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May 1st^h, 2013

To the Owners Strata Plan LMS 3279
Boulevard Green
3300 Plateau Blvd.
Coquitlam, BC V3E 3L6

PLEASE TAKE NOTICE THAT the Annual General Meeting of Strata Plan LMS 3279 will be held:

**Thursday, May 23, 2013 at 7:00pm
Registration 6:45 PM**

Location: Hampton Park Elementary School, 1760 Paddock Drive, Coquitlam.

PURPOSE: The purpose of the meeting is to vote on the 2013-2014 Operating Budget, vote on Special Resolutions and elect a strata council.

QUORUM: In order to conduct business at an Annual General Meeting, at least one-third of the persons entitled to vote must be present in person or by proxy. Failure to reach a quorum will result in the adjournment of the meeting and a re-commencement one hour later. Those eligible voters in attendance in person or by proxy shall constitute a quorum according to Bylaw 39.

VOTING: Except in cases where, by or under the Strata Property Act, a unanimous resolution is required; no owner is entitled to vote at any General Meeting unless all contributions payable in respect to his strata lot have been duly paid. A voting card will be issued - one for each strata lot in good standing. To pass a special resolution, 75% of those present, and eligible to vote, must vote in favor. Majority votes require greater than 50%.

PROXY: An instrument appointing a proxy shall be in writing under the hand of the owner or his attorney, and may be either general or for a particular meeting. A proxy need not be an owner. For your convenience you may use the attached proxy form.

AGENDA

1. Call to order.
2. Certification of Registration Sheet and Proxies.
3. Determine that there is a Quorum
4. Elect a person to chair the meeting.
5. Proof of Notice.
6. Approval of Agenda.
7. Approval of the minutes of the previous AGM held May 31, 2012. (Please read in advance as the minutes will not be read at the meeting.
8. Unfinished Business
9. Strata Council Report.
10. Report on Insurance Coverage.
11. Presentation and adoption of 2013-2014 Budget.
12. Vote on Special Resolution # 1- Special Assessment - Waiver of Depreciation Report, #2 - Special Levy for \$24,000, Painting of fences
13. New Business
14. Election of Strata Council.
15. Terminate the meeting.

Insured The Owners of Strata Plan LMS3279, Boulevard Green
Quay Pacific Property Management Ltd., Attn: Louise Gulbransen

Term **From:** April 1, 2013 **To:** April 1, 2014

Location(s) 3300 Plateau Boulevard, Coquitlam, BC V3E 3L6

20,891 - including Legal

Section	Limits of Liability	Description of Coverages	Deductibles
A	\$ 8,359,000. Not Covered \$ 8,359,000. \$ 8,359,000. Included	Property of Every Description – Per Occurrence, Appraisal: Apr 1, 2013, Year of Cycle: 3 Business Interruption Earthquake – Annual Aggregate – Extended Replacement Cost Applies Flood – Annual Aggregate – Extended Replacement Cost Applies Blanket Glass	See Below See Below
B	\$ 8,359,000. Not Covered Included	Equipment Breakdown, By-laws Included Business Interruption (Time Element) \$100,000. Extra Expense	\$500.
C	\$ 5,000,000. \$ 5,000,000. \$ 1,000,000. \$ 250,000. \$ 50,000.	General Liability – Bodily Injury, Personal Injury and Property Damage Liability – Each Accident or Occurrence Non-Owned Automobile Limited Pollution Liability – Aggregate Limit Tenants' Legal Liability – Any One Accident Voluntary Compensation Extension (2/3 of Employee Weekly Wage, but not exceeding \$500/week)	\$1,000. \$10,000. \$1,000.
D1	\$ 2,000,000. \$ 10,000. \$ 25,000.	Directors & Officers Liability (Errors & Omissions) – Annual Aggregate Discrimination Defense Costs – Per Unsuccessful Action or Complaint Discrimination Defense Costs – Annual Aggregate	Nil
D2	\$ 2,000,000.	Property Managers Errors & Omissions Liability – Annual Aggregate	\$1,000.
E	Not Covered Not Covered	Broad Form Money & Securities, Loss Inside & Outside Premises Employee Dishonesty, Coverage – Form A	
F	\$ 1,000,000. \$ 5,000,000.	Pollution Liability – Each Pollution Event Aggregate (Master) Policy Limit	\$25,000.

