

## **ANNUAL GENERAL MEETING MINUTES**

### **STRATA PLAN BCS 907 – VILLA JARDIN**

**DATE HELD:** Thursday November 19, 2009

**LOCATION:** Games Room, Main Floor, 6833 Station Hill Drive,  
Burnaby, British Columbia

**CALL TO ORDER:** 7:00 p.m.

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**Owners in Attendance:** Thirty-Five (35) Owners were represented in person and Eight (8) by Proxy.

**Also in Attendance:** Linda MacSeafraidh, Stratawest Management Ltd.

**(1) CALL TO ORDER**

The meeting was called to order by Council President, Erna Krische at 7:10 p.m.

**(2) CALLING OF ROLL/CERTIFICATION OF PROXIES**

Prior to the commencement of the meeting, all Owners were registered and it was determined that Thirty-Five (35) Owners were present in person and Eight (8) Owners were represented by Proxy for a total representation of Forty-Three (43) Owners and Forty-Three (43) votes. As this exceeded the required quorum of Thirty-Nine (39) votes, the meeting was declared competent to proceed with business.

**(3) PROOF OF NOTICE OF MEETING**

Owners were advised that Notice of Annual General Meeting was mailed in accordance with the Strata Property Act and there being no objections raised, it was

**MOVED AND SECONDED (Sampson, #406/Simpson, #1704)**

That Notice of the meeting be accepted.

**CARRIED UNANIMOUSLY**

**(4) PREVIOUS MINUTES**

There being no errors or omissions, it was

**MOVED AND SECONDED (Sleightholm, #701/Hammerstad, #1202)**

That the Minutes of the Special General Meeting held September 17, 2009 be adopted as circulated.

**CARRIED UNANIMOUSLY**

**(5) APPROVAL OF AGENDA**

Strata Council President Erna Krische proposed that items 10 and 11 be reversed on the agenda and that discussions regarding rentals and additional video equipment in the gym be added to new business. It was

**MOVED AND SECONDED (Simpson, #1704/Collins, #408)**

To accept the Agenda as amended.

**CARRIED UNANIMOUSLY**

**(6) STRATA COUNCIL REPORT**

**a) Building Repairs**

Council President Erna Krische reported that a major focus for the Council this year was to have a detailed assessment of building defects and to determine remedial solutions. RDH engineers were on site in the spring to carry out this assessment. After Council received the RDH report and the Consulting Services Proposal, an information meeting was held in September for the owners of Villa Jardin to deal with the RDH recommendations. Marcus Dell from RDH was in attendance to clarify any issues arising from the report, as well as Stephen Hamilton, the Strata attorney, who dealt with legal concerns.

The owners, with a very large majority, approved the RDH proposal for carrying out the necessary repairs, as well as the design and specifications levy of \$236,499.97. The owners also approved a levy of \$6,000.00 to retain Hammerberg Altman Beaton & Maglio, Stephen Hamilton's law firm, to provide legal opinion as to the likelihood of succeeding in a lawsuit against the parties responsible for the construction or design deficiencies.

We anticipate the design and specifications document to be completed by the end of February so that the tendering process can be started timely. Another AGM will then be held in the spring.

b) **Elevator Status**

After the sudden massive failure of the large elevator in the fall of 2008, our property manager, Linda MacSeafraidh, initiated communication with our insurance company in order to place a claim for financial compensation. A report from John Gunn Consulting deemed the failure to be related to maintenance issues and our claim was denied. Linda continued with the matter, and this spring, Michael Chadney, from Vertech Elevator Services undertook a more detailed study of our elevator system and the problems connected with it. His report was more favourable for us and the decision to deny the claim was reversed. We will hopefully receive some funds for the replacement of the elevator motor. Erna thanked Linda of Stratawest Management Ltd. for her hard work and diligence in keeping the insurance claim open. The matter is still under negotiation. Any costs above the money we hope to receive from the insurance company will be taken out of the Contingency Fund.

c) **Visitors' Gate**

The Visitors' Gate has had problems since the installation of a new garage operator system at the beginning of the year. Valley All-Door Distributing Ltd. last month agreed with the Council's request to replace the system and suggested we upgrade to a higher quality model by paying the difference, \$1,275.00 plus GST, between a replacement model and the upgraded version. The new operator is more quiet, but apparently one second slower than the previous one.

d) **Security Concerns**

The installation of three additional cameras has proven its worth. We had a break-in in the early morning hours of December 29, 2009 in the Visitors' and Resident Parking areas. Two days later, the same two individuals were recorded on our security tapes going around our building, but were interrupted by three Council members who had earlier viewed the break-in tapes, and as they were doing a security check, came within a few feet of the two suspects. Since then, we have had no repeat break-ins. It is important that residents are vigilant about who is loitering around our building and take the time to ensure that the parkade gates are closed before driving away.

e) **Common Areas Observations**

In checking the common areas, it was found that residents generally use these areas well. But residents are reminded to turn off the lights when leaving the amenity rooms in order to conserve energy and to avoid unnecessary costs.

*We have noted, too often, that some residents are not using recycling bins properly. This means that newspapers only are to be put in the newspaper bins, other paper products in the other paper product bins, other containers in the bin for other non-paper containers, and corrugated cardboard in the large bin in the Garbage Room. NO GARBAGE in the recycling bins, please!*

The Visitor Parking situation is well under control. Almost all residents are abiding by the parking rules, except for about three or four residents whose vehicles have been towed for parking illegally.

In recent months there has been some abuse of the elevator booking by-laws, involving both move-ins and move-outs. The lobby cameras and the fobs for the elevator have helped us in identifying the people involved. They are then subject to fines for this infraction.

f) **Resident Volunteers**

At this time, we would like to thank the residents who have volunteered with jobs in and around our building. We owe thanks to John Yun who retained the trim of the elevator paneling, painted the planter urns at the front, repaired the carpeting in the P1 elevator lobby, and helped with the snow removal in the winter. Thank you also to Marc Sashihata who worked hard last winter clearing the ramp and the sidewalk. Rod Van Dorn also has kindly assisted with the snow removal for the last two years. It is greatly appreciated.

We are again asking volunteers with snow shoveling this winter. John Yun has volunteered to coordinate this job and he is also prepared to look after our planters, but asks that others also come forth to help with small jobs in and around our building. Anyone who has the time and is willing to help out should put a note to that effect in the Council mailbox.

g) **Rental Situation**

We presently have reached our limit of twelve rental units and have a waiting list that has been growing. We remind owners of units in Villa Jardin that only parents and children of owners or their spouses are legally permitted to occupy units. Other relatives or students do not qualify for this exemption.

(7) **INSURANCE REPORT**

The Strata Corporation maintains insurance for replacement costs of all buildings to a value of \$38,097,900.00 including boiler and machinery coverage, earthquake coverage and also \$10,000,000.00 liability coverage and Strata Council errors and omissions insurance. The deductibles for all risks is \$2,500.00, sewer backup damage - \$5,000.00, water damage - \$5,000.00 and 10% earthquake damage deductible, \$10,000.00 flood damage deductible and lock and key deductible of \$250.00.

Individual Owners were advised of their responsibility for insuring any personal contents together with any improvements and betterments made to the individual Strata Lot as well as possible liability insurance or living out allowance within the individual Strata Lot. Owners were also advised to investigate purchasing insurance for the amount of the Strata Corporation insurance deductibles, particularly for water damage.

(8) **FINANCIAL REPORT**

a) **2009/2010 Budgets**

After a discussion, and questions were asked and answered, it was

**MOVED AND SECONDED** (Simpson, #1704/Beaton, #302)

That the 2009/2010 Operating Budget be approved as presented in the Notice of Annual General Meeting.

**CARRIED UNANIMOUSLY**

b) **October, 2009 Financial Statements**

Council Treasurer Eric Xu advised that he had reviewed the Financial Statements for October, 2009 and other than a missing invoice, he found no problems with them. This was for the information of the Owners.

(9) **CONSIDERATION OF ¼ VOTE RESOLUTION #1 – BYLAW AMENDMENT**

It was

**MOVED AND SECONDED** (Sampson, #406/Troll, #901)

To amend the Resolution so that proposed Bylaw 41.16 reads:

“Parking is not permitted in the outside Visitors' parkade, including the covered parking stalls outside the gates, between the hours of 2:00 am and 6:00 am.”

**CARRIED UNANIMOUSLY**

It was,

**MOVED AND SECONDED** (Krische, #2201/Simpson, #1704)

To amend the Resolution so that proposed Bylaw 41.17 reads:

“Parking in the outside Visitors' parkade is restricted to 2 hours, excluding tradespeople.”

**DEFEATED  
19 IN FAVOUR  
12 OPPOSED**

It was,

**MOVED AND SECONDED** (Beaton, #302/Xu, #801)

To adopt Bylaw 41.17 as presented in the Notice of Meeting, which reads:

“Parking in the outside Visitors' parkade is restricted to 4 hours.”

**DEFEATED  
12 IN FAVOUR  
19 OPPOSED**

It was,

**MOVED AND SECONDED** (Beaton, #302/Collins, #408)

To amend the numbering of existing Bylaw 41.16 to 41.17.

**CARRIED UNANIMOUSLY**

It was,

**MOVED AND SECONDED (Troll, #901/Collins, #408)**

To adopt the proposed Bylaw as amended. The Bylaw, numbered 41.16, reads:

"Parking is not permitted in the outside Visitors' parkade, including the covered parking stalls outside the gates, between the hours of 2:00 am and 6:00 am."

**CARRIED UNANIMOUSLY**

**(10) NEW BUSINESS**

**a) Televisions In the Gym**

An owner suggested that installing televisions in the gym area would be a welcome betterment. Strata Council President Erna Krische advised that this upgrade could not be voted upon at this meeting but that it could be considered at some point in future.

**b) Adding Locks to Common Area Washroom Doors**

The caretaker expressed concern on the accessibility of the main floor washrooms to outsiders. The owners indicated a preference to have locks placed on two main floor washroom doors.

**c) Balcony Cleaning**

A concern raised during the discussion on the 2009/2010 Operating Budget was discussed. The concern was that there are black marks located outside on the exterior of the balconies. There appears to be a build-up of dirt and residue from overwatering of plants in the balconies. They can be cleaned while the windows are being washed. The matter will be referred to the new Council. A discussion also initiated while considering the budget took place regarding the formal garden. Council President Erna Krische advised that the Formal Garden Committee expended funds very prudently and the increase was due to generally increasing cost over the past several years.

**d) Rental Restrictions**

An owner issued correspondence requesting that a discussion take place at the general meeting regarding rentals at Villa Jardin. The owner suggested various procedural methods of dealing with rentals, many of which are already in place. However, the owner also suggested an increase of the number of rentals permitted at Villa Jardin by approximately 50% over the next two years. A majority of owners expressed their disagreement with this suggestion. The details of the rental Bylaw will be investigated further, as Clark Wilson, LLP, the law firm that drafted the Bylaws for Villa Jardin, recognized the need to upgrade the Bylaw to become more enforceable. This will be referred to the next Council for investigation.

**(11) ELECTION OF 2009/2010 STRATA COUNCIL**

The 2008/2009 Strata Council is deemed to have resigned at the Annual General Meeting.

The following Owners were nominated for the position of Strata Council for 2009/2010:

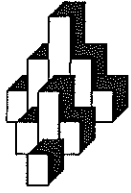
Selina Collins	#408
Eric Xu	#801
Gene Chiang	#802
Dmitry Itskovich	#1003
Mark Seong	#1205
Erna Krische	#2201
Weigang Mao	#1604

After several calls for further nominations, nominations were closed and the above noted Owners were elected by acclamation. The Owners welcomed the new Strata Council with a round of applause.

(12) **ADJOURNMENT**

There being no further business the meeting terminated at 8:25 p.m.





## **STRATAWEST MANAGEMENT LTD.**

*Professional Property Managers*

November 26, 2009

### **NOTICE TO OWNER(S)**

**STRATA PLAN BCS 907 – VILLA JARDIN  
6833 STATION HILL DRIVE  
BURNABY, B.C.  
V6B 1H2**

Dear Owner(s):

**RE: 2009/2010 BUDGETS  
STRATA PLAN BCS 907 – VILLA JARDIN**

At the Annual General Meeting of The Owners, Strata Plan BCS 907 held Thursday, November 19, 2009, the 2009/2010 Operating Budget totaling \$384,413.00 and the Contingency Reserve Budget totaling \$21,600.00 were approved. Please find enclosed herewith a copy of the approved Budgets and Strata Fee Schedule.


We remind you that monthly Strata Fees are due and payable in advance on the first day of each month. Payment may be made by either a series of post-dated cheques, to the Fiscal Year End of the Strata Corporation (September 30, 2010) or, by Pre-Authorized Payment whereby your monthly Strata Fees will automatically be withdrawn from your bank account.

Please make your cheques payable to “**Strata Plan BCS 907**” or if you wish to utilize the Pre-Authorized Payment Plan, please complete the attached Authorization Form.

**THOSE OWNERS WHO ARE ALREADY ON THE PRE-AUTHORIZATION PAYMENT PLAN NEED NOT COMPLETE A NEW AUTHORIZATION FORM.**

Should you have any enquiries with respect to the Budget, please do not hesitate to contact our office.

Yours very truly,  
STRATAWEST MANAGEMENT LTD.



Linda MacSeafraidh, B.A.  
Property Manager

LM/jg

*Enclosures*



**STRATA PLAN BCS 907 - VILLA JARDIN**  
**2009/2010 OPERATING BUDGET**  
**OCTOBER 1, 2009 - SEPTEMBER 30, 2010**

		2008/2009 BUDGET	ACTUAL YEAR END	2009/2010 BUDGET	BUDGET VARIANCE	NOTES
<b><u>OPERATING INCOME</u></b>						
410	Strata Fees	369,296	370,780	369,296	0	0.0%
430	Interest Income	1,700	550	367	(1,333)	
440	Strata Corporation Suite Rental Income	15,600	11,930	13,750	(1,850)	
445	Lounge Rental	0	425	0	0	
480	Move- in & Move- out	1,000	4,300	1,000	0	
<b>TOTAL INCOME</b>		<b>\$387,596</b>	<b>\$387,985</b>	<b>\$384,413</b>	<b>(\$3,183)</b>	
<b><u>OPERATING EXPENDITURES</u></b>						
<b>GENERAL</b>						
510	Audit	3,500	4,398	3,700	200	(1)
520	Cablevision/Internet	1,100	1,079	1,160	60	
531	Telephone & Pager	1,800	2,142	2,200	400	
540	Insurance/Appraisal	41,600	43,385	44,610	3,010	(2)
555	Consulting/Overseeing Warranty Work	5,000	6,574	2,000	(3,000)	
550	Management Fees	30,440	30,453	31,000	560	
560	Property Taxes	1,800	1,855	1,900	100	
565	Mortgage Interest Expense	15,100	14,798	15,045	(55)	(3)
570	Resident Manager	62,000	50,201	52,000	(10,000)	(4)
571	Caretakers's Relief	0	9,353	10,000	10,000	
580	Legal Expenses	750	0	750	0	
585	General Administration	5,500	7,980	7,000	1,500	
<b>Total General</b>		<b>\$168,590</b>	<b>\$172,218</b>	<b>\$171,365</b>	<b>\$2,775</b>	
<b>BUILDING</b>						
601	Alarm System Monitoring	2,500	2,765	2,850	350	(5)
605	Emergency Generator	3,800	2,869	3,800	0	
610	Boiler/Mechanical	20,000	11,614	20,000	0	(6)
615	Elevator	13,430	14,625	15,000	1,570	(7)
620	Electricity	43,850	40,786	42,000	(1,850)	
626	Garage Door	2,000	3,914	2,000	0	(8)
630	Heating Fuel (Gas)	50,000	41,833	43,000	(7,000)	
641	Leased Equipment	16,676	16,383	16,676	0	(9)
650	Repairs/Maintenance	16,000	13,290	18,000	2,000	
652	Dryer Duct Cleaning	5,500	4,452	5,000	(500)	
655	Garbage Removal	1,900	1,436	1,900	0	
657	Exterior Envelope Maintenance	6,000	0	0	(6,000)	(10)
665	Supplies & Equipment	4,800	4,490	4,800	0	
675	Window Cleaning	4,600	4,473	4,600	0	(11)
680	Fire Safety Equipment	4,500	12,519	7,000	2,500	(12)
<b>Total Building</b>		<b>\$195,556</b>	<b>\$175,449</b>	<b>\$186,626</b>	<b>(\$8,930)</b>	

