

Sample Strata Council Minutes (including resolution giving strata lot owner or other party (example – an engineer) permission to access and print building plans on City of Surrey file.

COUNCIL MEETING MINUTES
Strata Plan _____
(Name of Complex - optional)
(Date of Meeting)

(Location of Meeting)

(List of attendees and strata council position, if applicable)

1. Call to order *(must establish quorum)*

The meeting was called to order at _____ pm by the _____ *(Chairman, President, etc.)*

Confirmation that a quorum was established.

2. Resolution

(Name and unit number of owner putting motion forward)

The following resolution was moved by _____ and seconded by _____:

"Be it resolved that _____ be authorized to view any building plans of Strata Plan _____ on file at the City of Surrey".

The motion was passed unanimously.