Deductibles – Section A

- All Losses \$2,500 except:
- Water Damage \$10,000
 - Sewer Back-up \$10,000
 - Flood \$10,000
 - Earthquake 10%, minimum \$100,000
 - Residential Glass Breakage \$100
 - Master Key Coverage \$250

Conditions – Section A

- All Risks of direct physical loss or damage to property described at Location(s) of Risk shown above.
- Basis of Loss Settlement – Replacement Cost including by-laws.
- Co-insurance Basis – Stated Amount.
- Extended Replacement Cost – 10%
- Any Property additions, renovations or installation work will be subject to a limit of 15% of the insured value, with a maximum of \$1,000,000.

Conditions – Section C

Additional Named Insured: Property Manager for their management of the Strata Plan.

Amount	Legal Expense Protection Contract
Not Included	Per claim – \$1,000,000 Annual Aggregate

This document does not form part of the policy. For more specific details, please refer to the actual policy wordings.

E&OE/ April 5, 2013/ GOR/SPHI

Balance Sheet (Accrual)
Strata Plan LMS 3279 - (lms3279)
March 2013

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ASSETS

CURRENT ASSETS

Cash - Operating	15,127.91
Cash - Special Assessments	2,927.59
Accounts Receivable - Owners	
A/R - Strata Operating	638.22
A/R - Special Assessments	8.55
Total A/R from Owners	646.77
TOTAL CURRENT ASSETS	18,702.27

CRF Assets	
Cash - Contingency Reserves	32,974.88
Total CRF Assets	32,974.88

TOTAL ASSETS	51,677.15
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LIABILITIES AND OWNERS EQUITY

CURRENT LIABILITIES

Accounts Payable	2,529.27
Accrued Payables	1,304.40
TOTAL CURRENT LIABILITIES	3,833.67

NON-CURRENT LIABILITIES

TOTAL LIABILITIES	3,833.67
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OWNER'S EQUITY

CONTINGENCY RESERVES

CRF Balance Forward	30,195.61
CRF - Current Contributions	2,695.58
CRF - Current Interest Earned	83.69
CRF Balance (Unrestricted)	32,974.88
Total CRF Current Balance	32,974.88
Special Assessment Reserves	1,681.74

Operating Fund - Opening	2,865.23
Net Income - Year to Date	10,321.63
Operating Fund Current Balance	13,186.86
TOTAL OWNER'S EQUITY	47,843.48
TOTAL LIABILITIES & EQUITY	51,677.15

Budget Comparison (Accrual)
Strata Plan LMS 3279 - (lms3279)
March 2013

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	MTD Actual	MTD Budget	\$ Var.	% Var.	YTD Actual	YTD Budget	\$ Var.	% Var.	Annual
REVENUE									
Strata Fees	6,209.25	6,209.29	-0.04	0.00	74,511.19	74,511.59	-0.40	0.00	74,511.59
Bank account interest	9.82	0.00	9.82	0	41.97	0.00	41.97	0	0.00
Late charges	0.00	0.00	0.00	0	28.35	0.00	28.35	0	0.00
TOTAL REVENUE	6,219.07	6,209.29	9.78	0.16	74,581.51	74,511.59	69.92	0.09	74,511.59
MAINTENANCE EXPENSES									
Landscaping	1,344.00	1,416.63	72.63	5.13	15,405.60	17,000.00	1,594.40	9.38	17,000.00
Landscaping - Non - scheduled	0.00	83.37	83.37	100.0	0.00	1,000.00	1,000.00	100.0	1,000.00
Pest Control	0.00	66.63	66.63	100.0	168.00	800.00	632.00	79.00	800.00
Snow Removal	0.00	250.00	250.00	100.0	1,706.60	3,000.00	1,293.40	43.11	3,000.00
Gutter Cleaning	0.00	416.63	416.63	100.0	3,420.48	5,000.00	1,579.52	31.59	5,000.00
REPAIRS AND REPLACEMENTS									
Repairs & Maintenance	797.16	710.88	-86.28	-12.14	5,321.96	8,530.01	3,208.05	37.61	8,530.01
SAFETY AND SECURITY									
UTILITIES									
Electricity	50.00	29.13	-20.87	-71.64	311.33	350.00	38.67	11.05	350.00
Garbage Removal	388.11	416.63	28.52	6.85	4,639.40	5,000.00	360.60	7.21	5,000.00
PROFESSIONAL FEES									
Management Fees	886.32	886.25	-0.07	-0.01	10,635.84	10,635.00	-0.84	-0.01	10,635.00
Management Fees -Non Scheduled	0.00	16.63	16.63	100.0	0.00	200.00	200.00	100.0	200.00
Legal	0.00	16.63	16.63	100.0	0.00	200.00	200.00	100.0	200.00
Accounting and Audit	0.00	12.50	12.50	100.0	82.03	150.00	67.97	45.31	150.00
Meeting Expenses	0.00	13.37	13.37	100.0	166.95	160.00	-6.95	-4.34	160.00
ADMINISTRATIVE EXPENSES									
Photocopies	14.84	41.63	26.79	64.35	433.72	500.00	66.28	13.26	500.00
Postage	10.16	16.63	6.47	38.91	203.89	200.00	-3.89	-1.95	200.00
Bank Service charges	26.31	20.87	-5.44	-26.07	227.50	250.00	22.50	9.00	250.00
Insurance	1,570.12	1,570.12	0.00	0.00	18,841.00	18,841.00	0.00	0.00	18,841.00
TOTAL OPERATING EXPENSES	5,087.02	5,984.53	897.51	15.00	61,564.30	71,816.01	10,251.71	14.27	71,816.01
RESERVE FUNDS									
Funding to Contingency Reserve	224.65	224.65	0.00	0.00	2,695.58	2,695.58	0.00	0.00	2,695.58
TOTAL EXPENSES	5,311.67	6,209.18	897.51	14.45	64,259.88	74,511.59	10,251.71	13.76	74,511.59
NET INCOME	907.40	0.11	907.29	824.8	10,321.63	0.00	10,321.63	0	0.00