		2008/2009 BUDGET	ACTUAL YEAR END	2009/2010 BUDGET	BUDGET VARIANCE	NOTES
<b>GROUNDS</b>						
725	Landscaping	16,000	16,097	16,200	200	(13)
726	Formal Garden Area	4,800	4,658	5,322	522	(14)
780	Snow Removal	500	948	1,000	500	
785	Irrigation	500	449	650	150	
	<b>Total Grounds</b>	<b>\$21,800</b>	<b>\$22,152</b>	<b>\$23,172</b>	<b>\$1,372</b>	
<b>RECREATION FACILITIES</b>						
805	Permits	150	150	150	0	
810	Chemicals & Supplies	500	429	600	100	
840	Repairs & Maintenance	1,000	3,822	2,500	1,500	
	<b>Total Recreation Facility</b>	<b>\$1,650</b>	<b>\$4,401</b>	<b>\$3,250</b>	<b>\$1,600</b>	
	<b>TOTAL EXPENDITURES</b>	<b>\$387,596</b>	<b>\$374,220</b>	<b>\$384,413</b>	<b>3,183</b>	
	<b>Operating Surplus / (Deficit)</b>		<b>\$13,765</b>	<b>\$0</b>	<b>\$0</b>	
	<b>OPERATING SURPLUS(DEFICIT) @ BEGINNING OF YEAR</b>		<b>\$22,710</b>	<b>\$36,475</b>		
	<b>OPERATING SURPLUS(DEFICIT) @ END OF YEAR</b>		<b>\$36,475</b>	<b>\$36,475</b>		

#### NOTES TO OPERATING BUDGET

- (1) Audit fees
- (2) Allowance for Insurance premium and appraisal costs- appraisal due March 2011
- (3) Consists of:
  - 1st Mortgage @CIBC \$19,626 @ 3.84% due July 2, 2013- Weekly payments of \$185.94
  - 2nd Mortgage with Station Hill Park \$ 66,798 @ 3.84% , \$447.93 monthly, due Feb. 2011
- (4) Contract with Craig Anderson including CPP & EI, extra cleaning help, relief caretaking weekends and holidays
- (5) Contract with ACME Alarms for monitoring of fire panel, monitoring of elevator telephones.
- (6) Allowance for preventative maintenance service plus miscellaneous repairs
- (7) Allowance for monthly maintenance of two elevators
- (8) Allowance for preventative maintenance service for garage gates, includes new operator
- (9) Allowance for lease payments on enterphone and security systems (lease due March 31, 2010)
- (10) Building Envelope Maintenance - Renewal items, Annual Review and inspection of complete building exterior components
- (11) Allowance for one window cleaning per year
- (12) Allowance for annual service of all fire safety equipment
- (13) Allowance for landscape maintenance contract
- (14) Shared cost of Common Garden Area with other City-In-The-Park buildings

		2008/2009 BUDGET	ACTUAL YEAR END	2009/2010 BUDGET	BUDGET VARIANCE	NOTES
<b><u>CONTINGENCY RESERVE INCOME</u></b>						
1410	Strata Fees	20,000	20,000	20,000	0	
1430	Interest income	3,365	1,597	1,600	(1,765)	
<b><u>TOTAL INCOME</u></b>		\$23,365	\$21,597	\$21,600	(\$1,765)	
<b><u>CONTINGENCY RESERVE EXPENSES</u></b>						
					0	
<b><u>TOTAL EXPENSES</u></b>					\$0	
Contingency Reserve Surplus / (Deficit)		\$23,365	\$21,597	\$21,600		
CONTINGENCY RESERVE FUND OPENING BALANCE			\$133,517	\$155,114		
CONTINGENCY RESERVE FUND BALANCE @ YEAR END			\$155,114	\$176,714		

**STRATA PLAN BCS 907  
VILLA JARDIN AT CITY-IN-THE-PARK  
STRATA FEE SCHEDULE  
OCTOBER 1, 2009 - SEPTEMBER 30, 2010**

	<u>OPERATING</u>	<u>CONTINGENCY</u>
TOTAL STRATA FEES	\$369,296	\$20,000
TOTAL UNIT ENTITLEMENT	10,517	10,517
TOTAL STRATA FEES / UNIT ENTITLEMENT / MONTH	\$2.9261830	\$0.1584736

STRATA LOT	SUITE	UNIT ENTITLEMENT	MONTHLY STRATA FEES	MONTHLY CONTINGENCY STRATA FEES	TOTAL MONTHLY STRATA FEES
1	201	80	\$234.09	\$12.68	\$246.77
2	202	80	234.09	12.68	246.77
3	203	79	231.17	12.52	243.69
4	204	65	190.20	10.30	200.50
5	205	78	228.24	12.36	240.60
6	206	81	237.02	12.84	249.86
7	207	75	219.46	11.89	231.35
8	208	70	204.83	11.09	215.92
9	301	80	234.09	12.68	246.77
10	302	80	234.09	12.68	246.77
11	303	79	231.17	12.52	243.69
12	304	65	190.20	10.30	200.50
13	305	78	228.24	12.36	240.60
14	306	81	237.02	12.84	249.86
15	307	75	219.46	11.89	231.35
17	401	80	234.09	12.68	246.77
18	402	80	234.09	12.68	246.77
19	403	79	231.17	12.52	243.69
20	404	65	190.20	10.30	200.50
21	405	78	228.24	12.36	240.60
22	406	81	237.02	12.84	249.86
23	407	75	219.46	11.89	231.35
24	408	70	204.83	11.09	215.92
25	501	80	234.09	12.68	246.77
26	502	80	234.09	12.68	246.77
27	503	79	231.17	12.52	243.69
28	504	65	190.20	10.30	200.50
29	505	78	228.24	12.36	240.60
30	506	81	237.02	12.84	249.86
31	507	75	219.46	11.89	231.35
32	508	70	204.83	11.09	215.92
33	601	80	234.09	12.68	246.77

STRATA LOT	SUITE	UNIT ENTITLEMENT	MONTHLY STRATA FEES	MONTHLY CONTINGENCY STRATA FEES	TOTAL MONTHLY STRATA FEES
34	602	80	234.09	12.68	246.77
35	603	79	231.17	12.52	243.69
36	604	65	190.20	10.30	200.50
37	605	78	228.24	12.36	240.60
38	606	81	237.02	12.84	249.86
39	607	75	219.46	11.89	231.35
40	608	70	204.83	11.09	215.92
41	701	80	234.09	12.68	246.77
42	702	80	234.09	12.68	246.77
43	703	79	231.17	12.52	243.69
44	704	65	190.20	10.30	200.50
45	705	78	228.24	12.36	240.60
46	706	81	237.02	12.84	249.86
47	707	75	219.46	11.89	231.35
48	708	70	204.83	11.09	215.92
49	801	80	234.09	12.68	246.77
50	802	80	234.09	12.68	246.77
51	803	79	231.17	12.52	243.69
52	804	65	190.20	10.30	200.50
53	805	78	228.24	12.36	240.60
54	806	81	237.02	12.84	249.86
55	807	75	219.46	11.89	231.35
56	808	70	204.83	11.09	215.92
57	901	102	298.47	16.16	314.63
58	902	81	237.02	12.84	249.86
59	903	101	295.54	16.01	311.55
60	905	101	295.54	16.01	311.55
61	906	81	237.02	12.84	249.86
62	907	102	298.47	16.16	314.63
63	1001	102	298.47	16.16	314.63
64	1002	81	237.02	12.84	249.86
65	1003	101	295.54	16.01	311.55
66	1005	101	295.54	16.01	311.55
67	1006	81	237.02	12.84	249.86
68	1007	102	298.47	16.16	314.63
69	1101	102	298.47	16.16	314.63
70	1102	81	237.02	12.84	249.86
71	1103	101	295.54	16.01	311.55
72	1105	101	295.54	16.01	311.55
73	1106	81	237.02	12.84	249.86
74	1107	102	298.47	16.16	314.63
75	1201	102	298.47	16.16	314.63
76	1202	81	237.02	12.84	249.86
77	1203	101	295.54	16.01	311.55
78	1205	101	295.54	16.01	311.55
79	1206	81	237.02	12.84	249.86
80	1207	102	298.47	16.16	314.63
81	1401	102	298.47	16.16	314.63

STRATA LOT	SUITE	UNIT ENTITLEMENT	MONTHLY STRATA FEES	MONTHLY CONTINGENCY STRATA FEES	TOTAL MONTHLY STRATA FEES
82	1402	81	237.02	12.84	249.86
83	1403	101	295.54	16.01	311.55
84	1405	101	295.54	16.01	311.55
85	1406	81	237.02	12.84	249.86
86	1407	102	298.47	16.16	314.63
87	1501	102	298.47	16.16	314.63
88	1502	81	237.02	12.84	249.86
89	1503	101	295.54	16.01	311.55
90	1505	101	295.54	16.01	311.55
91	1506	81	237.02	12.84	249.86
92	1507	102	298.47	16.16	314.63
93	1601	112	327.73	17.75	345.48
94	1602	109	318.95	17.27	336.22
95	1603	109	318.95	17.27	336.22
96	1604	112	327.73	17.75	345.48
97	1701	112	327.73	17.75	345.48
98	1702	109	318.95	17.27	336.22
99	1703	109	318.95	17.27	336.22
100	1704	112	327.73	17.75	345.48
101	1801	112	327.73	17.75	345.48
102	1802	110	321.88	17.43	339.31
103	1803	110	321.88	17.43	339.31
104	1804	112	327.73	17.75	345.48
105	1901	112	327.73	17.75	345.48
106	1902	110	321.88	17.43	339.31
107	1903	110	321.88	17.43	339.31
108	1904	112	327.73	17.75	345.48
109	2001	112	327.73	17.75	345.48
110	2002	110	321.88	17.43	339.31
111	2003	110	321.88	17.43	339.31
112	2004	112	327.73	17.75	345.48
113	2101	138	403.81	21.87	425.68
114	2102	123	359.92	19.49	379.41
115	2103	138	403.81	21.87	425.68
116	2201	154	450.63	24.40	475.03
117	2202	154	450.63	24.40	475.03
TOTAL		10,517	\$30,774.41	\$1,666.74	\$32,441.15
TOTAL ANNUAL			\$369,292.92	\$20,000.88	\$389,293.80



## STRATAWEST MANAGEMENT LTD.

*Professional Property Managers*

April 1, 2010

**NOTICE TO OWNER(S)**  
**STRATA PLAN BCS 907 – VILLA JARDIN**  
**6833 STATION HILL DRIVE**  
**BURNABY, B.C.**

**RE: SPECIAL GENERAL MEETING-APRIL 22, 2010**  
**BUILDING REPAIR AND POSSIBLE LITIGATION**  
**STRATA PLAN BCS 907 VILLA JARDIN**

We write on behalf of the Strata Council of Villa Jardin regarding the building repair and possible litigation.

The building repair drawings and specifications have been finalized and the work has recently been tendered to several general contractors. The tenders will close on April 20, 2010 and a Special General Meeting has been called for April 22, 2010. A copy of the Special General Meeting Notice is attached for your reference.

Two  $\frac{3}{4}$  Vote Resolutions are proposed for the Strata Corporation to consider; one with respect to raising funds by special levy for the building repair and one with respect to possible litigation to attempt recovery of the repair cost.

The building repair special levy is based on the budget set out below, which assumes a 12-month construction period. The budget costs may require adjustment depending on the actual bids received and this can be discussed at the Special General Meeting when the bid prices will be known.

<b>Insurance</b>	<b>\$9,000.00</b>
<b>RDH Building Engineering (approved September, 2009)</b>	
▪ Design and Specifications	<b>\$62,000.00</b>
▪ Field Review	<b>\$138,000.00</b>
▪ Maintenance Manual	
<b>Legal Contract Review</b>	<b>\$5,000.00</b>
<b>Management Fees</b>	<b>\$24,000.00</b>
<b>Estimated Repair Costs</b>	<b>\$1,465,000.00</b>
<b>Owner Contingency (15%)</b>	<b>\$219,750.00</b>
<b>Landscaping Allowance</b>	<b>\$5,000.00</b>
<b>GST/HST</b>	<b><u>\$231,450.00</u></b>
<b>Total Repair Costs</b>	<b><u>\$2,169,200.00</u></b>
▪ Less: Special Levy Raised September 2009	<b>\$236,500.00</b>
▪ Estimated Funds Required	<b>\$1,932,700.00</b>
<b>Round To:</b>	<b><u>\$1,935,000.00</u></b>

April 1, 2010  
Page Two,

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The decision to proceed with the Special General Meeting prior to receiving the bids was made in order to ensure the work commences as quickly as possible as the majority of the work is weather dependant.

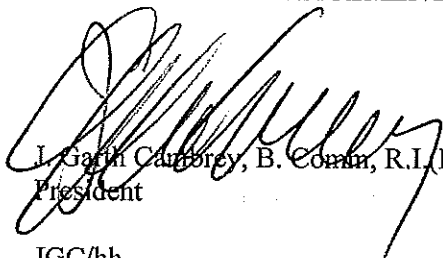
The Special Levy respecting possible litigation has been proposed at this time because the services of the engineer are required for litigation purposes to document existing conditions of construction.

The \$50,000.00 special levy is comprised of \$30,000.00 for litigation support by RDH Building Engineering Ltd. and \$20,000.00 for legal fees to take the next step in commencing a lawsuit and investigating the defendants.

Representatives of RDH Building Engineering Ltd. and the Strata Corporation's legal counsel, Stephen Hamilton will be present at the Special General Meeting to discuss the building repair and possible litigation and to answer any questions owners may have.

All owners are strongly encouraged to attend the Special General Meeting on April 22, 2010.

Yours very truly,  
STRATAWEST MANAGEMENT LTD.



L. Garth Campbell, B. Comm, R.I. (B.C.)  
President

JGC/hh

*Enclosure*



TAKE NOTICE THAT a Special General Meeting of **THE OWNERS, STRATA PLAN BCS 907 – VILLA JARDIN** will be held:

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**DATE:** THURSDAY, APRIL 22, 2010

**TIME:** 7:00 PM (REGISTRATION 6:30 PM)

**PLACE:** VILLA JARDIN – GAMES ROOM - MAIN FLOOR  
6833 STATION HILL DRIVE,  
BURNABY, BRITISH COLUMBIA

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An Agenda for the Meeting, along with some explanatory notes concerning voting procedures is enclosed herewith. Please read this material carefully prior to the Meeting, and bring it with you to the Meeting for reference.

1. **PURPOSE:** The purpose of the Meeting is to consider two  $\frac{3}{4}$  Vote Resolutions regarding the building repair and possible litigation.
2. **QUORUM:** In order to conduct business at the Special General Meeting, at least **One-Third (1/3)** of the strata corporation's votes must be present in person, or by proxy. **Failure to reach a quorum within  $\frac{1}{2}$  hour from the time appointed will result in the adjournment of the Meeting for one week. If, on the day of the adjourned meeting, a quorum is not present within  $\frac{1}{2}$  hour of the appointed time, all eligible voters present in person or by proxy constitute a quorum.**
3. **VOTING:** Except in cases where, under the *Strata Property Act*, a unanimous resolution is required, a vote for a Strata Lot may not be exercised if Strata Fees or Special Levies have not been paid and the Strata Corporation is entitled to register a lien against the Strata Lot.
4. **MAJORITY VOTE RESOLUTIONS:** A majority of 50% of all persons entitled to vote in person or by Proxy and who don't abstain, present at the Meeting at the time the vote is called is required to pass a Majority Vote Resolution.
5. **PROXY:** A document appointing a Proxy must be in writing and signed by the person appointing the Proxy, may be general or for a specific meeting or Resolution and may be revoked at any time. A person who is an employee of the Strata Corporation including a person providing Strata Management services may not hold a Proxy.

**SPECIAL GENERAL MEETING of the OWNERS, STRATA PLAN BCS 907 – VILLA JARDIN to be held at 7:00 p.m. on THURSDAY APRIL 22, 2010 at the VILLA JARDIN – GAMES ROOM - MAIN FLOOR, 6833 STATION HILL DRIVE, BURNABY, B.C.**

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**A G E N D A**

1. CALL TO ORDER.
  2. CERTIFICATION OF PROXIES/DETERMINATION OF QUORUM.
  3. PROOF OF NOTICE OF MEETING.
  4. APPROVAL OF MINUTES OF THE ANNUAL GENERAL MEETING HELD NOVEMBER 19, 2009
  5. NEW BUSINESS
    - a) CONSIDERATION OF 3/4 VOTE RESOLUTION #1 – Building Repair (Attached).
    - b) CONSIDERATION OF 3/4 VOTE RESOLUTION #2 – Possible Litigation (Attached).
  6. ADJOURNMENT.
-

**STRATA PLAN BCS 907 – VILLA JARDIN**

**¾ VOTE RESOLUTION #1 – BUILDING REPAIR**

**WHEREAS:**

The Owners, Strata Plan BCS 907 (the "Strata Corporation") have:

- a) finalized the scope of repairs for the proper remediation of the building located at 6833 Station Hill Drive, Burnaby, B.C.,
- b) have caused RDH Building Engineering Ltd. ("RDH") to tender such specifications and,
- c) are desirous of proceeding with the remediation.

**THEREFORE BE IT RESOLVED:**

As a ¾ Vote Resolution of the Strata Corporation that:

- a) A Special Levy be assessed against Strata Lots 1 – 117 inclusive in the aggregate amount of One Million Nine Hundred Thirty-Five Thousand Dollars (\$1,935,000.00) to be apportioned in accordance with unit entitlement of the One Hundred Seventeen (117) Strata Lots as per Schedule "A", attached. Such Special Levy shall be due immediately but payable, for convenience purposes only in two instalments of 60% on or before May 15, 2010 and the balance of 40% on or before September 1, 2010.
- b) The monies raised shall be added to and form part of the special levy monies approved September 17, 2009, to be used to fund completion of the building envelope repairs as recommended by RDH Building Engineering Ltd. including, but not limited to, payment of contractor engineering, management and related fees.
- c) Upon conclusion of the repairs, any funds remaining, including monies received as interest, shall be reimbursed to those persons registered as owners of the strata lots at the time such reimbursement, if any, is made apportioned in accordance with unit entitlement.
- d) That the duly elected strata council be and is hereby authorized to retain RDH to complete field review during the course of the building repair.

