process for the Owners.

9. ELECTION OF THE 2022/2023 STRATA COUNCIL

The Strata Manager expressed appreciation to the Council Members for their time and effort on behalf of Capilano Ridge – Apartment Section. As required by the *Strata Property Act*, the current Council Members must resign; however, they are eligible for re-election. As the current Council`s

term of office expired at this meeting, the floor was opened for nominations for the 2022/2023 Strata Council, with the following Owners accepting nominations or volunteered:

Glyndwr Wide
Joanne Egerton
Lauren Fraser
Sharon Drudian

It was:
MOVED/SECONDED
To close nominations, and to elect those nominated by way of majority vote.
CARRIED
26 IN FAVOUR

5. TERMINATION OF THE MEETING

There being no further business to discuss, the meeting was terminated at 5:36 p.m.

NEXT COUNCIL MEETING: SEPTEMBER 27TH 4:45PM

ONLINE ACCESS TO YOUR STRATA CORPORATION - *PQ ONLINE*:

- Go to: **www.pacificquorum.com**
- **Click "SIGN UP NOW"** under "Connect to Your Property – PQ ONLINE"
- Enter your name, email, property name, and address
- You will be emailed your unique log-in and password to access ***PQ ONLINE***
- Once you have logged into ***PQ ONLINE*** for the first time, **go to "MY INFO"**

If you have any trouble accessing ***PQ ONLINE***, please contact support@pacificquorum.com

Submitted by:
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24 Hour Maintenance Emergency #: (778) 770-0380

IMPORTANT INFORMATION Please have this translated
RENSEIGNEMENTS IMPORTANTS Prière de les faire traduire
INFORMACIÓN IMPORTANTE Busque alguien que le traduzca
CHỈ DẪN QUAN TRỌNG ***Xin nhờ người dịch hộ***

重要資料 請找人爲你翻譯
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。
알려드립니다 이것을 번역해 주십시오
ਜ਼ਰੂਰੀ ਜਾਣਕਾਰੀ ਕਿਸੇ ਕਰਕੇ ਕਿਸੇ ਕੋਲੋਂ ਇਸ ਦਾ ਉਲੱਥਾ ਕਰਵਾਓ

Please Note: The Real Estate Regulations may require that a vendor provide purchasers with copies of the strata corporation minutes. Please retain these minutes for your records. Replacement copies will be subject to a cost per page and can be received upon a seven (7) day advance order from *Pacific Quorum Properties Inc.*

STRATA CORPORATION - CAPILANO RIDGE BCS 130- APARTMENT SECTION
APPROVED OPERATING BUDGET
FOR THE PERIOD: May 1, 2022 TO April 30, 2023