LMS 3279 - BOULEVARD GREEN
Proposed Operating Budget
For the Year Ending
March 31, 2014

		Approved Budget 3/31/2013	Actual 3/31/2013	Proposed Budget 3/31/2014
REVENUE				
5110	Potential Maintenance Fees	74,511.59	74,511.19	83,631.00
5310	Bank Account Interest	-	41.97	-
5520	Fines	-	28.35	-
5590	Surplus carryover	-	-	5,000.00
	TOTAL REVENUE	74,511.59	74,581.51	88,631.00
MAINTENANCE EXPENSES				
6140	Landscaping	17,000.00	15,405.60	12,600.00
6141	Landscaping - Non Scheduled	1,000.00	-	2,000.00
6150	Pest Control	800.00	168.00	800.00
6192	Snow Removal	3,000.00	1,706.60	3,000.00
6202	Window Cleaning		-	2,000.00
6203	Gutter Cleaning	5,000.00	3,420.48	4,400.00
6204	Dryer Vent Cleaning			
REPAIRS AND REPLACEMENTS				
6610	Repairs & Maintenance	8,530.01	5,321.96	11,000.00
UTILITIES				
7310	Electricity	350.00	311.33	350.00
7315	Garbage Removal	5,000.00	4,639.40	5,000.00
PROFESSIONAL FEES				
9110	Management Fees	10,635.00	10,635.84	10,270.00
9111	Management Fees - Non Scheduled	200.00	-	200.00
9120	Legal	200.00	-	200.00
9128	Depreciation Report			5,000.00
9130	Accounting & Audit	150.00	82.03	150.00
9145	Meeting Expense	160.00	166.95	170.00
ADMINISTRATIVE EXPENSES				
9210	Photocopies	500.00	433.72	500.00
9220	Postage	200.00	203.89	200.00
9250	Bank Service Charges	250.00	227.50	250.00
9510	Insurance	18,841.00	18,841.00	20,541.00
	TOTAL OPERATING EXPENSES	71,816.01	61,564.30	78,631.00
RESERVE FUNDS				
9710	Funding to Contingency Reserve	2,695.58	2,695.58	10,000.00
	TOTAL EXPENSES	74,511.59	64,259.88	88,631.00
	Projected Year end surplus / (Deficit)	0.00	10,321.63	0.00

Statement of Retained Earnings

Retained Earnings, end of prior year	March 31, 2012	\$ 2,865.23
Current year surplus / deficit	March 31, 2013	10,321.63
Retained Earnings, end of current year	March 31, 2013	13,186.86
New year surplus / deficit	March 31, 2014	-
Surplus used for budget year		(5,000.00)
Retained Earnings, end of new year	March 31, 2014	\$ 8,186.86

Projection for the New Year:

Opening Operating Cash	April 1, 2013	\$ 15,127.91
Closing Operating Cash	March 31, 2014	\$ 13,195.41
Opening CRF Cash	April 1, 2013	\$ 32,974.88
Closing CRF Cash	March 31, 2014	\$ 42,974.88