**SCHEDULE "A"**  
**STRATA PLAN BCS 907**  
**VILLA JARDIN AT CITY-IN-THE-PARK**  
**SPECIAL LEVY SCHEDULE**  
**BUILDING REPAIRS**

TOTAL SPECIAL LEVY	\$1,935,000
TOTAL UNIT ENTITLEMENT	10,517
TOTAL SPECIAL LEVY / UNIT ENTITLEMENT	\$183.98783

STRATA LOT	SUITE	UNIT ENTITLEMENT	SPECIAL LEVY	1st Installment Due May 15, 2010	2nd Installment Due September 1, 2010
1	201	80	\$14,719.03	\$8,831.42	\$5,887.61
2	202	80	14,719.03	8,831.42	5,887.61
3	203	79	14,535.04	8,721.02	5,814.02
4	204	65	11,959.21	7,175.53	4,783.68
5	205	78	14,351.05	8,610.63	5,740.42
6	206	81	14,903.01	8,941.81	5,961.20
7	207	75	13,799.09	8,279.45	5,519.64
8	208	70	12,879.15	7,727.49	5,151.66
9	301	80	14,719.03	8,831.42	5,887.61
10	302	80	14,719.03	8,831.42	5,887.61
11	303	79	14,535.04	8,721.02	5,814.02
12	304	65	11,959.21	7,175.53	4,783.68
13	305	78	14,351.05	8,610.63	5,740.42
14	306	81	14,903.01	8,941.81	5,961.20
15	307	75	13,799.09	8,279.45	5,519.64
17	401	80	14,719.03	8,831.42	5,887.61
18	402	80	14,719.03	8,831.42	5,887.61
19	403	79	14,535.04	8,721.02	5,814.02
20	404	65	11,959.21	7,175.53	4,783.68
21	405	78	14,351.05	8,610.63	5,740.42
22	406	81	14,903.01	8,941.81	5,961.20
23	407	75	13,799.09	8,279.45	5,519.64
24	408	70	12,879.15	7,727.49	5,151.66
25	501	80	14,719.03	8,831.42	5,887.61
26	502	80	14,719.03	8,831.42	5,887.61
27	503	79	14,535.04	8,721.02	5,814.02
28	504	65	11,959.21	7,175.53	4,783.68
29	505	78	14,351.05	8,610.63	5,740.42
30	506	81	14,903.01	8,941.81	5,961.20
31	507	75	13,799.09	8,279.45	5,519.64
32	508	70	12,879.15	7,727.49	5,151.66
33	601	80	14,719.03	8,831.42	5,887.61
34	602	80	14,719.03	8,831.42	5,887.61
35	603	79	14,535.04	8,721.02	5,814.02
36	604	65	11,959.21	7,175.53	4,783.68
37	605	78	14,351.05	8,610.63	5,740.42
38	606	81	14,903.01	8,941.81	5,961.20
39	607	75	13,799.09	8,279.45	5,519.64
40	608	70	12,879.15	7,727.49	5,151.66
41	701	80	14,719.03	8,831.42	5,887.61
42	702	80	14,719.03	8,831.42	5,887.61
43	703	79	14,535.04	8,721.02	5,814.02
44	704	65	11,959.21	7,175.53	4,783.68

STRATA LOT	SUITE	UNIT ENTITLEMENT	SPECIAL LEVY	1st Installment Due May 15, 2010	2nd Installment Due September 1, 2010
45	705	78	14,351.05	8,610.63	5,740.42
46	706	81	14,903.01	8,941.81	5,961.20
47	707	75	13,799.09	8,279.45	5,519.64
48	708	70	12,879.15	7,727.49	5,151.66
49	801	80	14,719.03	8,831.42	5,887.61
50	802	80	14,719.03	8,831.42	5,887.61
51	803	79	14,535.04	8,721.02	5,814.02
52	804	65	11,959.21	7,175.53	4,783.68
53	805	78	14,351.05	8,610.63	5,740.42
54	806	81	14,903.01	8,941.81	5,961.20
55	807	75	13,799.09	8,279.45	5,519.64
56	808	70	12,879.15	7,727.49	5,151.66
57	901	102	18,766.76	11,260.06	7,506.70
58	902	81	14,903.01	8,941.81	5,961.20
59	903	101	18,582.77	11,149.66	7,433.11
60	905	101	18,582.77	11,149.66	7,433.11
61	906	81	14,903.01	8,941.81	5,961.20
62	907	102	18,766.76	11,260.06	7,506.70
63	1001	102	18,766.76	11,260.06	7,506.70
64	1002	81	14,903.01	8,941.81	5,961.20
65	1003	101	18,582.77	11,149.66	7,433.11
66	1005	101	18,582.77	11,149.66	7,433.11
67	1006	81	14,903.01	8,941.81	5,961.20
68	1007	102	18,766.76	11,260.06	7,506.70
69	1101	102	18,766.76	11,260.06	7,506.70
70	1102	81	14,903.01	8,941.81	5,961.20
71	1103	101	18,582.77	11,149.66	7,433.11
72	1105	101	18,582.77	11,149.66	7,433.11
73	1106	81	14,903.01	8,941.81	5,961.20
74	1107	102	18,766.76	11,260.06	7,506.70
75	1201	102	18,766.76	11,260.06	7,506.70
76	1202	81	14,903.01	8,941.81	5,961.20
77	1203	101	18,582.77	11,149.66	7,433.11
78	1205	101	18,582.77	11,149.66	7,433.11
79	1206	81	14,903.01	8,941.81	5,961.20
80	1207	102	18,766.76	11,260.06	7,506.70
81	1401	102	18,766.76	11,260.06	7,506.70
82	1402	81	14,903.01	8,941.81	5,961.20
83	1403	101	18,582.77	11,149.66	7,433.11
84	1405	101	18,582.77	11,149.66	7,433.11
85	1406	81	14,903.01	8,941.81	5,961.20
86	1407	102	18,766.76	11,260.06	7,506.70
87	1501	102	18,766.76	11,260.06	7,506.70
88	1502	81	14,903.01	8,941.81	5,961.20
89	1503	101	18,582.77	11,149.66	7,433.11
90	1505	101	18,582.77	11,149.66	7,433.11
91	1506	81	14,903.01	8,941.81	5,961.20
92	1507	102	18,766.76	11,260.06	7,506.70
93	1601	112	20,606.64	12,363.98	8,242.66
94	1602	109	20,054.67	12,032.80	8,021.87
95	1603	109	20,054.67	12,032.80	8,021.87
96	1604	112	20,606.64	12,363.98	8,242.66
97	1701	112	20,606.64	12,363.98	8,242.66
98	1702	109	20,054.67	12,032.80	8,021.87
99	1703	109	20,054.67	12,032.80	8,021.87
100	1704	112	20,606.64	12,363.98	8,242.66
101	1801	112	20,606.64	12,363.98	8,242.66

STRATA LOT	SUITE	UNIT ENTITLEMENT	SPECIAL LEVY	1st Installment Due May 15, 2010	2nd Installment Due September 1, 2010
102	1802	110	20,238.66	12,143.20	8,095.46
103	1803	110	20,238.66	12,143.20	8,095.46
104	1804	112	20,606.64	12,363.98	8,242.66
105	1901	112	20,606.64	12,363.98	8,242.66
106	1902	110	20,238.66	12,143.20	8,095.46
107	1903	110	20,238.66	12,143.20	8,095.46
108	1904	112	20,606.64	12,363.98	8,242.66
109	2001	112	20,606.64	12,363.98	8,242.66
110	2002	110	20,238.66	12,143.20	8,095.46
111	2003	110	20,238.66	12,143.20	8,095.46
112	2004	112	20,606.64	12,363.98	8,242.66
113	2101	138	25,390.32	15,234.19	10,156.13
114	2102	123	22,630.50	13,578.30	9,052.20
115	2103	138	25,390.32	15,234.19	10,156.13
116	2201	154	28,334.13	17,000.48	11,333.65
117	2202	154	28,334.13	17,000.48	11,333.65
TOTAL			10,517	\$1,935,000.04	
				\$1,161,000.10	\$773,999.94

**STRATA PLAN BCS 907 – VILLA JARDIN**

**¾ VOTE RESOLUTION #2 – POSSIBLE LITIGATION**

**WHEREAS:**

A. By a Resolution of The Owners, Strata Plan BCS 907, (the "Strata Corporation") the Strata Corporation has been authorized to undertake remedial repairs (the "Repairs") to the building envelope and related components of the building located at 6833 Station Hill Drive in the City of Burnaby and known as Villa Jardin ("Villa Jardin"), as required to correct the defects and deficiencies identified by RDH Building Engineering Ltd.;

B. The Strata Corporation, as representative of all owners and on behalf of certain individual owners, proposes to commence an action in the Supreme Court of British Columbia (the "Action"), and such other actions (the "Other Actions") as may be prudent, against any and all responsible parties in respect of damage and loss suffered by such owners arising out of defects and deficiencies (the "Deficiencies") in the design and construction of Villa Jardin;

C. Section 171(2) of the Strata Property Act, S.B.C. 1998, c. 43 (the "Act") requires that, before a strata corporation sues as representative of all owners about any matter affecting the strata corporation, the suit must be authorized by a resolution passed by a ¾ vote at an annual or special general meeting;

D. Section 172(1) of the Act provides that a strata corporation may sue on behalf of one or more owners about matters affecting only their strata lots if, before beginning the suit: (i) it obtains the written consent of those owners; and (ii) the suit is authorized by a resolution passed by a ¾ vote at an annual or special general meeting.

**BE IT RESOLVED** by a ¾ vote, that:

1. Pursuant to section 171 of the Act that the Strata Corporation is hereby duly and fully authorized, as representative of all owners, to sue as representative of all owners about matters affecting the Strata Corporation arising out of the Deficiencies and to take such steps as the strata council (the "Strata Council") for the Strata Corporation may reasonably consider necessary or prudent in respect of the Action or the Other Actions including, without limitation:
  - (a) retaining and instructing legal counsel to take all reasonable and necessary steps to:
    - (i) commence and continue the Action or the Other Actions;
    - (ii) arrange for the addition, substitution or removal of any parties in the Action or the Other Actions, and commence any proceedings that may be required to restore companies named as defendants in the Action or the Other Actions that have been dissolved;
    - (iii) prepare for, convene and participate in a mediation or otherwise conduct settlement negotiations with the defendants,

- (iv) discontinue or consent to a dismissal of the Action or the Other Actions in whole or in part, with or without the payment of legal costs to the defendants, and
  - (b) pay all legal fees and other expenses associated with the Action or the Other Actions.
- 2. Pursuant to section 172 of the Act, that the Strata Corporation is hereby duly and fully authorized, on behalf of each owner who executes an Owner Consent in the form attached to these Resolutions as Appendix A, to sue about matters affecting only their strata lots and arising out of the Deficiencies, and to take such steps as the Strata Council may, on behalf of the Strata Corporation, reasonably consider necessary or prudent in respect of the Action or the Other Actions, including, without limitation:
  - (a) retaining and instructing legal counsel to take all reasonable and necessary steps to:
    - (i) commence and continue with the Action or the Other Actions;
    - (ii) arrange for the addition, substitution or removal of any parties in the Action or the Other Actions, and commence any proceedings that may be required to restore companies named as defendants in the Action or the Other Actions that have been dissolved;
    - (iii) prepare for, convene and participate in a mediation or otherwise conduct settlement negotiations with the defendants,
    - (iv) discontinue or consent to a dismissal of the Action or the Other Actions in whole or in part, with or without the payment of legal costs to the defendants, and
  - (b) pay all legal fees and other expenses associated with the Action or the Other Actions.
- 3. Any two members of the Strata Council, acting together, are hereby irrevocably and absolutely authorized to:
  - (a) attend and represent the Strata Corporation at any mediation or other settlement negotiations or proceedings occurring in the Action or any Other Actions;
  - (b) instruct the Strata Corporation's counsel in the Action or the Other Actions;
  - (c) execute all agreements and documents as may be necessary in furtherance of any settlement of the Action, and the Other Actions; and
  - (d) without limiting the generality of the foregoing, do all such things as are required to commence and continue the Action and the Other Actions, including instructing the Strata Corporation's legal counsel to add or remove parties to the Action or any Other Actions, and engaging in court proceedings;



4. The Strata Corporation be duly authorized to expend a sum of money not exceeding \$50,000.00 including all taxes for the purpose of funding legal costs, engineering fees, management fees and taxes associated with the commencement and prosecution of the Action or the Other Actions, including participation in any mediation or other settlement negotiations or proceedings occurring in the Action or any Other Actions;
5. A special levy (the "Special Levy") be assessed against the strata lots (the "Strata Lots") in the amount of \$50,000.00, to be allocated in accordance with unit entitlement of the Strata Lots as set out in Schedule "B" to this Resolution; and
6. the Special Levy shall be immediately due and payable, but for the purpose of convenience only, shall be delivered to the Strata Corporation by the owners of the Strata Lots not later than July 1, 2010.

## Appendix A: Owner Consent Form

### OWNER CONSENT

WHEREAS The Owners, Strata Plan BCS 907 (the "Strata Corporation"), as representative of all owners of Strata Plan BCS 907 ("Owners") and on behalf of certain individual owners at the condominium development located at 6833 Station Hill Drive ("Villa Jardin"), wishes to commence a legal action or actions in the Supreme Court of British Columbia (the "Action"), against any and all responsible parties for damage and loss suffered by such Owners and arising out of defects and defects (the "Defects") in the design and construction of Villa Jardin;

AND WHEREAS the Strata Corporation may claim damages and other relief in the Action on my/our behalf in respect of matters affecting only my/our strata lot(s);

AND WHEREAS section 172(1) of the Act requires that a strata corporation may sue on behalf of one or more owners about matters affecting only their strata lots if, before beginning the suit: (i) it obtains the written consent of those owners; and (ii) the suit is authorized by a resolution passed by a  $\frac{3}{4}$  vote at an annual or special general meeting.

I/We the undersigned registered owner(s) of unit(s) \_\_\_\_\_ in Villa Jardin, located at Unit \_\_\_\_\_, 6833 Station Hill Drive, Burnaby, British Columbia hereby:

1. Authorize the Strata Corporation, on my/our behalf, to sue about matters affecting only my/our strata lot(s) arising out of the Defects and to take any and all steps in the Action as the strata council for the Strata Corporation (the "Strata Council") may consider reasonably necessary or prudent and in the best interests of the Strata Corporation and me/us in respect of the Action, including, without limitation:
  - (a) retaining and instructing legal counsel to take all reasonable and necessary steps to:
    - (i) commence and continue the Action;
    - (ii) arrange for the addition, substitution or removal of any parties in the Action, including the addition of individual Owners as co-Plaintiffs with the Strata Corporation, and commence any proceedings that may be required to restore companies named as defendants in the Action that have been dissolved;
    - (iii) prepare for, convene and participate in a mediation or otherwise conduct settlement negotiations with present or future defendants in the Action;
    - (iv) discontinue or consent to a dismissal of the Action in whole or in part, with or without the payment of legal costs to any of the defendants;
    - (v) prepare for and participate in the trial of the Action; and

- (vi) such other matters as are necessary and/or recommended by legal counsel to proceed with and resolve the Action;
  - (b) pay all legal fees and other expenses associated with the Action.
2. Authorize the Strata Council to instruct and receive advice from legal counsel for the Strata Corporation on my/our behalf in respect of any and all matters concerning only my/our strata lot(s) in the Action;
  3. Authorize legal counsel for the Strata Corporation to receive instructions from and to advise the Strata Council on my/our behalf in respect of any and all matters concerning only my/our strata lot(s) in the Action;
  4. Acknowledge that legal counsel for the Strata Corporation owe the Strata Corporation and me/us a duty of undivided loyalty, and consequently cannot at any time side with one party against another;
  5. Acknowledge that any information received by legal counsel for the Strata Corporation will not be treated as confidential between the Strata Corporation and me/us, and may be disclosed to either party;
  6. Agree that this authorization and consent will continue to be effective until a written notice withdrawing or amending this authorization and consent is delivered to legal counsel for the Strata Corporation.
  7. Agree that:
    - (a) if a conflict of interest arises between the Strata Corporation and me/us, or
    - (b) if this authorization is terminated by me/us,legal counsel for the Strata Corporation will withdraw as my/our counsel, and may continue to represent the Strata Corporation in the Action or the Other Actions.