		PREVIOUS BUDGET 2021-2022	ACTUAL TO March 2022 YEAR END Apr 30/2022	APPROVED BUDGET 2022-2023
REVENUE				
4110	4110 Strata Fees	$ 150,125.00	$ 150,124.92	$ 150,124.87
4120	4120 Bank Intrest		$ 411.02	
4140	4140 Prior Yr Surplus (Deficit) Allocation	$ 2,501.00	$ 2,501.13	$ 5,967.56
	NSF Fees		$ 25.00	$ -
	Late Charges		$ 4.52	$ -
4132	4132 Other Income/Miscellaneous		$ 612.00	$ -
	Direct Recovery		$ 185.00	$ -
TOTAL REVENUE		**$152,626.00**	**$153,863.59**	**$156,092.43**
OPERATING EXPENSES				
6110	6110 Bank Charges	$ 200.00	$ 195.78	$ 350.00
6116	6116 Legal & Professional	$ 500.00		$ 500.00
6118	6118 Administration			$ 462.18
6120	6120 Management Fees	$ 2,850.00	$ 2,835.02	$ 3,600.00
TOTAL OPERATING EXPENSES		**$3,550.00**	**$3,030.80**	**$4,912.18**
UTILITIES EXPENSES				
6212	6212 Electricity	$ 20,000.00	$ 17,704.09	$ 21,000.00
6214	6214 Natural Gas	$ 25,000.00	$ 31,441.03	$ 32,700.00
6221	6221 Water Treatment System	$ 1,100.00	$ 262.50	$ 1,000.00
6216	6216 Waste Removal	$ 5,226.00	$ 4,573.47	$ 5,500.00
6217	6217 Recycling	$ 2,000.00		$ 1,000.00
TOTAL UTILITIES EXPENSES		**$53,326.00**	**$53,981.09**	**$61,200.00**
REPAIRS & MAINTENANCE EXPENSES				
6130	6130 Enterphone	$ 900.00	$ 874.66	$ 900.00
6219	6219 Garage Maintenance	$ 1,000.00	$ 1,049.70	$ 1,100.00
6302	6302 Cleaning and Janitorial	$ 9,000.00	$ 7,008.75	$ 8,000.00
6309	6309 Building Maintenance	$ 12,000.00	$ 10,286.38	$ 9,000.00
6313	6313 Fire & Safety	$ 3,900.00	$ 745.71	$ 3,900.00
6311	6311 Power Washing	$ 3,000.00	$ 3,000.00	$ 4,800.00
6314	6314 Elevator	$ 4,100.00	$ 4,730.25	$ 4,980.25
-	Elevator License/Inspect	$ 250.00	$ 251.00	
6318	6318 R & M - General		$ 176.09	
6320	6320 HVAC/Mechanical	$ 6,500.00	$ 7,324.27	$ 8,000.00
-	Sundires	$ 800.00	$ 657.75	$ 800.00
6325	6325 Pest Control	$ 700.00	$ 401.10	$ 500.00
6326	6326 Window Cleaning	$ 1,400.00	$ 1,400.00	$ 1,400.00
6333	6333 Gutters / Drains	$ 5,000.00	$ 3,207.75	$ 3,000.00
6338	6338 Carpet Cleaning	$ 1,000.00	$ 696.50	$ 1,000.00
6362	6362 R&M Roof	$ 1,500.00		
6370	6370 Dryer Vent Cleaning	$ 1,200.00	$ 1,139.25	$ 1,800.00
6370	6370 Electrical Repairs			$ 2,500.00
-	Direct Recovery		$ 185.00	$ -
-	Lighting		$ 101.92	$ 300.00
-	Building Improvments	$ 10,500.00	$ 8,680.50	$ 8,000.00
TOTAL REPAIRS & MAINTENANCE EXPENSES		**$62,750.00**	**$51,916.58**	**$59,980.25**
CONTINGENCY FUND CONTRIBUTION				
7400	7400 Contingency Reserve Transfer	**$ 33,000.00**	**$ 33,000.00**	**$ 30,000.00**
TOTAL EXPENSES		**$152,626.00**	**$141,928.47**	**$156,092.43**
SURPLUS / (DEFICIT)		**$0.00**	**$11,935.12**	**$0.00**
		THIS BUDGET CONTAINS A STRATA FEE INCREASE OF:		***0.00%***

OPENING SURPLUS/DEFICIT IN OPERATING FUND AT FISCAL YEAR-END	**$11,935.12**
ALLOCATED TO PROPOSED BUDGET	**$11,935.12**
ESTIMATED SURPLUS/DEFICIT IN OPERATING FUND AT Apr 30/2023	**$0.00**