Budget Explanation
LMS 3279 - BOULEVARD GREEN
For the Year Ending
March 31, 2014

	REVENUE	
5110	Maintenance Fees	12% Increase in maintenance fees for 2013-2014
	MAINTENANCE EXPENSES	
6140	Landscaping	Yearly contract \$12,000 Change of contractor
6141	Landscaping non- scheduled	Tree removal/replacement, replace plants and/or replenish soil
6150	Pest Control	Each year there is an occasional problem with wasps, moles and mice.
6192	Snow Removal	As required.
6202	Window Cleaning	Annual window cleaning
6930	Gutter Cleaning	Two complete gutter cleaning per year
	REPAIRS AND REPLACEMENT	
6610	Repairs & Maintenance	Repair to posts at unit 22,23 and 24, replacement of fence, and repairs to common property that are required through out the year
	UTILITIES	
7310	Electricity	Lighting for common areas
7315	Garbage	No increase this year as GVRD is not increasing dumping fees for 2013.
	PROFESSIONAL FEES	
9110	Management Fees	3% Increase to management fees - cost of doing business
9111	Management Fees - Non Scheduled	Emergency call out charges and/or additional, non contractual services
3120	Legal	Enquires on legal matters or bylaw registration
9130	Accounting and Audit	As required annually from Real Estate Service Act
9145	Meeting Expense	Fees to pay for Meeting Room for AGM
	ADMINISTRATIVE EXPENSES	
9510	Insurance	Premiums paid from the Contingency Reserve Fund and paid back to the Operating Fund during the year
9511	Appraisal	Paid once every third year, Renewal 2014
	RESERVE FUNDS	
9710	Funding to Contingency	Annual amount to the Contingency Reserve Fund

LMS 3279 - BOULEVARD GREEN
Proposed Strata Fee Schedule
For the Year Ending March 31, 2014

Please be advised that below fees commence on the first day of the fiscal year as noted below. On the adjustment date, the fee payable includes any retroactive differences. Pre-authorized payments will be adjusted automatically (including any one time adjustment). Owners who pay by cheques are requested to send in post dated cheques for the fee adjustment and regular fees.

FEE COMMENCEMENT DATE: April 1, 2013
FEE ADJUSTMENT DATE: July 1, 2012

- Operating Expenses	\$ 73,631.00
- CRF	10,000.00
- Total Strata Fees	<u>\$ 83,631.00</u>

Suite #	U/E	Operating	CRF	Monthly Fees	Annual Fees
1	2744	301.12	40.90	342.02	4,104.22
2	2744	301.12	40.90	342.02	4,104.22
3	2744	301.12	40.90	342.02	4,104.22
4	2744	301.12	40.90	342.02	4,104.22
5	2744	301.12	40.90	342.02	4,104.22
6	2744	301.12	40.90	342.02	4,104.22
7	2744	301.12	40.90	342.02	4,104.22
8	2426	266.23	36.16	302.38	3,628.59
9	2426	266.23	36.16	302.38	3,628.59
10	2426	266.23	36.16	302.38	3,628.59
11	2426	266.23	36.16	302.38	3,628.59
12	2426	266.23	36.16	302.38	3,628.59
13	2048	224.74	30.52	255.27	3,063.21
14	2048	224.74	30.52	255.27	3,063.21
15	2048	224.74	30.52	255.27	3,063.21
16	2048	224.74	30.52	255.27	3,063.21
17	2048	224.74	30.52	255.27	3,063.21
18	2048	224.74	30.52	255.27	3,063.21
19	2048	224.74	30.52	255.27	3,063.21
20	2048	224.74	30.52	255.27	3,063.21
21	2048	224.74	30.52	255.27	3,063.21
22	2048	224.74	30.52	255.27	3,063.21
23	2048	224.74	30.52	255.27	3,063.21
24	2048	224.74	30.52	255.27	3,063.21
	55,914	6,135.92	833.33	6,969.25	83,631.00

Previous Fees	Adjust	One Time Pmt
304.72	111.88	453.90
304.72	111.88	453.90
304.72	111.88	453.90
304.72	111.88	453.90
304.72	111.88	453.90
304.72	111.88	453.90
304.72	111.88	453.90
269.41	98.92	401.30
269.41	98.92	401.30
269.41	98.92	401.30
269.41	98.92	401.30
269.41	98.92	401.30
227.43	83.51	338.77
227.43	83.51	338.77
227.43	83.51	338.77
227.43	83.51	338.77
227.43	83.51	338.77
227.43	83.51	338.77
227.43	83.51	338.77
227.43	83.51	338.77
227.43	83.51	338.77
227.43	83.51	338.77
227.43	83.51	338.77
227.43	83.51	338.77
227.43	83.51	338.77
227.43	83.51	338.77
6,209.30	2,279.85	9,249.10

PLEASE BRING THIS NOTICE PACKAGE TO THE MEETING WITH YOU.