Print Name \_\_\_\_\_

Signature \_\_\_\_\_  
*Registered Owner*

Print Name \_\_\_\_\_

Signature \_\_\_\_\_  
*Registered Owner*

## SCHEDULE "B"

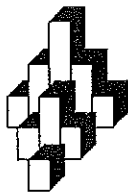
### STRATA PLAN BCS 907 VILLA JARDIN AT CITY-IN-THE-PARK SPECIAL LEVY SCHEDULE POSSIBLE LITIGATION

TOTAL SPECIAL LEVY	\$50,000
TOTAL UNIT ENTITLEMENT	10,517
TOTAL SPECIAL LEVY / UNIT ENTITLEMENT	\$4.75421

STRATA LOT	SUITE	UNIT ENTITLEMENT	SPECIAL LEVY
1	201	80	\$380.34
2	202	80	380.34
3	203	79	375.58
4	204	65	309.02
5	205	78	370.83
6	206	81	385.09
7	207	75	356.57
8	208	70	332.79
9	301	80	380.34
10	302	80	380.34
11	303	79	375.58
12	304	65	309.02
13	305	78	370.83
14	306	81	385.09
15	307	75	356.57
17	401	80	380.34
18	402	80	380.34
19	403	79	375.58
20	404	65	309.02
21	405	78	370.83
22	406	81	385.09
23	407	75	356.57
24	408	70	332.79
25	501	80	380.34
26	502	80	380.34
27	503	79	375.58
28	504	65	309.02
29	505	78	370.83
30	506	81	385.09
31	507	75	356.57
32	508	70	332.79
33	601	80	380.34
34	602	80	380.34
35	603	79	375.58
36	604	65	309.02

STRATA LOT	SUITE	UNIT ENTITLEMENT	SPECIAL LEVY
37	605	78	370.83
38	606	81	385.09
39	607	75	356.57
40	608	70	332.79
41	701	80	380.34
42	702	80	380.34
43	703	79	375.58
44	704	65	309.02
45	705	78	370.83
46	706	81	385.09
47	707	75	356.57
48	708	70	332.79
49	801	80	380.34
50	802	80	380.34
51	803	79	375.58
52	804	65	309.02
53	805	78	370.83
54	806	81	385.09
55	807	75	356.57
56	808	70	332.79
57	901	102	484.93
58	902	81	385.09
59	903	101	480.17
60	905	101	480.17
61	906	81	385.09
62	907	102	484.93
63	1001	102	484.93
64	1002	81	385.09
65	1003	101	480.17
66	1005	101	480.17
67	1006	81	385.09
68	1007	102	484.93
69	1101	102	484.93
70	1102	81	385.09
71	1103	101	480.17
72	1105	101	480.17
73	1106	81	385.09
74	1107	102	484.93
75	1201	102	484.93
76	1202	81	385.09
77	1203	101	480.17
78	1205	101	480.17
79	1206	81	385.09
80	1207	102	484.93
81	1401	102	484.93
82	1402	81	385.09
83	1403	101	480.17
84	1405	101	480.17

STRATA LOT	SUITE	UNIT ENTITLEMENT	SPECIAL LEVY
85	1406	81	385.09
86	1407	102	484.93
87	1501	102	484.93
88	1502	81	385.09
89	1503	101	480.17
90	1505	101	480.17
91	1506	81	385.09
92	1507	102	484.93
93	1601	112	532.47
94	1602	109	518.21
95	1603	109	518.21
96	1604	112	532.47
97	1701	112	532.47
98	1702	109	518.21
99	1703	109	518.21
100	1704	112	532.47
101	1801	112	532.47
102	1802	110	522.96
103	1803	110	522.96
104	1804	112	532.47
105	1901	112	532.47
106	1902	110	522.96
107	1903	110	522.96
108	1904	112	532.47
109	2001	112	532.47
110	2002	110	522.96
111	2003	110	522.96
112	2004	112	532.47
113	2101	138	656.08
114	2102	123	584.77
115	2103	138	656.08
116	2201	154	732.15
117	2202	154	732.15
TOTAL		10,517	\$49,999.94



## STRATAWEST MANAGEMENT LTD.

*Professional Property Managers*

April 26, 2010

**NOTICE TO OWNER(S)**  
**STRATA PLAN BCS 907 - VILLA JARDIN**  
**6833 STATION HILL DRIVE**  
**BRUNABY, BRITISH COLUMBIA**  
**V7H 2X6**

Dear Owners:

**RE: SPECIAL LEVY**  
**STRATA PLAN BCS 907 - VILLA JARDIN**

At the Special General Meeting of Strata Plan BCS 907 held Thursday, April 22, 2010, A Special Levy in the amount of \$1,735,000.00 for building repairs was approved. Please find enclosed a copy of the approved Special Levy Schedule.

Payment of the Special Levy is due immediately, but for convenience purposes, 60% of the levy is due on or before May 15, 2010 and the balance of 40% is due on or before September 1, 2010. Please see the attached schedule for the amounts due on each date for your strata lot.

Please issue cheques payable to Strata Plan BCS 907.

Should you have any inquiries with respect to the Special Levy, please do not hesitate to call our office.

Yours very truly,  
STRATAWEST MANAGEMENT LTD.

Linda MacSeafraidh, B.A.  
Property Manager

*enclosures*

LM/pa

## SCHEDULE "A"

STRATA PLAN BCS 907  
VILLA JARDIN AT CITY-IN-THE-PARK  
SPECIAL LEVY SCHEDULE  
BUILDING REPAIRS

TOTAL SPECIAL LEVY	\$1,735,000
TOTAL UNIT ENTITLEMENT	10,517
TOTAL SPECIAL LEVY / UNIT ENTITLEMENT	\$164.97100

STRATA LOT	SUITE	UNIT ENTITLEMENT	SPECIAL LEVY	1st Installment Due May 15, 2010	2nd Installment Due September 1, 2010
1	201	80	\$13,197.68	\$7,918.61	\$5,279.07
2	202	80	13,197.68	7,918.61	5,279.07
3	203	79	13,032.71	7,819.63	5,213.08
4	204	65	10,723.11	6,433.87	4,289.24
5	205	78	12,867.74	7,720.64	5,147.10
6	206	81	13,362.65	8,017.59	5,345.06
7	207	75	12,372.82	7,423.69	4,949.13
8	208	70	11,547.97	6,928.78	4,619.19
9	301	80	13,197.68	7,918.61	5,279.07
10	302	80	13,197.68	7,918.61	5,279.07
11	303	79	13,032.71	7,819.63	5,213.08
12	304	65	10,723.11	6,433.87	4,289.24
13	305	78	12,867.74	7,720.64	5,147.10
14	306	81	13,362.65	8,017.59	5,345.06
15	307	75	12,372.82	7,423.69	4,949.13
17	401	80	13,197.68	7,918.61	5,279.07
18	402	80	13,197.68	7,918.61	5,279.07
19	403	79	13,032.71	7,819.63	5,213.08
20	404	65	10,723.11	6,433.87	4,289.24
21	405	78	12,867.74	7,720.64	5,147.10
22	406	81	13,362.65	8,017.59	5,345.06
23	407	75	12,372.82	7,423.69	4,949.13
24	408	70	11,547.97	6,928.78	4,619.19
25	501	80	13,197.68	7,918.61	5,279.07
26	502	80	13,197.68	7,918.61	5,279.07
27	503	79	13,032.71	7,819.63	5,213.08
28	504	65	10,723.11	6,433.87	4,289.24
29	505	78	12,867.74	7,720.64	5,147.10
30	506	81	13,362.65	8,017.59	5,345.06
31	507	75	12,372.82	7,423.69	4,949.13
32	508	70	11,547.97	6,928.78	4,619.19
33	601	80	13,197.68	7,918.61	5,279.07
34	602	80	13,197.68	7,918.61	5,279.07
35	603	79	13,032.71	7,819.63	5,213.08
36	604	65	10,723.11	6,433.87	4,289.24
37	605	78	12,867.74	7,720.64	5,147.10
38	606	81	13,362.65	8,017.59	5,345.06
39	607	75	12,372.82	7,423.69	4,949.13
40	608	70	11,547.97	6,928.78	4,619.19
41	701	80	13,197.68	7,918.61	5,279.07
42	702	80	13,197.68	7,918.61	5,279.07
43	703	79	13,032.71	7,819.63	5,213.08
44	704	65	10,723.11	6,433.87	4,289.24
45	705	78	12,867.74	7,720.64	5,147.10
46	706	81	13,362.65	8,017.59	5,345.06
47	707	75	12,372.82	7,423.69	4,949.13



STRATA LOT	SUITE	UNIT ENTITLEMENT	SPECIAL LEVY	1st Installment Due May 15, 2010	2nd Installment Due September 1, 2010
48	708	70	11,547.97	6,928.78	4,619.19
49	801	80	13,197.68	7,918.61	5,279.07
50	802	80	13,197.68	7,918.61	5,279.07
51	803	79	13,032.71	7,819.63	5,213.08
52	804	65	10,723.11	6,433.87	4,289.24
53	805	78	12,867.74	7,720.64	5,147.10
54	806	81	13,362.65	8,017.59	5,345.06
55	807	75	12,372.82	7,423.69	4,949.13
56	808	70	11,547.97	6,928.78	4,619.19
57	901	102	16,827.04	10,096.22	6,730.82
58	902	81	13,362.65	8,017.59	5,345.06
59	903	101	16,662.07	9,997.24	6,664.83
60	905	101	16,662.07	9,997.24	6,664.83
61	906	81	13,362.65	8,017.59	5,345.06
62	907	102	16,827.04	10,096.22	6,730.82
63	1001	102	16,827.04	10,096.22	6,730.82
64	1002	81	13,362.65	8,017.59	5,345.06
65	1003	101	16,662.07	9,997.24	6,664.83
66	1005	101	16,662.07	9,997.24	6,664.83
67	1006	81	13,362.65	8,017.59	5,345.06
68	1007	102	16,827.04	10,096.22	6,730.82
69	1101	102	16,827.04	10,096.22	6,730.82
70	1102	81	13,362.65	8,017.59	5,345.06
71	1103	101	16,662.07	9,997.24	6,664.83
72	1105	101	16,662.07	9,997.24	6,664.83
73	1106	81	13,362.65	8,017.59	5,345.06
74	1107	102	16,827.04	10,096.22	6,730.82
75	1201	102	16,827.04	10,096.22	6,730.82
76	1202	81	13,362.65	8,017.59	5,345.06
77	1203	101	16,662.07	9,997.24	6,664.83
78	1205	101	16,662.07	9,997.24	6,664.83
79	1206	81	13,362.65	8,017.59	5,345.06
80	1207	102	16,827.04	10,096.22	6,730.82
81	1401	102	16,827.04	10,096.22	6,730.82
82	1402	81	13,362.65	8,017.59	5,345.06
83	1403	101	16,662.07	9,997.24	6,664.83
84	1405	101	16,662.07	9,997.24	6,664.83
85	1406	81	13,362.65	8,017.59	5,345.06
86	1407	102	16,827.04	10,096.22	6,730.82
87	1501	102	16,827.04	10,096.22	6,730.82
88	1502	81	13,362.65	8,017.59	5,345.06
89	1503	101	16,662.07	9,997.24	6,664.83
90	1505	101	16,662.07	9,997.24	6,664.83
91	1506	81	13,362.65	8,017.59	5,345.06
92	1507	102	16,827.04	10,096.22	6,730.82
93	1601	112	18,476.75	11,086.05	7,390.70
94	1602	109	17,981.84	10,789.10	7,192.74
95	1603	109	17,981.84	10,789.10	7,192.74
96	1604	112	18,476.75	11,086.05	7,390.70
97	1701	112	18,476.75	11,086.05	7,390.70
98	1702	109	17,981.84	10,789.10	7,192.74
99	1703	109	17,981.84	10,789.10	7,192.74
100	1704	112	18,476.75	11,086.05	7,390.70
101	1801	112	18,476.75	11,086.05	7,390.70
102	1802	110	18,146.81	10,888.09	7,258.72
103	1803	110	18,146.81	10,888.09	7,258.72
104	1804	112	18,476.75	11,086.05	7,390.70
105	1901	112	18,476.75	11,086.05	7,390.70
106	1902	110	18,146.81	10,888.09	7,258.72
107	1903	110	18,146.81	10,888.09	7,258.72

STRATA LOT	SUITE	UNIT ENTITLEMENT	SPECIAL LEVY	1st installment Due May 15, 2010	2nd Installment Due September 1, 2010
108	1904	112	18,476.75	11,086.05	7,390.70
109	2001	112	18,476.75	11,086.05	7,390.70
110	2002	110	18,146.81	10,888.09	7,258.72
111	2003	110	18,146.81	10,888.09	7,258.72
112	2004	112	18,476.75	11,086.05	7,390.70
113	2101	138	22,766.00	13,659.60	9,106.40
114	2102	123	20,291.43	12,174.86	8,116.57
115	2103	138	22,766.00	13,659.60	9,106.40
116	2201	154	25,405.53	15,243.32	10,162.21
117	2202	154	25,405.53	15,243.32	10,162.21
TOTAL			10,517	\$1,734,999.88	\$1,040,999.90
					\$693,999.98

**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

ਗੁਰੀ ਜਾਣਕਾਰੀ ਕਿਰਪਾ ਕਰਕੇ ਕਿਸੇ ਕੋਲੋਂ ਇਸ ਦਾ ਉਲੰਘਾ ਕਰਵਾਓ

**SPECIAL GENERAL MEETING MINUTES  
STRATA PLAN BCS 907 – VILLA JARDIN**

**DATE HELD:** THURSDAY, APRIL 22, 2010  
**LOCATION:** GAMES ROOM, 6833 STATION HILL DRIVE  
BURNABY, BRITISH COLUMBIA  
**CALL TO ORDER:** 7:00 P.M.

**Owners in Attendance:** Sixty-Six (66) Owners were registered as being in attendance, Five (5) of which by Proxy.

**Also in Attendance:** Marcus Dell, RDH Building Engineering Ltd.  
James Bourget, RDH Building Engineering Ltd.  
Stephen Hamilton, Hammerberg Altman Beaton & Maglio LLP

**Also in Attendance:** Linda MacSeafraidh, Stratawest Management Ltd.

**(1) CALL TO ORDER**

The meeting was called to order by Strata Council President, Erna Krische, at 7:10 p.m.

**(2) CERTIFICATON OF PROXIES/DETERMINATION OF QUORUM**

Prior to commencement of the meeting, all Owners were registered and it was determined that Sixty-One (61) Owners were present in person and Five (5) by Proxy, for a total representation of Sixty-Six (66) votes. As this exceeded the quorum of Thirty-Nine (39) votes, the meeting was declared competent to proceed with business.

**(3) PROOF OF NOTICE OF MEETING**

Notice of the Special General Meeting was mailed in accordance with the Bylaws of the Strata Corporation and the *Strata Property Act*. It was,

**MOVED AND SECONDED (Sleightholm, #701/Simpson, #1704)**

That proof of Notice of Special General Meeting be accepted.

**CARRIED UNANIMOUSLY**

**(4) APPROVAL OF THE ANNUAL GENERAL MEETING MINUTES**

The Minutes of the Annual General Meeting held November 19, 2009 were circulated shortly after the meeting and it was,

**MOVED AND SECONDED (Collins, #408/Seong, #1205)**

That the Minutes of the Annual General Meeting held November 19, 2009 be adopted as circulated.

**CARRIED UNANIMOUSLY**

(5) **NEW BUSINESS**

(a) **CONSIDERATION OF ¾ VOTE RESOLUTION #1(BUILDING REPAIR)**

RDH Building Engineering Ltd. provided an overview of the defects in the building and the project to date by way of a PowerPoint presentation. After a thorough discussion, it was,

**MOVED AND SECONDED** (Smith, #806/Albanese, #1803)

**WHEREAS:**

The Owners, Strata Plan BCS 907 (the "Strata Corporation") have:

- a) finalized the scope of repairs for the proper remediation of the building located at 6833 Station Hill Drive, Burnaby, B.C.,
- b) have caused RDH Building Engineering Ltd. ("RDH") to tender such specifications and,
- c) are desirous of proceeding with the remediation.

**THEREFORE BE IT RESOLVED:**

As a ¾ Vote Resolution of the Strata Corporation that:

- a) A Special Levy be assessed against Strata Lots 1 – 117 inclusive in the aggregate amount of One Million Nine Hundred Thirty-Five Thousand Dollars (\$1,935,000.00) to be apportioned in accordance with unit entitlement of the One Hundred Seventeen (117) Strata Lots as per Schedule "A", attached. Such Special Levy shall be due immediately but payable, for convenience purposes only in two instalments of 60% on or before May 15, 2010 and the balance of 40% on or before September 1, 2010.
- b) The monies raised shall be added to and form part of the special levy monies approved September 17, 2009, to be used to fund completion of the building envelope repairs as recommended by RDH Building Engineering Ltd. including, but not limited to, payment of contractor engineering, management and related fees.
- c) Upon conclusion of the repairs, any funds remaining, including monies received as interest, shall be reimbursed to those persons registered as owners of the strata lots at the time such reimbursement, if any, is made apportioned in accordance with unit entitlement.
- d) That the duly elected strata council be and is hereby authorized to retain RDH to complete field review during the course of the building repair.

**MOVED AND SECONDED** (Collins, #408/Albanese, #1803)

To amend the resolution to change the sum from \$1,935,000.00 to \$1,735,000.00.