STRATA CORPORATION - CAPILANO RIDGE BCS 130- APARTMENT SECTION

MONTHLY STRATA FEE SCHEDULE

FOR THE PERIOD: May 1, 2022 TO April 30, 2023

0% CHANGE FROM PRIOR YEAR

UNIT #	STRATA LOT #	UNIT ENTITLEMENT	% OF TOTAL UE	CURRENT MONTHLY STRATA FEE	MONTHLY OPERATING CONTRIBUTION	MONTHLY CONTINGENCY CONTRIBUTION	TOTAL NEW MONTHLY STRATA FEES	TOTAL NEW ANNUAL STRATA FEES
101	20	109	3.03%	$378.68	$303.01	$75.67	**$378.68**	$4,544.16
102	21	125	3.47%	$434.27	$347.49	$86.78	**$434.27**	$5,211.24
103	22	125	3.47%	$434.27	$347.49	$86.78	**$434.27**	$5,211.24
104	23	107	2.97%	$371.73	$297.45	$74.28	**$371.73**	$4,460.76
105	24	107	2.97%	$371.73	$297.45	$74.28	**$371.73**	$4,460.76
106	25	107	2.97%	$371.73	$297.45	$74.28	**$371.73**	$4,460.76
107	26	125	3.47%	$434.27	$347.49	$86.78	**$434.27**	$5,211.24
108	27	107	2.97%	$371.73	$297.45	$74.28	**$371.73**	$4,460.76
109	28	125	3.47%	$434.27	$347.49	$86.78	**$434.27**	$5,211.24
110	29	121	3.36%	$420.37	$336.37	$84.00	**$420.37**	$5,044.44
111	30	119	3.30%	$413.42	$330.81	$82.62	**$413.43**	$4,961.16
201	31	109	3.03%	$378.68	$303.01	$75.67	**$378.68**	$4,544.16
202	32	125	3.47%	$434.27	$347.49	$86.78	**$434.27**	$5,211.24
203	33	126	3.50%	$437.74	$350.27	$87.48	**$437.75**	$5,253.00
204	34	108	3.00%	$375.21	$300.23	$74.98	**$375.21**	$4,502.52
205	35	108	3.00%	$375.21	$300.23	$74.98	**$375.21**	$4,502.52
206	36	108	3.00%	$375.21	$300.23	$74.98	**$375.21**	$4,502.52
207	37	126	3.50%	$437.74	$350.27	$87.48	**$437.75**	$5,253.00
208	38	108	3.00%	$375.21	$300.23	$74.98	**$375.21**	$4,502.52
209	39	126	3.50%	$437.74	$350.27	$87.48	**$437.75**	$5,253.00
210	40	125	3.47%	$434.27	$347.49	$86.78	**$434.27**	$5,211.24
211	41	119	3.30%	$413.42	$330.81	$82.62	**$413.43**	$4,961.16
301	42	109	3.03%	$378.68	$303.01	$75.67	**$378.68**	$4,544.16
302	43	107	2.97%	$371.73	$297.45	$74.28	**$371.73**	$4,460.76
303	44	108	3.00%	$375.21	$300.23	$74.98	**$375.21**	$4,502.52
304	45	108	3.00%	$375.21	$300.23	$74.98	**$375.21**	$4,502.52
305	46	126	3.50%	$437.74	$350.27	$87.48	**$437.75**	$5,253.00
306	47	108	3.00%	$375.21	$300.23	$74.98	**$375.21**	$4,502.52
307	48	126	3.50%	$437.74	$350.27	$87.48	**$437.75**	$5,253.00
308	49	125	3.47%	$434.27	$347.49	$86.78	**$434.27**	$5,211.24
309	50	119	3.30%	$413.42	$330.81	$82.62	**$413.43**	$4,961.16
TOTAL:		**3,601**	**100%**	**$12,510.38**	**$10,010.47**	**$2,499.99**	**$12,510.46**	**$150,125.52**

ANNUAL TOTAL:	**$120,124.87**	**$30,000.00**		**$150,124.87**
MONTHLY TOTAL:	**$10,010.41**	**$2,500.00**	**$12,510.41**	

2021–2022 COUNCIL REPORT – APARTMENT SECTION

Welcome to the Annual General meeting for the Apartment Section of Capilano Ridge.

Apartment Council continues to be proactive, with regard to the maintenance and improvement of Capilano Ridge by following the Depreciation Report recommendations and guidance from the Managing Agents.