Annual General Meeting – May 23, 2013
Boulevard Green – LMS 3279

Special Resolution # 1- ¾ Vote - Waiver of Depreciation Report

PREAMBLE

The Strata Property Act was recently amended to require Strata Corporations to prepare a depreciation report which estimates the repair and replacement cost for major items in the Strata Corporation and the expected life span of those items. The deadline for preparing a depreciation report is December 14, 2013; however, a Strata Corporation can choose to waive this requirement provided that a resolution is approved to do so each year. The purpose of this resolution is to waive the requirement.

A comprehensive summary on the Depreciation Report legislation is available from the Condominium Home Owners Association website. There is a link to the "What to Know about Depreciation Reports" from the "Public Resources" section. We encourage owners to review this package in advance of the meeting: <http://www.choa.bc.ca>.

SECTION 94 OF THE STRATA PROPERTY ACT reads as follows:

94 (1) In this section, "qualified person" has the meaning set out in the regulations.

(2) Subject to subsection (3), a strata corporation must obtain from a qualified person, on or before the following dates, a depreciation report estimating the repair and replacement cost for major items in the strata corporation and the expected life of those items:

- (a) for the first time, the date that is 2 years after the coming into force of this section;
- (b) if the strata corporation has, before or after the coming into force of this section, obtained a depreciation report that complies with the requirements of this section, the date that is the prescribed period after the date on which that report was obtained;
- (c) if the strata corporation has, under subsection (3) (a), waived the requirement under this subsection to obtain a depreciation report, the date that is the prescribed period after the date on which the resolution waiving the requirement was passed.

(3) A strata corporation need not comply with the requirement under subsection (2) to obtain a depreciation report on or before a certain date if

- (a) the strata corporation, by a resolution passed by a 3/4 vote at an annual or special general meeting within the prescribed period, waives that requirement, or
- (b) the strata corporation is a member of a prescribed class of strata corporations.

(4) A depreciation report referred to in subsection (2) must contain the information set out in the regulations.

THEREFORE

Be it resolved by a ¾ vote of the Owners of Strata Plan LMS 3279 at the Annual General Meeting on May 23rd, 2013 to waive the requirement under section 94 of the Strata Property Act to obtain a depreciation report by December 14, 2013.

End of Resolution

Special Resolution #2 – ¾ Vote – Repairs and Maintenance of Common Property

PREAMBLE

The strata council is recommending the fences, the three arbors and the four lattice posts be painted this year. This would also include any repairs that may be required in order to carry out the painting of these items. The total amount to complete the projects is estimated at \$24,000.

THEREFORE

Be it resolved by a ¾ vote of the owners of LMS 3279 – Boulevard Green at the Annual General Meeting of May 23rd, 2013 to approve a special assessment in the amount of \$24,000.00 to pay for the above project.

Any Owner, who sells, conveys or transfers his/her title, or remortgages, on or before **July 15, 2013** shall then pay the full amount outstanding.

Any Owner who fails to make payment in accordance with this resolution shall be assessed a fine of \$50 on such late payment. The Strata Corporation may further add interest charges on overdue payment at the rate of 10% per annum compounded annually.

Pursuant to Sections 108 (5) and 108 (6) of the Act, if any Owner is entitled to receive a refund of over \$100.00 from any unused portion of this special levy, a refund will be issued to the current Owner(s) at the time of the refund. In the event of a sale of a Strata Lot, such Strata Lot Owner is responsible to make its own private arrangements with the purchaser with regards to the disposition of any refund.

END OF RESOLUTION

LMS 3279 - BOULEVARD GREEN
Special Assessment Fee Schedule
1-Jul-13

Special Assessment \$ 24,000.00

Suite #	U/E	Payment
1	2744	1,177.81
2	2744	1,177.81
3	2744	1,177.81
4	2744	1,177.81
5	2744	1,177.81
6	2744	1,177.81
7	2744	1,177.81
8	2426	1,041.31
9	2426	1,041.31
10	2426	1,041.31
11	2426	1,041.31
12	2426	1,041.31
13	2048	879.06
14	2048	879.06
15	2048	879.06
16	2048	879.06
17	2048	879.06
18	2048	879.06
19	2048	879.06
20	2048	879.06
21	2048	879.06
22	2048	879.06
23	2048	879.06
24	2048	879.06
	55,914	24,000.00