**CARRIED UNANIMOUSLY**

It was,

**MOVED AND SECONDED** (Collins, #408/Albanese, #1803)

To adopt the resolution as amended. The results of the vote,

**56 IN FAVOR  
2 OPPOSED  
8 ABSTAINED  
CARRIED**

- b) **CONSIDERATION OF ¾ VOTE RESOLUTION #2 (POSSIBLE LITIGATION)**  
Stephen Hamilton of Hammerberg Altman Beaton and Maglio discussed the possibilities of the funds that may be available should the owners decide to litigate, it was then,

**MOVED AND SECONDED (Smith, #806/Collins, #408)**

**WHEREAS:**

- A. By a Resolution of The Owners, Strata Plan BCS 907, (the "Strata Corporation") the Strata Corporation has been authorized to undertake remedial repairs (the "Repairs") to the building envelope and related components of the building located at 6833 Station Hill Drive in the City of Burnaby and known as Villa Jardin ("Villa Jardin"), as required to correct the defects and deficiencies identified by RDH Building Engineering Ltd.;
- B. The Strata Corporation, as representative of all owners and on behalf of certain individual owners, proposes to commence an action in the Supreme Court of British Columbia (the "Action"), and such other actions (the "Other Actions") as may be prudent, against any and all responsible parties in respect of damage and loss suffered by such owners arising out of defects and deficiencies (the "Deficiencies") in the design and construction of Villa Jardin;
- C. Section 171(2) of the Strata Property Act, S.B.C. 1998, c. 43 (the "Act") requires that, before a strata corporation sues as representative of all owners about any matter affecting the strata corporation, the suit must be authorized by a resolution passed by a ¾ vote at an annual or special general meeting;
- D. Section 172(1) of the Act provides that a strata corporation may sue on behalf of one or more owners about matters affecting only their strata lots if, before beginning the suit: (i) it obtains the written consent of those owners; and (ii) the suit is authorized by a resolution passed by a ¾ vote at an annual or special general meeting.

**BE IT RESOLVED by a ¾ vote, that:**

1. Pursuant to section 171 of the Act that the Strata Corporation is hereby duly and fully authorized, as representative of all owners, to sue as representative of all owners about matters affecting the Strata Corporation arising out of the Deficiencies and to take such steps as the strata council (the "Strata Council") for the Strata Corporation may reasonably consider necessary or prudent in respect of the Action or the Other Actions including, without limitation:
  - (a) retaining and instructing legal counsel to take all reasonable and necessary steps to:
    - (i) commence and continue the Action or the Other Actions;
    - (ii) arrange for the addition, substitution or removal of any parties in the Action or the Other Actions, and commence any proceedings that may be required to restore companies named as defendants in the Action or the Other Actions that have been dissolved;
    - (iii) prepare for, convene and participate in a mediation or otherwise conduct settlement negotiations with the defendants,
    - (iv) discontinue or consent to a dismissal of the Action or the Other Actions in whole or in part, with or without the payment of legal costs to the defendants, and

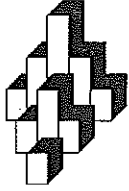
- (b) pay all legal fees and other expenses associated with the Action or the Other Actions.
- 3. Any two members of the Strata Council, acting together, are hereby irrevocably and absolutely authorized to:
  - (a) attend and represent the Strata Corporation at any mediation or other settlement negotiations or proceedings occurring in the Action or any Other Actions;
  - (b) instruct the Strata Corporation's counsel in the Action or the Other Actions;
  - (c) execute all agreements and documents as may be necessary in furtherance of any settlement of the Action, and the Other Actions; and
  - (d) without limiting the generality of the foregoing, do all such things as are required to commence and continue the Action and the Other Actions, including instructing the Strata Corporation's legal counsel to add or remove parties to the Action or any Other Actions, and engaging in court proceedings;
- 4. The Strata Corporation be duly authorized to expend a sum of money not exceeding \$50,000.00 including all taxes for the purpose of funding legal costs, engineering fees, management fees and taxes associated with the commencement and prosecution of the Action or the Other Actions, including participation in any mediation or other settlement negotiations or proceedings occurring in the Action or any Other Actions;
- 5. A special levy (the "Special Levy") be assessed against the strata lots (the "Strata Lots") in the amount of \$50,000.00, to be allocated in accordance with unit entitlement of the Strata Lots as set out in Schedule "B" to this Resolution; and
- 6. the Special Levy shall be immediately due and payable, but for the purpose of convenience only, shall be delivered to the Strata Corporation by the owners of the Strata Lots not later than July 1, 2010.

**DEFEATED**  
**0 IN FAVOUR**  
**66 OPPOSED**

(6) **ADJOURNMENT**

There being no further business the meeting adjourned at 9:20 p.m.





## STRATAWEST MANAGEMENT LTD.

*Professional Property Managers*

August 20, 2010

### NOTICE TO OWNERS

STRATA PLAN BCS 907 – VILLA JARDIN  
6833 STATION HILL DRIVE  
BURNABY, BRITISH COLUMBIA  
V3N 5E1

Dear Owner(s):

**RE: BUILDING ENVELOPE REPAIR UPDATE**  
**STRATA PLAN BCS 907 – VILLA JARDIN**

We write on behalf of the Strata Council of Villa Jardin to provide a brief update on the status of the building envelope repair work following a recent site meeting with JLK Projects and RDH Building Engineering Ltd. held August 18, 2010.

The project is progressing well, however additional work has been identified by RDH with respect to balcony drains and this work is proceeding.

More significantly, following a detailed inspection of the condition of the balcony membranes, RDH has recommended and the Strata Council has agreed to increase the scope of work for replacement of all roof membranes located on floor levels 2, 9, 16 and 21, which was not originally anticipated in the original scope of work.

The cost of the additional drain work and the additional membrane work is contained within the contingency funds raised within the Special Levy and additional funds are not required as a result of this additional work.

As at the date of this Notice the project is approximately 30% complete, excluding the additional roof membrane work, and JLK Projects Ltd. is reviewing the scheduled completion date because of the additional work.

The Strata Council is aware of owners enquiring as to when work may be completed at or near their strata lots and there is a site plan indicating the sequence of swing stage drops around the building and estimated dates of work posted on the Resident Caretakers office door for those owners who may wish to view this information. Please be advised that the schedule will likely change as all work is weather dependent. Update will be provided when know.

Yours very truly,  
STRATAWEST MANAGEMENT LTD.

  
J. Garth Campbell, B. Comm, R.I.(B.C.)  
President

JGC/hh



**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** 請找人為你翻譯

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

**ਗੁਰੀ ਜਾਣਕਾਰੀ** ਕਿਰਪਾ ਕਰਕੇ ਕਿਸੇ ਕੋਲੋਂ ਇਸ ਦਾ ਉਲੱਥਾ ਕਰਵਾਓ

TAKE NOTICE THAT The Annual General Meeting of **THE OWNERS, STRATA PLAN BCS 907 – VILLA JARDIN** will be held:

**DATE:** THURSDAY, SEPTEMBER 23, 2010

**TIME:** 7:00 PM (REGISTRATION 6:00 PM)

**PLACE:** VILLA JARDIN – GAMES ROOM - MAIN FLOOR  
6833 STATION HILL DRIVE,  
BURNABY, BRITISH COLUMBIA

An Agenda for the Meeting, along with some explanatory notes concerning voting procedures is enclosed herewith. Please read this material carefully prior to the Meeting, and bring it with you to the Meeting for reference.

1. **PURPOSE:** The purpose of the Meeting is to review the operation of the Strata Corporation; to consider the 2010/2011 Budgets; to One (1)  $\frac{3}{4}$  Vote Resolution; to consider New Business; and to elect the 2010/2011 Strata Council.
2. **QUORUM:** In order to conduct business at the Annual General Meeting, at least **One-Third (1/3)** of the strata corporation's votes must be present in person, or by proxy. **Failure to reach a quorum within  $\frac{1}{2}$  hour from the time appointed will result in the adjournment of the Meeting for one week. If, on the day of the adjourned meeting, a quorum is not present within  $\frac{1}{2}$  hour of the appointed time, all eligible voters present in person or by proxy constitute a quorum.**
3.  **$\frac{3}{4}$  VOTE RESOLUTIONS:** A majority of 75% of all persons entitled to vote and who don't abstain, present at the Meeting in person or by Proxy, is required to pass a  $\frac{3}{4}$  Vote Resolution. A  $\frac{3}{4}$  Vote Resolution may not be acted upon for one week if passed by less than 50% of the Strata Corporation votes and may be reconsidered only once under special circumstances.
4. **VOTING:** Except in cases where, under the *Strata Property Act*, a unanimous resolution is required, a vote for a Strata Lot may not be exercised if Strata Fees or Special Levies have not been paid and the Strata Corporation is entitled to register a lien against the Strata Lot.
5. **PROXY:** A document appointing a Proxy must be in writing and signed by the person appointing the Proxy, may be general or for a specific meeting or Resolution and may be revoked at any time. A person who is an employee of the Strata Corporation including a person providing Strata Management services may not hold a Proxy.

ANNUAL GENERAL MEETING of THE OWNERS, STRATA PLAN BCS 907 – VILLA JARDIN to be held at 7:00 p.m. on **THURSDAY, SEPTEMBER 23, 2010** at the VILLA JARDIN – GAMES ROOM - MAIN FLOOR, 6833 STATION HILL DRIVE, BURNABY, B.C.

**RDH BUILDING ENGINEERING WILL PROVIDE AN UPDATE OF THE REPAIR PROJECT BETWEEN 6:30 PM AND 7:00 PM**

### **AGENDA**

1. CALL TO ORDER.
  2. CERTIFICATION OF PROXIES/DETERMINATION OF QUORUM.
  3. PROOF OF NOTICE OF MEETING.
  4. APPROVAL OF AGENDA.
  5. APPROVAL OF MINUTES OF THE ANNUAL GENERAL MEETING HELD NOVEMBER 19, 2009
  6. STRATA COUNCIL REPORT.
  7. INSURANCE REPORT – ATTACHED.
  8. FINANCIAL REPORT:
    - a) APPROVAL OF 2010/2011 BUDGETS – ATTACHED.
    - b) JULY 31, 2010 FINANCIAL STATEMENTS – ATTACHED.
  9. CONSIDERATION OF  $\frac{3}{4}$  VOTE RESOLUTION #1 –Approval to access Operating Budget surplus
  10. NEW BUSINESS
  11. ELECTION OF 2010/2011 STRATA COUNCIL
  12. ADJOURNMENT
- 

### **$\frac{3}{4}$ VOTE RESOLUTION # 1**

#### **WHEREAS**

Additional work to replace the deck membrane at levels 2, 9, 16 and 21 of the building has been authorized within the contingency amount contained in the original budget of the building envelope repair which will exhaust the contingency

#### **AND WHEREAS**

The Owners, Strata Plan BCS 907 wish to use existing operating surplus funds rather than consider another special levy to cover any shortfall that might occur with respect to building envelope repair

#### **BE IT RESOLVED**

As a  $\frac{3}{4}$  Vote Resolution of The Owners, Strata Plan BCS 907 that the duly elected Strata Council be and is hereby authorized to expend an amount not to exceed \$50,000 from the operating fund surplus to complete the building envelope repair should the funds collected by way of special levy at the Special General Meeting held Thursday April 22, 2010 not be sufficient to cover the expenses of the building envelope repair.



# International Risk and Insurance Services

**BFL CANADA Insurance Services Inc.**  
 1177 West Hastings Street, Suite 200  
 Vancouver, British Columbia V6E 2K3  
 Tel.: (604) 669-9600  
 Fax: (604) 683-9316  
 Toll Free: 1-866-669-9602

## CERTIFICATE OF INSURANCE

Previous Policy No. BFL04BCS0907

Renewal Policy No. BFL04BCS0907

**NAMED INSURED** The Owners, Strata Plan BCS907, acting on their own behalf or as a Strata Corporation  
**MAILING ADDRESS** Stratawest Management Ltd. (As Property Manager)  
 202 - 224 West Esplanade, North Vancouver, BC V7M 1A4  
**POLICY PERIOD** From: August 3, 2010 To: August 3, 2011  
 12:01 a.m. standard time at the location of the premises as to each of the said dates  
**INSURED LOCATION** 6833 Station Hill Drive, Burnaby, BC V3N 5E1  
**CONSTRUCTION** THE VILLA JARDIN  
**OCCUPIED BY INSURED AS** Fire Resistive 22 Storeys 1 Building  
 117 Residential Units 0 Commercial Unit

Insurance is provided, subject to the Declarations, Terms, Conditions of the policy and its Riders, only for which specific Riders are attached and for which a specific limit or annotation is shown hereunder.

INSURING AGREEMENT	DEDUCTIBLE	LIMIT
<b>SECTION I - PROPERTY (Revision date Aug 24, 2006 /RB)</b>		
A. All Property - All Risks, Blanket By-Laws, Stated Amount Co-Insurance, Replacement Cost, 110% Margin Clause.		\$ 32,546,700
All Risks	\$ 2,500	
Sewer Backup Damage	\$ 5,000	
Water Damage	\$ 5,000	
Earthquake Damage	% 10	
Flood Damage	\$ 10,000	
Lock & Key	\$ 250	\$ 10,000
B. Business Interruption (Gross Rents), 100% Co-Insurance, Indemnity Period (Months): N/A		Not Covered
<b>SECTION II - CRIME (Form 500000-05, Rev. Jan 2000)</b>		
I. Comprehensive Dishonesty, Disappearance and Destruction - Form A	Nil	\$ 10,000
II. Loss Inside the Premises	Nil	\$ 5,000
III. Loss Outside the Premises	Nil	\$ 5,000
IV. Money Orders and Counterfeit Paper Currency	Nil	\$ 5,000
V. Depositors Forgery	Nil	\$ 5,000
<b>SECTION III - COMMERCIAL GENERAL LIABILITY (Form 000102, Rev. Nov 2005)</b>		
A. Bodily Injury & Property Damage Liability - Per Occurrence	\$ 500	\$ 10,000,000
General Aggregate Limit - Aggregate	\$ 500	\$ 10,000,000
Products and Completed Operations - Aggregate	\$ 500	\$ 10,000,000
B. Personal and Advertising Injury Liability - Per Occurrence		\$ 10,000,000
C. Medical Payments - Any One Person		\$ 5,000
Medical Payments - Per Occurrence	\$ 500	\$ 25,000
D. Tenants Legal Liability		\$ 500,000
Non-Owned Automobile Endorsement SPF #6 - Form 335002-02 - Per Occurrence		\$ 10,000,000
Contractual Liability Endorsement SEF #94 - Form 335100-01 - Per Occurrence	\$ 500	\$ 10,000,000
Excluding Long Term Leased Vehicle Endorsement SEF#99 - Form 335300-02 - Per Occurrence		\$ 10,000,000
Limited Pollution Liability Coverage Endorsement - Aggregate	\$ 500	\$ 1,000,000
Employee Benefit Liability - Form 000200 - Aggregate		\$ 1,000,000
<b>SECTION IV - CONDOMINIUM DIRECTORS &amp; OFFICERS LIABILITY</b>		
Claims Made Form (Including Property Manager)	Nil	\$ 3,000,000
<b>SECTION V - EXTERIOR GLASS (Form 820000-02, Rev. Nov 1998)</b>		
Residential	\$ 100	Blanket
Commercial	\$ 250	

This Policy contains a clause(s) which may limit the amount payable.

**SUBSCRIPTION**

This Certificate is not valid unless countersigned by an Authorized Representative of the Insurer(s).

E. & O.E.

Date: August 3, 2010

BFL CANADA Insurance Services Inc.