In addition to the Apartment Section Highlights mentioned below, Council is pleased to announce no increase in the 2022-2023 Apartment Section budget.

Apartment Section Highlights

- Pace Chemicals:
  Tested the heating water system; nitrite levels were at the minimum recommended level; added half a pot feeder of CWS55 and changed the filter; water condition was clean
- Met with a new power washing company to get costs and options
- Negotiated with DNV for a slightly reduced price for waste pickup
- Completed a full review of costs and services for garbage, recycling, organics and pull-out services after receiving and reviewing serval quotes and contract particulars; met with three contractors on site (GFL, Revolution, DN) and communicated with Emterrra (by phone and email); GFL was terminated at end of the contract for organics; DNV was given the organics contract as rate and terms were better
- Completed the power washing of patios, balconies, walkway and driveway
- Purchased light bulbs, replaced and recycled them
- Completed the BC Global Gas Detection on-site inspection for the annual monitor
- Met to review the AGM package draft
- Completed the garage door bi-annual maintenance
- Completed the exterior dry vent cleaning
- Voided the Garage Door Depot invoice in dispute for the call out they did in June 2019 (invoice #20010185 for $375.77) as they agreed it should have been under warranty
- Removed, cleaned, and replaced the garbage room fan
- Professionally cleaned the second-floor carpet including spot removal
- Held the AGM in June 2021
- Started the Electric Vehicle (EV) infrastructure plan
- Contacted Cutting Edge to book Fall hallway painting

- Completed the EV infrastructure plan
- Installed a new lock box on the bike locker; emailed and demonstrated the use instructions to Owners
- Met with the paver contractor regarding the ground floor patio
- Changed the roof top filters
- Replaced the broken fan in the locker room on the third floor
- Replaced the fan timer (an electrician and Maas Mechanical were needed)
- Submitted the EV Ready Plan for approval; approval granted
- Oversaw the move-ins and move-outs; charged back a small amount of hallway damage
- Serviced the HVAC system
- Completed the on-site Fall roof review/clean up by Apex
- Sent out the EV Ready Plan to obtain quotes
- Met with designer to update the hallway colour
- Transferred the organic bins and keys from GFL to DNV
- Received $2,250.00 rebate for the EV Ready Plan
- Met with new power washer to obtain a quote for 2022 again
- Met with Richmond Elevator technician on site to have some small adjustments made for a smoother ride and have the emergency alarm phone checked
- Updated the Intercom with new Owners as needed throughout the year
- Sold new fobs and updated the computer access system as needed
- Completed the Fire Inspection “walk-about“ as needed
- Met with Council regarding EV charging
- Ordered hot water tank paid from the Contingency Reserve Fund (CRF) as per the Resolution at the 2021 AGM; price per tank was higher than quoted as tanks are now required to be ASME rated
- Replaced the circulating pump and the bearing assembly for the hot water heater; new parts installed (1/4HP Bell and Gossett circulating motor parts and Bell and Gossett #4 bearing assembly)
- Met for the second time with colour specialist for slight hallway colour update
- Re-set the boiler controller by the HVAC contractor a few times throughout the year due to power outages (once on a long weekend)