AUTHORIZED REPRESENTATIVE



# International Risk and Insurance Services

BFL CANADA Insurance Services Inc.  
1177 West Hastings Street, Suite 200  
Vancouver, British Columbia V6E 2K3  
Tel.: (604) 669-9600  
Fax: (604) 683-9316  
Toll Free: 1-866-669-9602

INSURING AGREEMENT		DEDUCTIBLE	LIMIT
<b>SECTION VI - EQUIPMENT BREAKDOWN</b>			
Per Occurrence Maximum Limit of Loss		\$ 1,000	\$ 32,546,700
Time Element Limit: Loss of Profits - Rents, Indemnity Period (Months): N/A		N/A	Not Covered
Extra Expenses - Rents, Indemnity Period (Months): N/A			\$ 250,000
A. Objects Insured - objects as described and defined under Form 6307. Excluding Production Machines			
B. Direct Damage		\$ 1,000	
Extensions of Coverage:			
- Ammonia Contamination			\$ 100,000
- By-Laws			\$ 500,000
- Civil Authority			30 Days
- Contingent Business Income Loss			\$ 100,000
- Debris Removal			\$ 100,000
- Decontamination Expense (Subject to Aggregate)			\$ 100,000
- Expediting Expenses			\$ 250,000
- Newly Acquired Equipment			\$ 1,000,000
- Proof of Loss/Claims Preparation Costs			\$ 100,000
- Service Interruption			\$ 50,000
- Water Damage		\$ 24 Hour Waiting Period 1,000	\$ 100,000
- Spoilage			\$ 25,000
<b>SECTION VII - POLLUTION LIABILITY (Min &amp; Ret) - Claims Made Form</b>			
Limit of Liability - Each Loss, Remediation Expense or Legal Defense Expense		\$ 25,000	\$ 1,000,000
Aggregate			\$ 3,000,000
<b>SECTION VIII - VOLUNTEER ACCIDENT</b>			
Principal Sum		See Policy Wordings	\$ 100,000
<b>LOSS IF ANY PAYABLE TO:</b>	To all Registered Unit Owners &/or other Mortgagees as their interest may appear and as shown in the Land Registration District Office applicable to the said Property. (The Standard Mortgage Clause is applicable unless Special Mortgage Clause attached)		
<b>TOTAL PREMIUM</b>			\$ 41,900.00

LIST OF INSURERS			
Insurance Company	Section	Participation %	Master Policy No.
Aviva Insurance Company of Canada	CRIME	100.0%	
	COMMERCIAL GENERAL LIABILITY	100.0%	
	EXTERIOR GLASS	100.0%	
AXA Assurances Inc.	VOLUNTEER ACCIDENT	100.0%	9224573
AXA Pacific Insurance Company	PROPERTY	20.0%	BFL SPW001
Chartis Insurance Company of Canada	PROPERTY	20.0%	BFL SPW001
Great American Insurance Group	CONDOMINIUM DIRECTORS & OFFICERS LIABILITY	100.0%	D14100
Zurich Insurance Company Ltd	PROPERTY	60.0%	BFL SPW001
	EQUIPMENT BREAKDOWN	100.0%	8702682
	POLLUTION LIABILITY	100.0%	8706112

**STRATA PLAN BCS 907 - VILLA JARDIN**  
**2010/2011 OPERATING BUDGET**  
**OCTOBER 1, 2010 - SEPTEMBER 30, 2011**

		2009/2010 BUDGET	PROJECTED YEAR END	2010/2011 BUDGET	BUDGET VARIANCE	NOTES
<b><u>OPERATING INCOME</u></b>						
410	Strata Fees	369,296	369,296	369,296	0	0.0%
430	Interest Income	367	740	724	357	
440	Strata Corporation Suite Rental Income	13,750	12,770	13,750	0	
445	Lounge Rental	0	550	200	200	
480	Move- in & Move- out	1,000	4,200	1,000	0	
<b>TOTAL INCOME</b>		<b>\$384,413</b>	<b>\$387,556</b>	<b>\$384,970</b>	<b>\$557</b>	
<b><u>OPERATING EXPENDITURES</u></b>						
<b>GENERAL</b>						
510	Audit	3,700	3,700	4,000	300	(1)
520	Cablevision/Internet	1,160	1,160	1,240	80	
531	Telephone & Pager	2,200	2,035	2,200	0	
540	Insurance/Appraisal	44,610	34,700	42,800	(1,810)	(2)
555	Consulting/Overseeing Warranty Work	2,000	3,584	0	(2,000)	
550	Management Fees	31,000	30,950	32,460	1,460	
560	Property Taxes	1,900	465	500	(1,400)	
565	Mortgage Interest Expense	15,045	14,860	14,860	(185)	(3)
570	Resident Manager	52,000	49,700	52,000	0	(4)
571	Caretakers's Relief	10,000	10,800	11,000	1,000	
580	Legal Expenses	750	750	5,150	4,400	
585	General Administration	7,000	7,200	7,200	200	
<b>Total General</b>		<b>\$171,365</b>	<b>\$159,904</b>	<b>\$173,410</b>	<b>\$2,045</b>	
<b>BUILDING</b>						
601	Alarm System Monitoring	2,850	2,100	2,500	(350)	(5)
605	Emergency Generator	3,800	2,630	3,800	0	
610	Boiler/Mechanical	20,000	21,000	24,000	4,000	(6)
615	Elevator	15,000	13,700	15,000	0	(7)
620	Electricity	42,000	44,400	47,000	5,000	
626	Garage Door	2,000	2,300	2,300	300	(8)
630	Heating Fuel (Gas)	43,000	33,000	41,000	(2,000)	
641	Leased Equipment	16,676	9,590	0	(16,676)	(9)
650	Repairs/Maintenance	18,000	8,000	22,000	4,000	
652	Dryer Duct Cleaning	5,000	9,000	9,000	4,000	
655	Garbage Removal	1,900	1,500	1,900	0	
665	Supplies & Equipment	4,800	2,100	3,000	(1,800)	
675	Window Cleaning	4,600	0	5,100	500	(10)
680	Fire Safety Equipment	7,000	4,800	5,000	(2,000)	(11)
<b>Total Building</b>		<b>\$186,626</b>	<b>\$154,120</b>	<b>\$181,600</b>	<b>(\$5,026)</b>	

		2009/2010 BUDGET	PROJECTED YEAR END	2010/2011 BUDGET	BUDGET VARIANCE	NOTES
<b>GROUNDS</b>						
725	Landscaping	16,200	17,120	18,000	1,800	(12)
726	Formal Garden Area	5,322	5,240	5,400	78	(13)
780	Snow Removal	1,000	350	1,500	500	
785	Irrigation	650	400	2,000	1,350	
	<b>Total Grounds</b>	<b>\$23,172</b>	<b>\$23,110</b>	<b>\$26,900</b>	<b>\$3,728</b>	
<b>RECREATION FACILITIES</b>						
805	Permits	150	160	160	10	
810	Chemicals & Supplies	600	320	400	(200)	
840	Repairs & Maintenance	2,500	500	2,500	0	
	<b>Total Recreation Facility</b>	<b>\$3,250</b>	<b>\$980</b>	<b>\$3,060</b>	<b>(\$190)</b>	
	<b>TOTAL EXPENDITURES</b>	<b>\$384,413</b>	<b>\$338,114</b>	<b>\$384,970</b>	<b>(557)</b>	
	<b>Operating Surplus / (Deficit)</b>		<b>\$49,442</b>	<b>\$0</b>	<b>\$0</b>	
	<b>OPERATING SURPLUS(DEFICIT) @ BEGINNING OF YEAR</b>		<b>\$43,520</b>	<b>\$92,962</b>		
	<b>OPERATING SURPLUS(DEFICIT) @ END OF YEAR</b>		<b>\$92,962</b>	<b>\$92,962</b>		

#### NOTES TO OPERATING BUDGET

- (1) Audit fees
- (2) Allowance for Insurance premium and appraisal costs- appraisal due March 2011
- (3) Consists of:
  - 1st Mortgage @CIBC \$19,626 @ 3.84% due July 2, 2013- Weekly payments of \$185.94
  - 2nd Mortgage with Station Hill Park \$ 66,798 @ 3.84% , \$447.93 monthly, due Feb. 2011
- (4) Contract with Craig Anderson including CPP & EI, extra cleaning help, relief caretaking weekends and holidays
- (5) Contract with ACME Alarms for monitoring of fire panel, monitoring of elevator telephones.
- (6) Allowance for preventative maintenance service plus miscellaneous repairs
- (7) Allowance for monthly maintenance of two elevators
- (8) Allowance for preventative maintenance service for garage gates, includes new operator
- (9) Allowance for lease payments on enterphone and security systems (lease due March 31, 2010)
- (10) Allowance for one window cleaning per year
- (11) Allowance for annual service of all fire safety equipment
- (12) Allowance for landscape maintenance contract
- (13) Shared cost of Common Garden Area with other City-In-The-Park buildings

		2009/2010 BUDGET	PROJECTED YEAR END	2010/2011 BUDGET	BUDGET VARIANCE	NOTES
<b><u>CONTINGENCY RESERVE INCOME</u></b>						
1410	Strata Fees	20,000	20,000	20,000	0	
1430	Interest income	1,600	920	1,000	(600)	
<b><u>TOTAL INCOME</u></b>		\$21,600	\$20,920	\$21,000	(\$600)	
<b><u>CONTINGENCY RESERVE EXPENSES</u></b>						
					0	
<b><u>TOTAL EXPENSES</u></b>					\$0	
Contingency Reserve Surplus / (Deficit)		\$21,600	\$20,920	\$21,000		
CONTINGENCY RESERVE FUND OPENING BALANCE			\$155,115	\$176,035		
CONTINGENCY RESERVE FUND BALANCE @ YEAR END			\$176,035	\$197,035		





**STRATA PLAN BCS 907  
VILLA JARDIN AT CITY-IN-THE-PARK  
STRATA FEE SCHEDULE  
OCTOBER 1, 2010 - SEPTEMBER 30, 2011**

	<u>OPERATING</u>	<u>CONTINGENCY</u>
TOTAL STRATA FEES	\$369,296	\$20,000
TOTAL UNIT ENTITLEMENT	10,517	10,517
TOTAL STRATA FEES / UNIT ENTITLEMENT / MONTH	\$2.9261830	\$0.1584736

STRATA LOT	SUITE	UNIT ENTITLEMENT	MONTHLY STRATA FEES	MONTHLY CONTINGENCY STRATA FEES	TOTAL MONTHLY STRATA FEES
1	201	80	\$234.09	\$12.68	\$246.77
2	202	80	234.09	12.68	246.77
3	203	79	231.17	12.52	243.69
4	204	65	190.20	10.30	200.50
5	205	78	228.24	12.36	240.60
6	206	81	237.02	12.84	249.86
7	207	75	219.46	11.89	231.35
8	208	70	204.83	11.09	215.92
9	301	80	234.09	12.68	246.77
10	302	80	234.09	12.68	246.77
11	303	79	231.17	12.52	243.69
12	304	65	190.20	10.30	200.50
13	305	78	228.24	12.36	240.60
14	306	81	237.02	12.84	249.86
15	307	75	219.46	11.89	231.35
17	401	80	234.09	12.68	246.77
18	402	80	234.09	12.68	246.77
19	403	79	231.17	12.52	243.69
20	404	65	190.20	10.30	200.50
21	405	78	228.24	12.36	240.60
22	406	81	237.02	12.84	249.86
23	407	75	219.46	11.89	231.35
24	408	70	204.83	11.09	215.92
25	501	80	234.09	12.68	246.77
26	502	80	234.09	12.68	246.77
27	503	79	231.17	12.52	243.69
28	504	65	190.20	10.30	200.50
29	505	78	228.24	12.36	240.60
30	506	81	237.02	12.84	249.86
31	507	75	219.46	11.89	231.35
32	508	70	204.83	11.09	215.92
33	601	80	234.09	12.68	246.77

STRATA LOT	SUITE	UNIT ENTITLEMENT	MONTHLY STRATA FEES	MONTHLY CONTINGENCY STRATA FEES	TOTAL MONTHLY STRATA FEES
34	602	80	234.09	12.68	246.77
35	603	79	231.17	12.52	243.69
36	604	65	190.20	10.30	200.50
37	605	78	228.24	12.36	240.60
38	606	81	237.02	12.84	249.86
39	607	75	219.46	11.89	231.35
40	608	70	204.83	11.09	215.92
41	701	80	234.09	12.68	246.77
42	702	80	234.09	12.68	246.77
43	703	79	231.17	12.52	243.69
44	704	65	190.20	10.30	200.50
45	705	78	228.24	12.36	240.60
46	706	81	237.02	12.84	249.86
47	707	75	219.46	11.89	231.35
48	708	70	204.83	11.09	215.92
49	801	80	234.09	12.68	246.77
50	802	80	234.09	12.68	246.77
51	803	79	231.17	12.52	243.69
52	804	65	190.20	10.30	200.50
53	805	78	228.24	12.36	240.60
54	806	81	237.02	12.84	249.86
55	807	75	219.46	11.89	231.35
56	808	70	204.83	11.09	215.92
57	901	102	298.47	16.16	314.63
58	902	81	237.02	12.84	249.86
59	903	101	295.54	16.01	311.55
60	905	101	295.54	16.01	311.55
61	906	81	237.02	12.84	249.86
62	907	102	298.47	16.16	314.63
63	1001	102	298.47	16.16	314.63
64	1002	81	237.02	12.84	249.86
65	1003	101	295.54	16.01	311.55
66	1005	101	295.54	16.01	311.55
67	1006	81	237.02	12.84	249.86
68	1007	102	298.47	16.16	314.63
69	1101	102	298.47	16.16	314.63
70	1102	81	237.02	12.84	249.86
71	1103	101	295.54	16.01	311.55
72	1105	101	295.54	16.01	311.55
73	1106	81	237.02	12.84	249.86
74	1107	102	298.47	16.16	314.63
75	1201	102	298.47	16.16	314.63
76	1202	81	237.02	12.84	249.86
77	1203	101	295.54	16.01	311.55
78	1205	101	295.54	16.01	311.55
79	1206	81	237.02	12.84	249.86
80	1207	102	298.47	16.16	314.63
81	1401	102	298.47	16.16	314.63

STRATA LOT	SUITE	UNIT ENTITLEMENT	MONTHLY STRATA FEES	MONTHLY CONTINGENCY STRATA FEES	TOTAL MONTHLY STRATA FEES
82	1402	81	237.02	12.84	249.86
83	1403	101	295.54	16.01	311.55
84	1405	101	295.54	16.01	311.55
85	1406	81	237.02	12.84	249.86
86	1407	102	298.47	16.16	314.63
87	1501	102	298.47	16.16	314.63
88	1502	81	237.02	12.84	249.86
89	1503	101	295.54	16.01	311.55
90	1505	101	295.54	16.01	311.55
91	1506	81	237.02	12.84	249.86
92	1507	102	298.47	16.16	314.63
93	1601	112	327.73	17.75	345.48
94	1602	109	318.95	17.27	336.22
95	1603	109	318.95	17.27	336.22
96	1604	112	327.73	17.75	345.48
97	1701	112	327.73	17.75	345.48
98	1702	109	318.95	17.27	336.22
99	1703	109	318.95	17.27	336.22
100	1704	112	327.73	17.75	345.48
101	1801	112	327.73	17.75	345.48
102	1802	110	321.88	17.43	339.31
103	1803	110	321.88	17.43	339.31
104	1804	112	327.73	17.75	345.48
105	1901	112	327.73	17.75	345.48
106	1902	110	321.88	17.43	339.31
107	1903	110	321.88	17.43	339.31
108	1904	112	327.73	17.75	345.48
109	2001	112	327.73	17.75	345.48
110	2002	110	321.88	17.43	339.31
111	2003	110	321.88	17.43	339.31
112	2004	112	327.73	17.75	345.48
113	2101	138	403.81	21.87	425.68
114	2102	123	359.92	19.49	379.41
115	2103	138	403.81	21.87	425.68
116	2201	154	450.63	24.40	475.03
117	2202	154	450.63	24.40	475.03
TOTAL		10,517	\$30,774.41	\$1,666.74	\$32,441.15
TOTAL ANNUAL			\$369,292.92	\$20,000.88	\$389,293.80



# STRATAWEST MANAGEMENT LTD.

## BCS907 - VILLA JARDIN

### Balance Sheet

July 31, 10

(unaudited)

### ASSETS

	July 31, 10	Previous Month
Current Assets:		
Operating Fund		
VanCity - Operating	123,915.84	85,271.00
Accounts Receivable	3,552.37	3,475.26
Total Operating	127,468.21	88,746.26
Contingency Reserve Fund		
Vancity - Reserves	172,550.08	170,760.62
Total Contingency Reserve	172,550.08	170,760.62
Total Current Assets	300,018.29	259,506.88
Fixed Assets		
Corporation Suite	210,185.54	210,185.54
Total Fixed Assets	210,185.54	210,185.54
Security Cameras Fund		
Vancity- Security Cameras	23.93	23.65
Accounts Receivable- Security Cameras	427.80	427.18
Total Security Cameras Fund	451.73	450.83
Engineering Fees Fund		
Vancity- Engineering Fees	1,171.66	1,169.25
Accounts Receivable- Engineering Fee	1,066.28	1,062.51
Total Engineering Fees Fund	2,237.94	2,231.76
Building Repair Fund		
Vancity-Building Repairs	0.00	163,615.18
Accounts Receivable- Build. Repairs	0.00	7,928.19
Total Building Repairs Fund	0.00	171,543.37
Litigation Fund		
Vancity- Litigation	105.28	58.87
Accounts Receivable- Litigation	202.03	246.81
Total Litigation Fund	307.31	305.68
TOTAL ASSETS	513,200.81	644,224.06

### LIABILITIES AND NET ASSETS

Current Liabilities:		
Accounts Payable	6,018.22	2,207.15
Accounts Payable - Accruals	1,330.00	1,330.00
Security Deposit	625.00	625.00
Total Current Liabilities	7,973.22	4,162.15

### Long Term Liabilities

Mortgage Payable-CIBC  
Mortgage Payable- Stationhill

115,217.02 115,623.73  
64,422.18 64,663.19

Total Long Term Liabilities	<u>179,639.20</u>	<u>180,286.92</u>
Fund Balances:		
Operating Fund	119,494.99	84,584.11
Contingency Reserve Fund	172,550.08	170,760.62
Corporate Suite Equity	30,546.34	29,898.62
Security Cameras Fund	451.73	450.83
Engineering Fees Fund	2,237.94	2,231.76
Building Repair Fund	0.00	171,543.37
Litigation Fund	307.31	305.68
Total Fund Balances	<u>325,588.39</u>	<u>459,774.99</u>
TOTAL LIABILITIES AND NET ASSETS	<u>513,200.81</u>	<u>644,224.06</u>

# STRATAWEST MANAGEMENT LTD.

## BCS907 - VILLA JARDIN Statement of Receipts and Disbursements of the OPERATING FUND for the 10 Months Ended July 31, 10 (unaudited)

	July 31, 10 Actual	July 31, 10 Budget	YTD Actual	YTD Budget	Annual Budget
<b>OPERATING INCOME</b>					
Strata Fees	30,774.41	30,775.00	307,744.10	307,750.00	369,296.00
Interest Income	88.73	31.00	615.13	310.00	367.00
Rental Income	1,150.00	1,146.00	10,466.87	11,460.00	13,750.00
Lounge rental	0.00	0.00	550.00	0.00	0.00
Move In & Move Out Fees	900.00	83.00	4,200.00	830.00	1,000.00
<b>TOTAL OPERATING INCOME</b>	<b>32,913.14</b>	<b>32,035.00</b>	<b>323,576.10</b>	<b>320,350.00</b>	<b>384,413.00</b>
<b>OPERATING EXPENSES</b>					
General					
Audit	0.00	0.00	0.00	3,700.00	3,700.00
Cablevision	102.92	97.00	970.69	970.00	1,160.00
Telephone	181.84	183.00	1,694.04	1,830.00	2,200.00
Insurance/Appraisal	0.00	0.00	34,660.76	37,000.00	44,610.00
Management Fees	2,704.80	2,583.00	25,502.55	25,830.00	31,000.00
Consulting	168.00	167.00	(1,062.86)	1,670.00	2,000.00
Real Estate Taxes	0.00	0.00	462.09	0.00	1,900.00
Mortgage Interest	1,191.69	1,254.00	12,474.72	12,540.00	15,045.00
Wages - Staff	4,235.72	4,333.00	41,166.02	43,330.00	52,000.00
Wages - Caretaker's Relief	0.00	833.00	5,304.62	8,330.00	10,000.00
Legal	0.00	62.50	3,583.67	625.00	750.00
Administration	689.51	583.00	6,075.20	5,830.00	7,000.00
<b>Total General Expense</b>	<b>9,274.48</b>	<b>10,095.50</b>	<b>130,831.50</b>	<b>141,655.00</b>	<b>171,365.00</b>
Building					
Alarm Systems	407.40	238.00	2,077.80	2,380.00	2,850.00
Emergency Generator	0.00	317.00		3,170.00	3,800.00
Boiler & Mechanical	242.55	1,667.00	17,501.14	16,670.00	20,000.00
Elevator	1,763.86	1,250.00	11,218.14	12,500.00	15,000.00
Electricity	7,213.09	3,500.00	37,014.54	35,000.00	42,000.00
Garage Door	334.32	167.00	2,268.28	1,670.00	2,000.00
Heating Fuel	3,400.40	3,583.00	27,263.07	35,830.00	43,000.00
Leased Equipment	0.00	1,390.00	9,587.44	13,900.00	16,676.00
Insurance Claims	(29,429.65)	0.00	(29,429.65)	0.00	0.00
Repairs/Maintenance	955.50	1,500.00	6,867.18	15,000.00	18,000.00
Dryer Duct Cleaning	0.00	417.00	4,452.00	4,170.00	5,000.00
Garbage Collection	378.00	158.00	1,115.10	1,580.00	1,900.00
Supplies	192.41	400.00	2,002.78	4,000.00	4,800.00
Window Cleaning	0.00	383.00	0.00	3,830.00	4,600.00
Fire Equip. Inspection	185.29	583.00	4,738.16	5,830.00	7,000.00
<b>Total Building Expense</b>	<b>(14,356.83)</b>	<b>15,553.00</b>	<b>96,675.98</b>	<b>155,530.00</b>	<b>186,626.00</b>
Grounds					
Gardening	2,454.90	1,350.00	14,157.15	13,500.00	16,200.00

9/2/2010

## STRATAWEST MANAGEMENT LTD.

BCS907 - VILLA JARDIN  
Statement of Receipts and Disbursements  
of the OPERATING FUND  
for the 10 Months Ended July 31, 10  
(unaudited)

	July 31, 10 Actual	July 31, 10 Budget	YTD Actual	YTD Budget	Annual Budget
Formal Garden Area	443.46	444.00	4,350.04	4,440.00	5,322.00
Snow Removal	0.00	0.00	345.10	1,000.00	1,000.00
Irrigation	123.97	54.00	398.07	540.00	650.00
Total Grounds Expense	3,022.33	1,848.00	19,250.36	19,480.00	23,172.00
Pool/Sauna					
Permits	0.00	0.00	150.00	150.00	150.00
Chemicals	62.28	50.00	215.73	500.00	600.00
Maintenance	0.00	208.00	477.01	2,080.00	2,500.00
Total Pool/Sauna	62.28	258.00	842.74	2,730.00	3,250.00
TOTAL OPERATING EXPENSES	(1,997.74)	27,754.50	247,600.58	319,395.00	384,413.00
Operating Surplus / (Deficit) for the Period	34,910.88	4,280.50	75,975.52	955.00	0.00
OPENING BALANCE			43,519.47		
FUND BALANCE AS AT July 31, 10			119,494.99		



STRATAWEST MANAGEMENT LTD.

BCS907 - VILLA JARDIN  
Statement of Receipts and Disbursements  
of the CONTINGENCY RESERVE FUND  
for the 10 Months Ended July 31, 10  
(unaudited)

	July 31, 10 Actual	July 31, 10 Budget	Y-T-D Actual	Y-T-D Budget	Annual Budget
RESERVE INCOME					
Strata Fees	1,666.74	1,667.00	16,667.40	16,670.00	20,000.00
Interest	122.72	133.00	768.17	1,330.00	1,600.00
TOTAL RESERVE INCOME	<u>1,789.46</u>	<u>1,800.00</u>	<u>17,435.57</u>	<u>18,000.00</u>	<u>21,600.00</u>
RESERVE EXPENSES					
Surplus / (Deficit) for the Period	<u>1,789.46</u>	<u>1,800.00</u>	<u>17,435.57</u>	<u>18,000.00</u>	<u>21,600.00</u>
OPENING BALANCE			155,114.51		
FUND BALANCE AS AT July 31, 10			<u>172,550.08</u>		

STRATAWEST MANAGEMENT LTD.

BCS907 - VILLA JARDIN  
Statement of Receipts and Disbursements  
of the SPECIAL LEVY - SECURITY CAMERAS  
for the 10 Months Ended July 31, 10  
(unaudited)

	July 31, 10 Actual	July 31, 10 Budget	Y-T-D Actual	Y-T-D Budget	Annual Budget
INCOME					
SP. Levy- Security Cameras	0.00	0.00	435.01	0.00	0.00
Interest	0.90	0.00	16.72	0.00	0.00
TOTAL INCOME	<u>0.90</u>	<u>0.00</u>	<u>451.73</u>	<u>0.00</u>	<u>0.00</u>
EXPENSES					
Surplus / (Deficit) for the Period	<u>0.90</u>	<u>0.00</u>	<u>451.73</u>	<u>0.00</u>	<u>0.00</u>
FUND BALANCE AS AT July 31, 10			<u>451.73</u>		

STRATAWEST MANAGEMENT LTD.

BCS907 - VILLA JARDIN  
Statement of Receipts and Disbursements  
of the SPECIAL LEVY - ENGINEERING FEES  
for the 10 Months Ended July 31, 10  
(unaudited)

	July 31, 10 Actual	July 31, 10 Budget	Y-T-D Actual	Y-T-D Budget	Annual Budget
INCOME					
SP. Levy- Engineering Fees	0.00	0.00	5,888.47	0.00	0.00
Interest	6.18	0.00	83.53	0.00	0.00
TOTAL INCOME	<u>6.18</u>	<u>0.00</u>	<u>5,972.00</u>	<u>0.00</u>	<u>0.00</u>
EXPENSES					
Consulting fees	0.00	0.00	3,734.06	0.00	0.00
TOTAL EXPENSES	<u>0.00</u>	<u>0.00</u>	<u>3,734.06</u>	<u>0.00</u>	<u>0.00</u>
Surplus / (Deficit) for the Period	<u>6.18</u>	<u>0.00</u>	<u>2,237.94</u>	<u>0.00</u>	<u>0.00</u>
OPENING BALANCE			0.00		
FUND BALANCE AS AT July 31, 10			<u>2,237.94</u>		

STRATAWEST MANAGEMENT LTD.

BCS907 - VILLA JARDIN  
Statement of Receipts and Disbursements  
of the SPECIAL LEVY - BUILDING REPAIRS  
for the 10 Months Ended July 31, 10  
(unaudited)

	July 31, 10 Actual	July 31, 10 Budget	Y-T-D Actual	Y-T-D Budget
INCOME				
Sp. Levy- Building Repairs	(236,254.27)	0.00	0.00	0.00
Interest	(809.10)	0.00	0.00	0.00
TOTAL INCOME	<u>(237,063.37)</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
EXPENSES				
Building Repairs	(56,490.00)	0.00	0.00	0.00
Design- Building Repairs	(9,030.00)	0.00	0.00	0.00
TOTAL EXPENSES	<u>(65,520.00)</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Surplus / (Deficit) for the Period	<u>(171,543.37)</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
BUILDING REPAIRS FUND OPENING BALANCE			0.00	
BUILDING REPAIRS FUND BALANCE AS AT July 31, 10			<u>0.00</u>	

STRATAWEST MANAGEMENT LTD.

BCS907 - VILLA JARDIN  
Statement of Receipts and Disbursements  
of the SPECIAL LEVY - LITIGATION  
for the 10 Months Ended July 31, 10  
(unaudited)

	July 31, 10 Actual	July 31, 10 Budget	Y-T-D Actual	Y-T-D Budget	Annual Budget
INCOME					
Sp. Levy- Litigation	0.00	0.00	5,754.36	0.00	0.00
Interest	1.63	0.00	16.65	0.00	0.00
TOTAL INCOME	1.63	0.00	5,771.01	0.00	0.00
EXPENSES					
Sp. Levy- Litigation	0.00	0.00	5,463.70	0.00	0.00
TOTAL EXPENSES	0.00	0.00	5,463.70	0.00	0.00
Surplus / (Deficit) for the Period	1.63	0.00	307.31	0.00	0.00
LITIGATION FUND OPENING BALANCE			0.00		
LITIGATION FUND BALANCE AS AT July 31, 10			<u>307.31</u>		

STRATAWEST MANAGEMENT LTD.

STRATA PLAN BCS907 - BUILDING REPAIRS

Balance Sheet

Jul 31 10

(unaudited)

ASSETS

	Jul 31 10.	Previous Month
Current Assets:		
Building Repairs Fund		
VanCity - Building Repairs	1,151,373.95	984,576.41
Accounts Receivable	706,091.76	750,228.73
Total Building Repairs	1,857,465.71	1,734,805.14
Total Current Assets	1,857,465.71	1,734,805.14
TOTAL ASSETS	1,857,465.71	1,734,805.14

LIABILITIES AND NET ASSETS

Current Liabilities:		
Accounts Payable	78,974.37	0.00
Total Current Liabilities	78,974.37	0.00
Fund Balances:		
Building Repairs Fund	1,778,491.34	1,734,805.14
Total Fund Balances	1,778,491.34	1,734,805.14
TOTAL LIABILITIES AND NET ASSETS	1,857,465.71	1,734,805.14

STRATAWEST MANAGEMENT LTD.

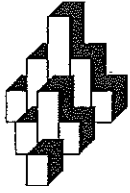
STRATA PLAN BCS907 - BUILDING REPAIRS  
Statement of Receipts and Disbursements  
of the BUILDING REPAIRS FUND  
for the 10 Months Ended Jul 31 10  
(unaudited)

	Jul 31 10 Actual	YTD Actual	Annual Budget
<b>INCOME</b>			
Special Levy- Design & Specs.	236,254.27	236,254.27	236,500.00
Special Levy-Building Repairs	0.00	1,734,999.88	1,735,000.00
Interest Income	1,659.35	4,122.76	0.00
<b>TOTAL INCOME</b>	<u>237,913.62</u>	<u>1,975,376.91</u>	<u>1,971,500.00</u>
<b>EXPENSES</b>			
Insurance	0.00	0.00	9,000.00
Management	819.00	2,976.75	24,000.00
Consulting Fees- RDH	74,724.25	74,724.25	210,000.00
Legal	2,355.57	2,355.57	5,000.00
Administration	22.00	522.40	0.00
GST/ HST	0.00	0.00	210,060.00
Building Repairs- JLK Projects	116,306.60	116,306.60	1,310,000.00
Owner Contingency	0.00	0.00	196,500.00
Landscaping	0.00	0.00	5,000.00
<b>TOTAL EXPENSES</b>	<u>194,227.42</u>	<u>196,885.57</u>	<u>1,969,560.00</u>
Surplus / (Deficit) for the Period	<u>432,141.04</u>	<u>2,172,262.48</u>	<u>1,940.00</u>
<b>FUND BALANCE AS AT Jul 31 10</b>		<u>1,778,491.34</u>	









## STRATAWEST MANAGEMENT LTD.

*Professional Property Managers*

September 27, 2010

### NOTICE TO OWNER(S)

**STRATA PLAN BCS 907 – VILLA JARDIN  
6833 STATION HILL DRIVE  
BURNABY, B.C.  
V6B 1H2**

Dear Owner(s):

**RE: 2010/2011 BUDGETS  
STRATA PLAN BCS 907 – VILLA JARDIN**

At the Annual General Meeting of The Owners, Strata Plan BCS 907 held Thursday, September 23, 2010, the 2010/2011 Operating Budget totaling \$384,970.00 and the Contingency Reserve Budget totaling \$21,000.00 were approved. Please find enclosed herewith a copy of the approved Budgets and Strata Fee Schedule.

We remind you that monthly Strata Fees are due and payable in advance on the first day of each month. Payment may be made by either a series of post-dated cheques, to the Fiscal Year End of the Strata Corporation (September 30, 2011) or, by Pre-Authorized Payment whereby your monthly Strata Fees will automatically be withdrawn from your bank account.

Please make your cheques payable to "Strata Plan BCS 907" or if you wish to utilize the Pre-Authorized Payment Plan, please complete the attached Authorization Form.

**THOSE OWNERS WHO ARE ALREADY ON THE PRE-AUTHORIZATION  
PAYMENT PLAN NEED NOT COMPLETE A NEW AUTHORIZATION FORM.**

Should you have any enquiries with respect to the Budget, please do not hesitate to contact our office.

Yours very truly,  
STRATAWEST MANAGEMENT LTD.

  
Linda MacSeafraidh, B.A.  
Property Manager

LM/pa

*Enclosures*

**STRATA PLAN BCS 907 - VILLA JARDIN**  
**2010/2011 OPERATING BUDGET**  
**OCTOBER 1, 2010 - SEPTEMBER 30, 2011**

		2009/2010 BUDGET	PROJECTED YEAR END	2010/2011 BUDGET	BUDGET VARIANCE	NOTES
<b><u>OPERATING INCOME</u></b>						
410	Strata Fees	369,296	369,296	369,296	0	0.0%
430	Interest Income	367	740	724	357	
440	Strata Corporation Suite Rental Income	13,750	12,770	13,750	0	
445	Lounge Rental	0	550	200	200	
480	Move-in & Move-out	1,000	4,200	1,000	0	
<b>TOTAL INCOME</b>		<b>\$384,413</b>	<b>\$387,556</b>	<b>\$384,970</b>	<b>\$557</b>	
<b><u>OPERATING EXPENDITURES</u></b>						
<b>GENERAL</b>						
510	Audit	3,700	3,700	4,000	300	(1)
520	Cablevision/Internet	1,160	1,160	1,240	80	
531	Telephone & Pager	2,200	2,035	2,200	0	
540	Insurance/Appraisal	44,610	34,700	42,800	(1,810)	(2)
555	Consulting/Overseeing Warranty Work	2,000	3,584	0	(2,000)	
550	Management Fees	31,000	30,950	32,460	1,460	
560	Property Taxes	1,900	465	500	(1,400)	
565	Mortgage Interest Expense	15,045	14,860	14,860	(185)	(3)
570	Resident Manager	52,000	49,700	52,000	0	(4)
571	Caretakers's Relief	10,000	10,800	11,000	1,000	
580	Legal Expenses	750	750	5,150	4,400	
585	General Administration	7,000	7,200	7,200	200	
<b>Total General</b>		<b>\$171,365</b>	<b>\$159,904</b>	<b>\$173,410</b>	<b>\$2,045</b>	
<b>BUILDING</b>						
601	Alarm System Monitoring	2,850	2,100	2,500	(350)	(5)
605	Emergency Generator	3,800	2,630	3,800	0	
610	Boiler/Mechanical	20,000	21,000	24,000	4,000	(6)
615	Elevator	15,000	13,700	15,000	0	(7)
620	Electricity	42,000	44,400	47,000	5,000	
626	Garage Door	2,000	2,300	2,300	300	(8)
630	Heating Fuel (Gas)	43,000	33,000	41,000	(2,000)	
641	Leased Equipment	16,676	9,590	0	(16,676)	(9)
650	Repairs/Maintenance	18,000	8,000	22,000	4,000	
652	Dryer Duct Cleaning	5,000	9,000	9,000	4,000	
655	Garbage Removal	1,900	1,500	1,900	0	
665	Supplies & Equipment	4,800	2,100	3,000	(1,800)	
675	Window Cleaning	4,600	0	5,100	500	(10)
680	Fire Safety Equipment	7,000	4,800	5,000	(2,000)	(11)
<b>Total Building</b>		<b>\$186,626</b>	<b>\$154,120</b>	<b>\$181,600</b>	<b>(\$5,026)</b>	