- Met with Cove Power to review parkade drawings
- Met with electrician to update the elevator lights
- Met with electrician to start the labelling process for an unlabeled electric panel
- Completed a walk-about with Cutting Edge prior to hallway painting
- Followed up with new contractors to obtain their WCB and insurance
- Met with Richmond Elevator to replace the elevator lights transformers
- Met with Bright City Lights regarding labeling half of the electrical panel which is unlabeled
- Updated the contractor list for Martello Property Services
- Purchased Christmas gift cards for HVAC technician, cleaner, gutter contractor, elevator technician, garage door technician, and Christmas Hank (bottle recycler for charity)
- Completed the hallway painting and baseboard touch-up and updated the Colour board in the Janitor Room
- Cleaned the large roof and gutters along with some minor repairs
- Completed the on-site winterization of the dry sprinkler systems by Ace Fire
- Held the Special General Meeting (SGM) for EV Charging Plan; the plan was passed and the upgrade to be scheduled
- Put the Holiday decorations in the lobby
- Booked Fire Inspection 2022 with Ace Fire
- Gave access to Vandelta for the annual computer access system check and battery replacement for the fobs system
- Fixed the garbage room door lock and purchased the backup keys
- Reviewed the roof replacedment plan with BC Roof Inspectors (BCRI) on site
- Met Cove Power to review upcoming plan for the EV work and with, help of an Owner, created a parking plan
- Replaced a piece of carpet in East stairwell (we had extra carpet on site) as stain could not be removed
- Sorted and emailed the parking plan for EV infrastructure work
- Replaced and painted the balcony fascia
- Replaced and painted the stair stringer trim on the North east exterior stairwell; bought, cut, painted and installed rough cut cedar

- Completed the Exterior Painting Project under budget and returned the surplus to Owners
- Completed carpet repair on the East stairwell
- Met daily to oversee the progress of the EV parking infrastructure work in the garage
- Attended Council meeting to review the EV work and manage the costs
- Cleaned all hallway ceiling lights
- Met with BCRI to assess tenders and tee up the final numbers for the roof SGM
- Completed the building Annual Fire inspection/testing by Ace Fire in the presence of the elevator company technician (including service rooms, all the units, all Emergency Lighting systems and Exit signs: replaced twelve 9-volt batteries
- Met to finalize the roof SGM package
- Completed the roof SGM package for sending to Owners; the roof replacement project was unanimously approved by Owners
- Followed up email to Martello re their un-budgeted fees increase
- Met with Maas Mechanical regarding upcoming work
- Met with electrician to get a quote for electrical panel info sheet
- Professionally cleaned the third-floor carpet due to a spill
- Professionally cleaned the front door mat
- Emailed the SWTCH Service Contract to all Owners for review before signing
- Informed Owners of property management change due to issues and the termination by Martello
- Met with Pacific Quorum (PQ) to start the new management process
- Received extension for grants for the EV charging
- The air scoop in the boiler room heating system:
  remove old scoop and re-installed new air scoop; new thermometer; new pipes; re-charged system; re-filled water into pipes; re-pressured expansion tank
- Replaced the emergency light battery backup pack: replaced two in-unit smoke alarms
- Met with PQ VP to sign new Management contrats
- Replaced the front door latch
- Secured a Wi-Fi network for the EV chargers at no cost

- Completed water test on site by Pace Chemicals to check the PH in closed system; PH was fine and they added a corrosion inhibitor and changed filter
- Completed the roof vents cleaning and changed air filters
- Met with new power washer to request a quote
- Made the final payment to Cove Power; confirmed correct payments and the budgeted amount
- Met to complete the EV system functioning; sent a pre-approval for EV rebates processing
- Completed the repair on a first-floor patio paver
- Switched HVAC pump #7 with the old one on site to have it fixed under warranty
- Met with BCRI and Highland Roofing
- Fixed the elevator door opening issue by Richmond Elevator technician
- Signed the SWTCH EV Managing Contract
- Emailed Owners regarding hoppers cleaning
- Completed repair to elevator cab
- Fire Prevention Highlights:
  Conducted the annual Mandatory Fire Testing on February 3, 2022
- Handled a “false alarm” on March 2, 2022, triggered by a contractor; all Owners were evacuated and returned home after the Fire Dept. gave clearance
- Completed multiple fire Inspection walkabouts as per our 2021 Fire Code Plan; conducted a Fire Plan drill on October 18, 2021; all apartment residents were notified in advance and the Fire Department was also notified prior to the fire alarm being activated; Floor Wardens were utilized on each floor to direct the residents to evacuate and go to the “Assembly Area” at the roundabout; the drill was successful as all residents became aware of the importance of fire safety awareness