		2009/2010 BUDGET	PROJECTED YEAR END	2010/2011 BUDGET	BUDGET VARIANCE	NOTES
<b>GROUNDS</b>						
725	Landscaping	16,200	17,120	18,000	1,800	(12)
726	Formal Garden Area	5,322	5,240	5,400	78	(13)
780	Snow Removal	1,000	350	1,500	500	
785	Irrigation	650	400	2,000	1,350	
	<b>Total Grounds</b>	<b>\$23,172</b>	<b>\$23,110</b>	<b>\$26,900</b>	<b>\$3,728</b>	
<b>RECREATION FACILITIES</b>						
805	Permits	150	160	160	10	
810	Chemicals & Supplies	600	320	400	(200)	
840	Repairs & Maintenance	2,500	500	2,500	0	
	<b>Total Recreation Facility</b>	<b>\$3,250</b>	<b>\$980</b>	<b>\$3,060</b>	<b>(\$190)</b>	
	<b>TOTAL EXPENDITURES</b>	<b>\$384,413</b>	<b>\$338,114</b>	<b>\$384,970</b>	<b>(557)</b>	
	<b>Operating Surplus / (Deficit)</b>		<b>\$49,442</b>	<b>\$0</b>	<b>\$0</b>	
	<b>OPERATING SURPLUS(DEFICIT) @ BEGINNING OF YEAR</b>		<b>\$43,520</b>	<b>\$92,962</b>		
	<b>OPERATING SURPLUS(DEFICIT) @ END OF YEAR</b>		<b>\$92,962</b>	<b>\$92,962</b>		

#### NOTES TO OPERATING BUDGET

- (1) Audit fees
- (2) Allowance for Insurance premium and appraisal costs- appraisal due March 2011
- (3) Consists of:
  - 1st Mortgage @CIBC \$19,626 @ 3.84% due July 2, 2013- Weekly payments of \$185.94
  - 2nd Mortgage with Station Hill Park \$ 66,798 @ 3.84% , \$447.93 monthly, due Feb. 2011
- (4) Contract with Craig Anderson including CPP & EI, extra cleaning help, relief caretaking weekends and holidays
- (5) Contract with ACME Alarms for monitoring of fire panel, monitoring of elevator telephones.
- (6) Allowance for preventative maintenance service plus miscellaneous repairs
- (7) Allowance for monthly maintenance of two elevators
- (8) Allowance for preventative maintenance service for garage gates, includes new operator
- (9) Allowance for lease payments on enterphone and security systems (lease due March 31, 2010)
- (10) Allowance for one window cleaning per year
- (11) Allowance for annual service of all fire safety equipment
- (12) Allowance for landscape maintenance contract
- (13) Shared cost of Common Garden Area with other City-In-The-Park buildings

		2009/2010 BUDGET	PROJECTED YEAR END	2010/2011 BUDGET	BUDGET VARIANCE	NOTES
<b><u>CONTINGENCY RESERVE INCOME</u></b>						
1410	Strata Fees	20,000	20,000	20,000	0	
1430	Interest income	1,600	920	1,000	(600)	
<b><u>TOTAL INCOME</u></b>		\$21,600	\$20,920	\$21,000	(\$600)	
<b><u>CONTINGENCY RESERVE EXPENSES</u></b>						
					0	
<b><u>TOTAL EXPENSES</u></b>					\$0	
Contingency Reserve Surplus / (Deficit)		\$21,600	\$20,920	\$21,000		
CONTINGENCY RESERVE FUND OPENING BALANCE			\$155,115	\$176,035		
CONTINGENCY RESERVE FUND BALANCE @ YEAR END			\$176,035	\$197,035		

**STRATA PLAN BCS 907  
VILLA JARDIN AT CITY-IN-THE-PARK  
STRATA FEE SCHEDULE  
OCTOBER 1, 2010 - SEPTEMBER 30, 2011**

	<u>OPERATING</u>	<u>CONTINGENCY</u>
TOTAL STRATA FEES	\$369,296	\$20,000
TOTAL UNIT ENTITLEMENT	10,517	10,517
TOTAL STRATA FEES / UNIT ENTITLEMENT / MONTH	\$2.9261830	\$0.1584736

STRATA LOT	SUITE	UNIT ENTITLEMENT	MONTHLY STRATA FEES	MONTHLY CONTINGENCY STRATA FEES	TOTAL MONTHLY STRATA FEES
1	201	80	\$234.09	\$12.68	\$246.77
2	202	80	234.09	12.68	246.77
3	203	79	231.17	12.52	243.69
4	204	65	190.20	10.30	200.50
5	205	78	228.24	12.36	240.60
6	206	81	237.02	12.84	249.86
7	207	75	219.46	11.89	231.35
8	208	70	204.83	11.09	215.92
9	301	80	234.09	12.68	246.77
10	302	80	234.09	12.68	246.77
11	303	79	231.17	12.52	243.69
12	304	65	190.20	10.30	200.50
13	305	78	228.24	12.36	240.60
14	306	81	237.02	12.84	249.86
15	307	75	219.46	11.89	231.35
17	401	80	234.09	12.68	246.77
18	402	80	234.09	12.68	246.77
19	403	79	231.17	12.52	243.69
20	404	65	190.20	10.30	200.50
21	405	78	228.24	12.36	240.60
22	406	81	237.02	12.84	249.86
23	407	75	219.46	11.89	231.35
24	408	70	204.83	11.09	215.92
25	501	80	234.09	12.68	246.77
26	502	80	234.09	12.68	246.77
27	503	79	231.17	12.52	243.69
28	504	65	190.20	10.30	200.50
29	505	78	228.24	12.36	240.60
30	506	81	237.02	12.84	249.86
31	507	75	219.46	11.89	231.35
32	508	70	204.83	11.09	215.92
33	601	80	234.09	12.68	246.77

STRATA LOT	SUITE	UNIT ENTITLEMENT	MONTHLY STRATA FEES	MONTHLY CONTINGENCY STRATA FEES	TOTAL MONTHLY STRATA FEES
34	602	80	234.09	12.68	246.77
35	603	79	231.17	12.52	243.69
36	604	65	190.20	10.30	200.50
37	605	78	228.24	12.36	240.60
38	606	81	237.02	12.84	249.86
39	607	75	219.46	11.89	231.35
40	608	70	204.83	11.09	215.92
41	701	80	234.09	12.68	246.77
42	702	80	234.09	12.68	246.77
43	703	79	231.17	12.52	243.69
44	704	65	190.20	10.30	200.50
45	705	78	228.24	12.36	240.60
46	706	81	237.02	12.84	249.86
47	707	75	219.46	11.89	231.35
48	708	70	204.83	11.09	215.92
49	801	80	234.09	12.68	246.77
50	802	80	234.09	12.68	246.77
51	803	79	231.17	12.52	243.69
52	804	65	190.20	10.30	200.50
53	805	78	228.24	12.36	240.60
54	806	81	237.02	12.84	249.86
55	807	75	219.46	11.89	231.35
56	808	70	204.83	11.09	215.92
57	901	102	298.47	16.16	314.63
58	902	81	237.02	12.84	249.86
59	903	101	295.54	16.01	311.55
60	905	101	295.54	16.01	311.55
61	906	81	237.02	12.84	249.86
62	907	102	298.47	16.16	314.63
63	1001	102	298.47	16.16	314.63
64	1002	81	237.02	12.84	249.86
65	1003	101	295.54	16.01	311.55
66	1005	101	295.54	16.01	311.55
67	1006	81	237.02	12.84	249.86
68	1007	102	298.47	16.16	314.63
69	1101	102	298.47	16.16	314.63
70	1102	81	237.02	12.84	249.86
71	1103	101	295.54	16.01	311.55
72	1105	101	295.54	16.01	311.55
73	1106	81	237.02	12.84	249.86
74	1107	102	298.47	16.16	314.63
75	1201	102	298.47	16.16	314.63
76	1202	81	237.02	12.84	249.86
77	1203	101	295.54	16.01	311.55
78	1205	101	295.54	16.01	311.55
79	1206	81	237.02	12.84	249.86
80	1207	102	298.47	16.16	314.63
81	1401	102	298.47	16.16	314.63

STRATA LOT	SUITE	UNIT ENTITLEMENT	MONTHLY STRATA FEES	MONTHLY CONTINGENCY STRATA FEES	TOTAL MONTHLY STRATA FEES
82	1402	81	237.02	12.84	249.86
83	1403	101	295.54	16.01	311.55
84	1405	101	295.54	16.01	311.55
85	1406	81	237.02	12.84	249.86
86	1407	102	298.47	16.16	314.63
87	1501	102	298.47	16.16	314.63
88	1502	81	237.02	12.84	249.86
89	1503	101	295.54	16.01	311.55
90	1505	101	295.54	16.01	311.55
91	1506	81	237.02	12.84	249.86
92	1507	102	298.47	16.16	314.63
93	1601	112	327.73	17.75	345.48
94	1602	109	318.95	17.27	336.22
95	1603	109	318.95	17.27	336.22
96	1604	112	327.73	17.75	345.48
97	1701	112	327.73	17.75	345.48
98	1702	109	318.95	17.27	336.22
99	1703	109	318.95	17.27	336.22
100	1704	112	327.73	17.75	345.48
101	1801	112	327.73	17.75	345.48
102	1802	110	321.88	17.43	339.31
103	1803	110	321.88	17.43	339.31
104	1804	112	327.73	17.75	345.48
105	1901	112	327.73	17.75	345.48
106	1902	110	321.88	17.43	339.31
107	1903	110	321.88	17.43	339.31
108	1904	112	327.73	17.75	345.48
109	2001	112	327.73	17.75	345.48
110	2002	110	321.88	17.43	339.31
111	2003	110	321.88	17.43	339.31
112	2004	112	327.73	17.75	345.48
113	2101	138	403.81	21.87	425.68
114	2102	123	359.92	19.49	379.41
115	2103	138	403.81	21.87	425.68
116	2201	154	450.63	24.40	475.03
117	2202	154	450.63	24.40	475.03
TOTAL		10,517	\$30,774.41	\$1,666.74	\$32,441.15
TOTAL ANNUAL			\$369,292.92	\$20,000.88	\$389,293.80



## **ANNUAL GENERAL MEETING MINUTES**

### **STRATA PLAN BCS 907 – VILLA JARDIN**

**DATE HELD:** Thursday September 23, 2010

**LOCATION:** Games Room, Main Floor, 6833 Station Hill Drive,  
Burnaby, British Columbia

**CALL TO ORDER:** 7:00 p.m.

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**Owners in Attendance:** Thirty-Nine (39) Owners were present in person and Five (5) by Proxy.

**Also in Attendance:** Linda MacSeafraidh, Stratawest Management Ltd.

**(1) CALL TO ORDER**

The meeting was called to order by Council President, Erna Krische at 7:20 p.m.

**(2) CALLING OF ROLL/CERTIFICATION OF PROXIES**

Prior to the commencement of the meeting, all Owners were registered and it was determined that Thirty-Nine (39) Owners were present in person and Five (5) Owners were represented by Proxy for a total representation of Forty-Four (44) Owners and Forty-Four (44) votes. As this exceeded the required quorum of Thirty-Nine (39) votes, the meeting was declared competent to proceed with business.

**(3) PROOF OF NOTICE OF MEETING**

Owners were advised that Notice of Annual General Meeting was mailed in accordance with the Strata Property Act and there being no objections raised, it was

**MOVED AND SECONDED (Smith, #806/Estacio, #1405)**

That Notice of the Annual General Meeting be accepted.

**CARRIED UNANIMOUSLY**

**(4) PREVIOUS MINUTES**

There being no errors or omissions, it was

**MOVED AND SECONDED (Collins, #408/Albanese, #1803)**

That the Minutes of the Special General Meeting held April 22, 2010 be adopted as circulated.

**CARRIED UNANIMOUSLY**

**(5) APPROVAL OF AGENDA**

Strata Council President Erna Krische proposed that the agenda be accepted, noting that the minutes of the Special General Meeting held April 22, 2010 were to be approved.

**(6) STRATA COUNCIL REPORT**

**a) Building Repairs**

RDH Building Engineering provided a very informative session regarding the building repairs. Questions were asked and answered.

**b) Elevator Status**

The replacement elevator motor has been received. The large elevator will be temporarily out of service for approximately one month while the motor is replaced. The work is expected to be completed sometime between November and December 2010.

c) **Security**

There was an attempted break-in to the exercise room. The door has been reinforced and the alarm replaced. Nothing was taken and no destruction of any kind was noted inside the building. The door in the library was found propped open by a chair.

**All owners are asked to ensure the perimeter doors are closed when enter/exiting and not to have these doors propped open in any way.**

Owners with tenants are requested to impress on their tenants the need to close doors and turn off lights.

d) **Bylaw Infractions**

Owners, residents and occupants are asked to be observant, keep records and inform Council of any concerns and or Bylaw infractions.

e) **Recycling**

Garbage such as binders, electronics, clothing, food and recycling have been found in the recycling boxes. Owners and residents of Villa Jardin have helped sort the recycling. A camera has been installed in the P1 area. Between fobs and cameras, it is hoped the responsible parties can be identified.

f) **Electric Cars**

A brief discussion arose regarding the charging of electric cars. It was agreed that 2010/2011 Strata Council would look into this and determine if the need for an electric car charging service is in high demand, it will then be discussed in the near future.

g) **La Nina**

The time for snow and ice is fast approaching. Owners, residents and occupants wishing to volunteer are asked to contact the caretaker, Craig Anderson.

h) **Dog Walking**

It appears that people who do not live at Villa Jardin are using the rear of the property to walk their dogs. The matter will be deferred to the new Strata Council. Signage was suggested.

i) **Irrigation System**

The irrigation system needs work. This will be carried out.

j) **Formal Garden**

Stephanie Troll has volunteered to represent Villa Jardin as part of the Formal Garden Committee. Stephanie has also been weeding the garden beds on Villa Jardin Property.

(7) **INSURANCE REPORT**

The Strata Corporation maintains insurance for replacement costs of all buildings to a value of \$32,546,700.00 including boiler and machinery coverage, earthquake coverage and also \$10,000,000.00 liability coverage and Strata Council errors and omissions insurance. The deductibles for all risks is \$2,500.00, sewer backup damage - \$5,000.00, water damage - \$5,000.00 and 10% earthquake damage deductible, \$10,000.00 flood damage deductible and lock and key deductible of \$250.00.

Individual Owners were advised of their responsibility for insuring any personal contents together with any improvements and betterments made to the individual Strata Lot as well as possible liability insurance or living out allowance within the individual Strata Lot. Owners were also advised to investigate purchasing insurance for the amount of the Strata Corporation deductible, including earthquake coverage.

(8) FINANCIAL REPORT

a) 2010/2011 Budgets

The 2010/2011 Budgets were discussed and after due consideration, it was then

MOVED AND SECONDED (Albanese, #1803/Smith, #806)

To approve the 2010/2011 operating budget as presented in the Notice of Annual General Meeting.

CARRIED UNANIMOUSLY

b) Financial Statements

The financial statements for July 31, 2010 were attached to the Notice of Annual General Meeting as required by the *Strata Property Act*.

(9) CONSIDERATION OF ¾ VOTE RESOLUTION #1

After a brief explanation, it was,

MOVED AND SECONDED (Sampson, #406/Collins, #408)

WHEREAS

Additional work to replace the deck membrane at levels 2, 9, 16 and 21 of the building has been authorized within the contingency amount contained in the original budget of the building envelope repair which will exhaust the contingency

AND WHEREAS

The Owners, Strata Plan BCS 907 wish to use existing operating surplus funds rather than consider another special levy to cover any shortfall that might occur with respect to building envelope repair

BE IT RESOLVED

As a ¾ Vote Resolution of The Owners, Strata Plan BCS 907 that the duly elected Strata Council be and is hereby authorized to expend an amount not to exceed \$50,000 from the operating fund surplus to complete the building envelope repair should the funds collected by way of special levy at the Special General Meeting held Thursday April 22, 2010 not be sufficient to cover the expenses of the building envelope repair.

CARRIED UNANIMOUSLY

(10) NEW BUSINESS

a) Bike Locks

An owner raised a question about additional bike locks. Council President Erna Krische advised that the new Strata Council would be asked to issue a notice to owners advising them they must identify their bikes or they would be removed.

b) Shaw Cable

An owner requested that any fobs issued to Shaw Cable be identified.

(11) **ELECTION OF 2010/2011 STRATA COUNCIL**

The 2009/2010 Strata Council is deemed to have resigned from Strata Council and the following owners were nominated:

Erna Kriche	#2201
Gene Chiang	#802
Eric Xu	#801
Dmitry Itskovich	#1003
Selina Collins	#408
Dean Denis	#701
Logan Yau	#1005

After several calls for further nominations, nominations were closed and the above noted Owners were elected by acclamation. The Owners thanked the outgoing Strata Council with a round of applause and welcomed the next Strata Council.

(12) **ADJOURNMENT**

There being no further business the meeting terminated at 8:20 p.m.